



GUIDELINES and REFERENCE MANUAL

- Organization Accreditations
- Facility Scheduling
- Facility User Rules and Guidelines
- Maintenance Grants
- Scheduling Areas
- Background Check Program

Please go to [Background Check Policy/Procedures](#) for updated information

- Organized Sports Rules
- Youth Coaches Certification Clinic
- Head Coaches Code of Ethics
- Disciplinary Actions
- Appeals Board
- Youth Sport Associations
- Mid-Atlantic Recreation and Parks Sports Alliance
- Departmental Awards
- ADA Accommodations
- Glossary of Terms
- Departmental Website
- Inclement Weather Policy
- Departmental Staff Assignments

TABLE OF CONTENTS

Organizational Accreditation	4
Facility Scheduling	14
Scheduling Fees	27
Facility User Rules and Guidelines	28
Maintenance Grants	35
Scheduling Areas	38
Background Check Program	42
Organized Sports Rules	48
Youth Coaches Certification Clinic	57
Head Coaches Code of Ethics	58
Disciplinary Actions	59
Appeals Board	62
Youth Sport Associations	64
Mid-Atlantic Recreation and Parks Sports Alliance	65
Departmental Awards	66
Glossary of Terms	67
ADA Accommodations	68
Inclement Weather Policy	69
Departmental Website	70
Departmental Staff Assignments (updated 3/2020)	71

DEPARTMENT VISION, MISSION & CORE STATEMENT

Vision, Mission & Core Values

Vision Statement

*To enrich the lives of all residents of Anne Arundel County.
We make life better!*

Mission Statement

*We Create Opportunities to Enjoy Life, Explore Nature and Restore Health and Well-being.
Enjoy, Explore, Restore*

Core Values

*Responsibility (Safe, Professional, Competent, Transparent)
Enjoyment (Fun, Exciting, Positive Attitude, Joy)
Service (Excellence, Courteous, Compassionate, Responsive)
Teamwork (Collaboration, Communication, Unity, Supportive)*

EQUAL OPPORTUNITY POLICY

Anne Arundel County assures all individuals an equal opportunity in all aspects of the department of Recreation and Parks' recreational and athletic programs and activities. There will be no discrimination on the basis of race, color, sex, religion, national origin, age, marital status, political affiliation, or mental or physical disability. This policy is applicable to all departmental policies, practices and guidelines contained in this manual.

REVISIONS TO THESE GUIDELINES

The information contained in this manual supersedes any previous material published and distributed by the Department of Recreation and Parks on like subjects.

POLICY UPDATE NOTICES

Revisions and additions to the information contained in this manual will be made when necessary. When any change is made to the manual, notice will be posted on the departmental website and distributed to the appropriate points of contact, if required.

ANNUAL UPDATE OF MANUAL

This manual is updated annually on July 1st, at which time it is posted on the departmental website. Individuals are encouraged to submit comments and/or suggestions relevant to the information contained herein to the attention of the Administrative Manager, Scheduling Office.

INTRODUCTION

The Department of Recreation and Parks oversees the acquisition, development and management of a nationally recognized, award winning park system providing Anne Arundel County residents with open space for recreational activities and natural resources conservation.

Departmental objectives:

- Improve quality of life by conserving and enhancing the natural and developed environment for current and future generations.
- Enable Anne Arundel County citizens to attain the maximum physical benefits and social enjoyment through participation in recreational sports.
- Promote the highest ideals and standards of sportsmanship.
- Offer youth sports that ensure maximum opportunities for participation by all team members and provide a positive environment for personal development.
- Provide opportunities for lifelong enjoyment of a physical activity and a recreational outlet for participants.

The Department of Recreation and Parks is committed to the belief that participation in recreational and athletic programs should be fun for everyone — a great opportunity to learn new skills, get some exercise, meet new friends and be part of a team!

The main emphasis of youth sports is universal participation, not impressive won-lost records. One study on youth athletics revealed that 72% of children would rather play for a losing team than sit on the bench of a winning team. Adults must keep in mind that the game is for the kids, and kids play sports to have fun.

Whether you are a player, coach, parent or spectator, the challenge is to keep the art of winning in proper perspective.

PURPOSE OF THE MANUAL

This manual serves as an overall guide for:

- Board of Education and Department of Recreation and Parks' Facility Users
- Organizations seeking Accreditation
- Participants in Youth and Adult Organized Sports Programs
- Organizations Sponsoring Youth / Adult Recreational and Athletic Programs
- Individuals Seeking Coach's Certification

The Director of the Department of Recreation and Parks has sanctioned the policies, practices and guidelines contained in this manual. These policies, practices and guidelines supersede those found in past departmental publications. Additional information, policy updates and departmental forms may be found on the Department's website:

www.aacounty.org/recparks

ORGANIZATIONAL ACCREDITATION

To ensure compliance with departmental standards regarding access to public facilities, the Department of Recreation and Parks has established an accreditation process for all organizations and groups providing youth sport-related programming. The purpose of organizational accreditation is to foster and facilitate the role of the Department in promoting and ensuring the quality and diversity of athletic and recreational programming in Anne Arundel County.

Accreditation does not provide automatic access to Board of Education and/or Department of Recreation and Parks facilities/fields. An accredited organization demonstrates that it has met departmental standards and is eligible to access Board of Education and/or Department of Recreation and Parks facilities/fields, (does not include Regional Parks) using the facility scheduling process. Please refer to the Facility Scheduling Guidelines for the facility use prioritization of County-owned facilities.

Groups that are accredited must apply the policies and guidelines contained in this manual to all components of their organization to include: travel or select teams, contracted vendors, paid consultants, etc.

CLASSIFICATIONS OF ACCREDITATION

Organizations must meet all core requirements for accreditation and be in compliance with the departmental Background Check Program. The level of activity risk must be deemed acceptable by the County. Organizations must meet all core requirements.

SCOPE OF ACCREDITATION

The scope of an organization's accreditation shall define the following:

- 1) Classification of Accreditation
- 2) Type of Organization
- 3) Approved Activities and Age Groups
- 4) Primary Scheduling Area
- 5) Period of Accreditation
- 6) Other Parameters Deemed Appropriate by the Department

TYPES OF ACCREDITED ORGANIZATIONS

- Athletic Organizations/Groups engaged in Youth Athletic or Recreational Activities
- Scouting Groups (Girl, Boy, Eagle, etc.)
*Except in the case of scouting related organizations, the applying Organization must participate in competitions or seek to become competitive in competitions within the first year of provisional status.
- Rental Program
Organizations that sponsor youth or adult activities but do not meet **ALL** of the core requirements for accreditation.
 - a) Community Based
 - At least 75% of participants must reside in the feeder system identified by the address of the organization on file with the County.
 - b) County-Based Program (Provisional Organizations Only)
 - At least 75% of participants must reside in Anne Arundel County, as identified by the address of the organization on file with the County.

- Providers of tournaments, camps and/or clinics are generally considered commercial vendors and not eligible for organizational accreditation.
- Organizations have the lowest priority for facility use. Requests for use of public facilities by organizations in the rental program are processed after the normal scheduling cycle for the respective period.
- There must be facilities available for the Organization to practice and/or hold competitions and other events.
- Organizations must be in compliance with the departmental policies.
- Organizations wishing to expand offerings will not be permitted the use of public facilities for newly requested activities until the departmental determination is rendered regarding their application to expand sponsored activities.

ORGANIZATIONS NOT ELIGIBLE FOR ACCREDITATION

- Commercial enterprises and religious groups
- Entities engaged in a commercial enterprise and groups engaged in religious activities, which are seeking the indoor/outdoor use of a County facility, are not subject to the organizational accreditation requirements.

In keeping with Board of Education policy, use of the school for religious activities requires school approval. Use of a school for religious activities is scheduled and approved by the principal of the respective school.

- Commercial entities and religious groups engaged in recreational or athletic activities may not qualify for organizational accreditation and be eligible for the use of public facilities.
- Such groups should contact the School directly to discuss their rental policies and procedures.

INITIAL ORGANIZATIONAL ACCREDITATION

Organizations seeking accreditation for the first time may apply at any time. Accreditation guidelines and forms can be downloaded from the Department's website – www.aacounty.org/recparks. Organizations that engage in athletic activities must include an assessment of community need along with their accreditation submission.

The departmental evaluation and determination of an initial accreditation submission could take up to 180 days. Organizations will be placed in the Rental Program for the use of public facilities until the departmental determination is rendered regarding their accreditation submittal.

Organizations placed in the rental program are eligible to apply for the use of public facilities, although their reservation requests will be processed after accredited groups have been permitted for the respective period.

ACCREDITATION OF EXPANDED ACTIVITIES

Accredited organizations seeking to expand sponsored activities may apply at any time. Organizations that engage in athletic activities must include an assessment of community need and an updated Organizational Profile form. This form can be downloaded from the Department's website.

- The departmental evaluation and determination of a request to expand sponsored activities could take up to 90 days.

- Accredited groups that are denied inclusion of certain sponsored activities but meet all core accreditation requirements may apply for the use of public facilities for the non-accredited activities. Reservation requests for non-accredited activities have the lowest priority for facility use.

CORE REQUIREMENTS FOR INITIAL ACCREDITATION

In order to be eligible for creation the Organization must meet the following requirements:

- The Organization must offer an organized sport, athletic, or Scouts (Girl, Boy, Eagle, etc.) sponsored activity.
 - 1) The Organization activity must be associated with an approved governing body or league that has developed standards for participation.
 - 2) The level of activity risk must be deemed acceptable by the County.
 - 3) Status of Good Standing: All current organizational officers, commissioners and board members must be in good standing with the Department. Good standing is a term used to identify individuals who are in compliance with departmental policies, standards and requirements. Disciplinary sanctions imposed by the Department may result in an individual losing their “good standing” status and corresponding benefits.
- The Organization must follow Creation of an Accredited Organization Application Procedures, consisting of:
 - 1) An Organizational Constitution/Bylaws, which must include all specified criteria and include mandatory language/components*.
 - 2) Organizational Accreditation Checklist: Includes the organization’s equal opportunity and non-discrimination pledge, acknowledgement of receipt of departmental guidelines and policies, listing of accreditation submission requirements and the background check requirements for organizations that sponsor youth activities.
 - 3) Organizational Declaration Affidavit: Delineates the organization as a non-profit, not-for-profit, religious or commercial entity. This form must be notarized.
 - 4) Organizational Accreditation Profile: Identifies the organizational officers, details the activities sponsored by the organization and ascertains other pertinent information.
 - a) Publicly advertised variations to the name of the accredited organization must be on record with the Department.
 - b) These names must be reflected on the organizational accreditation profile form (i.e. Riva Athletic Association using Greater South River Basketball or Davidsonville Athletic Association using South River Football).
 - c) This profile includes roster information for players and coaches in a separate excel formatted file that must be uploaded with the profile. This form is used to determine field usage parameters.
 - 5) Certificate of General Liability Insurance: Organizations that sponsor athletic or physical activities, including commercial enterprises and religious groups must submit a Certificate of General Liability Insurance in the amount of \$500,000.
 - a) The Certificate must list the respective organization as the “Insured” and Department of Recreation and Parks and the Board of Education as “Additional Insured.”

- b) The Certificate of General Liability Insurance must reflect the following statement, “Anne Arundel County Maryland, its Officers, Agents and Employees are additional insured.”
- c) Primary Scheduling Area: Athletic groups must specify their primary scheduling area (refer to the Scheduling Areas section of this manual for a listing of the schools and parks in each scheduling area).
- 6) Residency Requirements: Unless the Department grants an exception, 75% of an organization’s membership (officers and participants) must be comprised of Anne Arundel County residents if the team uses County facilities for permitted activities.
- 7) Assessment of Community Need: An Assessment of Community Need must be submitted by athletic organizations applying for initial accreditation and/or expansion of sponsored activities. This is a narrative statement that establishes the group’s intentions as compared to what is offered by existing organizations. Splinter groups or groups offering similar or competing services may not receive favorable consideration.

Following the submission of the above materials, the County approves or denies the application. The County may also request that the proposed Organization submit additional information, so that the County may consider the request further.

If the application is approved, the Organization will receive provisional status, a temporary state of operation before becoming a fully accredited Organization. The recognized Organization will be on provisional status until the end of the fiscal year.

All provisional Organizations will be placed in the County Facility Rental Program for their practice and game location permitting needs.

*In the event the County requests revisions to the Organization’s Constitution/Bylaws, the Organization has up to 2 weeks (14 calendar days) after the date their application was approved to get their Constitution/Bylaws approved by the County

SUBMITTAL REVIEW FOR INITIAL ACCREDITATION OR EXPANSION OF ACTIVITIES

Departmental staff shall evaluate an organization’s application for initial accreditation or the expansion of sponsored activities to determine whether the organization has satisfied all requirements.

- All available relevant information concerning the organizational compliance with the departmental policies and any organizational deficiencies with respect to the departmental standards will be considered.
- The Department’s staff will review the requesting organization’s history with special attention given to any disciplinary actions taken against the organization or its members.

Departmental staff may seek third party input from members of other accredited organizations, community leaders, parents, participants, official’s groups and others in determining the community’s need for enhanced or new recreational/athletic activities and/or the requesting organization’s ability to comply with departmental standards and policies.

- Departmental staff may conduct unannounced site visits to an organization's permitted location to ensure compliance with departmental policies and rules governing the use of public facilities.
- If an organization does not hold an approved activity for two (2) consecutive years, the approval for that activity will automatically be revoked. If the organization wants to re-offer this activity, they must apply to the Department of Recreation and Parks and are subject to the review process for expansion of activities.

APPROVAL OF INITIAL ACCREDITATION OR EXPANSION OF ACTIVITIES

Once approved, the requesting organization will receive correspondence from the Department signifying the group's status as an accredited organization, along with the activities for which the group is accredited.

ANNUAL CYCLE FOR ORGANIZATIONAL RE-ACCREDITATION

The annual accreditation cycle runs from July 1st through June 30th.

The primary point of contact for each accredited organization will receive a mailing from the Department around May 1st pertaining to the annual re-accreditation requirements. The mailing will include an Organizational Re-Accreditation Checklist and Organization Profile to be updated and returned to the Scheduling Office.

For an organization to retain its accreditation, the Department must receive all required documentation and information no later than June 30th. If the re-accreditation information is not received by June 30th, the organization may be required to re-apply for initial accreditation.

APPROVAL OF ANNUAL ORGANIZATIONAL RE-ACCREDITATION

In July, organizations seeking re-accreditation will receive correspondence from the Department signifying their accreditation status for the new fiscal year.

UPDATED DOCUMENTATION AND NOTIFICATION OF ORGANIZATIONAL CHANGES

As changes occur, updated documentation or contact names *must* be provided. Organizations must not wait for the annual re-accreditation cycle to submit these changes. For example, if an organization holds elections in January, the new slate of officers must be submitted promptly. If an organization's liability insurance expires on January 1st, a copy of the new certificate of insurance should be submitted prior to the expiration date. All information may be forwarded to the attention of the Administrative Manager in the Scheduling Office.

- Failure to maintain required liability insurance may result in loss of accreditation, revocation of Facility Use Permits and/or denial of pending reservation requests.

MONITORING ACCREDITATION REQUIREMENTS

- The Department reserves the right to obtain first-hand knowledge of an accredited organization's compliance with departmental policies and standards.
- The Department may monitor organizational activities by visiting permitted facilities, requesting information regarding organizational leagues, asking for the organization's bylaws, conducting meetings to discuss matters of mutual interest, contacting third- parties regarding organizational activities, etc.

FAILURE TO DEMONSTRATE COMPLIANCE WITH ACCREDITATION REQUIREMENTS

If, at any point, an organization fails to maintain compliance with the accreditation requirements and/or departmental standards, the organization's primary point of contact will be notified of the findings and advised of the Department's course of action. Examples of non-compliance include, but are not limited to:

- If the Certificate of Liability Insurance expires, existing Facility Use Permits may be revoked or pending reservation requests may be denied.
- If an adult leader is found to be participating in youth activities without compliance with the background check policy, disciplinary sanctions may be imposed.
- If an organization engages in activities for which they are not permitted, adverse accreditation actions may be initiated.
- If an organization fails to provide timely notification of organizational changes, adverse accreditation actions may be initiated.
- If an organization fails to provide advance notification of non-use or non- authorized use of a permitted facility, existing Facility Use Permits may be revoked or pending reservation requests may be denied. The Department may also limit, suspend and/or revoke the organization's accreditation or impose other disciplinary sanctions as appropriate.
- If findings of non-compliance occur during the evaluation of an organization seeking initial accreditation or expansion of accredited activities, the Department will return the organization's application and provide the organization with a written explanation of the deficiencies. The organization may reapply once compliance can be demonstrated.

ADVERSE ACCREDITATION ACTION

If the Department determines that after notice and opportunity to provide additional information or take corrective action, an accredited organization has not come into compliance with the accreditation requirements and/or departmental standards, the Department may limit, suspend and/or revoke the organization's accreditation or impose other disciplinary sanctions as appropriate.

REAPPLYING FOR ACCREDITATION OR EXPANSION OF ACTIVITIES

Organizations have the right to reapply for organizational accreditation if they were previously:

- In the rental program

- Accreditation
- Denied Expansion of Activities
- Suspended as an Accredited Organization
- Organizations that fall within one of the above referenced categories may reapply six months from the date of the previously rendered determination regarding their accreditation status.

ORGANIZATION APPEAL

Upon notification of failure to demonstrate compliance with the accreditation requirements, an organization shall have the right of appeal. No later than ten (10) days after the non-compliance notification, the organization must notify the Recreation Administrator in writing of its intent to appeal.

FACILITY SCHEDULING

SCHEDULING AREAS

The County is divided into thirteen (13) scheduling areas. These areas reflect the Board of Education's feeder system. Each area comprises a high school, middle and elementary schools, and includes fields and facilities owned by the Board of Education, Department of Recreation and Parks and Annapolis City.

GENERAL INFORMATION

The Board of Education, in conjunction with the Department of Recreation and Parks, encourages the use of school facilities and County/Community parks (not including Regional Parks), by school, community and county organizations for civic, educational, athletic and recreational activities. These activities must not interfere with school educational, athletic or social programs or Recreation and Parks' programs or activities.

Use of Department of Recreation and Parks and Board of Education fields for organized activities is by permit only. This is not meant to discourage or prohibit neighborhood residents from using an available field. Examples of an organized activity would be a team holding practices, games or tournaments. Use of a field for activities such as kite flying, a parent playing catch with a child or neighborhood kids playing ball are not considered organized activities.

The Board of Education has a Joint Use Agreement with the Department of Recreation and Parks. All use of Board of Education indoor and outdoor facilities for athletic activities are scheduled by the Department of Recreation and Parks with the exception of:

- School-Sponsored Events
- Religious Activities
- Indoor Use by Non-Athletic or Scouting Groups
- In keeping with Board of Education policy, a school-sponsored event is defined as an activity that:
 - Is scheduled for school students.
 - Is being run by school system personnel.
 - Has the permission of the principal.

In addition to Board of Education facilities, the Department of Recreation and Parks' Facility Scheduling Office also schedules the use of athletic fields and pavilions in community parks and the gym at the South County Recreation Center.

The Department of Recreation and Parks' Facility Scheduling Office schedules the permitted use of schools and community parks by county and community-based organizations. The facility scheduling process is a complex undertaking that requires effective communication, extensive cooperation, adherence to procedures, compliance with facility user guidelines and willingness to compromise.

Thousands of reservation requests are processed annually and the demand often exceeds availability. As such, sensitivities and emotions of those involved are invariably aroused. All parties must be aware that unreasonable treatment of departmental staff, including inappropriate airing of complaints, is considered in the same context as aggressive behavior on the "field of play."

The non-permitted use of a public facility or non-use of a permitted facility may result in disciplinary actions including but not limited to loss of facility use time, revocation of Facility Use Permit, denial of pending reservation requests, or adverse accreditation actions.

Permitted public facility use is subject to unexpected changes or cancellations due to facility closure, unanticipated requirements, or other unforeseen circumstances.

IMPORTANT NOTE: "Same day" facility use requests will not be processed.

FACILITY USE PRIORITIZATION

Programs sponsored by the Board of Education, State Licensed Child-Care Providers, Department of Recreation and Parks, and the City of Annapolis (for schools located in the city) have priority for the use of Board of Education facilities and County parks.

The following prioritization guidelines are applied when arbitrating the issuance of a Facility Use Permit to a community-based organization for the use of a field, gymnasium, cafeteria, or multipurpose room. If competing facility use requests for these facilities are of equal status, compliance with the facility scheduling process and historical use will be considered. The Department of Recreation and Parks reserves the authority to modify the facility use guidelines on a case-by-case basis.

The Department reserves the authority to request justification from an organization to support its request to use a public facility. For example, the Department may request team rosters as justification for the number of hours requested in a gymnasium.

Prioritization for Use of a Field, Gymnasium, Cafeteria, or Multipurpose Room (Excludes use of Turf Fields)

Community-Based and County-Based Organizations:

1. In-season Sport sponsored by the Maintenance Grant Holder
2. In-season Sport sponsored by an In-Feeder System Group
3. In-season Sport sponsored by an Out-of-Feeder System Group
4. Out-of-season Sport sponsored by the Maintenance Grant Holder
5. Out-of-season Sport sponsored by an In-Feeder System Group
6. Out-of-season Sport sponsored by an Out-of-Feeder System Group
7. Rental Program:
8. Non-accredited groups have the lowest priority for facility use. Requests for the use of public facilities by non-accredited organizations are processed after the normal scheduling cycle for the respective period.

TYPES OF FACILITY USE PERMITS

Permits for a Board of Education Facility or Community Park:

- Period Use (refer to Scheduling Cycle)
- Annual Use (not issued for a field or gymnasium, except for activities sponsored by the Recreation and Parks Department or Maintenance Grant Holder)
- Special Events (athletic tournaments, camps or clinics, outdoor fairs, etc.)
- Turf Fields (issued on as needed/request only basis).
- No annual use or scheduling cycle permits.
- Permits should be submitted thirty (30) days before need.
- Permit for a Pavilion or Picnic Area in a Community Park:

- Pavilion or Picnic Area Use (organizational accreditation not required)

PERIOD OR ANNUAL FACILITY USE SCHEDULING CYCLE

The Department of Recreation and Parks' Facility Scheduling Office accepts reservation requests for three (3) periods of use per year – fall, winter, and spring/summer. The applicant must complete and submit the appropriate reservation request to the Department of Recreation and Parks' Facility Scheduling Office by the respective deadline. Applicants who do not submit a reservation request by the posted due date jeopardize their chance of obtaining a Facility Use Permit.

Accredited organizations shall conduct all athletic contests and practice sessions in accordance with the following:

The sports seasons shall be defined as follows:

1. "Fall" means August 1st until the final date of County Fall recreational sports seasons.
2. "Winter" means November 1st until the final date of the County Winter recreational sports season.
3. "Spring" means March 1st until the final date of County Spring recreational sports seasons.
4. "Summer" means the last day of school for AACPS students through July 31st.

To verify compliance under this regulation, an administrator of the organization who is responsible for the day-to-day administration of the organization shall:

1. Submit the accreditation verification provided by the County; and
2. Submit the verification for accreditation to the facility scheduling office annually before the first day of the requested practice or athletic competition permit.

Compliance: To verify compliance with practice or competition permit requirements, the administrative head of the organization, responsible for the daily administration, must submit an accreditation verification application for annual approval. This verification shall be submitted to the County before requesting permits for field usage. The following formulas will determine the initial allocations of field times and spaces.

The County's goal for allocation of practice times is to provide 1 hour of practice two days a week. This will be referred to as Practice Programing. This standard is based upon the following metrics:

- Gym Accommodation: 20 players per hour, where two teams share the gym simultaneously.
 - Equates to 6 minutes per player:
 - $10 \text{ participants} * 2 \text{ teams} = 20 \text{ participants} / 60 \text{ min} = 3 \text{ Min} * 2 \text{ days per week} = 6 \text{ min per participant.}$
 - Allotted time is based upon 3 hours per day and five days per week (M-F)
 - One Gym can accommodate 150 participants per week.
 - $20 \text{ participants} * 3 \text{ hours} = 60 \text{ participants per day} * 5 \text{ days} / 2 \text{ times per week} = 150 \text{ participants per week}$
- Multi-purpose fields:
 - 4 minutes per player:

- (15 participants * 2 teams = 30 participants / 60 min = 2 Min * 2 days per week) = 4 min per participant.
- Baseball and Softball fields
 - (12 participants / 60 min = 5 min * 2 days per week) = 10 min per participant.

Submissions for hours above the initial allocations will be processed after all reservation requests have been permitted for the respective period.

Permits for hours above initial allocations are limited to available spaces and may not be located within the initial request area.

SCHEDULING

Organizations have two weeks to submit to Recreation & Parks their scheduling requests into the Active system.

Recreation & Parks will review requests and issue permits to organizations before the start of the scheduling period.

Recreation & Parks will send each school its calendar of permitted use for school reference.

1. Fall Period (Annual requests* accepted from Accredited groups during this period)
 - a. Field Use: August 1 – November 30
 - i. Indoor Use: September 5 – October 31
 - b. Already Accredited Organizations enter requests by June 15
 - c. Newly accredited and rental program organizations enter requests June 16 – July 1
 - d. Rec & Parks issues permits and sends school calendar by July 31
2. Winter Period
 - a. Field Use: Last two Sundays in February
 - i. Indoor Use: November 1 – February 28
 - b. Already Accredited Organizations enter requests by September 15
 - c. Newly accredited and rental program organizations enter requests September 16 – October 1
 - d. Rec & Parks issues permits and sends school calendar by October 31
3. Spring/Summer Period
 - a. Field Use: March 1 – July 31
 - i. Indoor Use: March 1 – June 8
 - b. Already Accredited Organizations enter requests by January 15
 - c. Newly accredited and rental program organizations enter requests September January 16 – February 1
 - d. Rec & Parks issues permits and sends school calendar by February 28
 - e. Special Events

Applications for a special event or one-time activity must be submitted at least four (4) weeks in advance of the date of the event.

Organizations should only request dates within the permitted scheduling period (i.e., Fall, Winter, Spring/Summer) per sport. Organizations submitting annual requests must submit a separate permit for special event approval per sport per season. Annual requests are limited

to Maintenance Grant holders only. Dates requested outside a given period will be denied and must be reentered by the organization at the appropriate time.

TURF FIELD PERMIT REQUEST

- Requests are processed as they are received.
- Permits for turf fields are generally issued for 30-day blocks of time.
- Requests should be submitted thirty (30) before potential need.

FACILITY USE PERMIT APPLICATION PROCESS

Before applying for any non-rental program use of a public facility, all organizations (except those solely requesting the use of a regional park, recreation center, pool, safety turf field, pavilion, or picnic area) must first become accredited and be designated as Community or County-Based by the Department of Recreation and Parks (refer to Organizational Accreditation).

IMPORTANT NOTE: Reservation requests from athletic or scouting-related organizations must be submitted to the Department of Recreation and Parks. Applications for such entities must not go directly to the school to request facility use, as this violates the Joint Use Agreement with the Board of Education.

Reservation requests and other facility scheduling forms can be downloaded from the departmental website – www.aacounty.org/recparks

Reservation Request Process:

- Select and complete all information on the appropriate reservation request:
 - Board of Education reservation request
 - County Park reservation request
 - Community Park Pavilion / Picnic Area Use Application

In addition to a reservation request, a Special Event Form must be completed if the proposed use of the requested facility includes:

- Fundraising activities that generate funds beyond participation fees or concession proceeds.
- Special events include an athletic tournament, camp or clinic, outdoor fair, etc.

Any changes or modifications to permitted usage times for indoor or outdoor facilities **MUST** be submitted in writing to Recreation & Park no less than two business days before the permit's start.

If changes are not submitted, users will be billed for the time that has been permitted.

Changes include but are not limited to the following:

- Cancellation
- Time adjustments

All camps, clinics, and specialty training* held on Anne Arundel County Recreation and Parks and/or Anne Arundel County Board of Education property must be coordinated with the Department of Recreation and Parks. This includes any individual, corporation, or entity who directly or indirectly receives monetary compensation for providing services for the operation of a camp or clinic.

*Specialty training will be defined as coaching or training a specific position, skill set, or discipline within that sport.

- Examples include quarterbacks, goalies, pitching, shooting, punting, passing, speed, strength, endurance, and stretching.

Submit reservation request and Special Event Form (if applicable) to the Department's Facility Scheduling Office before the application due date for that period's use.

- Reservation requests for special events should be submitted at least four (4) weeks before the event.
- A reservation request received after the established due date reduces the requestor's chance of obtaining a permit for the desired field or facility.
- A reservation request for a special event and/or for a pavilion or picnic area can be submitted throughout the year; however, it is recommended to submit these applications in keeping with the application deadlines reflected in the period or annual facility use scheduling cycle.
- Reservation requests submitted after the established deadlines are processed on a first-come, first-served basis.
- Applications are subject to denial based on a conflict with a previously scheduled permitted use.

FACILITY SCHEDULING CONFLICTS

To resolve scheduling conflicts over the use of a field, gymnasium, auxiliary gymnasium, cafeteria, or multipurpose room, the Department will work with groups via e-mail or phone to resolve any conflicting request. The Department may schedule a group meeting to resolve the conflict if no resolution can be reached.

FACILITY USE PERMIT SUBMISSION

Information regarding applications for non-accredited groups and entities wishing to participate in the rental program can be submitted via:

E-Mail: permits@aacounty.org

CHANGES TO AUTHORIZED FACILITY USE PERMITS

Facility users should be aware that the Department conducts regular site visits to monitor the use of permitted public facilities. Facility users must promptly notify the Department's Facility Scheduling Office and appropriate school when the use of a field or facility is not in keeping with the authorized Facility Use Permit. Changes to Facility Use Permits include:

- Granting use of field or facility to another organization
- Non-use of time and/or space
- Adding time and/or space beyond the scope of the permit
- Changing the intended use or activity as reflected on the permit.

A change to a Facility Use Permit requires the timely submission of a Facility Use Permit Change Form. Submitting this form will generally protect the group's historic prioritization for using the same facility the following year. However, in fairness to other community groups, two consecutive years of forfeiting time will result in a loss of historic prioritization.

Lack of proper notification of changes to the Department's Facility Scheduling Office may result in disciplinary actions including, but not limited to, loss of facility use time, revocation of Facility Use Permit, denial of pending reservation requests, or adverse accreditation actions.

Organizations must notify the Facility Scheduling Office in writing at least five (5) working days before the change when changes occur to the permitted times or starting/ending dates of a Facility Use Permit. Organizations must notify the Facility Scheduling Office within three (3) working days if access to a facility is denied on a given day. Organizations that do not notify the Facility Scheduling Office of such changes within these time frames will be responsible for paying the indoor use and/or the total custodial overtime fees as applicable. Permits cannot be changed on a daily or weekly basis. Organizations are expected to plan their needed time and make all adjustments before the starting date of the permit.

GRANTING UNAUTHORIZED USE OF A FIELD OR FACILITY

The unauthorized granting of a public facility used by a permitted organization to another organization without departmental approval is prohibited and will lead to adverse accreditation action.

To obtain approval to grant another organization the use of a permitted facility, the permitted organization must complete and submit a Facility Use Permit Change or [Special Event Form](#) before sharing the use of the permitted field or facility. By obtaining proper authorization to grant the use of the facility to another organization, the group holding the original Facility Use Permit will not lose its historic prioritization for future use.

EXCESS USE OF A PERMITTED INDOOR SCHOOL FACILITY

Any group that uses an indoor school facility before or after its permitted time or occupies non-permitted space will be subject to disciplinary actions to include, but not limited to, payment for the use of the facility. Before the group will be permitted the continued or subsequent use of any County facility, this charge must be paid.

NON-USE OF A PERMITTED FACILITY

Any group that does not use a permitted field or facility and fails to provide proper advance notification to the Facility Scheduling Office and school will be subject to disciplinary sanctions, which may include, but are not limited to, payment of building use fees, revocation of Facility Use Permit and loss of historic prioritization.

UNAVAILABILITY OF A PERMITTED FACILITY

If the Department of Recreation and Parks' Facility Scheduling Office is notified that a facility is unavailable due to a school-sponsored event or activity, the permitted organization will be contacted. However, if a permitted organization arrives at a facility and is denied access due to a school event or activity, the organization will leave immediately without incident and contact the Facility Scheduling Office during the next business day. At no time should the representative of the permitted organization argue with Board of Education personnel regarding the situation.

NON-PERMITTED INDOOR USE OF SCHOOL

Any group found using school indoor facilities without a Facility Use Permit will pay the custodial overtime rate, even if the school is open for others' use. Payment must be made before the group's subsequent permitted public facility use. Groups holding outdoor permits may not use indoor facilities such as restrooms.

FUNDRAISING ACTIVITIES ON PUBLIC PROPERTY

Fundraising activities in County parks or on Board of Education property MUST have the prior approval of the Director of Recreation and Parks or the Director's designee. These fundraising events may include athletic tournaments*, camps, clinics, etc. Applicants requesting space for such a fundraising event MUST indicate their intention to raise funds on the reservation request and submit a Special Event Form. **All fundraising events are subject to fees.**

*Tournaments or leagues require an agreement with the Department of Recreation and Parks. The accredited user group must initiate communication with the Department three (3) months before the event date. For these special events, organizations may be subject to a fee of up to \$150 per hour per facility.

An accredited organization must sponsor approved fundraising activities. Such sponsorship requires that the accredited organization be permitted to use the public facility and be identified as the activity's sponsor on all advertisements.

All registration fees must be payable to the accredited organization permitted for public facility use (i.e., checks must be payable to the sponsoring community group). No registration fees are to be paid directly to the contracted vendor. The accredited organization may request a waiver of this requirement. The waiver request must be signed by an approved representative of the accredited organization and approved by the Recreation Administrator.

COMMERCIAL VENDORS ON PUBLIC PROPERTY

Commercial vendors may include, but not be limited to, portable concessions such as chuck wagons; snowball and ice cream trucks; portable barbeque vehicles; kites, t-shirts, and jewelry vendors; boat rentals; etc. Commercial vendors are not permitted to operate within the boundaries of public property without the expressed approval* of the Director of the Department of Recreation and Parks. Approval may be granted to a commercial vendor in conjunction with the permitted use by an accredited community group.

*An example of such approval would be a portable food vendor at a park site that lacks a food concession building.

YOUTH SPORTS ONLY - Organizational Outdoor Scheduling Fee for Board of Education Field or County Park Usage:

Every outdoor sports participant using a County owned facility, regardless of affiliation, including clinic, club, in-house, select, travel, and any other special league will be charged a scheduling fee of \$3.00 per person per season.

SAFETY TURF FEES and USE:

Use of the turf fields will be scheduled on a priority basis as such: BOE Activities and Events, Recreation & Parks – Games/Events, Community Groups, and Rentals

- Scheduled use of any turf field will be for a minimum of two (2) hours.
- Cancellations by permitted users must be submitted to Recreation & Parks no less than 24 hours before use. For weekend use, cancellations MUST be received by 3:00 pm the Friday before weekend use.
- Cancellations not received by the guidelines above will be subject to paying the scheduled usage fee.
- Fees may be reduced by 30% due to cancellations, such as wet fields, rainouts, etc.

Exceptions to fees may be adjusted based on contractual agreements (i.e., Joint Use Rental Program Use of a Board of Education Facility or County Park:

- A 25% deposit is due before the start of the permit.
- Agreement).
- An invoice will be sent within thirty (30) days of the permit's start.
- Available time at County parks and Board of Education fields can be permitted to accredited youth organizations without a fee.

The County recognizes all youth athletic and sport-related Organizations during their governing body-related activities and seasons. Anne Arundel County Recreation and Parks sport rules and season determinations will be based on the National Federation of State High School Association and Maryland Public Secondary Schools Athletic Association rules in all sports. In cases where that governing body does not determine a season, and the Organization is not related to Scouts as defined by this manual, such organizations will be placed into the rental program. They will not be eligible for accredited status until the Department can review and assess participation and availability for recognition.

The determination as to whether a sport is officially recognized as a County sponsored sport or deemed in-season or out-of-season will be made by Recreation & Parks per the Department's offerings. The Department will continue acknowledging sports innovations and out-of-season sports and potentially providing facilities based on participation, usage, and availability.

Hours of use for the turf fields are:

August 1st – June 15th or the end of the AACPS school year)

- Mon-Friday 7:30 pm – 11:00 pm (most fields)
- Saturday 10:30 am – 11:00 pm (most fields)
- Sunday 8:00 am – 11:00 pm (most fields)
June 15 or the end of the AACPS school year) – July 31st
- Mon-Sunday 7:00 am – 11:00 pm (most fields)

Summer usage hours extend from 7:00 am to 11:00 pm but may be adjusted if hours of usage adversely affect surrounding neighborhoods or impact school programs.

Exceptions to Safety Turf Field Fees

- \$35 per hour – camps and clinics **sponsored by Anne Arundel County Public Schools** employees and approved by the Office of Athletics, tournaments, and leagues co-sponsored by the Department of Recreation and Parks.

Permitted Use of a Board of Education Indoor Facility:

The Department of Recreation and Parks' budget includes funds to offset the greater part of the costs associated with the communities' use of Board of Education facilities. These funds are designated by the Community Use of Schools (CUOS) Program.

Groups accredited with the Department of Recreation and Parks are responsible for paying fees as reflected in the table at the end of this section.

For all other groups, when fees are applicable, the Department of Recreation and Parks will calculate the usage cost. An invoice will be sent to the organization, and a 25% deposit must be paid before the start of the permit.

BILLING CYCLE CALENDAR

Accredited Groups:

Weekend use December – February is billed in March.
Any other time will be billed at the time of use.

Adult Groups:

Weekday use is billed after the permit.
Weekend use December – February is billed in March.
Any other time will be billed at the time of use.

Delinquent Payments: Permits may not be issued to any organization that is delinquent in payment.

Permitted Use of a Pavilion or Picnic Area ONLY in a Community Park:

Only one permit per day will be issued for pavilion use ONLY. **This permit DOES NOT include use of the adjoining fields or restrooms.**

- Reservation fee is \$50 or \$100.00 (depending on size and scope) for the permitted use of a pavilion. Rain dates cannot be reserved.
- Payment is required before the group is issued a Facility Use Permit.
- Permits may be issued in person or via email with payment at Anne Arundel County Department of Recreation and Parks sites with computer access.
- ALL trash must be removed, by the user, from the pavilion area.
- Cancellation requests must be received within two (2) business days of the permitted use date.
- Refunds for pavilion permits will be considered on a case-by-case basis.

FACILITY SCHEDULING NOTES AND TERMINOLOGY

Facility Scheduler: Reservation requests are received from hundreds of community groups. Each group is encouraged to designate one individual as their facility scheduler. All group members should work through this individual.

Advance Planning: Regardless of the type of Facility Use Permit or the period of use, any request received less than seven (7) working days before the planned use activity is subject to denial for lack of processing time. Planning is the inherent responsibility of all facility users.

Permit Renewal Report: The Facility Scheduling Office sends out Permit Renewal Reports approximately two (2) months before the reservation request due date for the respective facility scheduling period. This report may be updated and returned in lieu of submitting new reservation requests. This will significantly reduce paperwork and the chance of overlooking a needed facility.

School Locked when Permitted Indoor Use: If the school for which you are permitted is locked, you may want to drive to the next nearest school and request the custodian call their supervisor for assistance. You must be prepared to show your Facility Use Permit to the custodian to validate your request to open the school.

School Closure Dates: All indoor use is canceled when ALL SCHOOLS and CENTRAL OFFICES are closed to staff and students.

- Permitted outdoor use is not affected.

- A listing of the school closure dates is published before the beginning of the school year.
- School closure dates are listed on the Department's and the Board of Education's websites.

Requested Snow Dates for Facility Use: Snow dates cannot be permitted via the facility scheduling process. Competition for public facilities disallows the granting of snow dates for events.

Weekend Cancellations due to Inclement Weather: The Department reserves the right to extend "reduced rate" indoor weekend use to permitted groups beyond the end of February due to countywide cancellations resulting from inclement weather. Do not take extensions for granted – contact the Facility Scheduling Office for guidance.

Team Rosters: Evidence of participant registrations is required from a permitted group. Team rosters will suffice for this purpose. This information will establish the allowable and equitable distribution of facility use time.

Reservation requests submitted by groups in the rental program: Reservation requests received from Non-Accredited Groups are processed after accredited groups are permitted for the respective period.

School Teams: Public school teams have priority for the use of school facilities. Facility users must understand that there will be times when groups are bumped due to unforeseen or unplanned circumstances. Groups are encouraged to have their facility scheduler establish a liaison relationship with the Athletic Director or physical education teacher at each permitted school.

Out-of-Season Sports: Requests for indoor and outdoor space for out-of-season sports continue to grow. The Department will continue acknowledging out-of-season sports and potentially providing facilities based on participation, prior usage, and availability. Out-of-Season is determined by the Department.

AAU, Select, and Travel Teams: Representatives of these teams must comply with departmental procedures for securing approved Facility Use Permits. Repeated telephone calls to the Facility Scheduling Office and many reservation requests (i.e., "wallpapering the world") are not in keeping with established protocol. Team representatives should contact the Facility Scheduling Office to ascertain space availability.

Tournament: Providers of tournaments must secure the required Facility Use Permit(s) and will be held accountable for the activity in keeping with departmental policies and guidelines. A tournament is three or more teams participating in a competition at any location(s) for more than four hours. A Special Event Form must be submitted along with the reservation request. The Special Event Form must reflect the anticipated revenues, attendance, and other information deemed pertinent to the County for purposes of the application.

Camps/Clinics/Training: Any organized camp, clinic, or training on Anne Arundel County and/or Board of Education property must be coordinated with the Department of Recreation and Parks. This includes any individual, corporation, or entity who directly or indirectly receives monetary compensation for providing services for the operation of a camp or clinic. Training is defined as coaching or training a specific position, skill set, or discipline within

that sport. Examples include quarterbacks, goalies, pitching, shooting, punting, passing, speed, strength, endurance, and stretching.

BOE Field Use by Commercial Groups: The Board of Education does not have a fee structure for the use of outdoor fields. All requests, therefore, should come through the Recreation and Parks office. Commercial groups will not be permitted these spaces for business-related functions not athletic in nature.

Tennis/Basketball Courts: Permits may be restricted at each site to accommodate play by the general public. Organized groups must comply with the Department's accreditation requirements and facility scheduling process.

COST FOR COMMUNITY USE OF PUBLIC FACILITIES

(Rates do not apply for Tournaments, Camps/Clinics or Special Events Agreements)

ACCREDITED GROUPS

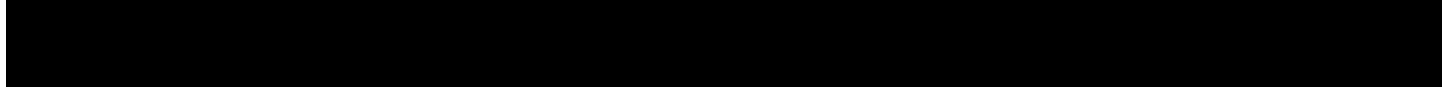
OUTDOOR FEE SCHEDULE	Fall, Winter, Spring and Summer (Hourly Rates) All Grass Fields are closed from DEC-FEB.				
	Youth		Adults		
Softball/Baseball Field	No Fee*		\$25		
Multi-Purpose Grass Field	No Fee*		\$30		
Outdoor Court	No Fee*		N/A		
Safety Turf Field	\$30 In Season		\$75 All Seasons		
	\$55 Out of season				
INDOOR FEE SCHEDULE	School Year (Hourly Rates) Weekdays			Weekends	Weekends in Dec-Feb Only
	Youth	Adult	Adult	Youth	Adult
Gymnasium	No Fee*	\$25		\$46	\$20
Multi-Purpose/Aux Gym	No Fee*	\$25		\$46	\$46
Cafeteria	No Fee*	N/A		\$46	N/A
Classroom	No Fee*	N/A			N/A

AACPS charges the Department of Rec and Parks the Custodian Overtime fee of Saturdays & Holidays \$ 46.00
Sundays \$ 53.00.

*Organizations requesting facility use permits that surpass Departmental Practice Programming metrics may be subject to an hourly fee for the additional time requested.

**RENTAL PROGRAM: Recreation Organizations must be “Athletic in Nature”
and meet rental eligibility requirements.**

OUTDOOR FEE SCHEDULE	Fall, Winter, Spring and Summer (Hourly Rates). All Grass Fields are closed from DEC-FEB.		
	Community-Based Organizations	County-Based Organizations	General Public/Leagues/Tournaments/ <u>Camps/Clinics</u>
Softball/Baseball Field	\$25.00	\$40.00	\$80.00
Multi-Purpose Grass Field	\$30.00	\$50.00	\$100.00
Outdoor Court	\$10.00	\$15.00	\$40.00
Safety Turf Field	\$60.00	\$75.00	\$150.00



School Year (Hourly Rates)

INDOOR FEE SCHEDULE	Community-Based Organizations			County-Based Organizations			General Public
Gymnasium ES/MS/HS	\$25	\$35	\$50	\$40	\$60	\$100	Rates Published Via AACPS Community Use of Schools.
Multi-Purpose/Aux Gym ES/MS/HS	\$25	\$35	\$50	\$40	\$60	\$100	
AACPS Indoor Weekend Rentals rates incur the additional AACPS Custodial Overtime Charge of Saturdays & Holidays \$46.00 and Sundays \$53.00.							

YOUTH PARTICIPATION FEE

YOUTH SPORTS Participation Fees	Fall	Summer/Spring
Youth Group – Outdoor Sports per participant per sport	\$3.00 per	\$3.00 per

FACILITY USER RULES and GUIDELINES

- COUNTY RIGHT OF ACCESS** - The Department of Recreation and Parks retains the right of access to all County-owned property and to inspect the premises at any time. The Department must be provided keys to all locks installed on County property.
- UNAUTHORIZED FACILITY USE** - The unauthorized granting of use of a public facility by a permitted organization to another organization without departmental approval is prohibited and may lead to adverse accreditation action for those organizations involved. To obtain written approval to grant another organization the use of a permitted facility, an organization must complete and submit a Facility Use Permit Change Form in advance of sharing the use of the permitted field or facility.
- TOBACCO, DRUG AND ALCOHOL PROHIBITION¹** - No tobacco products (**Including e-cigarettes and/or vaporizers**), drugs or alcohol of any kind are permitted in or on any Board of Education owned or leased buildings or grounds at any time.
 - No drugs or alcohol of any kind are permitted in or on any Department of Recreation and Parks buildings or grounds at any time.
 - No tobacco product (including e-cigarettes and/or vaporizers) of any kind is permitted in restrooms, spectator and concession areas, dog parks, aquatic facilities or playgrounds in any County recreational facility or park. Tobacco use of any kind is prohibited within 100 yards of an organized activity at a County recreational facility or park. This includes e-cigarettes and/or vaporizers. An organized activity is defined as an event with a defined start and end time that is held in a designated or permitted area. Examples of organized activities include athletic events, concerts, etc.
- SUBLETTING USE OF PUBLIC FACILITIES** - The charging of a fee by facility user groups for the use of public facilities is strictly prohibited.
- MAINTENANCE OF COUNTY PARKLAND** - The Department of Recreation and Parks is responsible for the maintenance of County parkland. The Department's Chief of Park Operations coordinates the upkeep of County parkland. Certain parks are maintained by local user groups in partnership with the Department through funding provided by maintenance grants administered by the Department of Recreation and Parks. Organizations that enter into a maintenance grant with the Department of Recreation and Parks must provide equal opportunity to all persons in all aspects of the operation of the organization.
- BOARD OF EDUCATION PROPERTY** - Maintenance of school property is the responsibility of the Board of Education. The Department will assist when possible at

school sites. Unsafe conditions on school property should be reported to the Administrative Office at the respective school.

7. **NOTIFICATIONS OF UNSAFE CONDITIONS** - Facility user groups must immediately report any unsafe conditions to the Chief of Park Operations (410-222-7317) for County parks or the Administrative Offices at the respective school.
8. **DAMAGE FROM MISUSE** - The facility user group will bear the cost of damage to buildings or premises caused by members of their group or attendees of activities. If damage occurs, a representative from the facility user group must attempt to inform the custodian immediately. The Department of Recreation and Parks' Facility Scheduling Office must also be contacted at the beginning of the next business day. Use of playing fields during or immediately after periods of inclement weather, such as when there is standing water or other like conditions, is considered a misuse of the premises. When conditions do not permit use of the playing fields without undue damage, all activities should be canceled.
9. **ALTERATION OR CONSTRUCTION** - Facility user groups must obtain written permission from the Parks Administrator prior to the alteration or construction of any structure on County parkland. Upon completion, all structural improvements become the property of Anne Arundel County. Facility user groups must obtain all necessary County, State and Federal permits. Prior to the start of construction activities, all plans must be approved by the Department of Recreation and Parks and copies of all permits must be provided. Construction on school property requires the permission of the Board of Education and must follow all Board of Education mandated procedures.
10. **COMMUNITY RELATIONS** - Facility users must remain aware of their impact on the neighbors and surrounding community. Consideration should be exercised when using amplified sound systems, parking automobiles, and conducting activities that might have a negative impact on the neighborhood.

Groups using an amplified sound system must obtain prior departmental approval. The use of an amplified sound system is restricted to the hours of 9:00 a.m. through 8:00 p.m.
11. **GENERAL RULES FOR THE USE OF A PUBLIC FACILITY**
 - Have a copy of the Facility Use Permit in your possession at all times while on site.
 - Occupy the permitted space only during the scheduled time for the approved activity.
 - Immediately report all problems and damage to Facility Scheduling and the Principal's Office.
 - Assume responsibility for the cost of repair for any damage to the permitted field or facility during your group's use.
 - Ensure use of the field or facility is restricted to members of the permitted group.
 - Supervise and maintain discipline of all members of the permitted group at all times.
 - Keep the permitted area clean and return the area to its pre-use condition.

- Remove all trash after each use of an outdoor site and ensure proper disposal of the same.
- Do not alter a field or facility without approval from the appropriate authority.
- Park all vehicles in designated areas only. Parking vehicles on grass areas or fields is prohibited without the permission of the Parks Administrator. A person may not park a vehicle in a park overnight.
- Organizers of groups expecting 200 or more persons in attendance and serving food or drink must provide and/or use the clearly distinguished recycling receptacles. Recycling containers shall be placed immediately adjacent to each trash receptacle. Glass, plastic (no Styrofoam), metal, and non-soiled paper shall be recycled. A person that violates this section is subject to a civil penalty not exceeding \$50 for, each day on which the violation exists.

12. GENERAL RULES FOR THE INDOOR USE OF SCHOOL

- Use the designated school entrance and do not open other doors.
- Check in with the custodian upon entering the school on each occasion.
- Comply with specific school requirements (i.e. complete Site Evaluation Form on each use).
- Do not allow any food or drinks in the school unless expressly permitted.
- Do not place posters, signs or tape on any surface unless expressly permitted.
- Dry mop the gym floor prior to and after each use.
- Wear only appropriate shoes on the gym floor – no hard shoes or shoes that mark the floor.
- Prohibit items that could damage the gym floor, such as strollers, skateboards, bikes, liquids, etc.
- Request custodian's assistance to adjust basketball baskets or standing volleyball systems.
- Do not use indoor facilities for outdoor activities. This does not apply to user groups wishing to have conditioning for outdoor activities. User groups should submit a separate facility usage request for such conditioning. The Facility Scheduling Office will permit such activities separate from designated athletic permits.

13. GUIDELINES FOR USE OF TURF FIELDS

A. TURF FIELD - RENTAL/USAGE PROCEDURES

- ALL users must submit a turf field use request to Recreation & Parks.
- ALL permits must be approved by the Chief of Athletics prior to being added to the calendar schedule and turf field monitor being scheduled.
- ALL usage will be made available to:
 - School Business Manager/AD via e-mailed and usage calendar which is posted on the Recreation & Parks website.
 - The permit will be issued to the requested user once use has been approved.
 - Fees for use will be required once use has been verified and at the end of the use period.

B. TURF FIELD – RULES AND RESPONSIBILITIES

- Use of the track is not permitted during rentals.
- Use of the track is not permitted during games and/or practices.
- Coaches and Players only on the turf areas.

- Spectators should use the bleachers.
- Chairs are not allowed on the track.
- Water only on the turf.
- Pets are not permitted in stadium areas.
- No gum allowed in stadium areas and in particular near the turf field.
- No tobacco products (including e-cigarettes and/or vaporizers) are allowed on school property.
- Sunflower seeds are not allowed on the turf
- Vehicles are not permitted on the track at any time.

14. GUIDELINES FOR THE USE OF COUNTY PARKLAND

- a. **Alarms:** Facility user groups bear the cost for the installation and operation of any alarm systems. Alarm codes must be coordinated with the Chief of Park Operations.
- b. **Building Appearance:** Facility user groups shall maintain the exterior appearance of all buildings, including storage sheds and containers on an as needed basis. Graffiti must be over-painted within five days. If the defacement is particularly offensive, a more prompt response may be required.
- c. **Building Exterior Maintenance:** The Department will maintain the structural integrity of buildings and provide County standard paint colors to upkeep appearance. The user group is responsible for obtaining departmental approval when using a different color scheme and for supplying the paint and related supplies.
- d. **Building Interior Maintenance:** Facility user groups are responsible for maintaining the building's interior in a clean and safe manner. Facility user groups are responsible for all interior improvements to include portable electric devices, supplies and materials. Mandated safety zones and access must be maintained to electrical controls, plumbing and other utilities.
- e. **Domesticated Animals:** All animals brought onto park property must **be on a leash at all times and entirely under the control of the person bringing it to the park.** Animals within defined dog parks and dog beaches need not be leashed.
 - Persons bringing a domesticated animal onto park property are responsible for immediate clean up and removal of the animal's defecations. Article 12. Public Safety of the Anne Arundel County Code defines the Animal Control laws associated with dogs and other animals. Some facilities are equipped with "Doggie Stations" for your use.
 - The Bachman Sports Complex, Joe Cannon Stadium and Randazzo Park **allow pets in the parking lots ONLY.** No pets can be in the field area.
 - Pets are NOT permitted on Board of Education property. This includes the turf fields and stands.
- f. **Drones in Parks:** Drones may be flown in County Parks provided that the following provisions are adhered to;
 - They may not be flown over sporting events or stadiums.
 - They may not be flown over groups of people or animals. These can include but are not limited to the following types of areas: playgrounds, pavilions, beach areas, fishing piers, etc.
 - Drones may not be flown in a manner that impacts or harasses wildlife or domestic animals on park property.
 - Drones may only be flown during park operating hours.

- Drones may not be flown in a manner that deprives other patrons of reasonable use and enjoyment of our parks. Following other park patrons with a drone without their consent is not permitted. Flying drones in a manner in which another park patron feels threatened will cause your expulsion from the park.
- There are designated areas where drones may be flown in our large regional parks. Contact the park office and you will be shown those locations. These include:

Downs Park	Fort Smallwood Park	Kinder Farm Park
Lake Waterford Park	Quiet Waters Park	Mayo Beach Park
Beverly Triton Park	Anne Arundel County Trails	

- g. **Employees: Interference with Duties:** No person may interfere with any departmental employee acting in the course of his or her official duties.
- h. **Facility and Park Locks:** As soon as locks are changed on buildings in parks, a copy of the keys must be presented immediately to the Chief of Park Operations.
- i. **Field Lighting Maintenance:** The Department will maintain field lights. As a guide, bulb replacement will be performed when six or more bulbs are not functioning or when conditions are determined unsafe for scheduled activities.
- j. **Field Preparation:** The County will prepare fields prior to a scheduled sports season so they are safe and playable. Contingent on the availability of funds and materials, the County will provide equitable distribution of topsoil, infield mix, seed and fertilizer. Depending on availability, the Department may provide field equipment such as home plates, pitchers plates, goals and benches. In-season sports take precedence in field preparation.
- k. **Gates:** Facility user groups shall open park gates, where provided, every morning and secure the park gates each evening at the end of the scheduled activities or at dark, whichever is later.
- l. **Golfing:** The hitting of golf balls within the park is prohibited except at golf courses.
- m. **Grass Mowing:** The Department will mow grass in areas of responsibility on a regular basis in keeping with an established schedule. The grass will be mowed to a height of three (3) inches. Requests to mow the grass to a lower height for programs such as field hockey will be considered on a case-by-case basis. Such requests should be directed to the Chief of Park Operations (410-222-7317).
- n. **Metal Detectors:** The use of metal detectors within the park is prohibited.
- o. **Moving of Equipment:** Facility user groups may not relocate portable equipment from their assigned park without departmental approval.
- p. **Operation of Field Lights:** Facility user groups should operate field lights in a responsible manner, using them only for scheduled games or practices when conditions make their use necessary. All field lights must be off by 11:00 p.m. or earlier if required by local regulation. The user group is responsible for observing lighting curfews. Field lights shall be used only when needed.
 - Turning lights on earlier than necessary or leaving lights on after the last evening activity may result in additional charges per field payable to: Anne Arundel County Department of Recreation and Parks.
- q. **Park Signs and Field Advertising:** This policy applies to County parks only. It is not applicable to Board of Education fields or facilities. Facility user groups are permitted to display banners and signs under the following conditions:

1. Banners and signs must be installed to reflect an organized, uniform and attractive display.
 2. Banners or signs promoting alcoholic beverages, tobacco products **(including e-cigarettes and/or vaporizers)** or activities that encourage a violation of the law or Department regulations are prohibited.
 3. Banners and signs must be securely attached to fences or buildings.
 4. Banners and signs may measure no larger than 4 feet by 8 feet.
 5. For safety reasons, any banner placed lower than 8 feet above the ground, measuring from the bottom of the banner, must be made of a soft durable material such as vinyl or cloth.
 6. Banners on backstops must be installed at least 8 feet from the ground, measuring from the bottom of the banner.
 7. Signs constructed of hard materials must be placed at least 8 feet from the ground, measuring from the bottom of the sign.
 8. All county designated signs may not be altered or removed at any time.
 - Any request to deviate from this policy must be submitted in writing to the Parks Administrator no later than fourteen (14) days before planned installation of the banner or sign.
 - The Department reserves the right to remove any banner or sign it deems inappropriate and in violation of this policy.
 - Scoreboard advertising is not covered by this policy. Requests for advertising on scoreboards will be considered by the Park Administrator on a case-by- case basis.
- r. **Posting Notices:** Attaching or posting notices, signs or any other objects on park property is prohibited except by permit. Interested parties should contact Parks Administration (410-222-7317) for permit information.
- s. **Public Address Systems:** The use of public address systems in conjunction with permitted activities is restricted to the hours of 9:00 a.m. through 8:00 p.m. Public address systems must be in compliance with Anne Arundel County Code of Ordinances.
- t. **Public Restrooms:** Restrooms at community parks are generally maintained and supplied by the organization holding the maintenance grant for the respective park. Park restrooms are usually open for public use during scheduled activities. Due to safety concerns, restrooms are secured and not available for use other than during scheduled activities. All community park restrooms will be closed for winterization on or about December 1st. Anne Arundel County Facility Maintenance Division will begin de-winterization on April 1st.
- u. **Roller Skates, Roller Blades, and Skateboards:** Roller skating, rollerblading and skateboarding are permitted only in areas posted for such use and are prohibited in areas designated as hiker/biker trails.
- v. **Telephones:** Facility user groups must obtain prior approval for the installation of a telephone and bear all costs associated with its installation and operation.
- w. **Trash Removal:** The Department will provide trash receptacles at County parks and empty the trash on regularly scheduled weekly intervals at those sites not receiving Maintenance Grants.
- x. **Unauthorized Vehicles:** A person may not operate an unauthorized vehicle within a park without written permission from the Director. Examples of these vehicles include: all-terrain vehicles (ATV), mini-bikes, pocket rockets, motocross bikes or any other similar type powered vehicle.

- y. **Utility Maintenance:** The Department will maintain the existing public water/well and public sewer/septic to buildings as required. Water service is provided between April 1st and November 30th.
- z. **Utility Rooms:** Fire codes and OSHA regulations require a “clear zone” surrounding electrical panels and utility equipment, thereby providing clear access to these utilities. Under no circumstance should explosive material such as paint, propane or gasoline be stored in utility rooms.

15. **FOOD SERVICE CONCESSIONS ON PARK PROPERTY**

The Department of Recreation and Parks requires all food concession operations to be licensed by the Anne Arundel County Health Department. Before a license can be issued, facilities and food preparation methods must be compliant with applicable regulations. All organizations shall comply with all Health Department regulations and standards for the preparation and storage of food for public consumption to include approval of the menu. Questions concerning licensing should be directed to the Health Department (410-222-7018).

The Health Department has identified a basic list of requirements for all facilities that serve a limited menu of prepared food, as opposed to pre-packaged food. These requirements include:

- Stainless steel food preparation services
 - Triple sinks
 - Hand sinks
 - Availability of restrooms and waste systems with grease traps
- Additionally, State Health Department regulations require NSF approved commercial refrigeration for all food facilities, including concession stands. Existing domestic refrigerators may be allowed if they are in good condition and hold proper temperatures. The Health Department must be provided with the manufacturer’s name, model number and serial number for all allowed domestic units. Any replacements shall be with an approved commercial unit.
- Licensing regulations limit kitchen access to workers only. The minimum age for workers is fourteen years of age.
- Cooking, deep frying, broiling, etc. utilizing a heat source inside the concession stand can be allowed if the equipment, ventilation and fire suppression systems are approved by the Health Department and Fire Marshall.
- If allowed, the licensed concession organization must store waste grease in approved covered grease containers on a non-porous cleanable surface. The organization shall maintain a contract with an approved grease removal service.

When cooking is to be performed inside a County building with a heat source, the licensed concession organization must provide ‘gap’ insurance to cover losses up to the County’s deductible. The current County deductible is \$250,000.

The Anne Arundel County Health Department has approved outdoor grilling with the following guidelines:

- Outdoor grilling does not include the use of deep fat fryer
- Clamshell style grills are recommended
- Four foot clear safety zone surrounding the heat source is maintained
- Grounds and vicinity to grills are kept clean
- Appropriate measures shall be taken to minimize grease spillage onto the ground

- Note: A permit must be obtained from the Fire Marshall to perform outdoor grilling under cover.

MAINTENANCE GRANTS

The County provides standard care in conjunction with Maintenance Grant Holding Accredited Organizations for some public use facilities. Those maintenance grant holders are granted first right of refusal of permitted activities on the fields in which a partnership is maintained, and any requests to use those facilities will be coordinated in conjunction with that respective organization. Maintenance grant holders are permitted on partnered fields free of charge.

Maintenance grant holders wishing to utilize fields to which they do not hold a permit must follow normal permit request procedures, and receive permits at a discounted rate. Facility reservations are made on a first come, first serve basis.

Organizations that enter into a maintenance grant with the Department of Recreation and Parks must provide equal opportunity to all persons in all aspects of the operation of the organization.

QUALIFICATIONS FOR MAINTENANCE GRANT

To qualify, an organization must meet the following criteria:

1. MUST be Community-Based
2. Primary facility user group for respective grant term (see Term of Grant below)
3. Good standing with the Maryland Department of Assessments and Taxation
4. Location must be a County Park or qualified Board of Education facility.
5. All maintenance responsibilities were met for the previous year (if applicable)
6. Organization's President signs Maintenance Grant Agreement with the Department of Recreation and Parks

GRANT HOLDER RESPONSIBILITIES

1. Remove Trash – Regularly pick up and remove trash (within 24 hours of a scheduled event) to keep the park litter free.
2. Mow Grass – Cut and trim grass on the fields and common areas to include grass and vine growth in fences and all growth within three (3) feet of fences.
3. Drag Fields – Drag baseball, softball, or tee-ball infields to inhibit growth of unwanted vegetation.
4. Line Fields – Mark fields as appropriate for sporting events.
5. Maintain Fields – Carry out minor field maintenance, such as repairing erosion.
6. Monitor Lights – Turn field lights on/off for events.
7. Maintain Restrooms – Open, close, and clean restrooms for events at the park and furnish restroom supplies.
8. Operate Gates – Open, close and secure park gates from dawn to dusk.

NON-COMPLIANCE OF GRANT RESPONSIBILITIES

Organizations failing to complete their maintenance grant responsibilities may be subject to loss of grant and/or loss of facility use time.

TERM OF GRANT

An organization may be awarded a grant for one or two terms.

- Fall Term – August 1st through January 31st
- Spring Term – February 1st through July 31st

Maintenance Grants are *not* permits. Although maintenance grant terms encompass a full calendar year, ALL activities shall be requested via the standard permitting protocol process. Summer permits are separate from Approved permits for athletic activities. Organizations may participate during summer as long as permits are requested and approved prior to June 1st. Organizations may not practice, compete, conduct clinics or camps, or hold exhibitions or demonstrations of any kind over the summer unless otherwise approved by the County.

DISTRIBUTION OF GRANT FUNDS

Maintenance grants are subject to the appropriation of funds within the Department's annual operating budget.

- A maintenance unit is typically defined as a playing field or restroom.
- The dollar amount an organization will receive for each maintenance unit is determined by the following formula:
 - $\text{Department funds appropriated for maintenance grants} \div \text{the total number of maintenance units (Fall and Spring)}$

GRANT APPLICATIONS

Community-Based organizations interested in applying for a maintenance grant should contact the Department's Business Office at 410-222-4250. Maintenance grant applications can be downloaded from the Department's website www.aacounty.org/recparks

BACKGROUND CHECK PROGRAM

PURPOSE OF BACKGROUND CHECK

The purpose of the Department of Recreation and Parks' Background Check Program is to ensure that every individual who interacts with children undergoes a criminal history records check. The objective of the Background Check Program is to assist parents in providing a safe and positive experience.

A criminal history records check serves as a means to review an individual's background prior to their participation with youth. While no screening process can grant absolute assurances, knowing an individual's criminal background can provide greater certainty that an individual with a documented history of inappropriate behavior will not be able to volunteer with youth. A parent's watchful eye is the greatest resource to keep children safe.

COUNTY POLICY

As a prerequisite for any personal involvement with children, all adults who have care, custody or control of youth participants in any program or activity are required to successfully complete a criminal history records check as described in the Background Check process in this manual.

Any person with a conviction, a not criminally responsible disposition, or a pending charge for the commission or attempted commission for any of the criminal offenses (misdemeanor or felony) listed below shall be prohibited for a time period stated below from participation in any capacity in youth programs or activities sponsored by:

- Department of Recreation and Parks; or
- Any group permitted the use of a County park or Board of Education field or facility.

CONVICTION

An individual with a felony or misdemeanor conviction for any of the offenses listed in this section shall be permanently prohibited from participation in any capacity, except as noted immediately below for the designated misdemeanor offenses subject to a five (5) year prohibition.

Crimes involving:

1. A child;
2. Cruelty to animals;
3. Domestic violence;
4. A weapon or firearm violation;
5. A sex offense;
6. Arson;
7. Burglary
8. Mayhem;
9. Maiming;
10. Robbery;
11. Carjacking;
12. Home invasion;
13. Abduction or participant napping;
14. Abuse of a child or an adult;
15. Confinement of an unattended child;
16. Manufacturing, distributing, or dispensing a controlled dangerous substance;
17. Perjury;
18. Pornography and obscene matter;
19. Possession or Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance;
20. Reckless endangerment;
21. Murder/Manslaughter;
22. Assault; or
23. Attempt to commit any of these crimes.

DESIGNATED MISDEMEANOR CONVICTIONS SUBJECT TO FIVE (5) YEAR PROHIBITION

An individual with a misdemeanor conviction in any of the following criminal offenses shall be prohibited from participation in any capacity for a period of five (5) years from the date of conviction:

1. Cruelty to animals;
2. A weapon or firearm violation;
3. Perjury;
4. Possession of a controlled dangerous substance; or
5. Assault.

OPEN CHARGES

An individual with open charges, either felony or misdemeanor, shall be prohibited from participation in any capacity. It is the responsibility of the individual to notify the Department of Recreation and Parks as to the judgment of the court.

SEX OFFENDER REGISTRY

Any individual who is required to register and/or is listed on the State of Maryland Department of Public Safety & Correctional Services Sex Offender Registry is permanently prohibited from participation in any capacity.

SOURCE OF INFORMATION FOR CRIMINAL HISTORY RECORDS CHECK

Maryland Statewide Criminal Search – A review of all criminal convictions contained in the Judicial Information System database.

Social Security Number Trace and Address Locator Database – This search may provide the following information: (a) name and name variations used by the individual, such as maiden, divorced or previous names; (b) current and former address(es) associated with that SSN; and (c) date of birth (may be limited to month and/or year of birth).

US Criminal Records Indicator – A database search comprised of information from the Department of Public Safety and Department of Correctional Services, Administrative Office of the Courts, Maryland State Criminal Investigation Bureau, and/or and other applicable government agency, where applicable.

TIME FRAME FOR CRIMINAL HISTORY RECORDS CHECK

All reported arrest and conviction information that is legally reportable under federal and state criminal history reporting laws and is accessible to the Department of Recreation and Parks will be reviewed.

PERSONS REQUIRED TO UNDERGO A CRIMINAL HISTORY RECORDS CHECK

The following matrix is provided to assist community leaders in determining who must undergo a criminal history records check prior to participating (e.g. before the first practice for coaches or the first meeting for scouting leaders) in a youth activity or program. This list serves as a guide and is not all-inclusive.

<u>POSITION OR TITLE</u>	<u>COMMENT</u>	<u>REQUIRED</u>
Organizational Officers	Any Group that Sponsors Youth Activities	Yes
Organizational Board Members	Any Group that Sponsors Youth Activities	Yes
Youth Sport Commissioners	Any Group that Sponsors Youth Athletics	Yes
Youth Sport Association Board Members	All Youth Sports in County	Yes
Head and Assistant Coaches	County-Sponsored Youth Leagues	Yes
Head and Assistant Coaches	Youth Clinic, Travel or Select Teams	Yes
Transportation Providers	Transport Youth Participants	Yes
Independent Contractors	Sport Camps, Clinics, etc.	Yes
Scouting Leaders and Assistant Leaders	All Levels of Scouting	Yes
Instructors and Assistant Instructors	Youth Programs	Yes
Child Care Providers	Required by Family Law Article	Yes
Volunteers / Event Workers	Care, Custody or Control of Children	Yes
Volunteers / Event Workers	No Care, Custody or Control of Children	No
Tournament Teams (Out of County)	Tournament Play	No

CONFIDENTIALITY

Although adult criminal records are public knowledge, information received during the criminal history records check process will be shared on a “need to know” basis only.

RESPONSIBILITY FOR COMPLIANCE

The adult leader in charge of the respective youth activity is responsible to ensure all assistants and aides have a completed criminal history records check prior to their participation. For example, head coaches are responsible for all assistant coaches, scouting troop leaders are responsible for assistant leaders, and primary instructors are responsible for teacher’s aides.

COMPLETED AND UPDATED BACKGROUND CHECKS

A list of individuals with completed and cleared criminal history records checks can be found on the departmental website – www.aacounty.org/recparcs. This list is updated weekly.

All adult leaders of youth programs or activities are required to complete an updated criminal history records check a minimum of every three (3) years. It is the responsibility of the volunteer to keep their status updated.

APPEALS

If an individual disputes the accuracy or completeness of any information reported in the criminal history records check, they have a right to request a reinvestigation, unless the dispute is deemed frivolous.

Information on this process may be obtained by contacting the Background Check Program Coordinator. Once the accuracy of the criminal history records check is confirmed,

individuals prohibited from participating in youth programs or activities based on the findings of this check have no right of appeal.

If an individual has only one (1) misdemeanor conviction of the indicated offenses within the previous five (5) years, the individual may send a written appeal to the Director of Recreation and Parks for consideration for employment or volunteerism. Decisions will be on a case-by-case basis and in consultation with the Anne Arundel County Office of Law.

If an individual has only one (1) felony conviction of Manufacturing, distributing, or dispensing a controlled dangerous substance, Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance, or Burglary, and no other convictions within the previous ten (10) years, the individual may send a written appeal to the Director of Recreation and Parks for consideration for volunteerism. Decisions will be on a case-by-case basis and in consultation with the Anne Arundel County Office of Law.

EXPUNGED RECORDS

An individual is not required to disclose information regarding criminal charges or convictions that have been expunged by the courts. An individual whose criminal convictions were expunged after being prohibited from participation should provide the Department with written evidence of the court's actions.

BACKGROUND CHECK PROCESS

To initiate a criminal history records check, the individual must complete and sign an Authorization and Release for the Procurement of an Investigative Report form. This form can be downloaded from the Department's website or can be completed on-line. Online processing requires the completion of payment. To complete the background check online, go to www.aacounty.org/recparks.

For volunteers who are not able to complete the process online, the following steps must be completed. The release form must be completed legibly in its entirety on the most updated form. Any missing information will prevent or delay the criminal history records check process. Refusal to provide all required information will result in the individual being prohibited from participation in youth programs or activities.

Once the Authorization and Release for the Procurement of an Investigative Report form is completed, deliver it to the Recreation and Parks Business Office with payment for processing.

Under no circumstances is an individual authorized to participate in any youth program or activity in any capacity prior to the completion of his or her criminal history records check and subsequent posting of the individual's name on the Department's website.

Organizational leaders are expected to check the database on the Department's website to ensure all adult volunteers have successfully completed a criminal history records check prior to participating (e.g. before the first practice for coaches or the first meeting for scouting leaders).

The requests and subsequent reports are transmitted over a secure website with restricted rights of access. If a criminal history records check discloses a criminal conviction that would prohibit an individual from volunteering, the Department's Background Check

Program Coordinator (or designee) will contact the individual. The Department's Background Check Coordinator (or designee) will also contact the leader of the community group and instruct the leader that the individual is prohibited from participating with the community youth program or activity. The leader of the community group is responsible for informing the individual that he or she is prohibited from participating with the community youth program or activity.

DISCIPLINARY MEASURES

It is the responsibility of each organization that participates in County-sponsored activities or is granted the use of a County park or Board of Education field or facility to fully comply with this Policy and the Background Check Program.

As part of the organizational accreditation process, each organization must sign an annual acknowledgment of the receipt of departmental policies. Organizations and/or their members that knowingly or unknowingly violate the County's policy or Background Check Program are subject to disciplinary measures that may include, but are not limited to:

1. Loss of organizational accreditation;
2. Restrictions on facility usage; and/or
3. Suspension from participation.

ORGANIZED SPORTS RULES

1. **PHILOSOPHY OF RECREATION AND PARKS** - The Department sponsors league play in a variety of sports. The objective is to provide recreational opportunities for citizens, both youth and adults, of Anne Arundel County. The principles of participation, diversity, safety and fun guide the Department's programs. While scores are reported and standings posted, the competitive aspects of these activities are secondary to the aforementioned principles.
2. **ORGANIZATIONAL MEETING** - Specific administrative requirements for each adult and youth sport are discussed in detail at the organizational meeting held in advance of the respective season. The meeting schedule and the administrative requirements for registering a team are posted on the Department's website. Individuals needing special accommodations should communicate with the Department's Sports Office at (410) 222-7865 or through the Maryland Relay at 711 at least seven (7) working days prior to the appropriate organizational meeting. All materials are available in an alternative format upon request.
3. **ZERO TOLERANCE PROCEDURE**

The Zero Tolerance Procedure is designed to be implemented and used to deter unsportsmanlike behavior displayed at youth sporting events. In cases where unsportsmanlike behavior is being displayed the referee/official (s) have authority to:

 - Stop the game and give a warning to the offending sideline(s).
 - The next display of unsportsmanlike behavior by the offending sideline(s) will result in termination of the game.
 - In the event a game is canceled by the officials due to unsportsmanlike behavior, the final outcome of the contest will be determined by the Recreation & Parks Department.
4. **GENERAL PARTICIPATION GUIDELINES FOR ADULTS AND YOUTH**
 - A. It is recommended that each player receive a thorough examination by a health practitioner, to include concussion baseline testing, prior to entering any sports program.
 - B. Head coaches are responsible for all administrative requirements relative to team registration, Head Coach's Pledge, background checks for assistant coaches (youth only), player contracts (youth only), player releases and player eligibility requirements.
 - C. Team rosters and player contracts (youth only) must be submitted prior to the beginning of the respective season on or before the established due date.
 - D. Organizations and coaches must ensure proper player eligibility. Players will be eligible to participate only after team rosters, player contracts (youth only), and/or add/drop forms have been received by the Department of Recreation and Parks.
 - a. In accordance with House Bill 858/Senate Bill 771 ALL organizations **MUST** have signed a copy of the Anne Arundel County Recreation & Parks Concussion Awareness form for each youth player registered with the organization.
 - E. Any coach who signs or plays an ineligible player is subject to disciplinary actions. Upon discovery of an ineligible player, all games in which the ineligible player participated will be forfeited.

- F. Coaches are responsible at all times for the conduct of any person connected with their team. Coaches are responsible, insofar as can be reasonably expected, for controlling their spectators. A coach may be subject to disciplinary action for failing to appropriately intercede to stop spectator abuse of an official or player.
- G. Coaches are responsible for reading and understanding league-specific rules and instructing all players as to these rules.
- H. A coach who refuses to provide the name of an ejected player and/or coach to departmental personnel or game officials will be subject to disciplinary action.
- I. Adult Sports: Before participating as a player in County-sponsored leagues, professional athletes must sit out one full year from their respective sport following their date of release from professional teams.
- J. Teams must use the most recently updated forms provided by the County. These forms are available on the Department's website and Team Sports Portal.
- K. To prevent the spread of blood-borne infections, coaches are responsible for adhering to the following guidelines, using Center for Disease Control recommended universal precautions:
 - a. Players must be instructed to immediately notify their coach of any injuries or wounds during or prior to participation in competition or practice.
 - b. Personal Protective equipment should be used, to put a barrier between players/coaches and blood or body fluids.
 - c. All cuts, abrasions, wounds or broken areas of skin must be covered with a secure dressing before and during participation.
 - d. If a skin lesion is observed, it must be securely covered before participation may continue.
 - e. If a bleeding wound occurs, the player's participation must be interrupted until the bleeding has stopped and the wound is both cleansed and securely covered.
 - f. Any bloody clothing must be removed before the player may resume participation.
 - g. Any equipment or indoor playing surface visibly contaminated with blood must be cleansed using a commercial disinfectant or 10% bleach solution before play involving that equipment or indoor playing surface may resume. Absorbent materials must be appropriately disposed of in a sealed container.
- L. Teams from outside of Anne Arundel County may participate in our leagues as long as there is space available. There is an additional "out of county fee" that will be added to the team registration for all out of county teams.
 - a. Organizations from outside of Anne Arundel County who have participated in the county leagues for five (5) consecutive years/seasons may be granted access to a league without the "out of county" fee charge. This waiver is subject to approve by the Director of Recreation & Parks.

5. ADULT SPECIFIC PARTICIPATION GUIDELINES

- A. Unless stated otherwise, participants in adult sport programs must be at least 18 years of age.
- B. Adult participants must be able to show proof of identification at all times. A Driver's License, Military ID card, Passport and/or State ID card with photograph are accepted as proof of identification.

- a) Adult teams located in Anne Arundel County will have priority over non-County teams. Non-County teams may join a County league when openings occur.

6. YOUTH SPECIFIC PARTICIPATION GUIDELINES

- A. Any individual meeting the guidelines contained in this manual is allowed to participate in County-sponsored youth sports programs as long as the sponsoring organization competes in Anne Arundel County.
- B. Anne Arundel County accommodates every child and does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, or ability. Anne Arundel County allows transgender children to participate in all available recreational programs.
 - a) Anne Arundel County will take active steps to protect a transgender child's rights and privacy.
 - b) A transgender child's eligibility status for recreational activities will be based on the child's biological and genetic gender.
 - c) If a particular sport does not offer corresponding male and female programs, that particular sport will be open to children of both genders.
 - d) If a team must stay overnight in a hotel in order to participate in a game or games, all children will stay in a room with others of the same biological and genetic gender or in a comparable private room.
 - e) All children will use bathrooms and locker rooms that comport with their biological and genetic gender, a comparable private bathroom, or a comparable family bathroom.
- C. Individuals from neighboring jurisdictions may play on teams in County-sponsored leagues, however, 75% of the team members must be Anne Arundel County residents to be considered "in-county". (In County teams that fail to comply with the 75% guideline may be subject to a fee of \$100 per team). Out-of-County teams may participate in Anne Arundel County leagues with approval of the Department's Recreation Administrator and payment of a \$100 Out-of-County fee per team in addition to the regular league fee. This policy does not apply to County-sponsored tournaments.
- D. Organizations are encouraged to form youth teams from within local areas and avoid recruiting from distant communities.
- E. Unless stated otherwise, participants in County-sponsored youth sports programs may only play on one team per sport per season. Exceptions may be made by sport with Departmental approval.
- F. Players will be eligible to participate only after the Department has received the player contracts, player releases and team rosters. Only the most recently updated version of the player contract will be accepted. This form is available on the Department's Team Sports portal.
- G. The age eligibility date for each youth sport is listed on the table at the end of this section. The age of a participant on the eligibility date determines the age group in which he or she will play.
- H. A player contract shall be invalid unless it contains the signatures of player, coach and parent or guardian.
- I. Birth Certificate, Driver's License and/or Board of Education confirmation must be obtained to verify proof of age.

- J. Public, private, and/or parochial high school players who participate in interscholastic competition are not eligible to play on a team in the same sport during the same season in a league sponsored by the Department of Recreation and Parks. Participation is defined as suiting up for an interscholastic game. Players may not be placed on a roster. If a player participates on a high school team after the roster is submitted, a change request must be submitted.
- K. Participants in County-sponsored competitive youth leagues must be 8 years of age, except as provided in the following guideline. In sports where community leagues do not exist, youth under the age of 8 years can participate in County-sponsored leagues. These leagues include football, lacrosse, cheerleading, field hockey, soccer, and wrestling. The league rules for these sports specify the age and weight eligibility criteria for participation.
- L. The mandatory participation guidelines reflected by the Table on page the following pages are for all County-sponsored youth sports. The guidelines shall be used in league and tournament play except in cases of illness, injury or disciplinary action.
- M. The penalties for non-compliance with the mandatory participation guidelines are:
 - First Offense — Coach receives a verbal and written warning.
 - Second Offense — Coach receives a two (2) game suspension and written notice of disciplinary action with a copy to the president of the organization.
 - Third Offense — Coach receives a one (1) year suspension and written notice of disciplinary action with a copy to the president of the organization. Game(s) in which the offense occurred will be forfeited.
- N. A head or assistant coach, at least 18 years of age, must be present at all youth practices and games.
- O. An assistant coach is defined as an individual who has been given the authority and responsibility by an organization or head coach to instruct the team.
- P. All head coaches must hold a Coach, Athlete and Parent (CAP) meeting prior to the beginning of the season, at which time the Parent's Pledge must be fully discussed.
- Q. All head coaches are required to complete the **free** Coaches Certifications provided by the Department. These can be found on the Department's website at: <https://www.aacounty.org/services-and-programs/coaches-certification>, prior to coaching. These certifications are for three (3) years from the date of completion, after which time the coach must be re-certified. **It is recommended that assistant coaches, volunteers, team mom's etc. also complete these certifications.**
- R. All coaches of county-sponsored and in house youth athletics must sign the Coach's Pledge prior to the start of each season for each sport. The Mid-Atlantic Recreation and Parks Sports Alliance Code of Conduct is included as a section of the Coach's Pledge.
- S. Background checks are mandatory for **all** youth organization coaches, officers, board members and commissioners regardless of their affiliation with County leagues.
- T. Members of the Boards of Directors of Youth Sport Associations affiliated with County-sponsored youth sports must have a background check.

7. PLAYER RELEASE AND RECRUITING IN COUNTY-SPONSORED YOUTH LEAGUES

• RELEASE POLICY

If a participant in a County-sponsored youth league wants to change organizations by sport from the previous season, a Youth Player Release Form must be completed and submitted to the Department of Recreation and Parks' Youth Sports Office. The Youth Player Release Form must be submitted to the sports supervisor prior to the season. A copy of the youth player release should be submitted with the Player Contract. Forms can be downloaded from the Department of Recreation and Parks' website.

- Player releases must be approved prior to registering, participating and/or practicing with the Organizational Accreditation;
- Each team is allowed two (2) approved releases for rosters of 10 or less players and three (3) releases for rosters of 11 or more players;
- Player movement between organizations due to a change of residence DOES NOT count against a team's number of allowed releases;
- Player movement between organizations due to the former organization not fielding a team DOES NOT count against a team's number of allowed releases. Players may return to the original organization the next season without penalty;
- If a player moves to an organization **closer** to their residence, or to their high school feeder system, this **DOES NOT** count against a team's number of allowed releases;
- The Department of Recreation and Parks will approve/disapprove exceptions to the number of releases allowed per team.

• RECRUITING POLICY

Recruiting is defined as when a representative of an organization (i.e. coach, parent, player or other) contacts a parent, guardian or child from another organization with the intent of persuading the family to join their organization. **This type of recruiting is not permitted.**

This recruiting policy applies to County-sponsored leagues only. **This policy does not apply to participants in community leagues or leagues not affiliated with the County during the previous sport season.**

• CLARIFICATION

- The Department of Recreation and Parks will use the above guidelines in deciding whether to approve player releases. The Recreation Administrator and/or Chief of Athletics shall make the final decision on disputes concerning player releases.
- Coaches and other organizational representatives that fail to follow the above player release and recruiting policies for County-sponsored youth leagues may be subject to disciplinary action. Coaches and other organizational representatives share the responsibility for maintaining the allowed releases per roster.

8. ADULT PLAYER RELEASE FROM A CONTRACT - Sports supervisors will process requests from players asking to be released from a roster with a specific team. All applications for release must be completed by the established cut-off date for the respective sport. Sports supervisors shall make the final decision on disputes concerning releases.

- 9. PLAYER ELIGIBILITY AND GAME PROTESTS** - Protests regarding the eligibility of a player may be submitted to the appropriate sports supervisor at any time, but no later than 24 hours after the last scheduled game. No fee is required to protest player eligibility. The outcome of a game cannot be protested.
- 10. LEAGUE FEE** - All teams must pay a league fee by check, money order or credit card prior to or at the league organizational meeting, payable to: Anne Arundel County Department of Recreation and Parks.
A \$25 late fee will be assessed for teams paying the league fee any time after the league registration deadline/organizational meeting.
Out-of-County teams that are approved to participate in a County-sponsored league that do not meet the in-county criteria outlined above, must pay a \$100 Out-of-County fee per team in addition to the regular league fee.
- 11. LEAGUE FEE REFUND POLICY**

 - **50%** refund of the league fee for teams that drop four (4) **calendar** days or less after the league registration deadline.
 - No refund of league fee after leagues have been formed and/or schedules have been posted on the departmental website.
 - Upon completion of 60% of regularly scheduled games, no reimbursement will be given for games affected by inclement weather.
 - **Youth Sports ONLY:** With prior approval of the Department of Recreation & Parks, Youth Sport Associations may establish alternative refund policies within their respective sports.
- 12. ADJUSTMENTS TO SCHEDULES AND PLACEMENT OF TEAMS** - The Department reserves the right and grants authority to its sports supervisors to make adjustments to league schedules and placement of teams after the season begins. The reason for these adjustments may include, but are not limited to:

 - Competitive Level of Team Play within age groups
 - Facility Use Issues
 - Weather-Related Considerations
 - Addition or Loss of Teams
 - Administrative Considerations
- 13. OFFICIAL GAMES / MAKEUP GAMES** - Games shall be played as originally scheduled. Only departmental sports supervisors have the authority to make schedule changes.

COUNTY SPONSORED SPORT / LEAGUES	AGE ELIGIBILITY DATE	SEASON	<u>COUNTY LEAGUES MANDATORY</u> <u>PARTICIPATION</u>
Boy's Baseball * 9, 10, 11, 12, 13 & 14 A * All Other (B/C league)	May 1 st	Spring	Recommended: Bat once, 3 outs in Field Required: Bat least Once, 3 Outs in Field
Basketball * 8 & Under, 9 & Under * 10 & Under C * All Other	September 1 st	Winter/Spring	50% Of the Total Game Time 50% Of the Total Game Time 25% OF Total Game Time
Cheerleading	September 1 st	Fall	Participants Cheer Each Occasion
Field Hockey * All Age Groups	TBD by Grade / Age as of Sept 1st	Fall	50% of Total Game Time
Football * 70 Pound * 80, 90, 100 Pound * 11U, 12U, and 14U	31-December 1-September	Fall	Varies Depending on Weight Class and Division
Boy's Lacrosse * PeeWee and Clinic * Middie and Junior	September 1 st	Spring	50% of Total Game Time 25% of Total Game Time
Girl's Lacrosse *All Age Groups	TBD by Grade / Age as of Sept. 1	Spring	50% of Total Game Time
Rugby	January 1 st	Summer	50% of Total Game Time
Soccer * Division I * Division II and Above	September 1st	Fall/Spring	25% of Total Game Time 50% of Total Game Time
Volleyball	September 1 st	Fall	50% of Total Game Time

Wrestling	January 1 st	Winter	N/A
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YOUTH COACHES CERTIFICATIONS

Coaches are entrusted with the important responsibility of providing an enjoyable, healthy youth sports experience. Coaches are role models and held accountable to a code of behavior that ensures youth sports remain in proper perspective.

To assist with this vital undertaking, the Department provides coaches clinics on the Department's Team Sports Portal.

A CURRENT BACKGROUND CHECK IS REQUIRED FOR A COACH TO REMAIN VALID AND FOR A COACH TO BE DEEMED IN GOOD STANDING WITH THE DEPARTMENT. BACKGROUND CHECKS ARE VALID FOR THREE (3) YEARS FROM THE DATE REFLECTED IN THE VOLUNTEERS DATABASE ON THE DEPARTMENT'S TEAM SPORTS PORTAL. COACHES MUST CHECK THE WEBSITE TO VERIFY THEIR ELIGIBILITY TO COACH.

COACHES CODE OF ETHICS The Coaches Code of Ethics is to be completed by all coaches in Anne Arundel County. The Code of Ethics will be available for coaches via the Team Sports Portal.

As a Head Coach, I will:

1. Never knowingly permit an ineligible player to play on a team or withhold information from another coach or organization concerning potentially ineligible players on their team.
2. Conduct myself and ensure that my players, spectators and supporters conduct themselves in a manner that is consistent with good sportsmanship – before, during and after every game.
3. Make every effort to improve my knowledge of coaching techniques so that I can teach the sport properly to my players.
4. Obtain, read and abide by the rules and guidelines of the league.
5. Never schedule other league games or scrimmages that conflict with the regular season and/or make-up games.
6. Conduct a CAP (Coaches, Athletes and Parents) meeting to provide my team's parents with my coaching philosophy and practice/game approach.
7. Never harass the game officials in any manner.
8. Treat game officials with respect and ensure players, spectators and supporters do the same.
9. Provide assistance to game officials to ensure the game is played within the spirit of good sportsmanship and by the rules.

10. Keep my players and parents informed about the rules, schedules and league information.
11. Ensure that my players are supervised by me or another designated adult and never allow my players to be left unattended or unsupervised at a game or practice.
12. Ensure that all equipment used by my players is safe and conforms to the rules of the game. I shall not allow illegal or unsafe equipment to be used.
13. Never knowingly permit an injured player to play or return to the game without proper medical approval.
14. Refrain from using alcoholic beverages, illegal substances or tobacco (**including e-cigarettes and/or vaporizers**) while in direct supervision of my players.
15. Never physically, verbally or mentally harm a child in my care.
16. Comply fully with the Department's Background Check Policy and check the Department's website to verify all assistant coaches are listed on the volunteers' database as having completed a background check prior to their participation (practice and games) with the team. An assistant coach is defined as anyone given the authority to coach or instruct the team.
17. Obtain, read and comply with the Department's policies and guidelines and ensure that all assistant coaches do the same.

DISCIPLINARY ACTIONS

The Department has the authority to impose disciplinary sanctions for inappropriate and/or unsportsmanlike behavior and/or non-compliance with departmental policies, guidelines or standards. **This authority is not limited to programs sponsored by the Department of Recreation and Parks.**

When deemed appropriate, the Department will ascertain the pertinent facts and take suitable disciplinary action regarding incidents of unsportsmanlike behavior or violations of departmental policies, guidelines or standards.

All parties must be aware that unreasonable treatment of departmental staff, including inappropriate airing of complaints, is considered in the same context as aggressive behavior on the "field of play."

For athletic activities, game officials and departmental staff shall penalize players, coaches or spectators for unsportsmanlike conduct and/or non-compliance with departmental policies, guidelines or standards. Whenever flagrant misconduct occurs, the game official or staff member may penalize the person(s) by requiring them to leave the vicinity.

Game officials and departmental staff may suspend play or forfeit a game when, in their judgment, conditions justify such actions. Flagrant or repeated misconduct may result in permanent suspension. Team suspensions can be imposed.

1. **DISCIPLINARY SANCTIONS FOR ORGANIZATIONS MAY INCLUDE, BUT ARE NOT LIMITED TO:**
 - Loss of Accreditation
 - Loss of Use of Buildings (i.e. Concessions, Utility Building, Storage Shed, etc.)
 - Restricted or Loss of Facility Usage
 - Payment for Facility Use or Damages
 - Expulsion of Teams from County Leagues

- Forfeiture of Games
- Organizational Probation
- Fines

2. **DISCIPLINARY SANCTIONS FOR INDIVIDUALS**

- Disciplinary sanctions for individuals may include, but are not limited to:
- Suspension
- Expulsion
- Prohibition to Attend Events
- Forfeiture of Games
- Probation of Players, Coaches and/or Spectators

3. **NON-APPEALABLE DISCIPLINARY SANCTIONS**

- The following disciplinary sanctions may not be appealed:
- Probation
- One or two-game Suspension for Participants in Youth Activities (includes coaches)
- Two-week Suspension for Participants in Adult Activities
- Recruiting violations

4. **EJECTION IN YOUTH SPORTS**

- Players ejected for unsportsmanlike conduct by departmental personnel or game officials will be suspended for a minimum of one (1) game, including playoffs and tournaments.
- Coaches or spectators ejected by departmental personnel or game officials for unsportsmanlike conduct will be suspended for minimum of two (2) games, including playoffs and tournaments.
- Ejections occurring at the end of the season will result in the suspensions being carried over to the next sport or season. The suspended individual may be barred from all sites where County-sponsored activities are being held.
- A coach who refuses to provide the full name of an ejected player and/or coach to departmental personnel or game officials will be subject to disciplinary action.

5. **EJECTION IN ADULT SPORTS**

- Players, coaches or spectators ejected for unsportsmanlike conduct by departmental personnel or game officials will be suspended for a minimum of two (2) weeks, including playoffs and tournaments at departmental facilities.
- Ejections occurring at the end of the season will result in the suspensions being carried over to the next sport or season. The suspended individual may be barred from all sites
- A coach who refuses to provide the full name of an ejected player and/or coach to departmental personnel or game officials will be subject to disciplinary action. Coaches/team representatives must notify the sports supervisor of the ejected player within 24 hours of ejection.

6. **PHYSICAL CONFRONTATIONS**

- A player, coach or spectator who makes or threatens physically aggressive contact with another individual, other than a game official, may be suspended from all county-sponsored sports for a minimum of one (1) year from the date of the incident.

- A player, coach or spectator who threatens physically aggressive contact with a game official may be suspended from all County-sponsored sports for a minimum of two (2) years from the date of the incident.
- The suspended individual may be barred from all County parks, facilities and County-sponsored activities.

7. **SHARING DISCIPLINARY ACTIONS**

- The Department of Recreation and Parks is a member of the Mid-Atlantic Recreation and Parks Sports Alliance. The Alliance utilizes the common Sports Code of Conduct and shares disciplinary actions taken related to poor sportsmanship. Member jurisdictions may jointly enforce disciplinary sanctions imposed on an individual or organization.

APPEALS BOARD

The Department of Recreation and Parks has an Appeals Board whose function and power is to hear and decide appeals on departmental decisions involving disciplinary and organizational accreditation matters.

- Appeals Board decisions are final.
- The Appeals Board does not have the authority to adopt and/or amend policies, rules, practices or procedures implemented by the Department.

I. APPEALS BOARD MEMBERS - The Director of the Department of Recreation and Parks shall appoint seven (7) residents of Anne Arundel County to serve a one-year term beginning January 1st of each year.

- Members of the Appeals Board may be re-appointed to an unspecified number of terms at the discretion of the Director.
- Vacancies shall be filled for the unexpired term in the manner specified for the original appointment.
- The Appeals Board shall be comprised of three (3) of the seven appointees and one departmental staff member.
- The Department's staff member shall serve as a non-voting facilitator of the appeal hearing.

II. SUSPENSION APPEAL GUIDELINES:

- a) With the exception of youth participants, the suspended individual must file the appeal. The request for an appeal hearing must be in writing and state the basis of the appeal.
- b) A \$100 fee must accompany the written request for an appeal.
 - This fee must be in the form of cash or a certified check payable to Anne Arundel County Department of Recreation and Parks.
- c) The appropriate sports supervisor must receive the written request for an appeal and \$100 fee within eight (8) business days of the notice of disciplinary action. Appeal hearing requests received after the specified period will not be considered.
- d) An individual appealing a suspension of less than one year may continue to participate until the appeal hearing is complete and judgment rendered.
- e) An individual appealing a suspension of one year or more may not continue to participate until the appeal hearing is complete and judgment rendered.

- f) An individual can bring one additional person to the appeal hearing.
- g) The Appeals Board will accept additional written testimony or information for consideration provided the Department receives it no later than twenty-four hours prior to the appeal hearing.
- h) The appellant will be notified within five (5) business days of the receipt of the request for an appeal as to date and time of his/her appeal hearing.
- i) Appeal hearings are generally held the 1st and 3rd Wednesday of each month, beginning at 6:30 p.m. The schedule is subject to change.
- j) The Appeals Board reserves the right to decrease or increase the sanctions.
- k) If the offense is severe in nature, a penalty may be imposed to preclude an individual's participation in any departmental activity and/or ban from all County parks.
- l) The Appeals Board may take up to two business days to render a decision. A written order of the final decision will be sent to the appellant and respective organization's president.

YOUTH SPORT ASSOCIATIONS

GOAL OF ASSOCIATIONS

To work as an extension of the Anne Arundel County Recreation and Parks Department and their staff to improve the quality of Youth Sports in our County.

The Youth Sport Association (YSA) will operate under the purview of the Anne Arundel County Department of Recreation and Parks and will be required to follow the Departments Guidelines and Procedures as well as all rules and regulations.

ORGANIZATIONAL STRUCTURE - BOARD OF DIRECTORS

The responsibility of the Board of Directors is to work with the Department of Recreation & Parks, representing the commissioners and coaches of the specific sport. The Board of Directors will consist of no less than Six (6) members as follows:

Association President – This position will be appointed by the Department of Recreation & Parks from a pool of available Sport Commissioners. Interested parties are vetted by a panel consisting of:

- A member of the County Recreation Advisory Board
- A member of a different County Association
- Two Recreation and Parks Athletics office staff

Five (5) additional Board members which will be elected/voted on by the listed Commissioners for the respective sport.

One (1) of the five positions can be an At-Large position (not a commissioner within an organization or part of an organization). This At-Large member has voting rights.

- If less than five individuals are elected/voted to be on the Board of Directors, the Department will then appoint the remaining members.
- Terms are renewed bi-annually (or according to YSA Bylaws) and must be done so no less than two months following the last regular season game.
- Board Members may not serve more than two consecutive terms in the same position (exceptions may be granted with approval from The Department, and a $\frac{2}{3}$ majority vote of all members).
- Participating organizations can only be represented by ONE (1) person on the board.
- Organizations will only have one (1) vote.
- All Board members must be in good standing with the Department (i.e. - no sanctions greater than one year) and have passed the Departmental Background Check.

Criteria for Member of the Youth Sports Association - To be recognized as a member of an YSA, a volunteer must meet the following criteria:

- Must be a member of an Accredited Organization;
- Organization must have teams participating in Recreation & Parks leagues;
- Individual must be a current commissioner;
- Individual must meet all Recreation & Parks requirement to coach;

- Out of County Organizations will have the opportunity to be vetted by the YSA and become active members of the Association.

Criteria for Board Member

- Must be a member of an Accredited Organization;
- Organization must have teams participating in Recreation & Parks leagues;
- Individual must be a current commissioner of the specified sport (unless vying for At-Large position);
- Individual must meet all Recreation & Parks requirement to coach;
- Committed to sharing your time and talents to help make the sport great.

FINANCIAL RESPONSIBILITIES - If this Association decides to bring in and distribute funds, they will be subject to a financial review by the Department and must be a documented 501(c)3 organization.

ASSOCIATION RESPONSIBILITIES

1. Prior to the individual Organizations casting their votes on the Board of Directors, all participating Member Organizations from the previous season must be notified of the meeting/vote.
2. A majority vote of Member Organizations is required.
3. Association and Board should keep minutes from all Meetings. These minutes should be submitted within five (5) business days of any meeting to the assigned Recreation & Parks staff.
4. The Board of Directors will act as a liaison from the Sports Commissioners to the County Recreation and Parks Department.
5. Work with the appropriate Supervisor(s)/Staff to assist the Department in the overall operation of the sport.
6. Recommend to the appropriate Sports Supervisor the breakdown of League divisions according to Age/Caliber of Play. Department will work with the Board of Directors to create all League Schedules.
7. Assist Departmental Staff with Site/Program Visitations (monitor games).
8. In conjunction with the Department, establish League Rules.

League Rules - All league play will follow the policies/procedures of the Anne Arundel County Recreation and Parks Guidelines and Reference Manual.

Additional league rules will be shared with the Board.

All County League Specific Rules must be finalized five weeks prior to the start of the regular season. Rule changes on Age/Weight must be finalized six months prior to the start of the regular season.

Disciplinary Action - All disciplinary actions taken against Organizations, Teams, Coaches, Players, etc., will be done by the Recreation and Parks Department. All disciplinary reports from Officials Organizations, Board of Directors and/or staff, will be reported to the appropriate Sports Supervisor.

The Department will convene an Appeals Board at the request of any individual disciplined in excess of two games. All information and guidelines for these procedures are outlined in

the Guidelines and Reference Manual. All appropriate parties will be notified with the decision of the Appeals Board.

Outside Events (i.e. Clinics, End of Season Leagues, All-star Games, etc.) - Recreation and Parks staff will work with Associations to assist with requested events. These activities must receive approval from the Department. The Department will review field/gym request considering financial restraints.

MID-ATLANTIC RECREATION and PARKS SPORTS ALLIANCE

The Department of Recreation and Parks is a member of the Mid-Atlantic Recreation and Parks Sports Alliance. The Alliance is comprised of more than thirty (30) Recreation and Parks departments and sports organizations. The mission of the Mid-Atlantic Recreation and Parks Sports Alliance is to develop and communicate a consistent message that organizations and their players, coaches and spectators will be held accountable to a code of conduct that promotes sportsmanship and keeps recreational competitive and non-competitive sporting activities in proper perspective.

GOOD SPORT AWARDS

The Mid-Atlantic Recreation and Parks Sports Alliance, in keeping with its mission to promote good sportsmanship, presents the Good Sport Award to individuals who exemplify and perpetuate good sportsmanship in recreational level athletics. In Anne Arundel County, one coach and one player from each scheduling area is selected yearly to receive a Good Sport Award from the County.

The County's Recreation Advisory Board selects one coach and one player from the twenty-four honorees to receive the Mid-Atlantic Recreation and Parks Sports Alliance's annual Good Sport Award. Maryland's Speaker of the House of Delegates presents the awards at the Maryland State House during the legislative session. Nomination forms can be downloaded from the Department's website – **www.aacounty.org/recparks**. Instructions for submitting nominations are included on the nomination form.

DEPARTMENTAL AWARDS

MID-ATLANTIC RECREATION AND PARKS SPORTS ALLIANCE GOOD SPORT AWARDS

In conjunction with the Mid-Atlantic Recreation and Parks Sports Alliance, a GOOD SPORT Award is awarded to one coach and one player each of the twelve scheduling areas. The Recreation Advisory Board selects one coach and one player out of these twenty-four honorees to receive the annual Mid-Atlantic Recreation and Parks Sports Alliance sportsmanship awards.

RON BLAKE OUTSTANDING VOLUNTEER AWARDS

The Ron Blake Outstanding Volunteer Awards were initiated in 1985 and are given annually to selected individuals who provided exceptional volunteer service in support of the Department of Recreation and Parks programs, activities and/or facilities. The award is named in honor of Mr. Ron Blake, a former member of the Recreation Advisory Board and a community volunteer from Odenton. The past recipients of the awards are a virtual "who's who" of community leaders. Nominations for this award are solicited by the County's Recreation Advisory Board beginning in June of each year.

The nomination form can be downloaded from the Department's website – www.aacounty.org/recparks. The awards are typically presented at a major departmental activity in the fall.

DIRECTOR'S CITATIONS

The Director issues citations to those individuals who demonstrate a level of accomplishment worthy of recognition – whether athletic, scholastic or community based. One can nominate an individual by contacting the Director's Office and providing the individual's name, affiliation and reason for the recognition.

GLOSSARY OF TERMS

Accredited Organization: An organization or group that has met departmental standards and is eligible to access Board of Education and/or Department of Recreation and Parks facilities and fields through the facility scheduling process, not in the Rental Program

Assistant Coach: An individual, at least 18 years of age, who has been given the authority and responsibility by an organization or head coach to instruct the team.

Community Leagues: Leagues that are run internally by a particular athletic association. These leagues typically focus on fundamentals and participation as opposed to the competitive outcome.

County Leagues: Leagues that are sponsored by the Department and are managed by a County Sports Supervisor. County leagues are given priority for facility use over community leagues and other recreational activities.

Facility User: Any group or individual that is permitted the exclusive use of a publicly owned athletic or recreational facility.

Good Standing: An individual who is in compliance with departmental policies, standards and requirements is considered to be in good standing.

Head Coach: An individual, who is at least 18 years of age, assumes responsibility for the team to include, but not limited to, compliance with departmental standards, administrative matters and the behavior of players and spectators.

In-Season Sports: The Department has established a timetable for each sport that designates its primary season.

Maintenance Grant: Funds administered by the Department of Recreation and Parks made available to local user groups in partnership with maintaining County field spaces.

Maintenance Unit: A playing field or restroom, as they pertain to a maintenance grant.

Organized Activity: An event with a defined start and end time that is held in a designated or permitted area. Examples of organized activities include athletic events, concerts, etc.

Recreation Advisory Board: A seven member board appointed by the County Executive for the purpose of making advisory recommendations to the Director of Recreation and Parks.

Recruiting: When a representative of an organization (i.e. coach, parent, player or other) contacts a parent, guardian or child from another organization with the intent of persuading the family to join their organization. This type of recruiting is not permitted.

School-Sponsored Event: an activity that: 1) Is scheduled for school students; 2) Is being run by school system personnel; and 3) Has the permission of the principal.

Sports Seasons: “Fall” means August 1st until the final date of County Fall recreational sports seasons. “Winter” means November 1st until the final date of County Winter recreational sports seasons. “Spring” means March 1st until the final date of County Spring recreational sports seasons. “Summer” means the last day of school for AACPS students through July 31st.

Unsportsmanlike Conduct: Acting in a manner unbecoming of a fair, ethical and honorable individual.

Youth Sport Association: An association established to work in cooperation with departmental staff in promoting and managing a particular youth sport. Each YSA must have a set of by-laws approved by the Department that perpetuates the departmental philosophy, policies and standards for the respective youth sport. The officers and board of directors must be in good standing.

AMERICANS WITH DISABILITIES ACT (ADA) **ACCOMMODATIONS**

All persons have the right to register for and participate in any Anne Arundel County Department of Recreation and Parks sponsored sports leagues. They must meet the essential eligibility requirements of all registrants, such as registering before the program deadline and paying the same fee as others. Other essential eligibility requirements may consist of minimum or maximum age requirements, weight restrictions and fundamental basic skill required to participate. These requirements may vary from sport to sport.

A person with a disability has the right to reasonable accommodation provided by the activity organizer or sponsor if necessary to facilitate or enable participation in the activity of his or her choice. Accommodations could include changes in rules and policies, extra staff for coaching or management of the activity, adaptive equipment and reasonable modification that does not cause fundamental alteration to the activity or program.

Requests for accommodation must be made in writing with appropriate documentation one month prior to the first game of the season to the respective departmental sport supervisor. Requests will be considered on a case-by-case basis and a written decision will be given no later than two weeks prior to the first game.

INCLEMENT WEATHER POLICY

I. OUTDOOR FACILITY CLOSURES AND CANCELLATIONS

A. FALL/WINTER/SPRING/SUMMER

- Following severe weather or heavy rains, the Department may close or restrict the use of outdoor facilities.
 - WEEKDAYS: During the school year, a cancellation notice will be placed on the Department's website by 4:00 p.m.
 - WEEKENDS: A cancellation notice will be placed on the Department's Website and the Teams Sports Portal approximately 2 hours prior to the first scheduled game for Saturday or Sunday.
- As a safety precaution, all activities must cease upon the first sound of thunder or sign of lightning. Activities may be resumed only after a 30 minute delay beyond the last sign of lightning or sound of thunder.

B. HOT WEATHER RESTRICTIONS

- Groups should check the Department website for restrictions on outdoor use due to hot weather.

C. PARENTAL DISCRETION

- Parents and guardians are encouraged to use their own discretion whether to allow their child to participate under questionable weather-related conditions.
When in doubt, sit it out.

II. INDOOR FACILITY CLOSURES AND CANCELLATIONS

A. WINTER

- If the Snow Emergency Plan is in effect, all programs in schools are canceled.
- If the Snow Emergency Plan goes into effect during a scheduled event, all events will be canceled.
- If the Snow Emergency Plan is not in effect, the following procedures apply:
 - WEEKDAYS: During the school year, if schools have been closed, all programs in schools are canceled. If schools are dismissed early, all evening programs are canceled.
 - WEEKENDS: A cancellation notice will be placed on the Department's Website and the Teams Sports Portal approximately 2 hours prior to the first scheduled game for Saturday or Sunday.

B. SUMMER

- During the summer months, a cancellation notice will be placed on the Department's website as soon as possible upon closure notification.

III. Always check our website for cancellation notice or contact your coach. Also, you can sign up for text messages and email notification by going to our website. If there is no cancellation notice, groups should make a prudent decision about their permitted field based on weather and field conditions.

DEPARTMENT'S WEBSITE:

www.aacounty.org/recparks/cancellations/cfm

DEPARTMENTAL WEBSITE

The Department of Recreation and Parks website is designed to serve the needs of our diverse customer base – park visitors, program participants, facility users, coaches, players and more. There is something for everyone!

Visit the Department’s website for additional information and the latest “fun” news on what’s happening around the County.

A volunteer database listing of all individuals with a completed background check and/or current coach’s certification is on the website. This list is regularly updated.

www.aacounty.org/recparks

DEPARTMENTAL TELEPHONE NUMBERS

Athletics - Youth	410-222-7865	FAX: 410-222-4120
Business Office/Background Checks	410-222-4250	FAX: 410-222-4253
Facility Scheduling Office	410-222-7315	FAX: 410-222-4120
General Information	410-222-7300	
Parks Administration	410-222-7317	FAX: 410-222-7320
Recreation Administration	410-222-7357	FAX: 410-222-4120
Registration Office	410-222-7313	FAX: 410-222-4120
School Age Child Care	410-222-7856	FAX: 410-222-4478

RECREATION & PARKS FACILITIES TELEPHONE NUMBERS

Arundel Olympic Swim Center	410-222-7933	FAX: 410-224-4113
Bachman Sports Complex	410-222-0017	FAX: 410-222-0020
Cannon Baseball Stadium	410-222-6652	FAX: 410-222-6654
North Arundel Aquatic Center	410-222-0090	FAX: 410-222-0106
North County Recreation Center	410-222-0036	FAX: 410-222-0037
South County Recreation Center	410-222-1515	FAX: 410-222-0037

DEPARTMENT OF RECREATION AND PARKS HEADQUARTERS HOURS

Monday through Friday – 8:00 a.m. until 4:30 p.m.

Closed Saturday, Sunday and County Holidays

Revised
7.2023

Updated 10/4/2023



Anne Arundel County Department of Recreation and Parks
1 Harry S Truman Parkway, Annapolis, MD 21401
410-222-7865 www.aacounty.org/recparks

CONCUSSION / SUDDEN CARDIAC AWARENESS

CONCUSSION	SUDDEN CARDIAC ARREST
<p>What is a concussion? A concussion is a type of traumatic brain injury causing an immediate and, usually, short-lived change in mental status or an alteration of normal consciousness resulting from a bump, blow, jolt, shaking or spinning of the head and body.</p> <p>Warning signs of a concussion–For immediate Attention Call 911 Signs observed by a parent/guardian:</p> <ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forget sports plays • Is unsure of game, score or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall <p>Signs reported by the athlete</p> <ul style="list-style-type: none"> • Headache or "pressure" in the head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Does not "feel right" <p>What Should You Do If You Think a Concussion Has Occurred?</p> <ol style="list-style-type: none"> 1. Seek medical attention right away. A health care professional will be able to decide the severity of the concussion, and when it is safe to return to play. 2. Keep your child out of the game until medically cleared. Concussions take time to heal. Do not let your child to return to play until a health care professional says it's OK. Children who return to play too soon, while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.. 3. Inform all coaches about any recent concussions. Coaches should know if your child has a recent concussion. You child's coach may not know about a concussion your child received in another sport or activity unless you tell them. 4. Help your child son return to the school safely after a concussion. As your child's symptoms decrease, the extra help or support can be removed gradually. Children and youth returning to school after a concussion may need to: <ul style="list-style-type: none"> • Take rest breaks as needed • Spend fewer hours at activities • If in doubt.... SIT IT OUT! 	<p>What is Sudden Cardiac Arrest? Sudden Cardiac Arrest (SCA) is a condition in which the heart suddenly and unexpectedly stops beating.</p> <p>Sudden Cardiac Arrest:</p> <ul style="list-style-type: none"> • Occurs suddenly and often without warning • Is a malfunction in the heart's electrical system • Causes the person to lose consciousness (passes out) and have no pulse • May cause death within minutes if not treated immediately <p>Warning Signs of Sudden Cardiac Arrest – For Immediate Attention Call 911 Although SCA happens unexpectedly, some people may have signs and symptoms, such as:</p> <ul style="list-style-type: none"> • Fainting or seizures during exercise • Unexplained shortness of breath • Dizziness • Extreme fatigue • Chest pains • Racing heart <p>Any of these symptoms/warning signs that occur while exercising may necessitate further evaluations from your physician before returning to practice or games.</p> <p>Treatment for Sudden Cardiac Arrest</p> <ol style="list-style-type: none"> 1. Call 911 2. Begin C.P.R. 3. Use an Automated External Defibrillator (A.E.D) <p>Removal from play/Return to play Any athlete who shows signs and symptoms of SCA should be removed from play. The symptoms can happen before, during or after activity. Play includes all athletic activity.</p> <p>Before returning to play, the athlete should be evaluated. Clearance to return to play should be submitted in writing. The evaluation must be performed by a licensed physician, certified registered nurse practitioner or cardiologist (heart doctor). The licensed physician or certified registered nurse practitioner may consult any other licensed or certified medical professional.</p> <p>What are the risks of practicing or playing after experiencing these symptoms?</p> <ul style="list-style-type: none"> • There are risks associated with continuing to practice or play after experiencing these symptoms. • When the heart stops, oxygenated blood stops flowing to the brain and other vital organs. • Death or permanent brain damage can occur in just a few minutes • Most people who experience SCA die from it.

I have read and understand the Concussion / Sudden Cardiac Arrest Information Sheet:



"All kids need is a little help, a little hope,
and somebody who believes in them"

Magic Johnson