



External Policies
Effective May 2011

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ATHLETIC FIELD USE

500.01

PURPOSE:

To allow the use of Frederick County Parks and Recreation maintained athletic fields by public groups and organizations.

GOAL:

To establish standardized fees and charges for the use of Frederick County Parks and Recreation Department athletic fields.

POLICY:

The following priorities have been established for athletic facilities use:

1. FCPRD programs
2. FCPRD co-sponsored programs
3. Frederick County Public School Activities
4. Others

SCHEDULING OF FACILITIES:

Fields are scheduled on a first come, first serve basis. No reservations will be confirmed until the fee has been paid.

Reservations for field use may be made after January 1st of each year and are limited to that calendar year. Reservations may be made between the hours of 8 a.m. and 5 p.m. Monday through Friday.

Special requests may be made to the Director for events which have to be booked more than one (1) year in advance (i.e., State Championships, etc.) or for tournaments held the prior year. These special request reservations must be made by December 15 of the prior year. All field reservation fees must be paid at the time of the special request.

All field reservations will be sold in two (2) hour blocks only.

Reservations requiring field prep (dragging, lining, lights) Monday through Friday must be made by 3 p.m. the day prior to the reservation.

Field reservations for weekend usage requiring field prep must be made by 5 business days prior to the weekend. All weekend requests requiring field prep made after Wednesday will be at the discretion of the Superintendent of Parks or his designee.

Reservations for Monday through Friday requiring no field prep may be made until 3 p.m. of the day requested.

Weekend reservations requiring no field prep must be made by 3 p.m. on Friday.

FCPRD will perform the required field prep one time per day.

FEES:

Reservation fees vary with facility. The fee schedule is available upon request.

The entire fee must accompany each field reservation.

All payments for reservations must be delivered or mailed to FCPRD's main office. All reservations are subject to the regulations set forth in the policy on registration in regards to receipting, mail-in, etc.

Periodically, fees and charges are subject to change as economic factors dictate. Individuals, teams, groups, and organizations should contact FCPRD for current updated information.

There will be no charge for Frederick County Public Schools to use FCPRD fields except for field preparation.

An additional charge will be assessed for materials and labor used to make ballfields playable as a result of rain.

An additional fee for clean-up may be charged if necessary.

These charges will be determined by the Superintendent of Parks.

Tournaments are subject to the VENDOR POLICY (# 500.16) regarding profit making activities on park grounds. This would apply to souvenir sales, etc. Groups conducting these types of activities will be billed at the current rate following the event.

HOURS OF AVAILABILITY:

Lighted fields are available from 9 a.m. to 11 p.m. Unlit fields are available from 9 a.m.-dusk. If you desire a field earlier or later you must make your request in writing for approval by the Superintendent of Parks 5 business days prior to the event.

OVERNIGHT TOURNAMENTS:

Overnight tournaments are scheduled only at Clearbrook Park, must be scheduled thirty days in advance, must conclude by 8 a.m. and the Park may only host one per month from May through September. Additional tournaments may be approved at the discretion of the Director or his designee.

Individuals or groups requesting over night tournament reservations must secure and provide a minimum of one (1) officer from the County Sheriff's Department or an approved security guard for the duration of the event.

FIELD CANCELLATION/REFUNDS:

All requests for refunds or cancellation must be made verbally or in writing to the FCPRD administrative offices five business days prior to the reservation. A refund less a 20% administrative charge will be given for all field cancellations.

COSPONSORED YOUTH LEAGUES:

Fees will be waived for scheduled practice and game field use based on the projected number of usages each season. This projection will be made by the Parks and Recreation Department in conjunction with each youth co-sponsored league president in August of each year, in order to coincide with the department's budgeting process.

Any additional use beyond the projected maximum will be charged to the league at the established co-sponsored field use rate.

Any field preparation required above and beyond normal procedures (i.e. extraordinary application of turface or other materials; unexpected or extraordinary use of county personnel) which becomes necessary to carry out a league sponsored activity will be charged to the league at the current rate. "Extraordinary" will be defined by the Park Manager.

A representative from each league must schedule all field time through the Parks & Recreation office a minimum of two weeks in advance. The Parks & Recreation Department will abide by this schedule. Monitoring of actual usage and overages, cancellations, rain-outs, etc. will be carried out by the Park Manager and the league commissioner.

The Park Ranger is authorized to open/close fields or turn on/off lights only as the Parks and Recreation Department schedule dictates. The Park Ranger may not authorize additional field use without consent of the Superintendent of Parks or his designee.

Current: January 2011

COSPONSORED GROUPS

500.02

PURPOSE:

To promote and provide assistance to recreational programs and special interest activities within Frederick County for established recreation groups.

GOAL:

To expand our recreational program by aligning with established groups of similar interests.

POLICY:

Cosponsored groups must be recreational in nature and be identified with the goals, ideals, standards, and objectives of FCPRD.

Prior to cosponsorship, a representative of a potential cosponsored group must meet with the Assistant Director, or designee for approval.

The Department will review existing cosponsored groups annually and determine whether to continue the cosponsorship the following year based on the previous year's compliance with rules, regulations and procedures.

All cosponsored groups must be chartered or operate in accordance with an established constitution and bylaws. A copy of the group's bylaws and policies and procedures manual must be given to Frederick County Parks and Recreation Department. Affiliation with national bodies or organizations is permissible; however, such national policies shall not conflict with local departmental policies.

Groups organized for personal profit will not be accepted for cosponsorship.

Membership in a cosponsored group shall not be restricted on the basis of race, creed, color, religion, national origin, or sex. For senior adult groups, membership is restricted to persons 55 years of age or older.

Cosponsored "youth" organizations meeting the terms of this policy may be eligible for a facility use fee waiver for activities reflecting the primary focus of the cosponsored group. Examples of use eligible for fee waiver include practices, games, and league tournament play. FCPRD will determine fee waiver status for all cosponsored activities.

All staff and volunteers over the age of 17 who have direct contact with youth of both sponsored and cosponsored activities will be subject to the Criminal Background Check Policy (Policy # 500.03). This will include, but not be limited to, coaches, assistant coaches, managers, organization board members, umpires, officials, program leaders, supervisors, instructors,

volunteers, and contract employees. FCPRD will fund the cost of four background checks per team registered with each cosponsored organization. Cosponsored groups must submit the appropriate background requests along with the current processing fees for all additional board members, volunteers, and officials.

Cosponsored groups shall abide by all Departmental rules, regulations, and policies wherever applicable.

Cosponsored groups shall meet the requirements of the Americans with Disabilities Act as it applies to FCPRD.

Under a cosponsorship agreement, FCPRD shall provide the following services where possible:

- a. Publicity
- b. Facilities for holding meetings and activities
- c. The facility fee will be waived for all Frederick County residents in the cosponsored organization if donated by the Board of Supervisors in the annual fiscal budget. Each organization will pay the facility fees associated with non Frederick County resident participants.
- d. Notification of waiver request approval by the Board of Supervisors
- e. FCPRD will waive the Vendor Policy (#500.16) fees for each team's paid coach of record for cosponsored activities.
- f. FCPRD will provide up to four criminal background checks for each team and a background check for each board member.
- g. FCPRD will provide two opportunities per season for coaches to attend a nationally recognized coaches training program.

If, in the course of an event, activity, or program, additional support is needed by the cosponsored group, or if facilities scheduled are used for revenue (profit), FCPRD will enter into negotiation as to specific duties, obligations, services, and remunerations.

Clubs and groups under the cosponsorship plan shall be responsible for:

- a. assigning one adult to be responsible for the conduct of participants at cosponsored events.
- b. following through with established safety and emergency procedures
- c. accepting responsibility for the conduct and behavior of all staff and volunteers working on the group's behalf
- d. complying with all procedural steps required of cosponsored groups.

Procedural Steps Necessary to Maintain Cosponsorship Status

- a. Submit a signed application for cosponsorship with a fee waiver request for use of fields by October 15 each year.
- b. A copy of the group's bylaws and policies and procedures manual must be given to the Assistant to the Director at the time of application.
- c. Provide an annual financial report to the Parks and Recreation Department thirty days after the conclusion of the group's fiscal year.

- d. A copy of the organization's non-profit status (i.e., IRS statement) must be provided.
- e. Provide the Department with accurate records of board members and officers; including their name, address, and phone number and expiration date of their term.
- f. Provide the County with a certificate of insurance, naming the department as additionally insured with a minimum of one million dollars liability coverage.
- g. Cosponsored groups shall provide a certification program for all head managers/coaches for each team. In order to meet the terms of this agreement, the proposed certification program must be recognized by the National Recreation and Parks Association, or endorsed by the state or national organization which governs the cosponsored group. The certification program selected must be made known to FCPRD prior to the start of the season. A list of head coaches indicating who has and has not completed the required certification program must be given to the department by the March 15th for spring season and by August 30th for fall season. New coaches during the season have to have certification prior to volunteering in that capacity.
- h. Recognize Frederick County Parks and Recreation Department by the phrase "cosponsored by Frederick County Parks and Recreation Department" on all promotional materials and websites. A copy of all publicity sent out by the group must be forwarded to Frederick County Parks and Recreation Department at the time of distribution.
- i. Provide a list of paid coaches and their team affiliation. Vendor Policy waiver shall be limited to one paid coach per team.
- j. Provide copies of organizational correspondence such as mailers, flyers, brochures, or newsletters for our files.
- k. Designate one person to act as a liaison for the group when contacting the Facilities Coordinator for scheduling and one person to deal with all other matters relating to the co-sponsorship.
- l. Provide practice and game schedules to FCPRD two weeks before they are scheduled to begin.
- m. Report by phone or in person any injuries, accidents, facility damage, dangerous or unsafe conditions, or unusual or suspicious situations to FCPRD as soon as possible, but no longer than 24 hours after the occurrence or discovery. Written reports on accidents or damage must be completed accurately and in full and must follow within 3 days, on the appropriate departmental form.
- n. Accept all facilities as is and leave in a similar state of cleanliness as upon arrival.
- o. Provide a listing of sponsors to aid FCPRD in knowing which businesses have already been approached about sponsorship opportunities.
- p. Upon request, verify that all participants meet established membership criteria to ensure that the group is not later penalized for a violation of participation rules.
- q. Administer the background check policy adopted by FCPRD by obtaining necessary information from volunteers and employees.
- r. Provide FCPRD the number of participants by residence at the beginning and conclusion of each season. If requested, provide FCPRD a list of all

- s. participants and their residence for the season requested.
- t. Failure to comply with the cosponsorship policy and provisions may result in loss of cosponsorship. Notification of loss of cosponsorship will be by the Department of Parks and Recreation in writing to the president of the cosponsored group.

Having read the above policy and provisions of cosponsored groups by the Frederick County Parks and Recreation Department,

I _____ agree to abide by the policies set forth for

_____ (Co-Sponsor Group) for the period of _____.

Signature _____
(Name - Title - Cosponsor Group-date)

Address _____ ZIP _____

Phone: Day _____ Night _____

Assistant Director _____ Date _____
(Approved)

Staff Representative to Group _____
(Name and Title)

Current: May 2010

CRIMINAL BACKGROUND CHECK

500.03

PURPOSE:

To examine the criminal background of individuals interested in paid and volunteer positions that have direct contact with FCPRD sponsored and cosponsored activities.

GOAL:

To make activities as safe as possible for participants and to maintain public confidence in the county parks and recreation sponsored and cosponsored events.

POLICY:

All Frederick County Parks and Recreation Department staff will be subject to a national criminal background check for crimes listed in Appendix "A". All Frederick County Parks and Recreation Department volunteers, cosponsored organization staff, or cosponsored organization volunteers who will have direct contact with the youth must have completed a national criminal background check for crimes listed in Appendix "A".

The employee or volunteer will not commence with responsibilities until the background check is reviewed and the employee is determined eligible. All staff must have a background check conducted every 24-30 months from the receipt of the previous background check. If a volunteer is exclusively involved in an activity conducted over a six month period or less, the volunteer must have had a background check within the twenty-four months prior to the beginning of the activity.

If a report comes back with an offense, the standards listed in Appendix "A" will be used as a benchmark for denying employment or volunteer services.

Any full-time employee or part-time employee responsible for cash handling will be subject to a background check that will also include crimes against property. If a report comes back with an offense, the standards listed in Appendix "A" and Appendix "B" will be used as a benchmark for denying employment. Appendix "C" lists the positions required to be checked for crimes against property.

If the staff member or volunteer has a crime listed in the background check that precludes their participation in activities with children or employment and they disagree with the results of the investigation, they are responsible for investigating further any information received from the national search they claim is erroneous.

The confidentiality of all information submitted and/or received by FCPRD in the application of this policy will be maintained in locked filing storage areas.

Appendix "A"

EXAMPLES OF CRIMES WHICH ARE CONSIDERED UNACCEPTABLE FOR WORKING WITH YOUTH THROUGH FCPRD SPONSORED OR COSPONSORED PROGRAMS

Persons who have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication for any of the disqualifying offenses will not be allowed to be employed by or volunteer with Frederick County Parks and Recreation Department (FCPRD) or FCPRD cosponsored activities. This listing of examples of offenses is not exhaustive and other offenses may be considered unacceptable. For offenses not listed below, evaluations will be made on a case by case basis by FCPRD staff.

****Shall include prior adult offenses, juvenile offenses, and adjudication of delinquency****

ALL SEX OFFENSES OR CASES INVOLVING THE CARE OF CHILDREN, FELONIES OR MISDEMEANOR

Examples: child molestation, rape, sexual assault, sexual battery, sodomy prostitution, Solicitation, indecent exposure, child endangerment etc.

FELONIES

All felony violence regardless of the amount of time since offense.

Examples: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

All felony offenses other than violence or sex within the past ten years.

Examples: drug offenses, theft, embezzlement, fraud, etc.

MISDEMEANORS

All misdemeanor violence offenses within the past seven years.

Examples: simple assault, battery, hit and run, protective order violations etc.

All misdemeanor drug and alcohol offenses within the past five years.

Examples: Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.

Any other misdemeanor within the past five years that would be considered a potential danger to children or is directly related to the functions of that volunteer

Examples: contributing to the delinquency of a minor, providing alcohol to a minor theft

PENDING CASES

Anyone charged for any of the disqualifying offenses or for cases pending in court is disqualified until the official adjudication of the case.

In addition, applicants will be disqualified if they have been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, been subject to any court order involving sexual abuse or physical abuse of a minor, or had their parental rights terminated.

Appendix "B"

EXAMPLES OF CRIMES WHICH ARE CONSIDERED UNACCEPTABLE FOR EMPLOYEES HANDLING CASH OR CUSTOMER ACCOUNT INFORMATION WITH FCPRD

Persons who have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication for any of the disqualifying offenses will not be allowed to be employed with Frederick County Parks and Recreation Department (FCPRD). This listing of examples of offenses is not exhaustive and other offenses may be considered unacceptable. For offenses not listed below, evaluations will be made on a case by case basis by FCPRD staff.

****Shall include prior adult offenses, juvenile offenses, and adjudication of delinquency****

CRIMES AGAINST PROPERTY FELONIES WITHIN THE PAST TEN YEARS, MISDEMEANORS WITHIN THE LAST SEVEN YEARS

Examples: Theft, Grand Larceny, Stealing, Conversion, Theft by Deception, Shoplifting, Breaking and Entering, Burglary, Attempted Burglary, Theft by Check, Bad Check, Forgery, Uttering, Criminal Mischief, Possession of Stolen Property, Fraud, Credit Card Crimes, Embezzlement, Arson, Failure to Return Rental Property, Unauthorized use of Automobile, Car Theft.

Appendix C

Positions requiring crimes against property background check

Director
Assistant Director
Superintendent of Recreation
Superintendent of Parks
Park Manager
Park and Stewardship Planner
Facilities Coordinator
Program Supervisor
Recreation Technician
Administrative Assistant
Registration Specialist
Cashier
Pool Manager
Aquatic Supervisor
Center Supervisor
Center Director
Courier

Positions not listed above may be required to a background check for crimes against property if the position handles cash or other sensitive information

Current: May 2011

CULTURAL EVENTS

500.04

PURPOSE:

To establish guidelines and procedures for the offering of cultural events.

GOAL:

To promote cultural events that enhance the overall quality of the arts and humanities within the County.

POLICY:

Cultural events must be a defined art or humanity in nature. They must provide recreational value to the participants and be identified with the goals, ideals, standards, and objectives of FCPRD and be approved by the Parks and Recreation Commission.

Cultural events shall abide by Departmental policies wherever applicable.

No fees are to be charged for the actual cultural event; however, those services that can be defined as preferential, i.e., parking, seating, etc., will be assessed a fee as set forth by the Director of Parks and Recreation.

FCPRD will, on an annual basis, review all cultural events and determine whether to continue with the event or to discontinue the event for the following year.

Current: May 2009

DELIQUENT FEE COLLECTION

500.05

PURPOSE:

To provide a procedure for the Department to collect delinquent program fees or contractual obligations from participants and contractors.

GOAL:

To establish a uniform Departmental guideline for the collection of delinquent program fees and contractual obligations.

POLICY:

In an attempt to alleviate delinquent program fees, the Frederick County Parks and Recreation Department(FCPRD) will utilize the following procedure in the recovery of delinquent fees.

1. Individuals or organizations with a delinquent balance will be mailed a letter indicating the balance due and the date the balance must be paid to avoid a \$20 late payment fee. The balance must be paid within ten days of the date of the letter. Care will be taken to ensure the person or organization receiving the letter is advised to contact FCPRD if they feel there is a discrepancy. Individuals or organizations will not be allowed to utilize FCPRD facilities or participate in FCPRD activities until their account is paid in full.
2. If payment is not received, a second letter will be mailed indicating the balance due including a \$20 late fee, and the date the balance must be paid. The balance must be paid within seven days of the date of the letter. If applicable, the participant will also be given a termination date until the account is paid in full.
3. If payment is not received, a third letter will be mailed indicating the balance due including a second \$20 late fee and the date the balance must be paid. The letter will also note that the balance must be paid within seven days to avoid collections.
4. If payment is not received a final certified letter will be mailed out indicating the amount owed including two late fees and the date the balance must be paid. The due date will be fourteen days from the date of the letter.
5. If the balance remains unpaid, the account will be sent to the County Treasurer's Office for collection. If the County Treasurer is unable to collect, the balance may be sent to a contracted collector.

Specific policies for dealing with the collections of delinquent fees for the basicREC/CAMP basicREC programs are outlined separately in the parent information booklet.

Current: May 2009

DONATIONS

500.06

PURPOSE:

To define and establish a method for obtaining sponsorships and donations and to recognize those individuals or organizations who make contributions to a current facility or project.

GOAL:

To insure that those who demonstrate their enthusiasm and commitment to an existing facility or project by monetary or material donations are properly recognized.

POLICY:

Gifts and Donations

Any member of the general public may make a gift or donation to the County in the name of the Department for the purpose of land acquisition, planning, development, maintenance, operations, and administration of parks and recreation facilities and programs. Recognition of such donations promotes goodwill and cohesiveness in the community.

The Board of Supervisors may accept or reject any gift, bequest, or device made to or in favor of the County.

PROCEDURE:

Individuals wishing to initiate contact with a potential sponsor will consult with their immediate supervisor. The immediate supervisor will contact the Division Superintendent who will determine with the Public Information Officer the appropriateness of the sponsor and eliminate the potential for duplication of effort.

Once a sponsor has been secured, the amount of the donation should be entered into the Donation Log with all pertinent information regarding the event and donor as indicated in the file. This information should also be recorded by the programmer on the program brief at the conclusion of the event.

DONATION RECOGNITION:

Any individual or organization making a monetary or material contribution to an existing facility or a major project will receive a letter of appreciation. For gifts less than \$ 5,000, this letter will be sent by the appropriate Program Supervisor or Superintendent. A copy of this letter will be kept on file by the Public Information Officer.

Those individuals or organizations donating \$5,000 or more toward the completion of a facility will be recognized by including their name on a commemorative plaque to be permanently displayed at the benefiting facility.

The individual or organization making the largest contribution to a major project which represents a substantial part of the total cost of the project may have that facility dedicated to their name or in honor of someone they designate, contingent on endorsement by the Frederick County Parks and Recreation Commission and approval by the Board of Supervisors.

Sponsors will receive a thank you letter upon completion of the program. Certificates of appreciation will be sent when appropriate.

Current: May 2009

EASEMENT ON PARK PROPERTY POLICY

500.07

PURPOSE:

To establish criteria to consider requests for easements by outside parties for non-recreational uses of park land.

GOAL:

To preserve the integrity of the park while considering easement requests.

POLICY:

The Frederick County Parks and Recreation Department will only consider easements by outside parties for non-recreational use of park land if the proposed easement is compatible with other planned or existing park uses, it is determined there is no prudent or feasible alternative, and all possible planning to minimize impact is included. The Department shall require compensation for use of parklands based on the appraised value of the property. The minimum compensation shall be 25% of the appraised value of the property that will be subject to the easement. The compensation percentage may be increased for high exposure areas at the recommendation of the Frederick County Parks and Recreation Commission and approval of the Frederick County Board of Supervisors.

The Department may require compensation for Department staff hours overseeing any easement request exceeding four hours. Time will be recorded in 30 minute increments throughout the approval process. This fee will be waived for easements benefitting the Parks and Recreation Department.

In addition, the Parks and Recreation Department may require monetary assurance(bonding)of the requestor to ensure compliance with easement requirements including restoration of impacted areas.

All easement requests are subject to approval and contingencies determined by the Frederick County Parks and Recreation Commission, Frederick County Board of Supervisors and if applicable, the Department of Interior, National Park Service Virginia Liaison for the Land and Water Conservation Fund.

Current: May 2011

ECONOMICALLY DISADVANTAGED FEES

500.08

PURPOSE:

To provide leisure services to those Frederick County residents who are economically unable to participate in programs offered by the Frederick County Parks and Recreation Department.

GOAL:

To provide all Frederick County residents the opportunity to participate in recreation programs offered by Frederick County.

POLICY:

The Frederick County Parks and Recreation Department will make recreation programs available at a reduced rate to those Frederick County residents who qualify as economically disadvantaged. To be eligible for assistance, total gross household income must be within 130% of the Federal Poverty Guideline.

In order to verify eligibility for financial assistance or a reduced fee for programs; both adult and children, Frederick County residents will be asked to provide the Frederick County Parks and Recreation Department with:

1. Copy of most recently filed Federal Income Tax Forms (showing total gross income) from all members of the household earning income.
2. Copy of their most recent three months worth of original pay stubs from all members of the household earning income and information on all support income (including child support payments, social security, etc.).

All requests made on behalf of a minor (under the age of 18) must be made by the parent or legal guardian with whom the minor resides.

All residents qualifying for assistance (excluding basicREC/kinderREC/CAMP basicREC) will pay \$25 for each individual registration for programs that cost under \$50; for all other programs that cost more than \$50 participants will pay \$25 or 5% of their gross monthly income whichever is the greater amount for each individual registration.

All residents qualifying for assistance for basicREC/kinderREC/CAMP basicREC will be charged the regular weekly rate for each individual registration and will receive a weekly deduction based on the current Frederick Co. Department of Social Services child care fee allotment.

If deemed necessary by the department, a payment schedule may be established. Financial assistance applies to individual enrollment only.

All requests must be made quarterly. The final amount of discount for which a resident is eligible will be determined and they will be registered for the program in which they are interested.

In the event, Frederick County Parks and Recreation discovers false information on a request, full applicable fees will be due within thirty days of discovery.

Prior to acceptance of residents qualified for reduced rates, the program must meet the budgeted minimums. All other rules and regulations regarding registration, refunds, etc., will apply as stated in the policy manual. Any other exceptions will be considered on a case by case basis, subject to the discretion of the Director or his designee. This policy does not apply to contractual programs or trips.

Current: December 2010

FACILITY REFUNDS

500.09

PURPOSE:

To have set guidelines for any individual(s) who reserve an FCPRD location and wish to attain a refund for their previous reservation.

GOAL:

To equitably provide refunds for individuals who must cancel or withdraw from their previous registration with an FCPRD facility.

POLICY:

Shelters

Request for refunds or cancellation made 5 business days before the scheduled reservation will be assessed a 20% administrative fee. If a group cancels after that time, no refund will be given.

Fields

All requests for refunds or cancellations must be made verbally or in writing to the FCPRD administrative offices 5 business days prior to the reservation. The refund will be less a 20% administrative fee. In the event the fields are closed due to weather conditions, there will be a refund for the unused reservation.

Pool

Request for refunds or cancellation made ten 5 business days before the scheduled reservation will be assessed a 20% administrative fee. If a group cancels after that time, no refund will be given.

In the event of inclement weather prior to the scheduled time which renders the facility unsafe to use, FCPRD reserves the right to cancel the reservation and reschedule the pool reservation date at a mutually convenient date and time. If rescheduling is not possible, the fee will be refunded 100%.

Community Centers

Request for refunds or cancellation made 5 business days before the scheduled reservation will be assessed a 20% administrative fee. If a group cancels after that time, no refund will be given.

Current: January 2011

FIELD CLOSURE AND CANCELLATIONS

500.10

PURPOSE:

To establish a policy for closing of athletic fields due to inclement weather or maintenance purposes.

GOAL:

To establish a standardized procedure for closing or cancelling use of the soccer and baseball/softball fields maintained by Frederick County Parks and Recreation Department; To enhance player safety during inclement weather situations; exercise responsible maintenance of athletic fields.

POLICY:

It is the responsibility of the field user to evacuate the field/facility after thunder has been heard, or lightning seen. The facility should remain evacuated for 15 minutes from the last sound from thunder or lightning seen.

POLICY FOR CANCELING BASEBALL/SOFTBALL ACTIVITIES FOR INCLEMENT WEATHER

Procedure for Canceling Baseball/Softball Activities for Inclement Weather.

Frederick County Parks and Recreation Fields

Inclement Weather Monday - Friday Between 8 am - 5 pm:

If the potential for unplayable conditions exists prior to 5 pm, the Park Manager or designee will make the decision regarding the use of the fields. If fields are unplayable, the Park Staff will notify the Frederick County Parks and Recreation Department (FCPRD) office. Where possible, cancellations will be made and reported by 3 pm.

The FCPRD office will notify the concessionaire, league representative, program supervisor, update the field reservation software, notify the radio stations, and place information on the applicable information line.

Inclement Weather after 5 pm and Weekends:

After 5 pm and on weekends, the playability of fields will be determined by the Park Ranger. If deemed unplayable, the Park Ranger will notify the radio stations, concessionaires, tournament directors (when necessary), and update the applicable information line.

Once play has commenced, the umpire will determine the playability of the fields. (Umpires are subject to the field standards established by FCPRD. Failure to act in accordance with standards may result in suspension from officiating FCPRD events, and from FCPRD parks).

If no official is present, the Park Ranger will make decisions regarding the playability of the fields.

Sherando High School (SHS), Millbrook High School (MHS) and James Wood High School (JWHS) Fields.

SHS, MHS or JWHS utilizing fields:

A SHS or JWHS representative will call FCPRD by 5 pm if fields are unplayable. The FCPRD office will update the applicable information line. If after 5 pm or on the weekend, the SHS, MHS, or JWHS representative will call the respective Park Ranger so the Park Ranger may notify all parties involved. The Park Ranger will update the applicable cancellation line.

SHS, JWHS, MHS not utilizing the fields:

If play is canceled at Clearbrook Park, play is canceled at JWHS and MHS, and the Park Ranger will contact radio stations and update the applicable cancellation line. If play is canceled at Sherando Park, play is canceled at SHS, and the Park Ranger will contact radio stations and update the applicable cancellation line.

How to Determine Field Playability:

If water is standing on field, or water comes out around the feet when standing in the outfield, and mud sticks to the cleats in the infield, the field is unplayable.

SOCCER FIELD CANCELLATION POLICY

FCPRD fields/Elementary School Fields/Middle School Fields.

If inclement weather occurs between 8 am and 5 pm:

If the potential for unplayable conditions exists prior to 5 pm, the Sherando Park Manager or designee will make the decision regarding the field. If the fields are unplayable, the Sherando Park staff will notify the FCPRD office.

FCPRD will notify the concessionaire, program supervisor, notify the league representatives, and place the information on the applicable information line.

If inclement weather occurs after 5:00 pm or on the weekends:

Playability of the fields will be determined by the Park Ranger. Once the fields have been determined to be unplayable, the league representative will notify the radio stations and the Park Ranger will notify the concessionaires (if applicable).

Once play has commenced, the game official will determine the playability of the field. (Game officials are subject to the field playability guidelines established by FCPRD. Failure to adhere to these guidelines may result in the official being suspended from FCPRD related activities and FCPRD parks).

If play is canceled at Sherando Park, play is canceled at all county soccer/football fields.

SHS, MHS, or JWHS fields

If SHS, MHS, or JWHS is utilizing fields:

A SHS or JWHS representative will call the FCPRD office by 5 pm on a week day if fields are determined to be in unplayable condition. The FCPRD office will notify the league representative, radio stations, and information line that the activities have been canceled. If deemed unplayable, all activities scheduled on those fields are canceled.

SHS and JWHS not utilizing the fields:

If play is canceled at Sherando Park, play is canceled at all county sites.

How to determine playability:

If water is standing on the field, or if water comes up around the foot on the field, the field is unplayable.

Use of fields Which Have Been Closed for Maintenance or Inclement Weather:

All fields which have been closed by FCPRD for maintenance or weather factors shall not be used. It is the responsibility of the user to establish if a field is open for use prior to conducting an activity on any Frederick County Parks and Recreation maintained athletic fields.

All fields which are closed for maintenance will be posted.

Local radio stations will be notified about all fields which are closed due to the weather conditions.

Additional information regarding the fields can be obtained by calling the Frederick County office or the Park Rangers at either Clearbrook Park or Sherando Park.

Violations:

Improper or unauthorized use of fields will not be tolerated. If a player or league representative is on a closed field, the player, team or teams will face possible suspension from all FCPRD maintained facilities. Suspensions may be 1 - 2 years in length and apply to all park and school facilities under cooperative agreement between FCPRD and the Frederick County Public Schools.

Current: June 2010

GENERAL REGISTRATION

500.11

PURPOSE:

To establish a fair system for any individuals or families who wish to register for a FCPRD program(s).

GOAL:

To ensure accurate records of individual registrations, to maintain and provide the most equitable method for accepting registration requests.

POLICY:

1. Registration for specific events, programs and trips and excursions will be advertised in the Calendar of Events, the Frederick County website, or announced through the Public Information Officer.
2. Participants may register either in person, by phone, by mail (107 N. Kent St., Winchester, VA 22601), or on-line.
3. All participants will receive a receipt. All participants who register through the mail, on-line, or over the phone will be mailed or e-mailed a receipt.
4. Participants wishing to enroll by mail should be advised of the following:
 - a. Must include full payment (or down payment where specified) with check, money orders, or credit card information
 - b. Must list: participant's name, responsible adult if participant is under the age of 18, current address, home and work phone numbers, name of class, and the activity number.
 - c. If the class is filled, the participant will be placed on a wait list. The check will be returned until the class/trip is available.
 - d. Family, as defined by the IRS, is a husband and wife, legally married, and any children under the age of 18, unless a full time student claimed on the IRS 1040 as a dependent. Other dependents claimed on the 1040 may be eligible to be included in family programs or special arrangements where applicable.
5. Instructors, trip escorts, program assistants, etc. are not authorized to register or accept payment from participants, unless specific arrangements have been made with the FCPRD Administrative Assistant.
6. Registration is done on a first come, first serve basis only, except for pre-advertised situations in which county residents have priority.

Current: May 2009

TREE REMOVAL

500.12

PURPOSE:

To develop a policy on removal of downed or dead trees which is harmonious with the natural ecological system, but which eliminates any danger or hazard to the users of Frederick County Parks.

GOAL:

To remove dead or fallen trees when such removal is felt to be necessary because of hazardous conditions.

POLICY:

It shall be the policy of the Frederick County Parks and Recreation Department to allow all damaged trees located in isolated areas to fall and decay as part of the natural cycle. Exceptions permitted are hazardous and unsightly conditions.

Removal of trees in developed areas of our parks is to be allowed only if subject trees is dead, dying from disease or insects, has suffered wind or lightening damage, or is located in an area that is being cleared for an approved park project.

All surplus wood or logs shall be advertised for competitive bid and sold to generate revenue.

Current: May 2009

VOLUNTEER POLICY

500.13

PURPOSE:

To standardize the procedure for utilizing volunteers in Parks and Recreational Programs.

GOAL:

Efficiently and equitably utilize volunteers in providing quality recreational and leisure experiences for Frederick County residents.

POLICY:

The following is the process to be followed when utilizing volunteers in Frederick County Parks and Recreation Department (FCPRD) activities:

1. All volunteer positions must have a volunteer description which outlines the responsibilities, the requirements for the position, and the expectations FCPRD has for the volunteer.
2. All volunteers must sign a volunteer description form. The volunteer description form must be signed by the volunteer, Program Supervisor or Park Manager, and the appropriate Superintendent.
3. All volunteers' serve at the pleasure of the Department. Volunteers carry out their responsibilities under the direction of an immediate Supervisor and at any time, at the discretion of the Director or his designee, the services rendered by the Volunteer may no longer be needed.
4. All volunteer information and forms will be kept by the immediate supervisor and the appropriate Superintendent.

Current: July 2009

RECREATION PROGRAM REFUNDS

500.15

PURPOSE:

To establish set guidelines for refunding an individual's payment and educate the public as to what their commitment is at the time of registration.

GOAL:

To equitably provide refunds for individuals who must cancel or withdraw from Frederick County Parks and Recreation Department (FCPRD) activities or classes.

POLICY:

1. Refunds will be given to all registrants if FCPRD cancels the activity, class, or trip. (FCPRD reserves the right to cancel any program, activity, or trip.)
2. Individuals who cancel prior to the beginning of an activity will be given the choice of a 100% household credit or a cash refund subject to a 20% administrative fee. In the case where pre-purchased goods and services (i.e., tickets, transportation costs, deposits, reservation charges, or contractual obligations) cannot be refunded, participants will not be given a refund.
3. No refunds will be given after the start of the first scheduled activity.
4. All refunds are forwarded to the Finance Department for processing and distribution.
5. All program registrants are to be alerted to this policy at the time of registration with their receipt.
6. This policy does not apply to the basicREC and Camp basicREC program. Cancellation policies for these programs are located in the Parent Handbook.

Current: May 2009

VENDOR POLICY

500.16

PURPOSE:

To establish a procedure for approved vendors to conduct business on park property for private or public events.

GOAL:

To expand our service to the community during recreational activities and events.

POLICY:

A vendor is defined as any individual, group, club, organization, or business who desires to conduct business activities on county park facilities or school facility governed by the cooperative agreement FCPRD has with Frederick County Public Schools. This includes any instances where a vendor conducts an activity, tournament, instructional class, or provides other services.

Approval to conduct business is granted contingent upon the specific activity and is valid for a period of one year. All federal, state, and local licensing requirements and regulations apply and must be provided by the vendor to FCPRD for verification. All approved vendors must also provide a copy of a certificate of general liability insurance listing Frederick County Parks and Recreation as additionally insured with the insurance threshold appropriate for the desired activity. This threshold is determined by the insurance carrier for the County of Frederick.

All vendors seeking approved vendor status will meet with a designated FCPRD representative no less than two (2) weeks prior to event or activity. During this meeting, the activity, product or service will be reviewed for appropriateness and compliance with FCPRD standards. In order for vendors to maintain their active status on FCPRD's approved vendor list, they must make such request 30 days or more prior to the expiration date of current insurance coverage. All vendors shall abide by Department policies wherever applicable. The department will review the performance of existing vendors from the previous year in consideration for maintaining their approved vendor listing on an annual basis.

All vendors using park facilities will be assessed a fee for the use and maintenance of park and designated school facilities. This fee is updated annually by the Parks and Recreation Commission.

Because of the uniqueness of athletic events occurring in our facilities, officiating services provided for these events are covered in the cost of field/facility rental.

FCPRD reserves the right to contract vendor fees outside the vendor fee policy for FCPRD programs.

A permit to park must be displayed by vendors needing to bring vehicles into unauthorized parking areas. These are issued no less than two weeks prior to the event. Any deposits required are payable at the time the permit to park is picked up.

Unauthorized vendors will be denied park access pending proper authorization. In addition, authorized vendors who supplement their inventory or services with goods or services deemed incompatible or inappropriate with the standards required by FCPRD will be required to discontinue the sale of that item or service. Failure to comply will result in dismissal from the park and the approved vendor's permit will be revoked. Any vendor found providing services not reported to FCPRD will have their vendor permit revoked and may face possible suspension from providing services in our facilities for a period of 1-2 years.

The department will review the performance of existing vendors from the previous year in consideration for maintaining their approved vendor listing on an annual basis.

Current: May 2009

FEE WAIVER FOR YOUTH SPORTS COACHES

500.17

PURPOSE:

To reward volunteer head coaches for youth sports by waiving the registration fee for one of their children participating in the program in which he or she is a coach.

GOAL:

To reward the efforts of our volunteer head coaches who contribute their time to the Recreation Department and the citizens of Frederick County and also assist in the recruitment of volunteer coaches for future programs.

POLICY:

The following is the process to be followed when waiving the registration fee for a volunteer coach's child in a Frederick County Parks & Recreation (FCPRD) activity:

1. The coach will be considered a volunteer and must agree to the terms and complete the necessary paperwork required by the volunteer policy.
2. The coach must be approved by either the Sports & Athletics Program Supervisor or the Program Coordinator before registering his or her child.
3. The coach must volunteer for the full season of the particular sport. If a volunteer coach removes him or herself from the position of coach before the season is over, he or she must pay the entire registration fee for their child or their child may be removed from the program.
4. The coach will complete a coach's certification program approved by FCPRD.
5. The fee may only be waived for one of the volunteer coach's children.
6. The coach will also adhere to all rules, regulations, and policies of the Frederick County Parks & Recreation Department.

Current: May 2009

FACILITY PARTNERSHIP

500.18

PURPOSE:

Pursue relationships to renovate, improve, or construct new facilities for use by Frederick County residents.

GOAL:

To develop and improve parks and recreation facilities through partnerships with other organizations

POLICY:

Frederick County Parks and Recreation may enter into partnerships to renovate, improve, or construct facilities which benefit Frederick County residents.

All facility partnerships must be approved by the Parks and Recreation Commission. Major facility partnerships, which include the naming of a facility or new facility construction, must be approved by the Board of Supervisors.

All facility partnerships will include a statement of purpose, roles, expectations, responsibilities, duration, and termination conditions in a written agreement. The agreement will also specify if the partner is permitted to advertise in connection with the agreement and the extent of such advertising.

No partnership shall be entered into if the partnership or related advertisements involves or gives the appearance of involving any activity which could result in promotion of hostility or violence, an attack of ethnic, racial, or religious groups, appearance of discrimination, promotion of the use of drugs, alcohol, tobacco, or firearms, and the promotion of sexual, obscene, or pornographic material. All advertisements in conjunction with any partnership must be approved by the Director of Parks and Recreation or his/her designee.

Current: May 2011