

2021
GWINNETT COUNTY
ATHLETIC ASSOCIATION
Policies and Procedures Manual



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COVID-19 MITIGATION GUIDELINES

During the COVID-19 pandemic, GCAAs are required to produce mitigation plans to keep participants, coaches, and spectators safe. All GCAA requested mitigation plans are subject to approval by GPR. All mitigation plans will need to abide by any Executive Orders or local mandates issued by the President of the United States, Governor of Georgia, and/or Gwinnett County Board of Commissioners as interpreted by the Gwinnett County Law Department pertaining to the operations of amateur athletics or non-critical infrastructure.

Additionally, COVID-19 mitigation plans should reflect the guidance issued by the Centers for Disease Control and Prevention and the Georgia Department of Public Health. Mitigation plans must be submitted and approved prior to receiving permits and beginning play. Plans need to be submitted at least 14 days before the start of the season. Gwinnett County reserves the right to revoke permitted use if the activities of an association are deemed to be unsafe or in violation of Federal, State, or Local executive orders or mandates.

A. ORGANIZATIONAL REQUIREMENTS

Gwinnett Parks and Recreation (GPR) facilities were founded and designed for the enjoyment of our citizens. Gwinnett County Athletic Associations (GCAA) will take all recreational activities into consideration first when it comes to scheduling games and practices. Travel and Select teams do serve as a viable opportunity in our community provided that recreational teams are scheduled first. This manual is a fluid document that is consistently looked at throughout the year. The department director has the discretion to change the wording of this manual at any time with proper and in advance notification sent to the GCAAs.

In order to qualify to operate on Gwinnett County park property, each Gwinnett County Athletic Association (GCAA) must adhere to minimum organizational requirements. These requirements are necessary to insure the protection of all GCAA members. Violation of any requirement shall constitute cause for revocation of the facility use permit. The minimum qualification requirements include:

Athletic Association Agreement

On September 20, 2011, a facility usage agreement was approved by Gwinnett County Board of Commissioners and our recognized Gwinnett County Athletic Associations; that is effective starting January 1, 2012, re-affirming the partnership between each athletic association and GPR (Sample facility use agreement in the Appendix, page 58).

Not for Profit Organization Status

Each GCAA will incorporate and register with the Secretary of State's Office as a not for profit organization. Assistance in making application for nonprofit status will be provided by GPR upon request to the GPR Area Facilitator. Proof of not for profit status must be submitted annually to the GPR Area Facilitator by April 1 each year.

Tax Exempt Status 501(c)3

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. To accept any donations and do any fundraising, you must be in good-standing with the IRS.

Liability Insurance Coverage

All GCAAs must provide to Gwinnett County a comprehensive general liability insurance coverage package in the amount of \$1,000,000. The certificate of insurance must list Gwinnett County Board of Commissioners as additional insured. All subcontractors and vendors must provide Gwinnett County with a comprehensive general liability insurance coverage package in the amount of \$1,000,000, which is due to GPR before services or activities are provided or conducted in the park. An updated copy of the current policy is due every year on the expiration date of the current insurance policy. Liability Insurance Coverage must be submitted and approved 30 days prior to permit start date (Sample copy in the Appendix, page 60).

Charter/By-laws/Election of Officers

The umbrella Board of Directors shall be the governing body of each GCAA, consistent with the charter and by-laws of the GCAA, to conduct the affairs of the GCAA. An umbrella board is formed to insure the overall interest of all sports. A copy of the charter must be on file with GPR and the by-laws must be turned in to the GPR Area Facilitator by January 1 each year and/or after any amendments or changes occur prior to the issuance of any facility use permit. By-laws can only be changed with approval of the GCAA membership per GCAA By-laws and consistent with Official Code of Georgia Annotated Section 14-3-1021.

Election of the Board of Directors should be held annually according to the approved By-laws that govern the GCAA. The following statement must be part of the GCAA By-laws: "The President will appoint a nominating committee consisting of three people from the membership and two from the Board of Directors who will select a list of candidates. These nominations will be in writing and received by the Secretary at least five (5) days prior to the annual meeting. The names of all nominees for each office will be entered on a single ballot and submitted to the membership present at the annual meeting. A minimum of two-thirds (2/3) of the Board of Directors' members must reside within Gwinnett County." A list of the names, addresses, e-mail addresses, and phone numbers of the newly elected Board of Directors must be sent to the GPR Area Facilitator within 5 business days of the election. Any irregularities with the election process may result in review and appropriate action by Gwinnett Parks & Recreation.

Financial Reports

Official Code of Georgia Annotated Section 14-3-1602 states that all corporate minutes and books of account be held open for inspection by any member of the GCAA at any reasonable time. GPR recommends that each GCAA is bonded and annual audits are performed on all bank accounts.

Communication

GPR has links posted on our website that will lead the public to each GCAA. Any communication via e-mail or phone-tree must be approved by the president of the GCAA. Special access to members' information may be used only if the information is pertinent to all members such as registration dates, tryouts, GCAA special events, requests for coaches, etc. Using the member database for commercial activity, business, government elections, solicitation, etc., is strictly prohibited. The member database may be used during your annual GCAA election period, provided that each candidate has equal opportunity.

Bonding of GCAA Officers

All checks signed by the officers of GCAAs should bear two signatures of the appropriate officers of the GCAA. GCAAs are encouraged to acquire a bond for all officers and/or members who collect and receive monies for the GCAA. GPR recommends that each GCAA is bonded and annual audits are performed on all bank accounts.

B. MEETING GUIDELINES

GCAA Annual Meeting

All GCAAs must hold at least one annual membership meeting each year at a time and place named by the president of the GCAA. The agenda of this meeting shall include the election of the Board of Directors and any other business as deemed necessary by the GCAA. Efforts must be made for all GCAA members to be notified 30 days prior to the annual meeting and records maintained of this notification. The GPR Area Facilitator must be notified of the annual meeting at least 30 days in advance. It is recommended that a GCAAs annual meeting date is posted on the GCAAs website at least 30 days in advance.

Executive Meetings

GCAAs must provide to the GPR area facilitator a schedule of all meetings of the Board of Directors. GCAAs must contact the GPR area facilitator immediately with changes or updates to the meeting schedule. It is recommended that meeting schedules be posted on the GCAAs website.

All GCAAs are recommended to conduct their executive monthly and annual meeting according to current version of Robert's Rules of Order. Organizations utilizing a parliamentary procedure usually follow a fixed order of business.

- Call to order
- Roll call of members present to declare a quorum
- Reading of minutes of last meeting
- Officer reports
- Committee Reports
- Special orders (important business previously designated for consideration at this meeting)
- Unfinished business
- New business
- Announcement
- Adjournment

Mandatory Gwinnett County Meetings/Educational Opportunities

Each year GPR hosts two meetings that each GCAA is required to attend. The purpose of these meetings is to increase communication between the parties so that operations will run smoothly and efficiently. Every effort will be made by GPR to schedule meetings with consideration to YAA members' availability. Meetings may be completed via virtual conferencing.

Individual GCAA Meeting

- Held each year after scheduled annual meeting and board elections.
- Required attendance from the GCAA president, vice president and one other officers as well as association respective sports directors. This requirement must be met in order for facility use permits to be issued for the next year
- Gwinnett County will have in attendance: management staff, park grounds maintenance staff, GPR area facilitator, project administration staff, and support services staff

Annual Turf and Grounds Assessments

- Spring assessments held each year in April/May
- Required attendance by GCAA president and sports directors
- GPR and GCAA will assess fields, grounds, and buildings to determine course of action to repair problem areas that is most effective and create a timeline for renovation

C. FACILITY USE AND OPERATION GUIDELINES

GPR requires notification of any and all activities taking place within GPR property be sent to the GPR area facilitator.

Sports Field Use Plan

GPR, charged with the management and stewardship of the county's park system, has developed a sports field use plan.

In an effort to schedule and permit youth and adult organized programs and serve the general public, while preserving the usability and sustainability of the sports fields, the following guidelines should be adhered to:

Continue to schedule/permit sports fields to youth and adult organized programs where possible

- Collaborate with GCAAs as well as other user groups in managing field use
- Maintain some open play opportunities in each park for the general public
- Implement a maintenance regime for GPR sports fields designed to support the turf through various climate conditions to the highest extent possible with full play occurring on some fields and limited play on other fields
- As the year progresses and conditions dictate:
 - o GPR maintenance staff and GPR area facilitators evaluate field conditions on a regular basis and communicate the status to GPR management
 - o Maintain communication with GCAAs and other user groups to ensure all are updated on sports field conditions and programming use
 - o Continue to implement GPR standard inclement weather procedures on use of sport fields

Facility Use Permits

Each GCAA operating on Gwinnett County park property must obtain a facility use permit from Gwinnett County a minimum of 30 days prior to the opening date of each sport season. Any organized association activity must be permitted by your respective area facilitator prior to the event. This permit is to be obtained on behalf of the GCAA by the president and on behalf of the county by the GPR area facilitator. This permit, issued seasonally per sport, specifically identifies facilities to be used by the GCAA and the terms and conditions of said use (sample "Facility Permit" in Appendix, page 61).

Adherence to all requirements outlined in the policies and procedures for GCAAs operating on Gwinnett County park property is a condition of the facility use permit and is considered as terms of the permit. Field use permits are for the sole purpose of sports fields. Passive and open areas are not available for use at any time for organized practice or play. Use of the walking trails for purposes by the GCAA is strictly prohibited. GCAAs may be liable for any incidents related to unauthorized use.

GCAAs currently holding facility use permits will have first right of refusal on existing facilities, unless the County revokes the right for cause. No organization or partnering GCAAs at any time may sublet county facilities to outside organizations. Only GPR can issue permits to any person or organization seeking to use county facilities. Violations of this policy will result in an immediate review of the park use agreement. Any facility/field not being used by the permitted GCAA reverts back to the GPR Area Facilitator to permit out to other groups or rentals.

GCAAs must post a copy of the facility/park use permit at the park and provide a copy to every coach each season.

Coolers and Food

Patrons that come to the park are allowed to bring their own coolers with non-alcoholic beverages and/food for personal consumption. Selling of these personal items is prohibited.

Friday and Sunday Field Use

GCAAs currently holding facility use permits may request permission to utilize specific fields on Friday & Sunday. Requests must be submitted to the GPR area facilitator in writing at least two weeks in advance. All fields may be permitted if needed. GPR reserves the right to utilize synthetic field turf facilities on Friday & Sunday for rental use.

Batting Cage Guidelines

All batting cages, whether funded by a youth athletic association or otherwise, become property of Gwinnett County upon installation at any county park. Gwinnett county policy requires that all batting cages remain unlocked and open for public use when not under contracted and scheduled use by a Youth Athletic Association. Youth Athletic Associations may close batting cages for safety or maintenance reasons. In the event that cages must be closed, it is the responsibility of the YAA to provide prior notification to the GPR Facilitator. GCAAs are responsible for maintaining and the upkeep of batting cages.

Inclement Weather Conditions

In the event of inclement weather it may be necessary to close fields or park complexes. During unsuitable playing conditions these signs will be flipped open to display the statement, "Fields Closed". The purpose of signs is to notify park patrons and police that sports fields are unsuitable for play.

Procedures for Field Closings

GPR Business Hours

During normal weekday hours (Monday – Friday, 7:00am – 3:00pm), GPR staff will monitor and determine the playing condition of all sports fields. If in the opinion of GPR staff field conditions are not suitable for play, the staff member will contact the appropriate GPR area facilitator. If the Gwinnett County Athletic Association (GCAA) determines that sports field playing conditions are suitable for play and they allow play on the fields, at this time the GCAA accepts any and all financial and liability obligation should any sport field damage occur due to misuse or abuse by the GCAA.

A GPR area facilitator will notify the appropriate GCAA officer of two options:

- Option 1: The GCAA may choose to cancel all activities. GPR staff will lock all sports field gates and display the "Fields Closed" sign(s) (the GPR Area Facilitator will also notify police)
- Option 2: The GCAA officer may inspect the field and determine if it is suitable for play. If the GCAA determines that playing conditions are suitable for play and play is allowed, the GCAA accepts any and all financial liability in the event that damage occurs from misuse or abuse by GCAA participants

GPR Non-Business Hours (i.e. holidays, weekends and after 3:00pm weekdays)

It is the responsibility of the GCAA to inspect and determine if the fields are safe and playable. If the GCAA determines that the fields are unsafe or unplayable they are to leave a voice mail and/or send an email to the GPR Area Facilitator that the fields are unsuitable for play, and they are to lock all sports field gates and display the "Fields Closed" sign(s).

It is the responsibility of the GCAA to inspect and reopen fields that were closed the previous day if the closure occurs during GPR non-business hours. The inspection and re-opening of the field should occur the following morning by 9:00am. Once the fields are deemed playable, the GCAA should reopen the appropriate field gate and flip the sign to "Please Don't Litter".

Voice-mail notifications should include the following:

- Specific date
- Time
- Field(s) affected
- Reason for closure
- Person leaving message
- Phone number to be reached at the next business day

Permit to Close a Field

Gwinnett County may issue a special permit upon request of Gwinnett County staff or the GCAA to close one or more sections of a park during the specified playing season.

Gwinnett County reserves the right to cancel any scheduled activity at county facilities when it is determined that such use would severely damage the field condition or endanger the safety of the participants. If the GCAA utilizes fields after Gwinnett County closes them because of unsafe conditions, the GCAA will be responsible for the cost of any damage to the facilities or turf.

These rules are designed to provide residents with safe playable surfaces. Failure to comply or abuse of these procedures by a user group may result in GPR revoking the use of the field closure procedures.

Background Checks

GPR recommends that GCAAs complete background screenings for all individuals involved within their association programs. This is to obtain the necessary information to determine the eligibility of individuals based on the procedures and dis-qualifiers each GCAA develops.

Child Abuse Reporting Procedures (MANDATORY for all employees and volunteers)

Definitions:

As used in this Policy, the term:

- "Abused" means subjected to child abuse.
- "Child" means any person less than 18 years of age.
- "Child abuse" means:
 - Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child
 - Neglect or exploitation of a child by a parent or caretaker thereof
 - Sexual abuse of a child; or
 - Sexual exploitation of a child
 - "Child service organization personnel" means persons employed by or volunteering at a Gwinnett County facility or organization that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children

Reporting Requirements:

Child service organization personnel having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made to the person in charge of the facility, or the designated delegate thereof. An employee or volunteer who makes a report to the person designated shall be deemed to have fully complied with this Policy.

Under no circumstances shall any person in charge of such facility, or the designated delegate thereof, to whom such notification has been made, exercise any control, restraint, modification, or make other change to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

The person in charge of such facility, or the designated delegate thereof, to whom such notification has been made, shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

Such reports shall contain the names and addresses of the child and the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator.

If a child is in immediate danger (obviously being beaten or left alone overnight, for example) the police should be contacted immediately:

- The employee or volunteer should dial 911 immediately
- Once the police have been contacted, the employee or volunteer should notify the supervisor of the facility
- The supervisor will complete a written Report of Suspected Child Abuse/Neglect and turn in to the Deputy Director of Recreation, Chris Minor within 24 hours of notifying police
- The Deputy Director of Recreation will send the Report of Suspected Child Abuse/Neglect to Sheila Fowler

In situations where there is no immediate danger:

- The employee or volunteer shall notify the supervisor of the facility
- Within 24 hours, the supervisor will contact the Gwinnett Department of Family and Children Services at 678.518.5630 (after hours, between 5:00pm and 8:30am, call 1.855.422.4453) and make an verbal report
- The supervisor will then complete a written Report of Suspected Child Abuse/Neglect and turn in to the Deputy Director of Recreation within 24 hours of learning of suspected abuse
- The Deputy Director of Recreation will send the Report of Suspected Child Abuse/Neglect to Sheila Fowler
- People who call to report suspected abuse do not have to be sure maltreatment has occurred; they simply report what they have seen/heard. The authorities will investigate and confirm whether or not abuse has occurred. People who call are asked to give the name and location of the child and the name of the suspected perpetrator. Reports are confidential and those who call do not have to give their name

Live Healthy Gwinnett

Gwinnett Parks and Recreation developed and launched Live Healthy Gwinnett in 2014 to encourage the Gwinnett community to invest in personal wellness by making simple lifestyle choices such as eating more vegetables, increasing physical activity, and reducing stress. The partners of Live Healthy Gwinnett engage residents through active programs and events which focus around four areas of wellness: Be Active, Eat Healthy, Get Checked and Be Positive. For more information on how to involve your association with Live Healthy Gwinnett Coordinator, Carion Marcelin at 770.822.3197 or Carion.Marcelin@GwinnettCounty.com.

Visit Live Healthy Gwinnett at LiveHealthyGwinnett.com, on Facebook, and Twitter.

Gwinnett Parks and Recreation Health and Wellness Standards

In partnership with our citizens, Gwinnett Parks and Recreation provides high quality, broad-based parks, facilities, programs, and services creating a sense of community, enabling a safe and secure environment, and enhancing Gwinnett's quality of life.

Wellness Guidelines

Wellness Guidelines are a written set of standards an organization agrees to follow to provide a healthy environment. Wellness Guidelines are important tools for promoting healthy habits for adults and children where they live, work, and play.

Gwinnett Parks and Recreation will:

- Offer a variety of planned physical activities for persons of all ages and abilities
- Give all park and facility users access to healthy food and beverage options
- Partner with local community members, organizations and businesses to promote healthy habits and programs to residents and staff of Gwinnett County
- Provide day camps with healthy and safe environments for participants
- Deliver safe and healthy environments for all park and facility users to exercise, socialize, and play in
- Ensure that staff operates in safe and healthy workplace environments

Planned Physical Activities for all Ages and Physical Abilities

- Park programming includes physical activities for children, adults and older adults
- Park therapeutic programming includes physical activities for people with disabilities
- The creation of new programs to foster healthy lifestyles for our residents and employees

Public Access to Healthy Foods and Beverages

- At least 50% of products offered in food and beverage machines are to be healthy options. All vending contracts will abide by this percentage and be audited regularly
- Bottled water is available in all beverage vending machines
- Concession stand managers are encouraged to provide healthy choices at sporting facilities
- Clean drinking water is available at all facilities and events
- Healthy food choices are available at 85% of Gwinnett Parks and Recreation sponsored events

Parks and Recreation Partnerships

- GPR collaborates with Children's Healthcare of Atlanta to promote healthy habits in summer camps, programming, and health standards
- Through partnerships with Clemson University, GPR staff is certified in playground maintenance and inspection standards
- Gwinnett United in Drug Education (GUIDE) has been a community partner with GPR for over 25 years, educating communities about substance abuse prevention
- GPR partners with non-profit Youth Athletic Associations to provide space for children to participate in a variety of sports
- In partnership with Gwinnett Parks Foundations, a 501(c) (3) non-profit, "Park'nership" allows a citizen to connect to nature and their local parks by inviting them to take part in the beautification process. This event promotes new relationships, feelings of ownership and increased park use
- Live Healthy Gwinnett, encourages and engages Gwinnett County residents to invest in personal wellness. This initiative focuses on four overall wellness areas: Be Active, Eat Healthy, Get Checked, and Be Positive

Healthy and Safe Environments for Summer Camps

- Campers are provided with drinking water, and do not have access to sugary drinks like soda, sports drinks, sweet tea, lemonade, juice drinks or fruit juice
- Parents are encouraged to provide healthy meals and snacks for their children
- Personal electronics are discouraged to limit screen time
- Camps include healthy habits messaging
- Camps provide more than 60 minutes of physical activity daily
- Campers are educated on the benefits of healthy eating
- GPR includes environmental science and nature hikes as part of our summer camp and spring break curriculum

Safe and Healthy Environments for all Park Users

- Playgrounds are covered in soft surfaces to provide safe places to land in the event of falls
- Playgrounds are inspected regularly by GPR staff members who are Certified Playground Safety Inspectors
- Parks provide trails and open areas for exercise and activities that are highly visible and highly visited during normal park hours
- Police officers use parks to complete reports, providing a police presence and deterring crime
- GPR staff is trained on concussion prevention and treatment, CPR, First Aid, Child Predator Protection and Child Abuse Recognition and Reporting
- Park facilities and parking lots are well lit with interior and exterior lighting
- In larger park properties, the trail systems have 911 HELP Locater Markers in the case of an emergency. The marker ID numbers link into the GIS System
- A Safety Committee is formed each year of GPR staff that reviews accident, incident and rescue reports, inspects parks and their elements and makes recommendations for safety alterations
- Parks and Recreation staff are provided with healthy work environments:
- Breastfeeding is encouraged, and mothers are provided with private space and time to pump
- The Safety Committee, formed of GPR staff, gives a voice to all employees
- GPR staff is trained on proper hydration and are provided with clean drinking water
- Hepatitis B vaccines are available to all GPR staff
- GPR has modified guidelines for caterers – having them provide more nutritious food options during programs, events and staff gatherings
- Through the Be Well Be Safe Human Resource's Wellness Initiative, employees can access:
 - Online educational courses related to your health and benefits
 - Wellness Credits earned
 - A Wellness Assessment and Biometric Dashboard to track your potential health risks
 - Many more resources for your improved health

Tobacco Free

In an effort to promote a healthy community, all Gwinnett parks are now tobacco-free following a change in ordinances, Sec. 70-50, approved by the Board of Commissioners on October 20, 2020. The new system-wide tobacco-free policy restricts the use of any tobacco product at any Gwinnett Parks and Recreation property, including cigarettes, cigars, pipe, snuff, chewing tobacco, dipping tobacco, bidis, snus, dissolvable tobacco products and electronic cigarettes and vaping products

Concession Health Standards

GPR recommends that GCAAs follow proper health code standards at all times during concession operation. It is recommended that GCAAs place signs in restroom facilities stating: "Concession workers are required to wash hands before returning to work".

Concession stands, refrigerators and coolers must be cleaned and food removed after each season. Currently, our park concession stands are exempt from County Health Department inspections; however, the Deputy Director of Recreation signs off with the county Health Department that the concession stands are kept clean, sanitary and healthy. It is the sole responsibility of each GCAA to maintain all permitted concession stands in an acceptable condition at all times. Unsanitary conditions will not be tolerated and could result in loss of concession operations or collection of monies to return the facility to acceptable standards. During off seasons, all appliances are to be unplugged. This would include, but is not limited to ice machines, coolers, refrigerators, and frozen drink machines. Area facilitators will assess the cleanliness of these facilities to ensure regulations quarterly. Prior to doing so, the area facilitator will contact the association to notify when they will be doing the assessment.

Concession Products

Gwinnett County recommends that items resulting in excess trash not be available in the concession building, such as paper covered straws. Eliminating these types of items will greatly help both parks maintenance and the GCAA in keeping the parks clean. Discretion is recommended in choosing items for resale in the concession building. Boxes from concession should be crushed and taken to a recycling container or the park dumpster. Sunflower seeds and gum are not recommended for sale within concession at locations with artificial turf fields.

Concussion and Head Injury Guidelines & Procedures – HB 284 – Return to Play Act Concussion Information and Education

With the passage of HB 284 - Return to Play Act by the Georgia Legislature in 2013, new requirements to educate coaches, youth athletes, and their parents on the dangers of concussions in competitive youth athletic activities became effective for all competitive sports in January 2014. The Georgia Department of Public Health is referring everyone to the "Heads Up - Concussion in Youth Sports" program offered by the Center for Disease Control (CDC). Gwinnett Parks & Recreation (GPR) will use this education program for all competitive sports offered on GPR property. GPR recommends the same education program to all youth sports partners, Gwinnett County Athletic Associations (GCAA) and Gwinnett County Summer Swim Leagues (GCSSL) that utilize GPR facilities.

A link to the program on the CDC website can be found here: www.cdc.gov/headsup/index.html.

Definition

A concussion is a type of brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

Symptoms Reported by Athlete

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

Signs Observed by Others

- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit

Purpose

The following guidelines and procedures are being implemented by GPR with the intent to reduce the potentially serious health risks associated with competitive sports related concussions and head injuries.

Guidelines

GPR will educate coaches, referees, site supervisors, parents, and participants of the signs, symptoms or behaviors consistent with sports induced concussions.

Distribution Procedure

- A. Parents, coaches, assistant coaches and site supervisors associated with competitive sport activities should become familiar with and have access to a copy of GPR's Concussion and Head Injury Guidelines
- B. Parents, coaches and assistant coaches are strongly encouraged to view the "Heads Up: Concussion in Youth Sports" online course from the Center for Disease Control (CDC). This online course can be found at www.cdc.gov/headsup/index.html
- C. Staff and site supervisors will take the "Heads Up: Concussion in Youth Sports" online course
- D. GPR will provide concussion educational information to all coaches and officials. (See appendix)
- E. GPR will provide concussion educational information to all youth athletes and their parent/legal guardian. The parent/legal guardian must sign an acknowledgment of receipt. (See appendix)
- F. GPR will provide concussion educational information to all GCAA and GCSSL who utilize GPR facilities in the GCAA and GCSSL Policies & Procedures Manual. It is recommended that all GCAA and GCSSL provide educational information per HB 284 to all coaches, participants, and their parents

Suspected Concussion Procedures for GPR Provided Programs

- A. Any participant exhibiting the signs, symptoms, or behaviors associated with a concussion or head injury must be immediately removed from the activity. Remember: When In Doubt, Sit Them Out!
- B. The injured participant's parent or guardian should be immediately notified of the suspected concussion or head injury so they can be taken and evaluated by an appropriate healthcare professional
- C. An Accident or Injury Report Form must be submitted to GPR within 24 hours or on the next business day following the incident

Flag Procedures

Occasionally, government entities will require national, state, or local flags to be flown at half-staff to recognize tragedies or to honor the death of public servants or dignitaries. During regular operating hours, Gwinnett County will lower the flag to the appropriate level and notify the GCAA of the date that the flag will be raised. It is the responsibility of the GCAA to raise the flag at the appropriate time. If an announcement occurs after regular working hours or on weekends, GCAAs are required to lower flags accordingly. A key must be provided for all locked flag poles in case of an issue in which flags need to be taken down or addressed.

GCAAs are responsible for flag maintenance, etiquette, and protocol in accordance with US Flag Code. Do not raise a flag up that is tattered and/or torn. If flags do not meet the proper standards, a picture and email will be sent to the designated GCAA.

Visit www.usflag.org/flag.etiquette.html for instructions on how to properly dispose of an unacceptable flag. Flags may be handed over to grounds maintenance staff for proper disposal by Scout Troops. Any flags that remain displayed overnight must be illuminated.

Parking

According to Park Ordinance 70-36, all vehicles must be parked in legal parking spots. Handicapped parking spots are designated for approved Handicapped permitted vehicles. GCAAs are not allowed to block off parking spaces with, but not limited to, cones, signs, or any other objects for officials, board members or any other guests without prior approval from the Deputy Director of Recreation. GCAA are not allowed to park vehicles on trails, sidewalks, fields, and walkways.

Pets in Spectator areas

The "No pets allowed on or near athletic fields" is intended to prevent pets on the playing fields and not near the dugout gate openings. The intention is not to keep pets out of the bleachers, and is not against the Gwinnett County Park ordinance (See Park Ordinance at end of this manual).

Expectations:

- Baseball/softball/soccer/football/lacrosse playing fields: No pets allowed
- Bleacher areas: Pets are allowed
- Bleacher areas are not on playing fields, therefore pets are allowed as long as the owner follows Gwinnett County ordinance

Public Address System

Public address systems as defined by GPR include: hand held bullhorns, portable "karaoke" systems, portable microphone and speaker combinations, built-in or "house" systems, as well as noise makers, air horns, sirens, or any other similar devices.

The use of public address systems by GCAAs is permitted in Gwinnett County parks but restricted to the following policies and guidelines:

- GCAAs are required to submit a written request to the GPR Area Facilitators to use public address systems in county parks at least two weeks in advance. The request must describe the days and times of intended use. A diagram depicting the fields or directional locations that the amplifiers or speakers are to be projected must accompany the request. The request must also describe of the public address system and the intended use.
- GCAAs are responsible for all expenses associated with public address systems purchase, rental, repair/maintenance, and care. Any damage to county property due to a public address system's fault/damage is the financial responsibility of the GCAA
- Prior to installation, the support services manager or his/her designee must approve GCAA requests to permanently affix public address systems to county property

Use of Public Address Systems

Use will only be permitted on Saturdays, 8:30am – 10:00pm, unless otherwise approved. Volume is not to exceed a reasonable level for the immediate listening area and must be considerate of adjacent neighborhoods. It shall be unlawful for any person to make any loud noise that disturbs, annoys, injures, or endangers the comfort, repose, peace, or safety of other persons in a recreation area.

Generally Acceptable Use:

- Opening day ceremony
- Tournament announcements
- Emergency announcements (lost and found, weather, etc.)
- Team/player introductions
- Only by adults 18 years and older

Prohibited Use:

- In-depth play-by-play game announcements
- Any use other than on Saturday, 8:30am – 10:00pm, unless otherwise approved
- Promotional announcements (concessions, etc.)
- Ongoing music of any kind
- Non-activity music of any kind
- By a child or minor under the age of 18

Failure to abide by these guidelines will result in suspension and or potential loss of public address system privileges for the remainder of the season.

Hot Weather Guidelines

The following guidelines as outlined by the Georgia High School Association are recommended for coaches and staff. In responding to each situation that arises, coaches, and staff should use their best judgment. Approximately 30 minutes prior to the start of activity, the temperature and heat index reading should be taken of the location by using the website weather.com or other comparable source.

If the heat index is under 82 degrees:

Normal Activities. Provide at least three separate rest breaks each hour with a minimum duration of three minutes each during the workout.

If the heat index is 82 to 86.9 degrees:

Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of four minutes each.

If the heat index is 87 to 89.9 degrees:

Maximum practice time is two hours.

- **Football:** players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts.
- **All Sports:** Provide at least four separate rest breaks each hour with a minimum duration of four minutes each.

If the heat index is above 90 to 92 degrees:

Maximum practice time is one hour.

- **Football:** no protective equipment may be worn during practice, and there may be no conditioning activities.
- **All Sports:** There must be 20 minutes of rest breaks distributed throughout the hour of practice.

If the heat index is above 90 to 92 degrees:

No outdoor workouts. Delay practice until a cooler WBGT level is reached.

Cold Weather Guidelines

The following guidelines, as outlined in the 2008 National Athletic Trainers Association's position statement, can be used in planning activity depending on the windchill temperature. Conditions should be constantly re-evaluated for change in risk, including the presence of precipitation.

30 degrees Fahrenheit and below:

- Be aware of the potential for cold injury and notify appropriate personnel of the potential

25 degrees Fahrenheit and below:

- Provide additional protective clothing; cover as much exposed skin as practical; provide opportunities and facilities for re-warming

15 degrees Fahrenheit and below:

- Consider modifying activity to limit exposure or to allow more frequent chances to re-warm

0 degrees Fahrenheit and below:

- Consider terminating or rescheduling activity

D. GENERAL SAFETY GUIDELINES

In order for Gwinnett County athletes to enjoy the experience offered by Gwinnett Parks and Recreation and the Gwinnett County Athletic Associations, the athletic associations need to operate with safety in mind.

Please ensure that following safety rules are followed:

Electrical Safety

Extension cords

- Extension cords should be used for temporary power only. Temporary power is defined as less than 90 days of use. If power is required by an extension cord for more than 90 days, an outlet close to the point of need should be installed.
- Do not run extension cords through doorways or windows. This is to prevent damage to the insulation which could lead to electrical shock, injury or death.
- Do not run extension cords across walkways, paths or under carpet. This is to prevent people tripping on the cord and falling. If cords must be run across walkways or paths, use a cord protection device.

Electrical cords

- Make sure electrical cords are fully plugged into the socket during use. Metal blades on the plug should not be visible.
- Make sure cords are not frayed or damaged. Insulation should not be broken, and cord should be fully connected to plug with no wires showing.
- Remove cords from sockets by pulling on the plug. Do not pull on the cord to remove the plug from the socket.
- Unplug electrical cords and safely coil them out of the way when not in use.

Circuits

- Do not overload circuits by plugging too many items into an outlet. This includes plugging multiple power strips into one another, known as Daisy chaining.
- Do not use circuit breakers as an "on-off" switch.
- All outlets within 6 feet of a water source or sink must be protected with a ground fault circuit interrupter (GFCI.) Electrical equipment plugged in outdoors in a wet environment should also be protected with a GFCI.

Electrical rooms

- Do not store excess combustible or Flammable materials in electrical rooms.
- Do not store materials immediately in front of electrical panels or disconnect switches. A 42-inch clearance must be maintained in front of electrical panels and disconnect switches to allow easy access to them.
- Do not store materials on top of transformers in electrical room. Transformers can get hot and cause items to melt or catch fire.

Chemical Safety

Labeling

- All containers of chemicals must be clearly labeled with easily read labels.
- At a minimum, the container must have on it
 1. Name of the chemical
 2. Intended use of the chemical
 3. Protective equipment required

Storage

- Store chemicals in a secure location to prevent unauthorized use.
- Store chemicals only in properly designed containers.
- Chemicals should not be stored next to food stuff where contamination could occur.
 1. If storage of chemicals in a separate area from food stuffs is not practical, store chemicals on lower shelves with food stuffs above the chemicals. This will prevent any chemical spills from hitting the food stuffs.
- Flammable chemicals must be stored away from heat and flame. It is highly recommended that flammable materials (such as gasoline) be stored in an approved Flammable Storage cabinet.

Use

- Follow all manufacturer's directions for use of chemicals. Follow manufacturer's directions about protective equipment (gloves, safety glasses, face mask, etc.) while using chemicals.
- Read safety data sheets for chemicals prior to use.

Safety Equipment

Access

The area in front of safety equipment (fire extinguishers, AED units, first aid kits) should be kept free of items to allow easy access to the equipment.

Location

Equipment should be mounted to the wall in plain sight. If equipment cannot be easily seen, an indicating sticker or sign that is easily seen should be mounted above the equipment.

- AED signs should be placed on the outside of buildings only when the AED is accessible. (This may require a magnetic sign for concession booths that are not open all the time.)

Fire Extinguishers

- Fire extinguishers should be mounted at least 4 inches from the floor and with the top of the extinguisher between 42 and 60 inches above the floor. Fire extinguishers should be mounted within 75 feet of the point of need.
- Make sure the proper type of fire extinguisher is present.
 - Type ABC fire extinguishers are appropriate for most concession areas.
 - Type K extinguisher should be present where grease or oil cooking is being done and fires are possible.

Inspection

- First-aid kits should be inspected regularly to make sure that supplies are in good condition and not expired.
- AED units must be inspected monthly to make sure that batteries are still good and pads have not expired.
- Fire extinguishers must be visually inspected monthly to make sure they are charged and in good condition.

Protective equipment

Use proper protective equipment.

- Wear eye protection (safety glasses or goggles) if there is a potential for splashing of liquids or impact of objects.
- Wear temperature resistant gloves when handling hot or cold objects.
- Wear chemical resistant gloves when using chemicals.
- Wear cut resistant gloves when cutting or handling sharp objects.
- Wear plastic, latex, or nitrile gloves when handling food stuffs.
- Wear aprons and long sleeves when splashing hot oil is possible.

Storage

- Storage areas should be neat, organized, and free of trip hazards.
- Do not store excess amounts of combustible materials in storage areas. These items become fuel in the event of a fire.
- Do not store items closer than 20 inches from the ceiling. This is to reduce the possibility of a fire from reaching the ceiling and burning through.
- Avoid storing heavy items on the top shelves where they could fall and hurt someone while being removed.
- Compressed gas cylinders should be chained to a support while in use or storage to prevent falling and damage to the valve. A broken valve on a compressed gas cylinder will act like a rocket motor and propel the cylinder causing injury.

General Safety Items

Electric Vehicle Charging Areas

- Electrical vehicles should be charged in a well-ventilated area to prevent the potential buildup of flammable gases.
- Vehicle charging areas should have eyewash capabilities in the event of a battery explosion. (Batteries contain sulfuric acid which is hazardous to the skin and eyes.)
- Vehicle charging should be done according to the manufacturer's directions.

Walkways

- Walking areas should be kept clean, dry, and free from slip and trip hazards.
- Walkways should be a minimum of 32 inches for ease of movement and emergency exiting.
- Exits should be well marked and capable of being found during a power outage.

Equipment

- Broken equipment should be turned off, taken out of service, and secure to prevent use until it can be replaced or properly repaired.

Questions regarding these General Safety Guidelines can be addressed to your area facilitator.

E. SPORTS PROGRAM GUIDELINES

GCAAs are responsible for providing all sports equipment and all necessary personnel to operate the sports program.

GPR Area Facilitators' Role

Each Area Facilitator is responsible for all communications between their respective GCAAs. The area facilitator is to serve as the liaison between their respective GCAAs and GPR administration. Each area facilitator is familiar with the facilities in which each GCAA programs within and effectively ensures maximum utilization of those facilities. When needed, an area facilitator will consult the assistance and guidance of the athletic coordinator who will then determine if further consultation is needed by following the chain of command within GPR.

- Facilitate agreements and rental permits with GCAAs for use of GPR facilities and to implement various youth athletic programs, activities, events, community buildings, and/or pavilions per GPR procedures
- Assist user groups in setting usage dates and times; securing permits; completing significant event notification; collecting insurance and non-profit verification documents from GCAAs; collecting non-resident fees, rental fees, and any other fees associated with facility use
- Collect team or league rosters; practice, game, and tournament schedules; and program participation reports from GCAAs for each season and each sport
- Attend GCAA monthly board meetings, elections, and serve in an advisory capacity
- Relay all communication between the GCAA and County Administration.
- Assist the GCAAs with coaching education by offering National Alliance of Youth Sports (NAYSA) certifications for each sport
- Regularly inspect parks, fields, concession stands, facilities, and communicate issues, concerns, and problems with support services staff and parks ground maintenance staff on behalf of GCAA
- Disseminate information on field and facility closures for inclement weather or renovation
- Post GCAA announcements on park signage per GPR procedures
- Notify GCAAs of mandatory meetings conducted by GPR
- Ensure GCAAs comply with the Policies and Procedures outlined in this manual
- Facilitate GPR and Board of Education approval and stamp on all fliers for school distribution

Usage Fee

Gwinnett County reserves the right to charge a user fee for the use of county park facilities.

Fees and Charges

All revenues received by the GCAA shall and will be used in accordance with Title 14, Chapter 3 of the Official Code of Georgia Annotated. Money should be used to operate the sports program or on approved improvements of facilities/athletic fields in county parks. No organization at any time may sublet county facilities to outside organizations or other Youth Athletic Associations.

Non-Resident Fees

All program participants who reside outside Gwinnett County will be assessed with a non-resident fee of an additional \$90 per person, per sport, per season, or double the amount if registration fee is less than \$90. The definition of a non-resident participant is a person that does not reside in Gwinnett County. This fee is to be above and beyond the normal registration fee. It is the responsibility of the GCAA to verify the county of residence of each participant. This non-resident fee is to be submitted to the GPR Area Facilitator, along with the roster (names, ages, addresses, phone numbers, and school attending) of all GCAA athletes 15 days after the first regular season game for each sport season. Enforcement of this non-resident fee system by each GCAA is mandatory. Violations may constitute revocation of facility use permit. An example of the required GCAA sports participation summary form is shown on page 50; this form must accompany the submitted non-resident fees and a roster.

Concession Stand Fees

GCAAs will be charged an annual \$500 fee per concession stand per park. A concession stand permit will be issued to the GCAA upon receipt of payment. If the GCAA chooses not to pay the concession stand fee, GPR reserves the right to permit with a concession vendor. Different fees will be assessed for different sizes, and fee may be split among sports for groups that have separate boards for each sport.

Light Fees

GCAAs will be charged a light fee to be determined annually. GPR parks field and administrative staff will consolidate and track all light usage on GPR ball fields. The information will be collected and verified via a spreadsheet that will be sent to the deputy director of recreation, athletic coordinator, and facilitators.

Reporting Procedures

1. The ball field lighting bill will be emailed by the fifth of each month to the association president and/or the association designee with a copy to the athletic coordinator. Payment is due by the first day of the following month.
2. An email will be sent to the athletic coordinator if the ball field lighting bill is not paid within three days of the first day of the following month. The athletic coordinator will call and email the association to find why payment is delinquent.
3. Delinquency in payment could result in light usage being severely cut back or even suspended until bill is paid. The athletic coordinator and recreation manager will handle correspondence with the associations in regards to non-payment issues.
4. Payments of light bills must be mailed to Gwinnett Parks & Recreation, 75 Langley Drive, Lawrenceville, GA 30046.

Tournament Fees

GCAAs will not be charged fees for hosting tournaments in which teams from outside Gwinnett County participate if the tournament is organized and implemented by the GCAA assigned to a particular park. The GCAAs' association president must submit a non-profit fundraising form to host a tournament.

GCAAs that request field space for tournaments for organizations that are not an integral part of the GCAAs sports program will be required to rent the facility per the Gwinnett County field rental policy. A field rental agreement must be signed and rental fees collected by the GPR area facilitator before a permit will be issued. The GCAA that completes the rental agreement will be responsible for the actions of all tournament participants.

Pre/Post-Season Tournaments

GCAAs must send a written request to the GPR area facilitator for the use of GPR facilities for post-season tournaments. This written notification should be sent to the GPR area facilitator two weeks prior to the GCAA bidding on a tournament and should include tournament dates, times, and specific facilities. Upon approval from GPR, the GCAA may proceed with the tournament bid process. Once the GCAA has been notified of the award of the tournament they should confirm tournament dates, times, and tournament needs from GPR with the GPR area facilitator. GPR will indicate if assistance can be provided within two weeks of being notified about the awarded tournament(s). The GPR athletic coordinator reserves the right to request that a GCAA pay for the staffing of maintenance staffing if deemed necessary. The maintenance staff will assist the GCAA with maintaining the facility throughout the duration of the tournament in which they are scheduled to work. Likewise, if deemed necessary, the athletic coordinator may request that a GCAA staff the event with security.

Gwinnett County Athletic Associations Fall/Spring Checklist

GCAA must complete this checklist, found on page 58, at the beginning of each season.

Master Field Schedule for Practices and Games

- Dates for try-outs, practice, and league games at Gwinnett County facilities must be submitted in writing, a minimum of 30 days in advance to the GPR area facilitator
- Football game schedules must be sent to the GPR area facilitator on or before August 15. Fall roller hockey/baseball/softball and soccer game schedules must be sent to the GPR area facilitator on or before September 1, unless the season begins prior to September 1
- Spring lacrosse schedules must be sent to the GPR area facilitator on or before January 15, unless the season begins prior to January 15
- Spring roller hockey/baseball/softball and soccer schedules must be sent to the GPR area facilitator on or before March 1, unless the season starts prior to March 1
- Winter basketball schedules must be sent to the GPR area facilitator on or before October 15

Practice and Game Schedules

The GCAA must provide a copy of the practice schedule one week prior to the start of practices and a copy of their game schedule one week prior to opening day for any games to the GPR area facilitator. Upon review of these schedules, should GPR determine that excessive time is allotted for practices, time will be allocated to other groups in need of space. Unscheduled field time will revert back to GPR to schedule as deemed appropriate. Athletic fields will not be dragged until the GPR area facilitator receives a written practice and/or game schedule.

GCAAs must make the scheduling of practices and games for recreational teams first in priority during the scheduling process. Schedules submitted to the GPR area facilitator must identify which teams are recreational teams and which teams are select/travel teams.

Sport of Season Guidelines

GPR reserves the right to administer field/facility permits to GCAAs according to established sport of season priorities. GPR recognizes and prioritizes field/facility use according to specific guidelines, see the GCAA season information on the following page for more information.

Fall Sports • July 16 – December

- Football and cheer leading are considered the sports of season at parks designated for baseball/softball and football use. Football and cheer leading teams will have use of baseball/softball fields for practices on Mondays, Tuesdays, and Thursdays. Wednesdays will be reserved for makeup practices that are canceled because of inclement weather. Baseball/softball takes priority on Fridays, Saturdays and Sundays, except on fields necessary for warm-up prior to the football games
- Soccer is considered the sport of season at all soccer fields and soccer complexes
- Baseball/softball may be conducted during the fall season, but it is not considered the sport of season. Baseball/softball practices and games may be conducted on Fridays, Saturdays, and Sundays

Winter Sports • October – February

- Basketball is the sport of season during the winter months at all GPR gyms and basketball facilities

Spring Sports • February – July 15

- Soccer is considered the sport of season at all soccer fields and soccer complexes
- Lacrosse is the sport of season on all football fields
- Baseball/softball is considered the sport of season at all baseball/softball fields and baseball/softball complexes
- Lacrosse and/or other sports may be conducted on stand-alone football fields during the spring season as requested. Stand-alone football fields may also be rented to organizations or the general public as deemed appropriate by the GPR

When not permitted to GCAAs, all fields and gyms will be scheduled by GPR for organized activities or rental to outside groups.

New Sport or League

GCAAs must notify the GPR area facilitator of plans to implement any new sport or league. **The athletic coordinator must be notified of these plans a minimum of six months in advance.**

Coaching Certification

GPR encourages GCAAs to require all sport coaches to attend National Alliance of Youth Sports (NYSYA) coaching clinics or another of choice. NYSCA participation is not required. NYSCA certification can be obtained via a certified clinician with GPR. Contact athletic coordinator, Stacy Fowler at Stacy.Fowler@GwinnettCounty.com, if anyone is interested in getting certified as a coach.

Camps and Clinics

GCAAs must send a request in writing to the GPR area facilitator the use of GPR facilities for all camps and clinics sponsored by the GCAA. The written request should be sent to the GPR area facilitator by December 1 of the year prior to the requested date of use.

Failure to provide adequate request and notice of scheduled tournaments and/or camps and clinics to the GPR area facilitator could result in conflicts with GPR-sponsored camps and clinics or field turf renovation projects and rejection of field use permit. Failure to provide notice could also eliminate or reduce park maintenance revisions of your facility needs for GCAA tournaments and/or camps. All soccer camps/training must be concluded by June 1. **No other camps/tryouts can be held before August 1 (only applies to sod fields).** This ensures that sod renovation has proper time to grow and mature.

Fees

GCAAs that wish to conduct camps or clinics that are open to the public and/or require a fee in addition to the league fee for a season of play, must rent the fields or facilities on which the camp will be held. Normal field and facility rental rates will apply. All fees associated with each rental will be due prior to the first day of camp.

Travel Teams

Travel teams are defined as those teams that are formed to participate outside the normal recreational league program. Generally these teams play in leagues that require game schedules that consist of both home and away games. Travel team programs must have open and advertised registration and tryouts. Travel teams must register and conduct tryouts prior to the GCAA open registration for recreational players. No child that has adhered to the open registration policy may be denied the opportunity to try out for a travel team. All participants must register on an individual basis on the GCAA website or in person with each registrant receiving a receipt and their name being placed in the GCAA registration system. Traveling team registrations and tryouts must be open to all eligible players. The dates, times and locations for tryouts and registrations must also be advertised in order to notify both the GCAA membership and the general public. GCAAs must submit a copy of all travel team tryout and registration announcement documents to the GPR Area Facilitator at least two weeks prior to the first tryout or registration session.

GCAAs may not register whole teams or independent travel teams. All individuals that do not qualify for the travel program must be offered the opportunity to participate in the GCAAs' recreational league.

Websites

GCAA websites should be utilized to provide information to the public and to the GCAA members regarding the scope and administration of all sports programs. All websites must include the phrase, "In partnership with Gwinnett Parks & Recreation," on the home page.

Suggested information includes (but is not limited to):

- Contact information for board members and individual sport commissioners/directors
- Copy of updated by-laws
- Dates for registration, first week of practice, first week of games, duration of season, program cost and fees, equipment included in registration cost, equipment provided by players, and awards (if any)
- List of fields/facilities with driving directions
- Rules for each sport
- Schedule of executive board meetings, annual membership meeting and elections
- Add any GPR marketing information for special events and post it on websites and social media outlets.
- Drug -free initiatives
- Concussion awareness

Signage

GCAAs are permitted to advertise GCAA approved activities on park marquee signs and are also permitted to up one real estate type yard sign or one registration banner (8' x 2' maximum allowed) on park property on the main entrance roadway, provided there is spot to put it in safely.

Registration

Registration will be open to all youth that meet the age requirements set forth in the specific sport rules and regulations. Registrations must be advertised a minimum of 30 days in advance. Registration will be taken until all team roster positions are filled or two weeks prior to the beginning of regular season games (an example of the GCAA Participation Summary Form is shown on page 16).

With the exception of the above, separate registration for returning players will not be allowed. All registration must be conducted on an equal opportunity basis prior to the start of the season. GCAAs should make every effort to maximize participation and use of facilities.

GCAAs utilizing GPR facilities must ensure that no person be denied participation in any park or program based on race, color, national origin, religion, sex, age, Board of Education school cluster designation, or disability. GCAAs must be in compliance with the Americans with Disabilities Act.

GCAAs may not limit participation or otherwise discriminate against participants based on their proximity to or from school clusters. Gwinnett County parks are for the enjoyment of everyone in the community and are not assigned by school cluster.

F. FACILITY MAINTENANCE RESPONSIBILITIES

Facility maintenance and operations responsibilities are broken down into two categories:

- County-provided facilities include concession buildings with restrooms, storage rooms, or meeting spaces
- GCAA-funded, GPR-approved, and Gwinnett County-permitted storage or grilling facilities include, but are not limited to, sea cargo trailers, storage buildings, job boxes, grill structures, fencing, added irrigation fixtures, batting cages, sports walls, bull pen areas, grassed infields and scoreboards.

GCAAs have an added responsibility to items that fall under the second category. GCAAs are required to perform routine maintenance tasks, including regular cleaning, neat storage of materials, hazard-free and proper energy management procedures maintaining HVAC temperature, no excessive power or water use, and basic adherence to Gwinnett County codes and regulations.

GCAAs must maintain these facilities in accordance with and as directed by GPR. This maintenance includes affording the associated cost for repairs, painting, roofing, fencing, upgrades, or repairs to electrical, plumbing and irrigation components. Failure to properly maintain any structure may result in GPR removing the structure from the property.

HVAC Temperature Control

GCAAs are responsible to maintain the county's energy management program. This program includes maintaining the temperature control setting in concession buildings at 70 degrees for heating and 74 degrees for cooling. Abuse of this program (which includes damage to any part of the HVAC system, including the thermostat lock out box, condenser, air handler, and ducts) by the GCAA (upon final determination by county officials) will result in the GCAA being responsible for all repair or replacement costs.

Contact your facilitator during regular business hours, contact 770.824.8946 on weekends, evenings, or outside regular hours.

HVAC Problems

Call the Gwinnett County HVAC Emergency Line at 770.824.8946 for emergencies or serious operational issues involving the heating or air conditioning systems.

Please provide the following information:

Specific location | nature of the problem | contact name | contact phone number

An HVAC technician will be notified and will return your call at the number you have indicated.

Storm Water Runoff

Storm water runoff is defined as any water that drains naturally into the ground or that is diverted from parking lots and sidewalks via curbs and gutters into an underground diversion system.

GCAAs must abide by Gwinnett County storm water regulations as follows:

- Washing of GCAA vehicle and equipment may only be done on grassy surfaces, not on gravel or exposed ground
- GCAA vehicles and other motorized equipment are to be maintained in good working condition. These vehicles will not be allowed to leak oils, chemicals or contaminants into the park grass, soil, and paved or concrete surfaces. GCAA vehicles and other motorized equipment that require fossil fuels including oil, gasoline, kerosene, or diesel may be serviced on site, however, all used fuels and oils may not be disposed or dumped anywhere on park property. A professional collection and disposal plan is required and a contract must be provided to GPR

Facility Upkeep

GCAAs are responsible for all field lining including painting and chalking. ALL paint used must be approved by GPR. Do not use chalk to line grass. Using chalk will cause humps that can lead to trip hazards. Parks maintenance will drag ball fields (as long as a schedule has been provided) and maintain the grassed turf on a regular basis. Infields will only be prepped if trash is removed from the dugouts and spectator areas by the GCAA. Routine field prep after inclement weather and on non-GPR workdays is the responsibility of the GCAA. GCAA is responsible for dragging the ball fields on weekends and recognized county holidays. Soccer GCAAs are responsible for field preparation for games and practices. Football and Lacrosse fields designed for game day play at GPR parks will be painted by GCAAs. Any skinned infields that the GCAA puts grass down on will be the responsibility of the GCAA to maintain and manicure so as the infield is safe for play.

Maintenance buildings, concession buildings, storage areas, and other park facilities used during a sport season should be returned to their original condition by the GCAA by the end of each season.

Restrooms

GCAAs must ensure that the restrooms are in a clean, sanitary condition during the day and at the conclusion of each scheduled day. All toilets need to be flushed, paper removed from the floor, and tissue replaced. It is recommended on weekends that the restrooms are monitored and checked two to three times per day. A mop and mop bucket will be placed in an accessible area for the GCAA to use when needed to maintain a sanitary restroom floor.

GCAAs are responsible for collecting litter daily from fields, dugouts, press boxes, restrooms, concession areas, and breezeways, and placing it into trash receptacles. Trash left in the areas outlined constitutes a violation of the facility use permit and may hinder field preparation. Full trash can bags should be removed from trash cans and taken to the designated park dumpster for disposal.

Soccer & Lacrosse Goals

GCAAs are responsible for providing goals. The following procedures will be based on the group that is using, storing, removing, and securing goals within Gwinnett Parks and Recreation Facility.

Use: All goals will be properly anchored using counter weights (saddle bags) or semi-permanent locking mechanism at turf field locations. GCAAs that utilize portable goals with permanent counter weighted bars are exempt from the use of saddle bagged counter weights as long as they meet the minimum weight requirements in anchoring goals. GCAAs that utilize saddle bag counter weights must meet ASTM standard of six 40-pound counter weights for any full or mid-sized portable goal. In the event that Soccer goals are not properly anchored, each goal will be removed from the playing field and secured without access by the GCAA. The grounds maintenance foreman will notify both their respective grounds maintenance coordinator and the athletic coordinator that they have secured the unanchored goals. The athletic coordinator will then be responsible for contacting both the area facilitator and GCAA representative to allow access to goals and to ensure goals are anchored for future use.

Storage/Removal: At the completion of each season all GCAA soccer goals must be removed and stored off of playing surfaces. During the soccer sport of season, each GCAA may keep goals on playing surfaces. During growing seasons (June 1 – September 1), each GCAA must remove goals at a minimum of two times a week to assist grounds maintenance staff in maintaining sports field turf. Each grounds maintenance foreman will be responsible in communicating with GCAA in determining the two days in which the GCAA is to remove goals to accommodate for maintenance during growing season.

Security: GCAAs will be issued common padlocks and cables to secure goals when they are removed and stored off of playing surfaces when soccer is not the sport of season. Each goal will need to be facing the other goal and locked or to a perimeter fence post.

Scoreboards

GCAAs are responsible for all scoreboards and score brains. Any scoreboard questions need to go through your GPR area facilitator. There is a green LED light located near or on the back of the scoreboards. If that light is on there is power going to the scoreboard. If, however, there is no power to the board, which may be a timer or electrical problem, the GCAA must submit a service request to the GPR area facilitator.

Scoreboard Purchasing

GCAAs are able to purchase and install scoreboards by a variety of different means. If the GCAA wishes to install a scoreboard on park property, the GCAA president must submit the request in writing to the Deputy Director of Parks Operations, Eric Horne, 75 Langley Drive, Lawrenceville, GA 30046. This requires Board of Commissioners approval and may take up to three months (A sample "Scoreboard Agreement" is in Appendix).

Scoreboards may offer the opportunity for advertising sponsors, which may aid with costs, provided that a GCAA adheres to the advertising policy listed in this manual. (See G. PUBLICITY, ADVERTISING AND SIGNAGE)

Field Materials

Sand, clay, and other GPR-approved material(s) used during inclement weather conditions must be kept at minimal use. Overuse of these types of materials may result in damage to the playing surface and result in closure of the sport field until it can be repaired. The park foreman (see K. ADDITIONAL RESOURCES FOR ATHLETIC ASSOCIATIONS for contact information in the GPR directory) must be notified of all deliveries of materials to insure storage at proper staging areas. GCAAs are responsible for the purchase of brick dust/infield mix for the purposes of replenishment of stock on site.

Field Materials/Chemicals

GCAAs are provided and supplied with cleaning chemicals and trash can liners by grounds maintenance staff to assist in the maintenance of facilities. These items are to be used by GCAAs outside of regular business hours and on weekends at the facilities. Please reference the following MSDS sheet regarding the chemical use guidelines for those that are provide within each facility.



Labeling Containers

If you place a chemical in a container other than its original, please clearly label new container with its contents and date to which it was placed in new container.

Poison Control: 800.222.1222

Reference: GC Workplace > My Department > Community Services > Forms, Guidelines & Procedures > Safety Manual and MSDS

Product	Manufacturer	Chemicals	Health Hazards	Emergency/First Aid	Mixing Ratio
Liquid General Purpose Bleach (Germicidal)	Victoria Bay Germicidal, Dade Paper & Bag Company 9601 NW, 112 Ave. Miami, FL 33178 866.366.5048	Sodium Hypochlorite Sodium Hydroxide	May cause severe skin and eye irritation or chemical burns to broken skin. Vapors are extremely irritating to eyes and respiratory tract. Harmful and potentially fatal if swallowed.	Ingestion: DO NOT induce vomiting. Drink large quantities of water or milk. Call a physician or poison control immediately. Inhalation: Move to fresh air and seek medical attention if cough or other symptoms develop. Eye contact: Flush eyes with cool, running water for at least 15 minutes. Seek medical attention. Skin contact: Skin Contact	One part chemical to three parts water. Add to dispenser.
NABC Non-Acid Disinfectant	Spartan Chemical Company, Inc. 1110 Spartan Drive Maumee, OH 43537 888.314.6171	Alcohol Ethoxylate Dialky Dimethyl	Causes moderate eye irritation. Harmful if absorbed through the skin. May be harmful if swallowed. Inhalation may cause respiratory irritation.	Ingestion: DO NOT induce vomiting. Drink large quantities of water. Call a physician or poison control immediately. Inhalation: Move to fresh air and seek medical attention if irritation persists. Eye contact: Rinse slowly with water for 15-20 minutes. Call poison control or seek medical attention for treatment advice. Skin contact: Wash with plenty of water. If irritation persists, get medical attention.	One part chemical to three parts water. Add to dispenser.
Abrasive Cleanser, Kitchen Klenzer	Fitzpatrick Bros., Inc. 625 N. Sacramento Blvd. Chicago, IL 60612 800.233.8064	Crystalline Silica	May irritate the skin and eyes. Dusts may irritate respiratory tract.	Ingestion: If conscious, drink several glasses of water. DO NOT induce vomiting. Consult a physician or poison control center. Inhalation: Move to fresh air. Eye contact: Flush eyes immediately with water for 15 minutes. Get medical attention. Skin contact: Wash with plenty of water. If irritation persists, get medical attention.	One part chemical to three parts water. Add to dispenser.
Citrus cleaner	Zep Inc. 11627 178 th Street Edmonton, Alberta T5S 1N6 877.428.9937	Monoethanolamine D-Limonene Propylene Glycol Ethylene Glycol	Toxic in contact with skin and if swallowed.	Ingestion: DO NOT induce vomiting unless directed to do so by medical personnel. If affected person is conscious, give plenty of water to drink. Get medical attention immediately. Inhalation: Remove to fresh air. Get medical attention if symptoms appear. Eye contact: Immediately rinse eyes with water and continue for 10 minutes. Get medical attention immediately. Skin contact: Rinse affected area with water. Seek medication attention if irritation persists.	One part chemical to three parts water. Add to dispenser.



**GWINNETT COUNTY
PARKS & RECREATION OPERATIONS
MSDS REFERENCE SHEET**

GOJO Gold & Klean Antimicrobial Lotion Soap	GOJO Industries, Inc. 1 GOJO Plaza, Suite 500 Akron, OH 44311 800.424.9300	Ethanolamine Oleic Acid	May cause eye irritation. May cause upset stomach and/or nausea.	Ingestion: DO NOT induce vomiting. Contact physician or poison control. Inhalation: Not applicable Eye contact: Do not rub eyes. Flush with water for 15 minutes. Seek medical attention if irritation persists. Skin contact: Not applicable	One part chemical to three parts water. Add to dispenser.
Pine Disinfectant	Harvard Chemical Research, Inc. Atlanta, Ga. 404.761.0657	Alkyl Dimethylbenzyl Ammonium Chloride	Harmful if swallowed. Causes severe skin burns and eye damage. Toxic to aquatic life.	Ingestion: Get IMMEDIATE medical attention. DO NOT induce vomiting unless instructed to do so by poison control or physician. Inhalation: Move to fresh air and seek medical attention if cough or other symptoms develop. Eye contact: Flush eyes with cool, running water for at least 15 minutes. Seek medical attention. Skin contact: Remove contaminated clothing. Flush area with water. Seek medical attention.	One part chemical to three parts water.
Champion Sprayon Vanilla Bean Air Freshener	Chase Products Company 2727 Gardner Road Broadview, IL 60155 708.273.1121	Propane N-Butane Flammable Aerosol Gases Under Pressure	Contains gas under pressure; may explode if heated.	Ingestion: Unlikely to occur. Inhalation: Move person to fresh air. Restore respiration if necessary. Get medical attention if injury develops. Eye contact: Flush from eyes with plenty of water. If irritation develops, consult a physician. Skin contact: Wash skin with soap and water.	One part chemical to three parts water.
Alcohol Glass Cleaner	Victoria Bay Dade Paper & Bag Company 9601 NW, 112 Avenue Miami, FL 33178 800.535.5053	Water Propylene Glycol n- Propyl Ether Isopropyl Alcohol	Causes eye irritation.	Ingestion: Get immediate medical attention. Do not induce vomiting unless instructed to do so by poison center or physician. Inhalation: Remove victim to fresh air and monitor. Seek medical advice if irritation persists. Eye contact: Immediately flush eyes with plenty of water. Get medical attention, if irritation persists. Skin contact: Wash with soap and water. Get medical attention if irritation develops or persists.	One part chemical to three parts water.
Urinal Screen with Para Block (Cherry)	Interline Brands, Inc. 701 San Marco Blvd. Jacksonville, FL 32207 800.424.9300	p-Dichlorobenzene	Contains small amounts of chemicals that are hazardous to health and the environment.	Ingestion: Rinse mouth thoroughly with water. Inhalation: No acute effects expected. If person is feeling unwell, remove to fresh air. Eye contact: Wash thoroughly with water or approved eyewash. Skin contact: Wash with soap and water.	One part chemical to three parts water.
Spray Disinfectant	Chase Products Company 2727 Gardner Road Broadview, IL 60155 800.255.3924	Ethyl alcohol Propane N-Butane	Causes serious eye irritation Flammable Aerosol Contains gas under pressure; may explode if heated.	Ingestion: Unlikely to occur. Inhalation: If overcome by vapor, move person to fresh air. Eye contact: Rinse slowly and gently with water for 15-20 minutes. Skin contact: Wash with soap and water. If irritation develops, consult a physician.	One part chemical to three parts water.

Field Maintenance

Sports Turf, Grounds and Facilities Assessment

In April, GPR will work with each GCAA to assess damage and impact to grounds, fences, buildings, and scoreboards during the sports season. A preliminary plan of action will be developed to repair damaged areas and to re-establish the turf grass during the summer. The plan of action will include anticipated field closure dates, anticipated re-establishment methods (sod, sprig, rest), and estimated division of cost for re-establishment. GCAAs must consider turf grass re-establishment plans when programming summer camps, clinics, and tournaments. Field use permits may be impacted by field renovation and turf grass re-establishment.

A follow up meeting will be conducted during April or May to re-evaluate the fields and grounds. Field closure and turf renovation plans may be adjusted, depending on the outcome of the spring turf and grounds assessments. Schedules for renovation set at the spring assessment must be adhered to by GCAA; if not, GPR cannot guarantee field re-establishment for the fall season.

Artificial Turf Rules

GPR has installed some artificial turf fields at some of our facilities. The fields do come with a warranty of at least eight years. Any violations of these rules listed could violate the warranty. These fields have specific rules that must be followed:

- Molded cleats or athletic shoes only
- Approved athletic equipment only. NO OTHER SPORTING EQUIPMENT IS ALLOWED ON THE FIELD WITHOUT APPROVAL FROM PARKS AND RECREATION MANAGEMENT. Examples: blocking sleds, additional soccer goals, etc.
- No sharp objects; including tent stakes, corner flags, javelins or other sharp objects that can penetrate the surface of the field
- No food items including gum, candy, sunflower seeds, sports drinks, or liquids other than water.
- No tobacco products of any kind
- No pets
- No bicycles or unapproved vehicles. NO GATORS or MOTORIZED vehicles are allowed on the artificial turf
- All gates must be secured and locked upon leaving the facility

Sod

It is the responsibility of the GCAA to monitor field conditions in the evenings and on weekends. Cost for damage caused by play or practice during inclement weather is the responsibility of the GCAA. Should games or practices be canceled due to inclement weather, the GCAA must leave their GPR Area Facilitator a voice message at the time of cancellation, to ensure that GPR can determine responsibility if damages occur. (For field closing procedures, see C. FACILITY USE AND OPERATION GUIDELINES).

If damage to turf grass occurs because of misuse or abuse (misuse to include: failure to rotate goals, practice or play in inclement weather conditions) by the GCAA, GPR will require the GCAA to purchase replacement sod and incur any other cost necessary to repair the damaged area and to make the playing fields safe. The GPR Grounds Maintenance Manager will determine sod renovation needs. Contingent upon available funding and as determined by GPR staff, turf areas damaged to the extent that turf cannot regenerate on its own (except in circumstances due to misuse, as noted below), GPR will re-sod or sprig the barren areas. There must be sufficient time scheduled for the turf grow-in period where no play on the renovated areas is allowed for six to eight weeks. It is important that GCAAs share with GPR in the responsible management of all sports field turf grass areas, specifically relating to extremely wet or dry conditions. GPR will, as funding allows, provide turf grass management programs to support the best possible playing surfaces.

Baseball Outfields

GCAAs are responsible for teaching baseball players the importance of protecting the outfield turf, and GCAAs will be billed for purchase and installation of any sod that is required to repair spots in baseball outfields that are severely damaged by baseball use or result in unsafe conditions.

Gwinnett County will purchase and lay sod on fields only in the instance of turf renovation.

Turf Renovation

Areas damaged to the extent that they cannot be re-established through sprigging or rest and were not damaged as a result of overuse or unusual use by the GCAA holding field use contracts at the park will be replaced.

GPR staff will meet with GCAAs in April/May to evaluate the turf needs at each park and design a renovation plan that considers the programming needs of the GCAA and the field recovery requirements. In order for the process to be effective, fields should be closed for a period of at least six to eight weeks during the peak-growing season for Bermuda grass (May – August).

GCAAs may purchase additional sod for installation at parks. A written request must be sent to the GPR area facilitator and the grounds maintenance coordinator, then approved by the grounds maintenance manager prior to the purchase and/or installation of sod. GCAAs are encouraged to schedule as few activities as possible during the months of late May, June and July to provide the best conditions for turf grass re-establishment.

Turf Grass Policy

GPR shares the responsibility with GCAAs for establishing, maintaining, and renovating turf grass for sports fields at its parks. Turf grass maintenance may be modified due to weather or soil conditions. GCAAs that wish to supplement the routine maintenance of turf grass should contact the grounds maintenance area coordinator. No GCAA supplemental turf maintenance will occur without prior approval from the coordinator. All sports fields will be generally maintained by GPR in the following manner:

- February/March – pre-emerge application
- April through September – fertilizer and lime application as needed
- June/July – aerate and top dressing
- May/June/July – sprigging and/or sod renovation as necessary
- September – pre-emerge application
- December and April – sports field renovation needs assessment

Keys

Keys to park facilities will be issued to the GPR area facilitator to be distributed to the GCAA. A limit of six sets of keys will be provided to the president of each GCAA at no charge. A set is defined as a full complement of keys to open all doors required by the GCAA. The president may disburse them to board members as necessary. Requests for the purchase of additional keys may be made through a work order to a GPR area facilitator. A \$50 fee will be assessed for each key that is lost or not returned. This will be enforced, and there will be key audits done each season. Park facilities are re-keyed as determined by county staff on a rotating basis. Between re-keying facilities each association will have a cap of 50 keys in which they will be issued for any given park. If at any time a GCAA requests additional keys above and beyond 50 keys to a facility they will be required to re-core the facility in its entirety. Any key request within this five-year time period will be \$10 per key, \$35 per core, and \$50 per padlock replacement fee.

Safety and Security

A designated adult (preferably a board member) must make sure the entire permitted area is secure before leaving the park. All buildings must be closed and locked. All lights and scoreboards must be turned off. All gates must be closed.

Vandalism and Accident/Injury Incidents

Vandalism must be reported to police immediately by calling 911. The GCAA is responsible for submitting a general liability loss notice (example on page 52) to the GPR area facilitator of any vandalism, injury, and serious incidents within 24 hours or next business day after the incident. GCAAs must report damage to GPR facilities or buildings to the GPR area facilitator immediately. Damaged facilities must be secured to prevent further damage or loss. (For field closing procedures, see C. FACILITY USE AND OPERATION GUIDELINES).

Police, Fire Department, or Ambulance Incidents

Any time that emergency vehicles are called to the park, an immediate phone call to your facilitator is needed. Also, an email must be sent to Jim Cyrus, at Jim.Cyrus@GwinnettCounty.com, providing notification and details of the incident as soon as possible. A general liability loss notice form completed with incident details must be sent to the GPR area facilitator within 24 hours of the incident.

Safety and Loss Prevention

GCAAs are responsible for operating programs in a safe environment. All sport equipment should meet national safety standards and regular inspections of the equipment condition should be performed. (For field closing procedures, see FACILITY USE AND OPERATION GUIDELINES).

Field Conditions

All fields should be inspected before each use to insure a safe environment. Gwinnett County reserves the right for any parks and recreation staff to close any facility for the safety of participants or conditions of the facility. After the fields are closed by GPR, the GCAA may decide to play but will be responsible for all damages and repair to the facility. If a GCAA cancels games or practices due to inclement weather, it is their responsibility to call and leave the GPR area facilitator a voice message at the time of cancellation. The GCAA must immediately notify the GPR area facilitator of any damages or hazardous conditions.

Weather Safety

GCAA league officials must insure that all participants play under safe weather conditions. League officials must stress with great importance to all coaches, managers and team business managers the potential life threatening situations created by inclement weather conditions (thunder, lightning, tornadoes, etc.). GCAAs must ensure immediate evacuation to a covered, safe location in the event of inclement weather. Potential life threatening situations can also occur under extremely cold conditions as well as extreme heat; precautions should always be taken in these conditions for the safety of the participants.

Adult Supervision

GCAAs that conduct youth activities in GPR facilities must have a sufficient number of adults present to supervise all scheduled activities from arrival to departure.

Fire Codes

Adherence to Gwinnett County Health and Fire Codes shall be the responsibility of the GCAA. All concession operations must be conducted in a safe and clean manner and concession equipment must be regularly inspected and thoroughly cleaned. (Also see Safety Bulletin, Compressed Gas Cylinders for Gas Grills).

The GCAA president must report safety situations and any service requests to the GPR area facilitator immediately. The GPR area facilitator will process the request internally with GPR staff.

Emergency Service Procedures for Evenings, Weekends, and Holidays

Park Facilities

Call the Emergency Cell Phone at 678.333.6267 for emergencies at GPR facilities concerning problems such as water or flooding, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage, etc. (Scoreboard issues are not considered an emergency. Each scoreboard has a green LED light near the disconnect on the pole of the scoreboard. If the light is not on, it indicates you don't have power going to the scoreboard.)

Parks and Pavilions

For non-emergencies concerning problems such as park access, gates locked, scheduling conflicts, and etc., contact the GPR area facilitator for your area:

Central area: Ronnie Wilcox • 678.277.0893 • Ronnie.Wilcox@GwinnettCounty.com
North area: Chris Moore • 678.277.0855 • Christopher.Moore@GwinnettCounty.com
South area: Tyler Ratchford • 770.978.5271 • Tyler.Ratchford@GwinnettCounty.com
West area: Terra Branch • 678.277.0222 • Terra.Branch@GwinnettCounty.com

If the GPR area facilitator cannot be reached, email the athletic coordinator, Stacy Fowler, at Stacy.Fowler@GwinnettCounty.com

Police

For a police emergency, please **dial 911**.

For non-emergency dispatch, call the Gwinnett County Police at **770.513.5100**.

Concession Health Standards

GPR recommends that GCAAs follow proper health code standards at all times during concession operation. It is recommended that GCAAs place signs in restroom facilities stating, "Concession workers are required to wash hands before returning to work."

Concession stands, refrigerators, and coolers must be cleaned and food removed after each season. GPR has accepted the operations of all concession stands per Board of Health Codes and Regulations. It is the sole responsibility of each athletic association to maintain all permitted concession stands in a clean sanitary and acceptable condition at all times. Unsanitary conditions will not be tolerated and could result in loss of concession operations or collection of monies to return the facility to acceptable standards. During off-seasons, all appliances are to be unplugged. This would include, but is not limited to, ice machines, coolers, refrigerators, and frozen drink machines. Quarterly, area facilitators will assess the cleanliness of these facilities to ensure regulations. Prior to doing so, the area facilitator will contact the association to notify when they will be doing the assessment.

Concession Products

Gwinnett County recommends that items that create undue trash not be available in the concession building such as paper covered straws. It is recommended that sunflower seeds are not for sale within concessions of the GCAAs that utilize artificial turf fields. Eliminating these types of items will greatly help parks maintenance and the GCAA in keeping the parks clean. Discretion is recommended in choosing items for resale in the concession building. Boxes from concession should be crushed and taken to a recycling container or the park dumpster.

Conservation Statement

Gwinnett Department of Community Services established its environmental sustainability initiative that focuses on recycling and resource conservation. DoCS is committed to effective stewardship for a healthy environment where people want to live, work, and play.

We expect the GCAAs to be good stewards of GPR facilities, fields and parks. Any and all efforts that can be done to keep the facilities free of litter is appreciated and needed.

Adherence to County Park Ordinances

GCAAs are responsible for adherence to all County Public Codes and Park Ordinances (complete list at GwinnettParks.com).

Material Storage

Storage of materials in or around the HVAC units and area adjacent to concession buildings is prohibited. The cost for damage that is caused by storage of materials in HVAC areas by GCAAs will be billed to the offending GCAA.

Cooking with Grease

GCAAs cooking with deep-frying greases/oils are required to contact a professional removal service to properly dispose of all used cooking greases. A contract with a professional removal service must be provided to GPR prior to the beginning of each season. No grease/oil can be disposed or dumped anywhere on park property. Please note that any grease trap issues that may arise in the GCAA permitted concession stands may result in the GCAA paying for the grease trap to be cleaned out and unclogged.

GCAAs cooking outside of the concession building are required to protect the ground surface (no matter the surface type) from becoming contaminated by cooking greases/oils. Spill pans or mats must be used and properly cleaned and maintained according to the above guidelines.

Indoor frying with grease is prohibited except in buildings that contain cooking units with ventilated hoods and a fire suppression system (see following page for Gwinnett County Department of Fire and Emergency Services commercial kitchen ventilation systems guidelines).

Outdoor Cooking and Grilling Structures

Any requests to construct outdoor cooking and grilling structures must come through a GPR area facilitator/athletic coordinator and will be routed to the appropriate project administration staff. The GCAA is required to obtain a building permit with the Gwinnett County Planning & Development office. A copy of the structure to be built will be sent. Once all permits are gathered, the GCAA will be responsible for building such structure per GPR standards. All outdoor cooking/grilling must be conducted in a GPR-approved location. This cooking/grilling location must be located at least 15 feet away from all heating/air-conditioning units. The GCAA is also responsible for any electrical needs and the cleanliness and maintenance of such structure.

Grilling Structure Build and Design Procedures

1. GCAAs must submit written requests from the GCAA board president, along with a diagram/layout (hand drawn is suitable) for proposed grilling pavilion locations to:

Deputy Director of Parks Operation, Eric Horne, Eric.Horne@GwinnettCounty.com

2. GPR Project Administration Division and Operations Division's Support Services will review proposed location(s) for utility conflicts and utility connections, future development and vehicle circulation. After final locations are approved by GPR Project Administration, the site plans and building permit applications are generated by GPR Project Administration for the GCAA and will be available for pick-up at (materials may be mailed to an address provided):

**Gwinnett Justice and Administration Center
Community Services, Third Floor
75 Langley Drive, Lawrenceville, GA 30046**

3. GCAAs will then submit a building permit application to the Building Permit Review Section for authorizations (in person) at:

**Gwinnett County Planning and Development, One Justice Square, First Floor
Building Plan Review and Fire Marshal's Office**

An information "route sheet" must be completed and attached to the plans (by Review Section). The deadline for plan review drop-off is Tuesday at noon. "Walk-through" plan reviews may be possible and done in person. Planning and Development plan review is not available on Fridays. For further information, contact Planning and Development at 678.518.6000.

4. Once all plan review authorizations have been obtained from Gwinnett County Planning and Development, the GCAA will be required to obtain the building permit card from Gwinnett County Planning and Development and post it at the construction location at all times. All required inspections must be obtained (notifications of the required inspections will be sent during the permitting process). All Gwinnett County Planning and Development procedures are to be adhered to according to the instructions received during permit approval process and/or in general per ordinance or law.
5. GCAA contractors are required to obtain a \$1,000,000 certificate of liability insurance policy for concession operators. Gwinnett County Board of Commissioners shall be named as the certificate holder and as additional insured. It is advised that the GCAA also be listed as additional insured. Fax or email the certificate of insurance prior to working to:

**Eric Horne, Deputy Director, Parks Operation
Gwinnett Parks and Recreation
Eric.Horne@GwinnettCounty.com
770.822.8844**



GWINNETT COUNTY
FIRE & EMERGENCY SERVICE
**COMMERCIAL KITCHEN
VENTILATION SYSTEMS**

Any commercial establishment that produces grease-laden vapors or smoke requires a kitchen ventilation system. A permit shall be obtained from the Gwinnett County Fire Marshal's Office before the installation of a system. This permit will be issued to an appropriate licensed contractor. Any drawings submitted with architectural or engineered building plans are for reference only and not for permitting. The system shall meet the requirements of the 2002 Edition of National Fire Protection Association (NFPA) 17A Code and 2001 Edition of (NFPA) 96 Code along with the 2003 State of Georgia modifications and the 1995 Gwinnett County Ordinance for Fire Protection and Life Safety. Listed below is general information only and does not contain all information, provided by the codes. The kitchen ventilation system generally consists of five parts: The hood, the ductwork, the fans, the fire extinguishing equipment and the cooking appliances.

Hood: A Type I kitchen hood is required for the capture and removal of grease laden vapors and smoke. A Type I hood is constructed from a minimum of 18 gauge steel or 20-gauge stainless steel or other approved material. It shall be of liquid tight-welded construction. The hood shall be sized to capture and remove grease-laden vapors. The hood shall be installed no higher than 84 inches above the finished floor, 18 inches from any combustible material, 3 inches from limited combustible material, and may touch non-combustible material under certain circumstances. Clearance to combustible materials may be reduced if protected per approved exceptions. A listed hood assembly shall be installed in accordance with the terms of their listing and the manufacturer's instructions. Listed grease filters, baffles or other approved grease removal devices shall be provided. Mesh filters shall not be used. Each hood shall have a drip tray beneath the lower edge of the filters. The tray shall be pitched to drain into an enclosed metal container having a capacity not exceeding 1 gallon.

Ductwork: An exhaust duct shall be constructed from a minimum of 16-gauge steel or 18-gauge stainless steel. It shall be liquid tight welded. An exhaust duct shall be connected to the hood and terminate either through a roof or wall. The outlet shall not be within 10 feet of any air intake, operable window, door, walkway, property line or adjacent building. Horizontal exhaust ducts shall slope back toward the hood. Listed access panels with signs shall be every 12 feet on horizontal and every change of direction on vertical ducts. Access panels shall be large enough to permit inspection and cleaning of the duct. The same clearance criteria for hoods pertain to duct work. Supply air ducts, where required in the Kitchen Ventilation System, shall be constructed and installed per the 2000 Edition of the International Mechanical Code with 2004 State of Georgia modifications. However, there are some instances when NFP A 96 will supersede. If a supply air duct penetrates the hood, a fire damper is required. An access panel shall be provided to clean, test or repair the damper.

Fans: Exhaust fans shall be up blast, inline or utility type. All fans shall have an approved listing to be used for grease-laden vapors. Up blast fans shall be hinged type. The exhaust fan shall move the required cubic feet per minute (CFM) per the Mechanical Code. The supply fan shall provide the required CFM makeup air per Section 508 of the Mechanical Code. The manufacturer of the hood may modify each CFM. There shall be an accessible work area provided to allow for inspection, maintenance and cleaning.

Fire Extinguisher Equipment: Equipment shall include both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary backup. The automatic system shall comply with standard UL 300 (Underwriters Laboratories). The system shall be installed by a contractor licensed by the Georgia State Fire Marshal's Office and shall meet the requirements of NFP A 17 A. Upon activation of the system the fuel source must automatically shut off. A manual activation device must also be provided. A portable Type K fire extinguisher with required signage shall be mounted within 30 feet of the hazard. The top of the fire extinguisher handle shall not be more than 48 inches above the floor.

Appliances: Cooking equipment shall be approved based on either a listing by a testing laboratory or test data acceptable by the Gwinnett County Fire Marshal or designee. Appliances using solid fuel (wood, charcoal, etc.) shall meet the requirements of NFPA 96 Chapter 14, 2001 Edition.

Note: *The information provided is general in scope and does not take the place of any of the listed codes.*

Owner/Operator Responsibility for Operation and Maintenance of Commercial Kitchen Ventilation Systems

1. Cooking equipment shall not be operated while its fire extinguishing system or exhaust system is non-operational.
2. Exhaust systems shall be operated whenever cooking equipment is turned on.
3. All filters shall be in proper placement when exhaust system is in operation.
4. Instructions for manually operating the fire extinguishing system shall be posted conspicuously in the kitchen and shall be reviewed with employees by the management.
5. The entire suppression system shall be inspected by a properly trained, qualified and certified person or company, semi-annually. A copy of the report shall be kept on-site.
6. Inspection and/or repair of the suppression system shall be conducted whenever the system has been damaged, has discharged or appliances, hood or ducts have been replaced, modified or relocated.
7. Hoods, grease removal devices, ductwork and fans shall be inspected by properly trained owner/operators according to the following schedule:
 - High volume cooking: (charbroiling, woks or 24 hour cooking) quarterly
 - Moderate volume cooking: semi-annually
 - Low volume cooking: (churches, senior centers or occasional use) annually
8. Owner/Operator inspection shall include, but shall not be limited to:
 - Cleanliness of the exhaust system, especially the filters
 - Grease filters are in proper position and all exhausted air passes through the filter system
 - Appliances have not been moved and are clean and in proper working order
 - Suppression system nozzles are cleaned and have a protective cover in place
 - The cylinders of the suppression system and any portable fire extinguishers shall display a yellow tag dated within the last six months (within the last 12 months for portables) and an approved licensed contractor shall sign the tag
 - All suppression systems and portable fire extinguishers shall be fully charged as indicated by its pressure gauge
 - If hood, grease removal devices, ductwork or fans are found to be damaged
9. Non-operational, the system shall be taken out of service until proper cleaning and repairs are completed. Hoods, grease removal devices, fans ducts must be cleaned to bare metal at frequent intervals prior to surfaces becoming heavily contaminated with grease or oily sludge.



GWINNETT COUNTY
FIRE & EMERGENCY SERVICE
**COMPRESSED GAS CYLINDERS
FOR GRILLS**

Safety Bulletin #98-9

Distribution:

Elected Officials
County Administrator
Department Heads
Safety Committee Chairman

Whether on the job or at home, there are some key issues related to the dangers of the propane gas cylinders, which are used with barbecue grills. The primary danger of course is fire or explosion. Gas grills may routinely be present at shops, barns, warehouses, field offices, and where groups such as GCAA's or large gatherings use county facilities such as concession stands.

The March 1997 edition of Gwinnett Safety, our Risk Management newsletter covers the issues related to transporting, storing and use of propane gas cylinders. This bulletin relates only to the storage of the cylinders. Please note and observe the following with regard to all propane gas cylinders including those that are connected to grills or those thought to be empty:

Always store them outside, not inside, of our buildings where gas can leak, collect and explode. If necessary, build a cage for extra cylinders, which allows full ventilation and protects them from theft and direct sunlight.

- At home, do not leave them in storerooms, garages or inside the house
- Do not allow non-employees or others to store propane cylinders inside of County buildings
- Always store cylinders in an upright position
- Keep the cylinders out of the reach of children
- If you smell gas, get away from the cylinder and call the fire department
- Close the cylinder valve when you are not using the gas

Steven Secara, Safety Officer

Please Post

G. SPECIAL REQUESTS

Park Improvements and Additions

GCAAs must submit to Eric Horne, the Deputy Director of Parks Operations, any written requests to move, change, add to, construct, paint, or detach any part of any facility (including shelving and electrical). The GCAA president will receive confirmation of receipt of the request within five working days. Staff will review all requests and an approval or denial will be communicated as soon as possible. Plans must meet all federal, state, and local building codes and are subject to approval of the Gwinnett Department of Planning and Development. Work may proceed only after approval of the plans. Work will be monitored and inspected by Gwinnett County. All contractors are required to obtain a \$1,000,000 certificate of liability insurance policy, naming Gwinnett County Board of Commissioners and the GCAA as additional insured. It is advised that the GCAA also be listed as additional insured. Certificates of insurance should be faxed to 770.822.8835 prior to any work.

If a GCAA is willing to fund a request, the guidelines in this document must be followed. After approval, work may proceed. If a GCAA fails to follow procedures, Gwinnett County reserves the right to dismantle and remove unapproved alterations, additions, changes, etc. made to the facilities and/or to revoke the use of facilities. Only one capital improvement project at a time can be requested. Any proposal submitted by a GCAA with a previously approved project outstanding or unfinished will not be approved. The continued investment by GCAA is appreciated, however, because these structures add to county liability and/or risk to park patrons, it is important to follow procedures. GPR is not exempt from Planning and Development permitting where required. Any windscreen type material that the GCAA would like to install on fencing must be approved by GPR prior to work being done. Once installation is approved, insurance must be provided for the vendor installing the material. All windscreens must be removed by the GCAA at the end of season.

Press Boxes for Multi-Purpose Fields

GCAAs have the opportunity to build press boxes for multi-purpose fields, and will need to fund the entire project. A request to build such a feature will need to be sent to Eric Horne. GPR project administration staff will contact the GCAA on the requirements in order to move ahead with the press box. Any changes to the press box, such as but not limited to the addition of any electrical items, painting of the press box, hanging of anything on the sides has to be approved by GPR prior to doing so. Any items approved will be the sole responsibility of the GCAA to maintain.

Temporary Rental/Portable Light Use

Gwinnett County shall, under limited circumstances, permit GCAAs to contract for rental and portable light fixtures for use on unlighted sports fields in county facilities and complexes. Baseball and softball complexes are excluded.

The GCAA president shall submit in writing the following:

- Request, including need for rental/portable light fixture permit, a diagram of proposed light layout, brand, kilowatts, lamp size, number of lamp fixtures per fixture and rental company
- A \$1,000,000 certificate of insurance is required for any vendors and/or contractors naming Gwinnett County Board of Commissioners as additional insured and insurance certificate holder. It is advised that GCAA also be listed as additional insured
- The GCAA will adhere to the following guidelines when lights are permitted. Any violation will void the permit
- Delivery and/or pick up must be previously scheduled with the GPR Area Facilitator and park foreman, and are not permitted while the fields are deemed in a wet or unsafe condition by park staff. Any additional expenses incurred due to a delay in delivery and/or pick up is the financial responsibility of the GCAA. Any field, facility or other damage caused during delivery and/or pick up is the financial responsibility of the GCAA
- Fixtures are to be located per approved and permitted layout of GPR Support Services staff, and are to be chained and locked where appropriate to a fence post or pole. A safe lit environment will be required; fixtures may be added to ensure safe conditions per the advice of the Support Services staff
- Any vandalism and/or incidental damage to permitted light fixture(s) while under GCAA permit is the financial responsibility of the GCAA
- The permit will dictate a specific time frame of dates and hours of use (beginning to end)
- When deemed necessary by GPR, protection barriers and/or signage may be required for the safety of participants
- Coaches, participants, and parents are to be notified of the use of fixtures (no leaning, resting, or sitting on fixtures)
- Temporary lights are prohibited for use on baseball/softball fields

Tent and Temporary Structure Permits

A permit application is required erect a Temporary Tent, Membrane Structure from the fire code official when the tent area exceeds 400 square feet. A tent and temporary structure permit is not required if the tent complies with **ALL** of the following:

- Individual tents that are open on all sides that do not exceed 700 square feet in area.
- The aggregate and are of multiple tents placed side by side without a fire break clearance of 12 feet exceeding 700 square feet total.
- A minimum clearance of 12 feet to all structures and other tents.

If the tent does **not** comply with all of the above requirements, a permit to erect a tent is required from the fire code official.

To complete the tent and temporary structure permit application, complete the following steps:

- Visit www.eddspermits.gwinnettcountry.com/CitizenAccess/Welcome.aspx
- Create a user account
- Login to the user account
- Click fourth option in the navigation bar, 'Fire Services'
- Choose the last option, 'Tent and Temporary Structure Permit'
- Complete the application steps and submit

Use of Community Buildings and Pavilions

Requests for use of community buildings and/or pavilions must be approved and processed by the GPR area facilitator. Contact facilitator first, who will handle the reservation. Use of pavilions, activity rooms, and community center rooms at no charge are only allowed one day per month (12 times per year) and must be used for registration, board meetings, general annual elections, league drafts, uniform distribution, picture days, and any type of informational meeting that benefits all members of the GCAA. Pavilions and/or community rooms may be rented for additional meetings.

GPR facilities may be rented to GCAAs for team parties, banquets, team meetings, and other GCAA activities. GCAAs are responsible for set up and take down and to make sure that the facility is left in the same manner as found. Community recreation center rooms are available during operational hours at regular rental rates. Rentals outside operational hours are charged an additional \$15 per hour for a facility attendant. Contact the appropriate GPR area facilitator with questions concerning the use of GPR facilities.

Commercial Activity/Vendors

Per Ordinance-Sec. 70-38: It is unlawful for any person to sell or offer for sale any merchandise or operate or attempt to operate a concession or engage in any commercial activity in a park or recreation facility unless approved by permit, by the director or the director's agent. GCAAs may have vendors in the area permitted by the GCAA only, and only during their scheduled activities, if the following guidelines are met:

- The GPR area facilitator must approve by permit the use of outside vendors
- Vendors must provide a \$1,000,000 certificate of liability insurance policy, naming Gwinnett County Board of Commissioners as additional insured and insurance certificate holder. It is advised that the GCAA is also listed as additional insured. The certificate of insurance must be emailed to the GPR area facilitator two weeks prior to the vendor operating in the park for authorization and verification. Vendors may also be added as a rider to your existing insurance policy if that option is available from your insurance provider
- Vendors should be supportive of the GCAA
- Any vendor, that would like to be on GPR property must follow these procedures:
 - a. The GCAA president, or designee, must email the GPR area facilitator stating that arrangements have been made between the GCAA and the vendor
 - b. The vendor must provide a copy of a \$1,000,000 certificate of liability insurance policy to GPR. The certificate of insurance must list Gwinnett County Board of Commissioners as additional insured and as the certificate holder.
 - c. The vendor will pay \$100 to GPR per season
 - d. Upon receipt of \$100 and approval of the insurance policy, the GPR area facilitator will issue a vendor pass to the vendor listing the specific parks, areas, times and dates the vendor is allowed to be on the property

Field Dedication

- The president of a GCAA must submit a written request to the athletic coordinator, Stacy Fowler at **Stacy.Fowler@GwinnettCounty.com**, at least one month in advance
- The request must include a biography of the person honored with his/her outstanding contribution to the GCAA, park, field, and/or county
- The request must be approved before any action is taken to formally dedicate a sports field
- Sign size – no larger than 8" x 24" with lettering up to 4"
- Two signs may be placed on the field at locations approved by the GPR athletic coordinator and/or GPR area facilitator
- Signs are to be maintained by the GCAA for the life of the sign
- If at any time a sign becomes excessively worn or unreadable, it will be removed by GPR
- Replacement signs must be at the original location unless an alternate location is approved by GPR

Fundraising

GCAAs must inform the GPR area facilitator, in writing, of all fundraising activities that take place in or out of the park. This information is used internally to verify the validity of fundraising activities to the public. The Deputy Director must approve all fund-raising activities. The Georgia Constitution approves raffles as a means of fund-raising. (A sample "Nonprofit Organization Fundraiser Application" is on page 50).

Donations and Admissions

Gwinnett County Parks are public parks, and although GPR allows GCAAs to charge fees, if someone cannot or will not pay, they cannot be denied access.

- GCAAs may ask for donations and may charge admission fees for football games and all sports tournaments, provided the location of the event can be isolated (i.e. the general public would have no need to enter the area unless viewing the sporting event)
- If admission fees will be charged for an event, the GPR area facilitator must be notified two weeks prior to the event and will approve all set up arrangements. This information is used internally to verify the validity of donations and/or admissions to parks to the public
- GPR area facilitator must be aware of specific areas that GCAAs wish to use in collecting fees. Areas must be approved by GPR prior to the start of the activity in question
- Use of walking trails adjacent to athletic fields for purposes by the GCAA is strictly prohibited. GCAAs are responsible for insuring that walking tracks and trails adjacent to sports fields are clear of spectators during GCAA activities

Park Significant Events

GCAA will submit a complete "Park Significant Event Request" form to the GPR Area Facilitator within 30 days of any planned special events such as parades, dedications, ceremonies, opening day activities, and carnivals. (A sample "Significant Event Request" form is on page 48)

H. PUBLICITY

Advertising and Signage

Outfield Distance Signs

Outfield distance signs may be placed on baseball/softball outfield fences that display the distance from home plate to each area of the field under the following guidelines:

- Sign may not be larger than 18 inches x 24 inches
- Sign must be green with white lettering, and lettering must be at least two inches wide

Advertising and Scoreboard Signs

Approval (See page 49 for a sample "Sign/Advertising Agreement" form)

- Requests to display seasonal signs at sports facilities require approval from the GPR area facilitator
- Sign requests are due 30 days prior to installation
- Requests to display one camp sign for camps being hosted by a GCAA at Gwinnett County sport facilities requires completion, submission, and approval of the sign request to the GPR Area Facilitator. Signs placed in facilities for camps must be removed at the conclusion of camp
- The location of signs must be specified on the request with specific installation procedures
- GCAA must choose between banners on approved fenced area or an approved sponsorship board, both options are not allowed

Format

- Signs will be approved on an individual basis. The background of each sign must be white. Lettering may be any color
- Signs may not exceed a size of 8-feet in width or 4-feet in height on fencing 6-feet in height or above
- Fencing that is less than 6-feet in height will be restricted to a height of no more than 3 feet
- Corrugated plastic material (flute polypropylene) or high quality vinyl is required for all banners. All corrugated plastic banners must have rounded edges and be a minimum 4-millimeters thick. There must be a sufficient number of reinforced grommets on each banner to insure all signs are secured. It is recommended that lettering be high performance vinyl

Installation

- Once a sign is approved, the GCAA is responsible for installation based on specifications outlined by GPR
- Signs may be left up on a seasonal basis. However, if upon GPR routine inspection it is determined that signs are not visually appealing (letters missing, faded, torn, etc.), contain improper content, or are a safety hazard, the sign will be removed and stored at the maintenance facility until it is retrieved by the GCAA
- Team signs may be displayed for games as long as they are removed each day or evening
- Location of signs for football and soccer facilities will be determined on an individual basis. Signs for football and soccer should generally be located along the sideline facing the field
- Signs for baseball/softball facilities must be placed in fair territory along the left field and right field outfield fence. To avoid impairing the batter's vision, no signs should be in center field (See the "Safety Bulletin: Banners on Outfield Fences" on the following pages for more information). Signs must be placed in approved areas only
- Signs must be centered on the respective 10-foot fence paneling. Banners may not be placed on consecutive fence panels. One empty panel must be left between each sign. All banners must also be installed in a way that does not impair the play on any field
- Signs may not cover the top support pole of fencing or the bottom of fencing
- Signs must be attached with heavy-duty plastic cable zip ties

Political Advertising

Banners advertising political candidates may be displayed if written in the form "___ supports ___ GCAA." Banners that request park visitors to vote for a particular candidate ("Vote for ___") are prohibited.

Prohibited Advertising and Signage

- Advertising for alcohol, drugs, or tobacco products
- Signs advertising religious or controversial public issues
- Signage indicating an AED on premises is prohibited, unless AED is available and accessible

School Fliers

See Contracted Instructor/Partner Flyer Guidelines (Appendix, page 52)

I. SPECIAL OPPORTUNITIES

Youth Recreation Scholarship Program

In partnership with the Gwinnett Parks Foundation, a scholarship fund was created in 2001 to assure that all children have the opportunity to participate in recreational and athletic activities in Gwinnett County. GPR awards scholarships to Gwinnett's youth in need of financial assistance to participate in summer camps, swim lessons, activities, and youth athletics. Below is the GPR Recreation Youth Scholarship Fund criteria. Contact a GPR area facilitator for more information.

Participant Scholarship Criteria

- Youth age 17 and younger
- Gwinnett County resident
- Completed Scholarship Application Form (including supplemental information)
- Financial assistance is needed as defined on the application
- Application must meet deadline requirements
- Scholarships are limited to two per family per calendar year provided funds are available
- All awarded scholarship participants must meet all other GPR and GCAA eligibility, guidelines, and sport requirements
- Priority will be given to first time applicants
- Scholarships awarded are intended to subsidize sport enrollment fees
- Incomplete or misleading applications will be rejected
- Misleading application information or expulsion from sport will result in placement on scholarship probation for a period of one year from the date of application
- Applicants that do not meet the minimum requirements above will not be forwarded to the scholarship panel

GCAA Eligibility Criteria

- All GCAAs are eligible
- Funding will be based on GCAA program participation
- All scholarship applicants must meet the participant scholarship criteria listed above
- Excess funds not used for each sport may roll into the next sport funding
- First time applicants will have first opportunity to receive a scholarship
- Award recipients and the appropriate GCAA will receive an email acknowledgment of the scholarship award
- Upon scholarship redemption, the GCAA will provide GPR with proof of redemption, copy of recipient's registration form and invoice for reimbursement. Reimbursement can only be done when all scholarship invoices and recipient's information are sent to GCPRscholarships@GwinnettCounty.com

Failure to send proper documentation within 30 days of the last registration day will result in the GCAA not being funded.

Application Process

Information and applications can be found at GwinnettParksFoundation.org, or contact an area GPR Area Facilitator (see the sample "Youth Recreation Scholarship Application" on the following pages for more information). For processing and review, the completed application and supplemental documents must be emailed to GCPRscholarships@GwinnettCounty.com or sent to:

**Gwinnett Parks & Recreation
Youth Scholarship Fund
75 Langley Drive, Lawrenceville, GA 30046**

After the application review process, applicants will be notified by email, of award or denial of scholarship.

Scholarship Panel

A scholarship panel will be created by GPR staff, in which members will meet at least quarterly to review applications. The panel includes GPR staff and Gwinnett Parks Foundation members.

GPR staff Scholarship Liaison Responsibilities

- Collect and process applications
- Call review panel meetings and prepare materials and funding availability
- Notify program and GCAA staff of potential scholarship participants
- Maintain an ongoing database of all applications
- Maintain deadlines for scholarship approval periods
- Notify all recipients of award by phone or email
- Maintain maximum confidentiality with all scholarship information
- Keep GPR administration informed on the status of the scholarship fund activity (dollars generated and awarded, number of participants and their demographics, program areas requested)
- Provide award emails to recipients for redemption

YOUTH ATHLETIC SCHOLARSHIP PROGRAM APPLICATION OFFERED THROUGH GWINNETT PARKS & RECREATION AND

Gwinnett Parks Foundation

Established 2001 to Support
Gwinnett County Parks & Recreation

Scholarships are limited to two award for Gwinnett Parks and Recreation administered classes/programs and two awards for GPR administered camps per family/members of the same households per year. Incomplete or misleading applications will be rejected. Misleading application information or expulsion from a program will result in placement on scholarship probation for a period of one year from the date of application. Priority will be given to first time applicants.

All scholarships are awarded based on available funding. Parent/guardian understands that such participation may include being photographed for publicity purposes.

Registration Information:

Recipients will be notified no later than two weeks after the deadline for the registration quarter for which they are applying. If approved, recipients will be issued a confirmation letter/email when proceeding with mail or walk-in registration, in compliance with Gwinnett Parks and Recreation's standard registration procedures. The scholarship program is separate from the registration process and application or receipt of a scholarship does not guarantee space into a class, program or camp.

Applications that do not meet the minimum criteria will not be considered.

Participant Scholarship Criteria:

Demonstrated need for financial assistance as outlined in document section below; age 17 and under; Gwinnett County resident; application with required documentation completed and submitted by registration deadline; all other GPR eligibility, guidelines and sport requirements met; and has not been placed on scholarship probation.

2021 Registration Deadlines

Spring Sports	January 15, 2021
Summer Sports	May 9, 2021
Fall Sports	August 1, 2021
Winter Sports	October 3, 2021

Application Instructions

Parent/legal guardian complete the information below; one application per participant:

- Include all required supplemental paperwork as required (No tax return information or pay stubs should be forwarded as documentation)
- Sign and date the application
- Forward the application and related documentation by the registration deadline via email GCPRscholarships@GwinnettCounty.com, or fax: 770.822.8835, or mail to: GPR Scholarships, 75 Langley Dr., Lawrenceville, GA 30046.
- Applications will only be accepted via email, fax, or mail
- Do not drop off applications at the park, community recreation center or email photographs of application
- Incomplete applications and those not meeting the criteria above will not be considered

Return the application for consideration, prior to the deadline above to:

GCPRscholarships@GwinnettCounty.com

Or

Gwinnett Parks & Recreation
Youth Scholarship Fund
75 Langley Drive, Lawrenceville, GA 30046

Youth Athletic Scholarship Application

Offered through: Gwinnett Parks & Recreation and
Gwinnett Parks Foundation

Established 2001 to Support
Gwinnett County Parks & Recreation

2021 Registration Deadlines	
Spring Baseball/Softball/Soccer/Lacrosse	January 15, 2021
Football/Cheerleading	May 9, 2021
Fall Baseball/Softball/Soccer	August 1, 2021
Winter Basketball/Cheerleading	October 3, 2021

Gwinnett Parks Foundation Scholarship Information: All scholarships are Gwinnett County residents only and are awarded based on demonstrated need, available funding, and meeting deadline requirements. Youth athletic scholarships are intended to provide one-time recreational opportunities for the economically disadvantaged and **not to sustain participants longer than one season for one sport.** Priority will be given to first time applicants. Participants may not be eligible if scholarship has been awarded in previous year. Scholarships are awarded for youth association registration fees only and do not include uniforms/equipment or select/elite/travel ball.

Participant Scholarship Criteria: Demonstrated need for financial assistance as outlined in document section below; age 17 and under; Gwinnett County resident; application with required documentation completed and submitted by registration deadline; all other GPR eligibility, guidelines and sport requirements met; and has not been placed on scholarship probation.

Application Instructions (*complete one application per participant*): Parent/legal guardian complete the information below
 → Include all required supplemental paperwork as required (No tax return information or pay stubs should be forwarded as documentation)
 → Sign and date the application
 → Forward the application and related documentation by the registration deadline via email GCPRscholarships@GwinnettCounty.com; or fax: 770.822.8835; or mail: GCPR Scholarships, 75 Langley Dr., Lawrenceville, GA 30046. Applications will only be accepted via email, fax or mail. **Do not drop off applications at the park, community recreation center or send photographs of application via email.** Incomplete applications and those not meeting the criteria above will not be considered.

Scholarship Award Notification: Recipients will be notified by email no later than five business days after the registration deadline for a specific sport. If approved, a confirmation email will be sent to use for walk-in registration; online registration is not available for youth athletic scholarship recipients. The scholarship program is separate from the registration process; application or receipt of a scholarship does not guarantee space on a team or league. Any additional fees must be paid at the time of registration by the participant.

Participant's Name: _____	Date of Birth: _____
Sport Requested: _____	Season: _____
Athletic Association: _____	Location/Park: _____ Cost: \$ _____

Parent/Legal Guardian: _____ Home Phone: (_____) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email (PRINT): _____

Is anyone else at this address applying? : No Yes If yes, who? _____

Has the participant received a GCPR Scholarship before? No Yes If yes, when? _____

I request a scholarship in the amount of: \$ _____ School Attending: _____

Check all that apply and attach documents to support financial need. Documents must be included to be considered for assistance. No tax returns.	<input type="checkbox"/> Federal Welfare (TANF) Recipient	<input type="checkbox"/> Unemployment
	<input type="checkbox"/> Social Security Benefits	<input type="checkbox"/> Peach Care
<input type="checkbox"/> Other (identify): _____ <small>tax returns or pay stubs should not be sent</small>		
I _____ certify that I/my family is receiving the assistance as stated above. Parent/ Legal Guardian Signature		

In your own words, briefly explain why this applicant should be considered for scholarship assistance: _____

I, _____, have completed this application on behalf of _____. I understand that this application form does not guarantee an opening or acceptance into the sport requested or a scholarship award. I also attest, to the best of my knowledge, that the information contained herein is accurate and truthful.

Parent/Legal Guardian Signature

Date

J. 2021 GWINNETT COUNTY ATHLETIC ASSOCIATION CALENDAR

<p>January</p> <ul style="list-style-type: none">• Check ball field lights, scoreboards and score brains.• Due to GPR area facilitator:<ul style="list-style-type: none">– Check insurance for possible due date– Updated By-laws	<p>February</p> <ul style="list-style-type: none">• Spring sports facility permits processed and distributed• Due to GPR area facilitator:<ul style="list-style-type: none">– Spring sports practice schedules– Copy of grease removal	<p>March</p> <ul style="list-style-type: none">• Due to GPR area facilitator:<ul style="list-style-type: none">– Spring sports game schedule– Spring sports rosters and non-resident fees
<p>April</p> <ul style="list-style-type: none">• Due to GPR area facilitator:<ul style="list-style-type: none">– Updated Georgia nonprofit registration certification– Post-season tournament schedules• Summer camp and clinic updated schedules• Mandatory follow-up walk-through of facility and grounds for sports fields renovations	<p>May</p> <ul style="list-style-type: none">• Due to GPR area facilitator:<ul style="list-style-type: none">– Soccer and football tryout schedules	<p>June</p> <ul style="list-style-type: none">• Turf grass renovations begin• Most soccer and football fields closed• Summer sports camp field rental fees due
<p>July</p> <ul style="list-style-type: none">• Turf grass renovations proceed; most soccer and football field closed• Check ball field lights, scoreboards, and score brains• Fall sports facility permits processed and distributed• Due to GPR area facilitator<ul style="list-style-type: none">– Fall sports practice schedules	<p>August</p> <ul style="list-style-type: none">• Fall sports facility permits processed and distributed• Due to GPR area facilitator:<ul style="list-style-type: none">– Fall sports practice and game schedule	<p>September</p> <ul style="list-style-type: none">• Due to GPR area facilitator:<ul style="list-style-type: none">– Fall sports rosters and non-resident fees
<p>October</p> <ul style="list-style-type: none">• Mandatory GCAA annual meetings begin• Winter sports facility permits processed and distributed• Due to GPR area facilitator:<ul style="list-style-type: none">– Winter sports practice schedules	<p>November</p> <ul style="list-style-type: none">• Due to GPR area facilitator:<ul style="list-style-type: none">– Winter sports game schedules	<p>December</p> <ul style="list-style-type: none">• Due to GPR area facilitator:<ul style="list-style-type: none">– Winter sports rosters and non-resident fees– Summer camp and clinic requests

K. ADDITIONAL RESOURCES FOR GWINNETT COUNTY ATHLETIC ASSOCIATIONS

Police Contacts for GCAA Events

GCAAs may hire off-duty police officers to perform security and safety functions. The contact numbers for local police departments are listed below. Contact your GPR area facilitator to provide the dates and name of the off-duty officer.

Gwinnett County Police Department
770.513.5820

Norcross Police Department
770.448.2111

Lawrenceville Police Department
770.277.7402

Snellville Police Department
770.985.3548

Lilburn Police Department
770.921.2211

Suwanee Police Department
770.945.8995

Gwinnett Parks & Recreation Directory

Parks & Recreation Administration

Deputy Director of Community Services – Mark Patterson
770.822.8875
Mark.Patterson@GwinnettCounty.com

Deputy Director of Recreation – Chris Minor
770.822.8868
Chris.Minor@GwinnettCounty.com

Deputy Director of Park Operations – Eric Horne
770.822.8844
Eric.Horne@GwinnettCounty.com

Parks and Recreation Project Administration

Deputy Director, Parks and Recreation
Project Administration – Glenn Boorman
770.822.8873
Glenn.Boorman@GwinnettCounty.com

Support Services

Manager of Support Services – Chris Shaw
678.277.0934
Chris.Shaw@GwinnettCounty.com

Support Services Coordinator – Dale Foster
678.277.0937
Dale.Foster@GwinnettCounty.com

Athletics Section of Recreation

Aquatic & Athletic Manager – Jim Cyrus
678.277.0928
Jim.Cyrus@GwinnettCounty.com

Athletic Coordinator – Stacy Fowler
678.277.0891
Stacy.Fowler@GwinnettCounty.com

Central Area Facilitator – Ronnie Wilcox
678.277.0893
Ronnie.Wilcox@GwinnettCounty.com

North Area Facilitator – Chris Moore
678.277.0855
Christopher.Moore@GwinnettCounty.com

South Area Facilitator – Tyler Ratchford
770.978.5271
Tyler.Ratchford@GwinnettCounty.com

West Area Facilitator – Terra Branch
678.277.0222
Terra.Branch@GwinnettCounty.com

Parks Operations

Manager of Park Operations – Josh Harris
678.277.0950
Josh.Harris@GwinnettCounty.com

East District Coordinator, Park Operations – Daniel Lang
678.277.0953
Joseph.Lang@GwinnettCounty.com

North District Coordinator, Park Operations – Fernando Duarte
678.277.0913
Fernando.Duarte@GwinnettCounty.com

South District Coordinator, Park Operations – Jim Burt
678.277.0864
Melvin.Burt@GwinnettCounty.com

West District Coordinator, Park Operations – Matt Buckner
678.277.0909
Matt.Buckner@GwinnettCounty.com

Park Districts and Maintenance Building Contacts

North District		South District	
Bogan Park	770.614.2068	Alexander Park	770.237.5657
Collins Hill Park	770.822.5142	Bethesda Park	770.564.4658
Duncan Creek Park	770.614.2092	DeShong Park	770.465.0245
E. E. Robinson Park	678.277.0856	Harmony Grove Soccer Complex	770.931.2457
George Pierce Park	770.932.4441	J.B. Williams Park	770.564.4653
Little Mulberry Park	770.237.5660	Lenora Park	770.978.5264
Peachtree Ridge Park	770.814.4925	Mountain Park Park	770.564.4653
Rock Springs Park	770.904.3991	Ronald Reagan Park	770.237.5657
Settles Bridge Park	770.904.3991	South Gwinnett Park	770.982.5338
		Yellow River Park	770.465.0245
East District		West District	
Bay Creek Park	770.554.0661	Best Friend Park	770.417.2242
Dacula Park	770.822.5411	Bryson Park	770.931.2457
Freeman's Mill Park	770.237.5662	Cemetery Field	770.417.2242
Harbins Park	770.237.5662	Club Drive Park	770.237.5657
Rabbit Hill Park	770.822.5027	Graves Park	770.270.5458
Rhodes Jordan Park	678.277.0890	Holcomb Bridge Park	770.417.2242
Tribble Mill Park	770.466.9143	Jones Bridge Park	770.417.2214
Vines Park	770.554.0661	Lions Club	770.931.2457
		Lucky Shoals Park	770.270.5458
		McDaniel Farm Park	770.418.2321
		Pinckneyville Park	770.417.2296
		Shorty Howell Park	770.497.4003
		West Gwinnett Park	770.417.2296

Questions and Concerns

Gwinnett Parks and Recreation Facilitators

Central Area

Ronnie Wilcox – Ronnie.Wilcox@GwinnettCounty.com

North Area

Chris Moore – Chris.Moore@GwinnettCounty.com

South Area

Tyler Ratchford – Tyler.Ratchford@GwinnettCounty.com

West Area

Terra Branch – Terra.Branch@GwinnettCounty.com

Contact the area facilitator for questions regarding:

- GCAA board meetings
- GCAA by-laws
- GCAA officers list
- Banner/ field/facility schedules
- Coaching certifications
- Field closings
- Facility rentals
- Insurance requirements
- Non-resident fees
- Not for profit verification
- Park facility use agreements
- Participation/registration summary
- Participation rosters
- Pavilion/building use
- Public address request
- Publicity/marketing
- Registration information
- Sign request
- Work requests

Field and Facility Maintenance and Prep

Contact Manager of Parks Operations, Josh Harris – Josh.Harris@GwinnettCounty.com, for questions regarding:

- Fencing
- Janitorial issues
- Trash removal
- Turf Grass renovation

Facility and Building Support Services

Contact Deputy Division Director of Operations, Eric Horne – Reginald.Horne@Gwinnettcounty.com, for questions regarding:

- Carpentry
- Electrical
- Irrigation
- Locks and keys
- Repairs
- Painting
- Plumbing

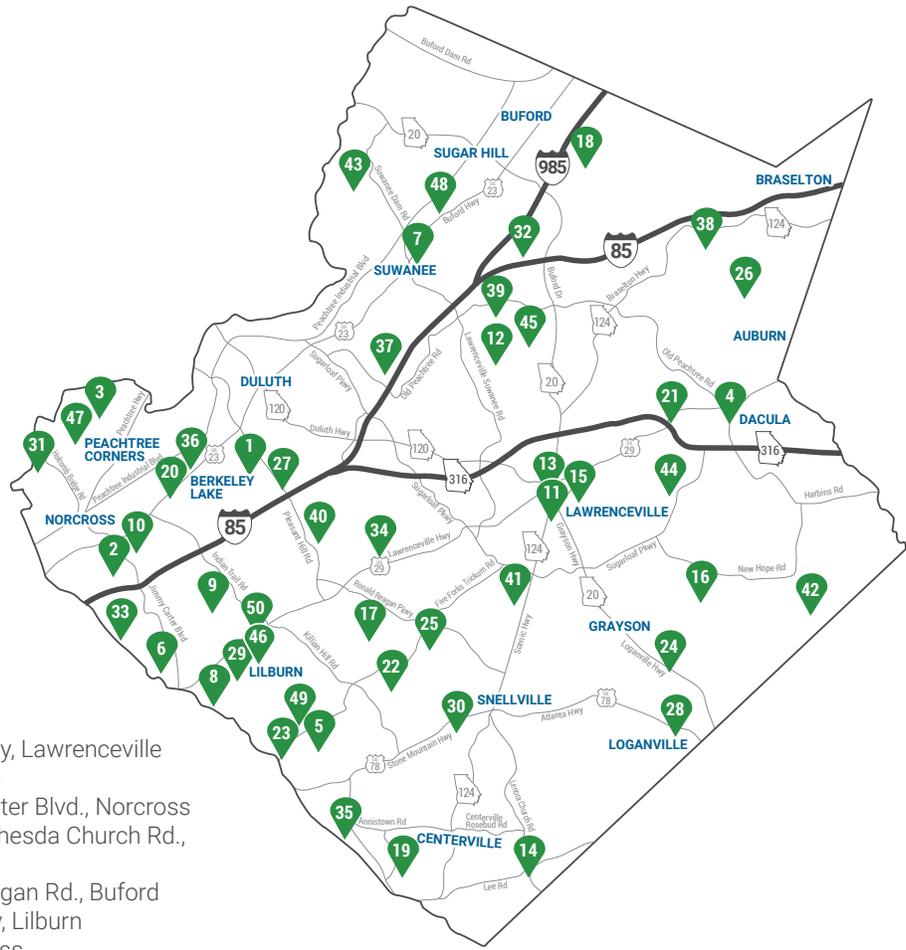
HVAC in the concession stands

(See page 20 for further instructions on HVAC issues)

Contact the Department of Support Services – 770.824.8946

- During regular business hours, contact the area facilitator
- Outside regular business hours, contact 770.824.8946

Gwinnett Parks and Recreation Map



- 41. Alexander Park, 800 Old Snellville Highway, Lawrenceville
- 24. Bay Creek Park, 175 Ozora Rd., Loganville
- 2. Best Friend Park & Pool, 6224 Jimmy Carter Blvd., Norcross
- 17. Bethesda Park & Aquatic Center, 225 Bethesda Church Rd., Lawrenceville
- 18. Bogan Park & Aquatic Center, 2723 N. Bogan Rd., Buford
- 46. Bryson Park, 5075 Lawrenceville Highway, Lilburn
- 10. Cemetery Field, 211 Cemetery St., Norcross
- 40. Club Drive Park, 3330 Club Dr., Lawrenceville
- 12. Collins Hill Park Aquatic Center, 2200 Collins Hill Rd., Lawrenceville
- 12. Collins Hill Park, 2225 Collins Hill Rd., Lawrenceville
- 4. Dacula Park & Pool, 205 Dacula Rd., Dacula
- 4. Dacula Activity Building, 2735 Old Auburn Rd., Dacula
- 35. DeShong Park, 2859 North DeShong Rd., Stone Mountain
- 38. Duncan Creek Park, 3700 Braselton Highway, Dacula
- 48. E. E. Robinson Park, 800 Peachtree Industrial Blvd. & 885 Level Creek Rd., Sugar Hill
- 44. Freeman's Mill Park, 1401 Alcovy Rd., Lawrenceville
- 7. George Pierce Park, 55 Buford Highway, Suwanee
- 33. Graves Park, 1540 Graves Rd., Norcross
- 32. Gwinnett Environmental & Heritage Center, 2020 Clean Water Dr., Buford
- 13. Gwinnett Historic Courthouse, 185 Crogan St., Lawrenceville
- 42. Harbins Park, 2995 Luke Edwards Rd., Dacula
- 8. Harmony Grove Soccer Complex, 119 Harmony Grove Rd., Lilburn
- 31. Holcomb Bridge Park, 4300 Holcomb Bridge Rd., Peachtree Corners
- 49. J. B. Williams Park, 4935 Five Forks-Trickum Rd., Lilburn
- 3. Jones Bridge Park, 4901 East Jones Bridge Road, Peachtree Corners
- 11. Lawrenceville Female Seminary, 455 S. Perry St., Lawrenceville
- 14. Lenora Park & Pool, 4515 Lenora Church Rd., Snellville
- 15. Lilburn Activity Building, 788 Hillcrest Rd., Lilburn
- 29. Lions Club Park, 5500 Rockbridge Circle, Lilburn
- 26. Little Mulberry Park, 3855 Fence Road, Auburn
- 6. Lucky Shoals Park, 4651 Britt Road, Norcross
- 27. McDaniel Farm Park, 3251 McDaniel Road, Duluth
- 23. Mountain Park Aquatic Center & Activity Building, 1063 Rockbridge Road, Stone Mountain

- 5. Mountain Park Park, 5050 Five Forks-Trickum Rd., Lilburn
- 37. Peachtree Ridge Park, 3117 Suwanee Creek Rd., Suwanee
- 20. Pinckneyville Park Community Recreation Center, 4650 Peachtree Industrial Blvd., Berkeley Lake
- 20. Pinckneyville Park, 4758 S. Old Peachtree Rd., Norcross
- 20. Pinckneyville Park Soccer Complex, 4707 S. Old Peachtree Rd., Norcross
- 21. Rabbit Hill Park, 400 Rabbit Hill Rd., Dacula
- 15. Rhodes Jordan Park & Pool, 100 East Crogan St., Lawrenceville
- 39. Rock Springs Park, 550 Rock Springs Rd., Lawrenceville
- 25. Ronald Reagan Park, 2777 Five Forks Trickum Rd., Lawrenceville
- 43. Settles Bridge Park, 380 Johnson Rd., Suwanee
- 1. Shorty Howell Park, 2750 Pleasant Hill Rd., Duluth
- 47. Simpsonwood Park, 4511 Jones Bridge Circle, Peachtree Corners
- 30. South Gwinnett Park, 2015 McGee Rd., Snellville
- 34. Sweet Water Park, 800 Bethesda School Rd., Lawrenceville
- 16. Tribble Mill Park, 2125 Tribble Mill Parkway, Grayson
- 28. Vines Park, 3500 Oak Grove Rd., Loganville
- 36. West Gwinnett Park & Aquatic Center, 4488 P'tree Ind. Blvd., Berkeley Lake
- 19. Yellow River Park, 3232 Juhan Rd., Stone Mountain
- 22. Yellow River Post Office, 3519 Five Forks Trickum Rd., Lilburn

Gwinnett Parks & Recreation Park Ordinances

Visit GwinnettParks.com for a complete up-to-date list of ordinances.

Sec. 70-27. - Littering prohibited.

It shall be unlawful for any person to throw or deposit litter on the grounds, streets, sidewalks, fountains, ponds, lakes, swimming pools, streams or other body of water in any park or recreation facility, except within public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park or recreation facility. Where public receptacles are not provided, all such litter shall be carried away from the park or recreation facility by the person responsible for its presence and shall be properly disposed of elsewhere. It shall be unlawful to take into, carry through, or put into a park or recreation facility, any litter generated outside the park or recreation facility. (Code 1994, § 78-31; Ord. No. PR-2012, 3-20-2012)

Sec. 70-28. – Discharging Weapons prohibited.

It shall be unlawful for any person to discharge any weapon or similar device in a park or recreation facility. (Code 1994, § 78-32; Ord. No. PR-2012, 3-20-2012; Ord. No. GCID 20140579, § 1, 7-15-2014)

Sec. 70-29. – Throwing objects prohibited.

It shall be unlawful for any person to throw any stone or missile at any person or at any public or private building in a park or recreation facility. (Code 1994, § 78-33; Ord. No. PR-2012, 3-20-2012)

Sec. 70-30. – Improper use of sound producing devices

It shall be unlawful for any person to operate or use any sound producing or motorized equipment, including, but not limited to, generators and vehicles, or play or operate any sound amplification devices, including, but not limited to, radios, television sets, stereos, musical instruments, public address systems and the like, in such a manner as to unreasonably annoy, disturb, injure, or endanger reasonable persons, or to otherwise destroy the comfort, repose, peace or safety of other reasonable persons in a park or recreation facility. (Code 1994, § 78-34; Ord. No. PR-2012, 3-20-2012)

Sec. 70-31. – Improper personal conduct.

It shall be unlawful for any person to engage in any violent, abusive, lewd, profane, vulgar, wanton, obscene or otherwise disorderly speech or conduct that is or may be disturbing or annoying to other persons, or that could cause injury to other persons while in a park or recreation facility, which conduct may include, but is not limited to, loitering, fighting, throwing or breaking articles, indecent exposure, inappropriate sexual acts, urinating or defecating in public, or public drunkenness. No person shall upon or in connection with a recreation facility by act or speech willfully or unreasonably hinder, interrupt or interfere with any duly permitted activity or unreasonably or willfully intrude on any areas or into the structures designated for the use of a certain person or persons to the exclusion of others by written permit of the director. (Code 1994, § 78-35; Ord. No. PR-2012, 3-20-2012)

Sec. 70-32. - Fires restricted.

It shall be unlawful for any person to build or maintain a fire in a park or recreation facility except in designated areas which are clearly marked by signs or defined with fire rings, fireplaces, grills or other facilities designated for the purpose of safely maintaining a fire, except by written permit by the director. Fires shall be confined to those areas so designated, shall not be left unattended and must be completely extinguished prior to departure. (Code 1994, § 78-36; Ord. No. PR-2012, 3-20-2012)

Sec. 70-33. - Damaging or removal of any park property or vegetation prohibited.

It shall be unlawful for any person to deface, graffiti, harm or damage any park buildings, wildlife, property, equipment or signs; or dig up, cut, damage or remove any trees, tree limbs, shrubbery, flowers, rocks, mulch, water, historical artifacts or other vegetation in a park or recreation facility except in special designated areas such as McDaniel Farms, Food Forest and Community Gardens or if personnel are employed or the organization was granted permission by the director or director's agent to engage in a county approved project for the enhancement of a park or other areas owned or operated by the county. (Code 1994, § 78-37; Ord. No. PR-2012, 3-20-2012)

Sec. 70-34. – Possession, use or consumption of alcoholic beverages.

It shall be unlawful for any person to possess, use, or consume any alcoholic beverage in a park or recreation facility, other than at the leased Vines Mansion and grounds, a publicly-owned golf course, an indoor publicly-owned civic and cultural center/arena or publicly-owned stadium or when approved, by permit, at the Gwinnett Historic Courthouse, Pinckneyville Community Recreation Center, Lawrenceville Female Seminary, Isaac Adair House and Preservation Lawn, Simpsonwood Park Chapel and Grounds, or the Gwinnett Environmental and Heritage Center. (Code 1994, § 78-38; Ord. No. PR-2012, 3-20-2012).

Cross reference— Alcoholic beverages, ch. 6.

Sec. 70-35. – Vehicles restricted.

It shall be unlawful for any person to drive any unauthorized vehicle in a park or recreation facility except upon designated roadways and parking areas maintained for vehicular traffic. Approved personal mobility devices for those persons with disabilities are allowed on pedestrian trails and walkways or when permitted and approved by the director. Law enforcement or other public safety officials, and parks and recreation employees whose duties require them to drive maintenance vehicles and equipment shall be exempt from the limitations set forth in this section. All persons operating any vehicle in a park or recreation facility upon roadways designated and maintained for vehicular traffic must operate such vehicle in a safe manner, and must obey all posted speed limits and traffic signs. It shall be a violation of this article for any person to operate any vehicle in a park and/or recreation facility at an excessive speed, in a reckless and unsafe manner, or in violation of posted traffic signs. (Code 1978, § 4-3011; Ord. of 1-2-02(2), § 1)

Sec. 70-36. – Parking restricted.

It shall be unlawful to park a vehicle in a park or recreation facility except in those areas designated by the appropriate signs as vehicle parking areas or in marked parking spaces. It shall be unlawful to leave a vehicle standing or parked in a park or recreation facility during hours when the park or recreation facility is closed. It is unlawful for any person to park a vehicle in a parking space or location designated for handicapped parking unless the vehicle properly displays a handicapped parking permit. In all such instances, the vehicle may be towed and impounded from the park or recreation facility at the owner's expense. (Code 1994, § 78-40; Ord. No. PR-2012, 3-20-2012)

Sec. 70-37. – Parking limited to park and recreation facility users.

It shall be unlawful for any person to park in a park or recreation area if the owner of the vehicle is not utilizing the park or recreation facility unless authorized by the director or the director's agent. It shall be unlawful for persons to congregate within a parking area of a park or recreation facility so as to disrupt traffic or other persons, or so as to create a safety hazard. (Code 1994, § 78-41; Ord. No. PR-2012, 3-20-2012)

Sec. 70-38. – Commercial activity restricted.

It shall be unlawful for any person to sell or offer for sale any merchandise or operate or attempt to operate a concession or engage in any commercial activity in a park or recreation facility unless approved by permit, by the director or the director's agent. (Code 1994, § 78-42; Ord. No. PR-2012, 3-20-2012)

Sec. 70-39. – Hours open to public restricted.

(a) It shall be unlawful for any person or vehicle to enter or be within a park or recreation facility outside of the posted hours of operation unless approved by permit, by the director or unless such person is participating in authorized and scheduled programs, classes, special events or meetings.

(b) Park hours of operation are sunrise until 11:00 p.m., or sunrise to sunset, as determined by the park designation, unless posted otherwise as authorized by the director. (Code 1994, § 78-43; Ord. No. PR-2012, 3-20-2012)

Sec. 70-40. – Golfing regulated.

It shall be unlawful for any person to practice, play or otherwise participate in the game of golf, except at a park or recreation facility designated for such use and only in accordance with the rules, regulations and restrictions promulgated by the director or the director's agent. (Code 1994, § 78-44; Ord. No. PR-2012, 3-20-2012).

Sec. 70-41. – Swimming and watercraft regulated.

(a) It shall be unlawful for any person not to leave a swimming area when so directed by a lifeguard on duty or not to cease any activity which would be hazardous to others when so directed by a lifeguard. It is unlawful for any person to engage in any activity within a swimming pool or swimming area that could cause injury or damage to a person or to other persons using the swimming facility.

(b) It shall be unlawful for any person to launch or travel in watercraft, swim, bathe or wade in any body of water in a park or recreation facility unless designated for such use and then only in accordance with the rules, regulations and restrictions promulgated and posted at the recreation area. (Code 1994, § 78-45; Ord. No. PR-2012, 3-20-2012)

Sec. 70-42. – Violation of facility regulations.

It shall be unlawful for any person to violate any rules or regulations relating to the use of the park or recreation facility as established by the director or by the board of commissioners. (Code 1994, § 78-46; Ord. No. PR-2012, 3-20-2012)

Sec. 70-43. – Animals.

(1) Animals restricted

(a) It shall be the duty of every animal owner or custodian whose animal is in a park or recreation facility to have physical control of the animal by leash or lead line at all times unless in designated dog park areas where off leash is permitted or approved otherwise, by permit, by the director or the director's agent. It shall be unlawful for any person with an animal, other than service animals (such as guide dogs) as necessary, to access areas of a park or recreation facility which are restricted to animals. It shall be the duty of every animal owner or custodian of any animal whose animal is in a park or recreation facility to immediately and properly dispose of solid waste deposited by the animal, except for horses on designated equestrian trails.

(b) It shall be the duty of every animal owner or custodian of any animal whose animal is in a recreation facility to have in their possession proof of a current rabies vaccination as required by State law for their animal. It shall be the duty of every horse owner or custodian whose horse is in a park or recreation facility to have in their possession proof of a current negative Coggins test vaccination as required by State law for their horse.

(c) It shall be the duty of every animal owner or custodian of such animal in a park or recreation facility to immediately remove from such park or recreation facility such animal upon such animal exhibiting aggressive behavior toward any person or toward any other domesticated animal. For the purposes of this subsection, aggressive behavior includes, but is not limited to, barking, growling, baring of teeth or fangs, biting or attempts to bite, or any other behavior that could reasonably be expected to scare or intimidate any person or domesticated animal and includes, but is not limited to, pinning down or attacking.

(d) This section shall be equally enforceable by any authorized law enforcement officer as well as Animal Control Officers.

(2) Dog Park Rules

(a) Animal Control Officers shall have the right to enforce any and all provisions of these rules by removing the dog from the dog park or from the larger park wherein the dog park is contained. Animal control officers also have the right to issue warnings and citations for enforcement of these provisions. In the discretion of the Animal Control Officer, a dog may also be permanently banned from the dog park and/or be required to wear a cage-style muzzle to the dog park, if the Animal Control Officer deems the muzzle and/or the ban necessary to protect the public safety.

(b) The following are prohibited in the dog park and will subject a dog to removal from the park, and will subject the dog owner and/or handler to the issuance of a warning or citation from an Animal Control Officer.

- (i) A dog who has or appears to have a contagious health condition;
- (ii) A dog who is exhibiting aggressive behavior as described herein in Section 70-43(1)(c) toward a person or other dog;
- (iii) A dog who while unprovoked, has inflicted any physical injury on a person or another dog while in the dog park, or while in the larger park wherein the dog park is contained;
- (iv) A dog wearing one or any combination of the following collars: spiked, choke or pronged;
- (v) Any dog on a leash that is longer than six (6) feet in length or on a retractable leash;
- (vi) A dog that is in heat;
- (vii) A dog that is less than six (6) months old;
- (viii) Dog treats or any type of food;
- (ix) Dog toys or any type of toys;
- (x) Vehicles or bicycles
- (xi) Glass containers;
- (xii) Excessive barking such that another user of the dog park complains to the park staff or to an Animal Control Officer, or if witnessed by an Animal Control Officer without any such complaint;
- (xiii) Digging holes;
- (xiv) Any animal other than a dog;
- (xv) Any child under the age of ten (10) years.

(c) The dog owner or handler must closely supervise their dog in order to prevent injuries to another person or dog. The owner or handler must hold the dog's leash at all times, to enable the dog to be under their control.

(d) If the dog park contains more than one area for dogs such that there are two (2) separate fenced areas one designated for "Small Dogs" and the other designated for "Large Dogs" owners and handlers shall abide by any guidelines for dog weight and/or height noted on those signs in relation to which area their dog may use for recreation.

(e) Any child between the ages of ten (10) and sixteen (16) who is in the dog park must be accompanied and properly supervised by an adult.

(f) No more than two (2) dogs are permitted to be brought into the dog park by any one owner or handler.

(g) All dogs in the park must wear a collar at all times, with the current rabies tag attached.

(h) Gwinnett County, its agents and employees are not liable for any injuries sustained by any dog or person in the use of any dog park. All persons and dogs enter and use the dog park at their own risk. (Code 1994, § 78-47; Ord. No. PR-2012, 3-20-2012)

Sec. 70-44. – Pyrotechnics restricted.

It shall be unlawful for any person to possess, display, use, set off or attempt to ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics, unless approved by written permit by the director or the director's agent. (Code 1994, § 78-48; Ord. No. PR-2012, 3-20-2012)

Sec. 70-45. – Engine powered models or toys restricted.

It shall be unlawful for any person to start, fly or use any fuel powered engine, jet-type or electric powered model aircraft, boat or rocket or like powered toy or model, except at those areas designated by the director for such use and then only in accordance with such rules, regulations and restrictions promulgated by the director or the director's agent. (Ord. of 1-2-02(2), § 1)

Sec. 70-46. - Launching hot air balloons and hobby rockets restricted.

It shall be unlawful for any person to launch hot air balloons and hobby rockets from a park or recreation facility unless approved by permit by the director or the director's agent. (Code 1994, § 78-50; Ord. No. PR-2012, 3-20-2012)

Sec. 70-47. - Park and recreation facility restrictions.

It shall be unlawful for anyone to enter a locked or closed park or recreation facility, including any sports field (by field closed signage), unless approved by permit, by the director or the director's agent. (Code 1994, § 78-51; Ord. No. PR-2012, 3-20-2012)

Sec. 70-48. - Use or possession of controlled substance.

No person shall possess or use any drug or any other controlled substance, as defined in the laws of this state, except as permitted by the laws of this state, in any park or recreation facility. (Code 1994, § 78-52; Ord. No. PR-2012, 3-20-2012)

Sec. 70-49. - Camping.

It shall be a violation of this article for persons to camp in a park or recreation facility, except at sites or areas specifically designated for camping within the park or recreation facility, and unless such person has first purchased or obtained a permit to camp in the park or recreation facility from the director or his designee. (Code 1994, § 78-53; Ord. No. PR-2012, 3-20-2012)

Sec. 70-50. - Use of Tobacco prohibited.

It shall be a violation of this article for persons to use any form of tobacco including E-Cigarettes and smokeless tobacco at any County owned or operated indoor and/or outdoor recreational facilities, including but not limited to the restrooms, athletic fields, beaches, aquatic areas, parks, walking/hiking trails, agency owned vehicles, bodies of water, spectator and concession areas. (Code 1994, § 78-54; Ord. No. PR-2012, 3-20-2012)

Sec. 70-51. - Hunting and trapping prohibited.

It shall be a violation of this article for any person to hunt or trap animals, or attempt to hunt or trap animals, within a park or recreation facility except where the director or the director's agent has authorized said action to remove said animals from within a county owned or operated park or recreation facility. (Code 1994, § 78-55; Ord. No. PR-2012, 3-20-2012)

Sec. 70-51–70-75. - Reserved.

ARTICLE III. - PERMITS

Sec. 70-76. - Guidelines for issuance.

Permits for special events in a park or recreation facility shall be obtained by application to the director or employees under the direction of the director. Guidelines for the issuance of permits by the director include:

- (1) That the proposed activity or use of the park or recreation facility will not unreasonably interfere with or detract from the enjoyment of the park or recreation facility;
- (2) That the proposed activity or use of the park or recreation facility will not unreasonably interfere or detract from the promotion of public health, welfare, safety and recreation of a park or recreation facility;
- (3) That the proposed activity or use of the park or recreation facility is not reasonably anticipated to incite violence, crime, or disorderly conduct;
- (4) That the proposed activity or use of the park or recreation facility will not entail unusual, extraordinary, or burdensome expenses or policy operation by the county;
- (5) That the proposed activity or use of the park or recreation facility will not conflict with existing parks and recreation services;
- (6) That the proposed activity or use of the park or recreation facility desired has not been reserved for other use;
- (7) That the permitting person or persons will abide by all other state, county and parks and recreation laws, ordinances, rules and regulations and shall be liable for any loss, damage, or injury sustained by any person whatsoever by reason of negligence of the person or persons to whom such permit shall have been issued;
- (8) That the director or the director's agent shall have the authority to revoke any permit upon the finding of a violation of any laws, ordinances, rules or regulations or upon good cause shown; and
- (9) Persons may apply for a permit for a proposed activity or use of the park or recreation facility under the following categories: picnicking, fundraising, special event, food service for approved activities, and park or recreation facility rentals.
(Code 1994, § 78-101; Ord. No. PR-2012, 3-20-2012)

L. GCAA POLICIES AND PROCEDURES MANUAL 2021 ACKNOWLEDGMENT FORM

I hereby confirm that I have read and fully understand the Gwinnett County Athletic Association Policies and Procedures Manual, and agree to follow and abide by all the guidelines and stipulations as set forth in this document. I will also ensure that all individuals acting on the behalf of the GCAA (Organization Name) _____ are aware of and are in full understanding and agreement with the terms and conditions of this document.

GCAA President Signature: _____

Date: _____

Return completed acknowledgment form to:

Stacy Fowler, Athletic Coordinator
Gwinnett Parks & Recreation
75 Langley Drive, Lawrenceville, GA 30046

Stacy.Fowler@GwinnettCounty.com

M. APPENDIX

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Event contact name/title: _____

Home phone: _____ Work/cell: _____ Date submitted: _____

GCAA: _____

Event Information (check one)

Type of event: Tournament Festival Jamboree Opening day Other

Title: _____

Location: _____

Date: _____ Time: _____ to _____ Estimated participation: _____

Brief description of event:

Event checklist

- Vendor Liability Insurance naming GCAA and Gwinnett County Board of Commissioners as additional insured (due at least 10 days prior to event)
- Facility Use Agreement (signed)
- Special Requests/Information

Mail to: Stacy Fowler, Athletic Coordinator
Gwinnett Parks & Recreation
75 Langley Drive, Lawrenceville, GA 30046
Stacy.Fowler@GwinnettCounty.com



GCAA: _____ Date: _____

Park: _____

Advertiser/sponsor: _____

Sport responsibility: _____

Locations: Field#: _____ Field #: _____ Field#: _____ Field #: _____ Field #: _____

General area (Ex: concession, football field, etc.): _____

Other information: _____

The following specifications and rules must be adhered to:

1. A copy of advertisement to be displayed on the banner or sign must be sent to the GPR Area Facilitator along with this agreement.
2. All requests should be submitted a minimum of 30 days prior to desired date of installation.
3. Banners or signs must not exceed the size to four feet by eight feet and made of corrugated plastic or high-quality vinyl with enough grommets to insure safe installation.
4. For more details, please see the Policies and Procedures Manual.

President signature

Date

Phone

GPR area facilitator signature

Date

Phone

Signatures of this document indicate in that the signers have read understood and agree to abide by the rules and regulations outlined herein in the document entitled.



GWINNETT COUNTY COMMUNITY SERVICES COMMERCIAL ACTIVITY PERMIT APPLICATION

For-profit, nonprofit, and political fundraising organizations must complete and submit this permit application and other required forms to the rental facility to request approval to conduct commercial activities/fundraisers.

Conditions

- Renter must reserve the facility and pay all rental fees prior to submitting this application
- If renter receives a denied application, Community Services will cancel the rental and refund the rental fee minus the processing fee as applicable
- All facility use agreements, insurance requirements (for the renter and any contracted service providers), guidelines, and completed alcohol and food authorization forms (due at least two weeks prior to the rental date) apply
- Renter and any contracted service providers must provide a copy of their certificate of liability insurance with a minimum \$1,000,000 each occurrence general liability, listing Gwinnett County Board of Commissioners, 75 Langley Drive, Lawrenceville, GA 30046 as an additional insured and the certificate holder;
- OR sole proprietor/small business employee(s) must complete the Community Services waiver of liability
- All federal, state, and local laws, ordinances, policies, regulations apply
- Businesses with three or more employees must provide a copy of their insurance company's workers' compensation waiver of subrogation
- OR sole proprietor/businesses with less than three employees must complete the workers' compensation waiver
- Renter assumes responsibility for all transactions, including cash handling, sales tax, refunds, service fees, etc.
- Activity must be for the sole purpose of the renter's organization
- Activity must not interfere with or infringe upon facility operations or visitors (activity or solicitation outside the rented area and/or to other facility visitors prohibited)
- Marketing material may not reference Community Services or its divisions
- Community Services reserves the right to disallow activities deemed inappropriate

Application

Organization name: _____

Rental location: _____ Date: _____ Time: _____

Commercial activity/fundraiser type and description: [] For-profit [] Nonprofit 501(c)(3) required [] Political fundraiser

Renter has read and will adhere to the above conditions, and verifies that to the best of their knowledge, the above information is correct.

Renter name: _____ Signature: _____ Date: _____

Internal Use

HHS leader or PRO supervisor: [] 501(c)(3) certification [] COI/waiver [] WC waiver

HHS leader or PRO supervisor: _____ Date: _____

HHS specialist or PRO coordinator: _____ Date: _____

Manager: _____ Date: _____

Deputy department director: _____ [] Approved [] Denied Date: _____



GWINNETT COUNTY
COMMUNITY SERVICES | PARKS & RECREATION
**CAMP, CLINIC, OR
TOURNAMENT APPLICATION**

Event: _____

Event date: _____ Event time: _____ Sport: _____

Fundraiser benefiting group: _____

Facility requested: _____

Youth Athletic Association Board Member in charge: _____

Phone: _____ Email: _____

Tournament entry fee required: Yes No Amount: _____ Estimated number of teams: _____

Will you collect a gate fee on site? Yes No Amount: _____

Location of gate: _____ GPR approval: Yes No

Event description: _____

Applicant must sign and return the attached documents:

- Insurance coverage for any additional vendors
- Registration forms
- Event flyer
- Schedule of events

Items deemed inappropriate by Gwinnett Parks and Recreation must be removed. Items include: alcohol related products, products that advertise drugs or may be used in conjunction with an illegal substance.

Fundraising

GCAAs must inform the GPR Area Facilitator, in writing, of all fundraising activities that take place in or out of the park.

This information is used internally to verify the validity of fundraising activities to the public. The Division Director must approve all fundraising activities. The Georgia Constitution approves raffles as a means of fundraising. (A sample "Nonprofit Organization Fundraiser Permit" is on the following page).



Thank you for helping to offer high quality programming for our patrons. Approved programs will be listed in our mobile, online registration system and may be included in other marketing materials, as space permits.

The Department of Community Services encourages instructors to create, print, and distribute their own flyers. Marketing materials for DoCS programs displayed at our facilities or distributed to the Board of Education must comply with the County’s branding guidelines. DoCS wants your materials to be effective and reserves the right to edit instructor-created flyers for branding compliance and best practices.

INSTRUCTORS/PARTNERS MAY:

- Request a DoCS-created flyer from the site supervisor at least *three weeks in advance*
OR
- Submit their own flyer for approval by emailing the site supervisor the original electronic file (Microsoft Word/Publisher) *two weeks in advance* following the recommendations and requirements below:
Best Practice Recommendations:
 - Program titles should be the most prominent element; graphics/images should be secondary
 - Limit words; use brief enticing text that is easy to read and understand
 - Avoid redundant or unnecessary information (year, state, or zip code)
 - Limit the use of varied font treatments (multiple fonts, uppercase, bold, italics, or colors)
 - Use correct grammar and punctuation; avoid multiple exclamation points
- Request Board of Education distribution approval on flyers targeted to ages 18 and younger at least *four weeks in advance*. DoCS will facilitate the approval process. Upon approval, instructors/partners may distribute the flyers.

FLYER REQUIREMENTS:

- **DoCS Affiliation** – Include, “A program of ...” the division you are associated with at the flyer top or bottom
Volunteer Gwinnett Gwinnett Parks & Recreation *(use with Gwinnett Environmental & Heritage Center)*
UGA Extension Gwinnett Gwinnett Health & Human Services Gwinnett Animal Welfare & Enforcement
- **Font** – Use Roboto or Arial for body font; specialty fonts may only be used for program titles
- **Dates** – Spell out months (January) and do not use ordinal indicators such as “th”, “rd”, or “nd”
- **Time** – Format time without spaces or periods (7:00am or 7:00pm)
 - Use “to” or an en dash [CTRL and numeric pad minus] for time ranges, such as 10:00am to 2:00pm or 10:00am – 2:00pm
 - Use noon instead of 12:00pm
- **Phone Numbers** – Use periods instead of hyphens (555.555.5555)
- **Facility Names** – Use the full facility name (Bogan Park Community Recreation Center, OneStop Buford, or Dacula Park Activity Building) and spell out street names (Avenue, Boulevard, Road, or Street)
- **Contact Information** – Include only the DoCS division website to direct to DoCS registration. A few organizations have special permission to manage their own registrations; those websites may be included
- **Division Website** – Format the division with which you are associated as shown below:
GwinnettAnimalWelfare.com GwinnettEHC.com GwinnettHumanServices.com
GwinnettExtension.com GwinnettParks.com VolunteerGwinnett.net
- **Logos** – Only use approved professional logos of national organizations you are associated with and use them appropriately. DoCS will not assume liability or responsibility for any trademark infringement
- **Photos** – Only use royalty-free, high-resolution photos, and use them appropriately. Do not use clipart. DoCS will not assume liability or responsibility for any copyright infringement



THIS LICENSE AGREEMENT made this ____ day of _____, 20____, by and between GWINNETT COUNTY, GEORGIA, hereinafter referred to as "Owner", and the _____ (YAA), hereinafter referred to as "Licensee." The parties agree as follows:

1. **PURPOSE OF LICENSE:** Owner grants to Licensee the right and privilege to install sports field Scoreboard(s) at _____ Park and to monitor and maintain the same. The Scoreboard(s) shall be installed within one year from the date of this License Agreement and shall be similar to the Scoreboard and control devices as shown and described in Exhibit "A" attached hereto and incorporated herein by this reference.
2. **OWNER APPROVALS:** Owner must approve the following prior to installation:
 - A. Type of scoreboard to include size, general mechanical/electrical components, electrical requirements, appearances (color, artwork/graphics, logos, etc.). The scoreboard must be new or recently refurbished.
 - B. Scoreboard installation and erection specifications.
3. **MAINTENANCE AND MONITORING:** The Licensee shall be solely responsible for monitoring, maintenance and repair of the Scoreboard(s) and control devices and the Owner shall have no responsibility in this regard. Should the Scoreboard be deemed unusable, inoperable or a nuisance, for any reason, it will be the responsibility and cost of the Licensee to remove the Scoreboard and restore the site to its original condition.
4. **COSTS, FEES AND EXPENSES:** The Licensee shall be solely responsible for all costs, fees and expenses associated with the exercise of the privilege granted by this License Agreement, including but not limited to, those costs, fees and expenses associated with the purchase, installation and maintenance of the Scoreboard(s) and control devices, and the Owner shall have no responsibility whatsoever in this regard.
5. **ADVERTISEMENTS ON SCOREBOARDS:** The Licensee shall have the right to install advertisement on the installed Scoreboard(s) and to realize any revenues generated from these advertisements. All advertisement language, wording, pictures, logos, graphics must be approved by Owner prior to installation of any advertisement on any Scoreboard(s). Types of advertisements that are prohibited : promoting sale/use of alcohol, drugs, tobacco products, religious or controversial public issues.
6. **COMPLIANCE WITH LAWS:** Prior to exercising any of the privileges granted by this License Agreement the Licensee shall make application for and obtain all necessary licenses, permits and variances required by federal, state and local law and shall provide the Owner with copies of the same. The Licensee shall otherwise fully comply with all federal, state and local laws, rules and regulations.
7. **REVOCABLE LICENSE:** The permission is given to Licensee as an accommodation with no monetary consideration and is revocable at any time by the Owner. If this License Agreement is revoked the Scoreboard(s) will be removed from the Park by the Licensee, at its sole cost and expense, within thirty (30) days of notice of the revocation from the Owner. Licensee acknowledges the legal title of Owner to the Park and agrees never to deny this title or to claim title in Licensee's name.
8. **INDEMNIFICATION:** Licensee will exercise the granted privilege at Licensee's own risk, and agrees that Licensee will never claim any damages against Owner, its agents, officers or employees, for any injuries or damages suffered on account of the exercise of such privilege, regardless of the fault or negligence of the Owner, and that the Licensee will indemnify, defend and hold Owner, its agents, officers and employees, harmless from and against any and all liability for damages, costs, penalties, attorney's fees and expenses, including claims of third parties to this License Agreement, resulting from, arising out of, or in any way connected with, the exercise of the privilege by Licensee, and Licensee's assignees or permittees, or other persons entering the Park at the invitation of the Licensee.
9. **INSURANCE:** At least ten days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide the Owner with proof of liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. Additionally, any contractor that the Licensee uses for the installation of the Scoreboard(s) must also provide the Owner with proof of liability insurance limits commensurate with those stated above. All certificates of insurance will name Gwinnett County as additional insured.
10. **NOTICE TO OWNER:** At least ten (10) days prior to exercising any of the privilege granted by this License Agreement the Licensee shall provide written notice to the Owner of the estimated dates of commencement and completion of the installation of the Scoreboard(s) at the Park.
11. **NOTICES:** All notices required to be given under this License Agreement shall be deemed properly given if mailed by first class postage to the following addresses:

If to Owner: Gwinnett County Department of Community Services Attn: Director – Department of Community Services 75 Langley Drive Lawrenceville, Georgia 30046	If to Licensee: Name of YAA Attention: President Address
--	--

12. **IMPROVEMENTS:** Other than as stated above, the Licensee agrees not to erect or to cause or permit to be erected at the Park any other improvements, devices or structures, whether permanent or temporary.
 13. **CHOICE OF LAW:** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Georgia.
 14. **ASSIGNMENT:** The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior, express and written consent of the other party.
 15. **MODIFICATION:** Any modification of this Agreement or additional obligation assumed by either party in connection with the Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.
 16. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement
- IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.



For injury or property damage to a member of the public.

Cost Center: _____ Contact: _____ Phone: _____

Claimant's name: _____
Last First

Address: _____
Street City State Zip

Phone number: Home _____ Work _____

Date of loss/injury: _____ Time of loss/injury: _____ am pm

Location of loss/injury: _____
Street City State Zip

Detailed description of loss/injury: _____

Nature/type of loss (Check one): Property damage Bodily Injury
 Other (describe) _____

Witnesses (include names of county employees):
Name Address Phone #

Date first reported to department: _____ Completion date: _____

Comments: _____

Name of employee submitting report: _____ Employee's signature: _____

Supervisor's Section

What can be done to prevent this type of loss/injury in the future? _____

Do you feel further investigation is necessary (if so, please explain)? _____

Name of Supervisor (Please Print) Supervisor's Signature Date

Management Review By: _____
Signature Date



Agreement

GCAA's are able to monitor weather by a variety of different means. If the GCAA wishes to install a permanent lightning prediction system on park property, the GCAA President must submit the request in writing to Eric Horne at 75 Langley Drive, Lawrenceville, GA 30046. This requires Board of Commissioners approval and may take up to three months. (A sample "Lightning Prediction System Agreement" is shown below.)

THIS LICENSE AGREEMENT made this ____ day of ____, 21____, by and between GWINNETT COUNTY, GEORGIA, hereinafter referred to as "Owner", and the _____ GCAA, INC., hereinafter referred to as "Licensee." The parties agree as follows:

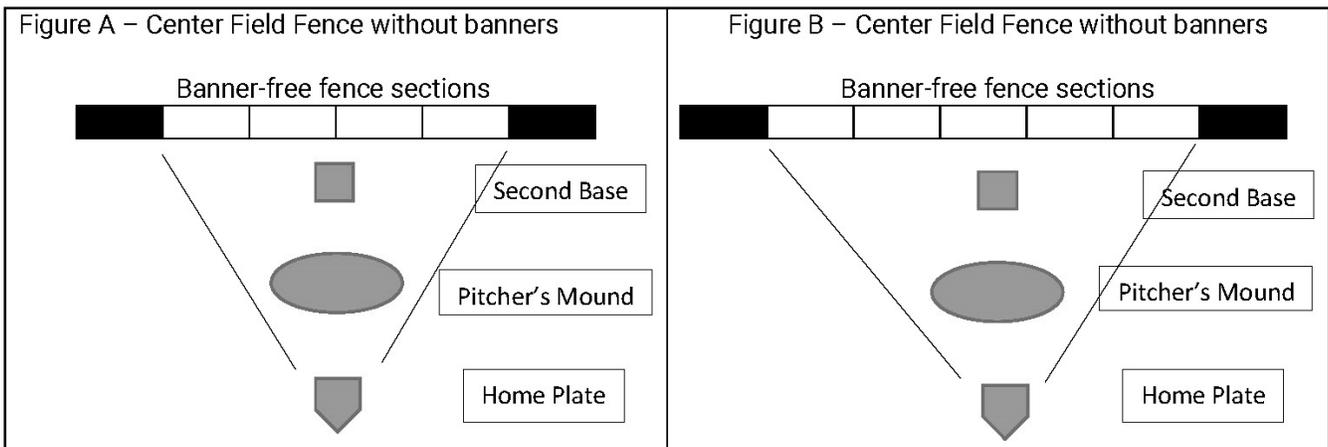
1. **PURPOSE OF LICENSE:** Owner grants to Licensee the right and privilege to attach a Lightning Prediction Device (the "Device") to the concession building at ____ Park (the "Park") and to monitor and maintain the same. The Device shall be attached within one year from the date of this License Agreement and shall be substantially similar to the device shown and described in Exhibit "A" attached hereto and incorporated herein by this reference.
2. **MAINTENANCE AND MONITORING:** The Licensee shall be solely responsible for monitoring, maintenance and repair of the Device and the Owner shall have no responsibility in this regard. Should the Device be deemed unusable, inoperable or a nuisance, for any reason, it will be the responsibility and cost of the Licensee to remove the Device and restore the concession building to its original condition. Additionally, the Licensee will disconnect and make the Device inoperable for those periods of time that the Licensee is not conducting programs commensurate with dates of use as approved via its Facility / Park Use Agreement.
3. **COSTS, FEES AND EXPENSES:** The Licensee shall be solely responsible for all costs, fees and expenses associated with the exercise of the privilege granted by this License Agreement, including but not limited to, those costs, fees and expenses associated with the purchase, installation and maintenance of the Device, and the Owner shall have no responsibility whatsoever in this regard.
4. **COMPLIANCE WITH LAWS:** Prior to exercising any of the privileges granted by this License Agreement the Licensee shall make application for and obtain all necessary licenses, permits and variances required by federal, state and local law and shall provide the Owner with copies of the same. The Licensee shall otherwise fully comply with all federal, state and local laws, rules and regulations.
5. **REVOCABLE LICENSE:** The permission is given to Licensee as an accommodation with no monetary consideration and is revocable at any time by the Owner. If this License Agreement is revoked the Device will be detached and removed from the Park by the Licensee, at its sole cost and expense, within thirty (30) days of notice of the revocation from the Owner. Licensee acknowledges the legal title of Owner to the Park and agrees never to deny this title or to claim title in Licensee's name.
6. **INDEMNIFICATION:** Licensee will exercise the granted privilege at Licensee's own risk, and agrees that Licensee will never claim any damages against Owner, its agents, officers or employees, for any injuries or damages suffered on account of the exercise of such privilege, regardless of the fault or negligence of the Owner, and that the Licensee will indemnify, defend and hold Owner, its agents, officers and employees, harmless from and against any and all liability for damages, costs, penalties, attorney's fees and expenses, including claims of third parties to this License Agreement, resulting from, arising out of, or in any way connected with, the exercise of the privilege by Licensee, and Licensee's assignees or permittees, or other persons entering the Park at the invitation of the Licensee.
7. **INSURANCE:** At least ten days prior to exercising any of the privileges granted by his License Agreement the Licensee shall provide the Owner with proof of liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. Additionally, any contractor that the Licensee uses for the installation of the Device must also provide the Owner with proof of liability insurance limits commensurate with those stated above. All certificates of insurance will name Gwinnett County as additional insured.
8. **NOTICE TO OWNER:** At least ten (10) days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide written notice to the Owner of the estimated dates of commencement and completion of the attachment of the Device at the Park.
9. **NOTICES:** All notices required to be given under this License Agreement shall be deemed properly given if mailed by first class postage to the following addresses:

**Stacy Fowler, Athletic Coordinator
Gwinnett Parks & Recreation
75 Langley Drive, Lawrenceville, GA 30046**
10. **IMPROVEMENTS:** Other than as stated above, the Licensee agrees not to erect or to cause or permit to be erected at the Park any other improvements, devices or structures, whether permanent or temporary.
11. **CHOICE OF LAW:** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Georgia.
12. **ASSIGNMENT:** The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior, express and written consent of the other party.
13. **MODIFICATION:** Any modification of this Agreement or additional obligation assumed by either party in connection with the Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.
14. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this agreement.

Most persons who play baseball are familiar with the reasons that professional baseball parks do not allow spectators to be seated in dead center field. It is so that the batter can have a contrasting background that allows them to visually identify the ball quickly so that they can hit, hold their swing or move out of the path of the ball. Young batters should also be allowed to see the ball well and not have to contend with a background of signs and banners in their line of sight when they hit.

Please ensure that in each of our baseball and softball parks:

- The fences in dead center field are free of any banners that might confuse the hitter’s vision.
- In straight away center field:
 - There should always be at least four (4) sections of fence (two (2) on each side of the center that are free of banners. (See Figure A.)
 - If the line from home plate through the pitcher’s mound and second base should end on a fence panel, as opposed to a fence post, that panel plus two (2) panels on either side of it (a total of five (5) panels) should be free of banners. (See figure B.)
- Please ensure that GCAsAAs comply with this configuration. If banners are incorrectly placed move the banner to an acceptable location not in the line of sight of hitters.





**WINNETT COUNTY
COMMUNITY SERVICES | PARKS & RECREATION
ATHLETIC ASSOCIATION AGREEMENT**

This ATHLETIC ASSOCIATION AGREEMENT ("Agreement") is made this ____ day of _____, by and between WINNETT COUNTY, a political subdivision of the State of Georgia ("County") and _____, a non-profit charitable corporation ("Association"). WHEREAS, the County desires to have an organization provide youth athletic programs on facilities owned and operated by the County and the Association desires to provide such programs; NOW, THEREFORE, in consideration of the mutual benefits flowing to each party, receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. Premises. The County will permit the Association to use the Premises described on Exhibit "A" attached hereto and incorporated herein by this reference, subject to the terms and conditions contained herein, as well as the Policies and Procedures contained in the County's current Athletic Association Manual, and any Facility Permit issued per season by the County in conjunction with this Agreement, all of which are incorporated into this Agreement by this reference.
2. Term. The term of this Agreement shall commence as of the date first appearing above and shall be for an initial term of twelve (12) months from said date, and the initial term shall automatically renew for additional twelve (12) month terms, unless the Agreement is sooner terminated as provided herein. Notwithstanding the foregoing, this Agreement shall not be construed so as to prohibit or otherwise impede the County from exploring and/or implementing alternative methods of management and operation of the Premises. Either party shall have the right to terminate this Agreement upon thirty (30) days written notice to the other party. The Association understands and agrees that the violation of any of the terms of this Agreement may result in action against the Association, up to and including immediate termination of this Agreement.
3. Use of Premises. The Premises will be used solely for the purposes of providing youth athletic programs to the public, as more particularly set forth in Exhibit "B" attached hereto and incorporated herein by this reference. The Association shall operate and maintain the Premises in accordance with this Agreement and all applicable federal, state, and local regulations and ordinances and in such a manner so as not to create a nuisance or trespass. The County reserves the right to cancel any scheduled activity on the Premises when it determines that such use could potentially cause unsafe conditions for the Association, spectators, or general public, and/or damage to the facility or grounds. Further, the County maintains the authority to close a County facility, including the Premises, at any time it deems it to be in the best interest of the public. The County also has the right to administratively review any complaints regarding the Association and its use of the Premises and to access the property for inspection purposes as needed.
4. Documents to be provided. In accordance with the schedules found in the Policies and Procedures Manual, the Association must annually furnish to the County copies of the following information: Proof of liability insurance in accordance with the requirements set forth in Exhibit "C" attached hereto and incorporated herein by this reference,
 - A. A copy of Secretary of State's certification as a registered non-profit organization,
 - B. The Organization's By-laws,
 - C. Current list of all officers' name, addresses, and contact information; and
 - D. Proof of 501(c) (3) status.
5. Operations, Maintenance and Improvements. The Premises are provided to the Association on an "AS IS" basis and the County makes no representation, promise, or warranty as to the condition or suitability of the Premises for the Association's purposes. The Association shall not make alterations, modifications, or additions to the Premises without the prior written consent of the County. Placement of signage by the Association must be approved in advance by the County.
6. Duties of the County. The County agrees to:
 - A. Reserve, on a priority-use basis, times for practice, games, tournaments and special events at the Premises in accordance with the Facility Permit submitted by the Association and approved by the Parks and Recreation Division. The Facility Permit will list fields, times and days for all activities for the term of the Agreement. This Facility Permit may only be changed by written permission of the Parks and Recreation Division, in advance of the proposed changes(s).
 - B. With the exception of buildings or structures constructed or built by the Association, maintain the Premises, including athletic fields and surrounding facilities and grounds. These facilities include:
 - i. All turf areas, clay infields, fences, fence lines and bleachers.
 - ii. All irrigation systems and drainage systems.
 - iii. All ball field lighting systems.
 - iv. All buildings, including plumbing, electrical, mechanical and structural repairs, and routine custodial maintenance, with the exception of buildings or structures constructed or built by the association.
 - v. All surround areas, including parking areas and roads, grounds, picnic facilities and playgrounds.
 - C. Conduct routine inspections of the Premises for the purposes of maintenance and safety.
 - D. The County, upon written notice provided to the Association prior to the start of a season, may assess additional fees and charges against the Association including, but not limited to, fees related to utilities, concession stands, and non-resident fees.
 - E. Coordinate all annual maintenance (i.e. re-seeding, grading, aeration, fertilization, etc.) with the Association.
 - F. Consult with the Association regarding plans by the County to materially improve, renovate or alter the Premises. The County will continue to encourage cooperative efforts to improve the Premises.
 - G. Schedule use of the Premises at all other times not specified in this Agreement.

7. Duties of the Association. The Association, in consideration of the above, agrees to the following during the periods of priority use by the Association:
 - A. Provide full organization, administration and supervision of the athletic program listed herein, including scheduling of all practices, games, tournaments and special events.
 - B. Make the program available to the general public, ensuring general access to the public without regard to age, race, color, religion, national origin, sex, disability, school-cluster, or socio-economic standing.
 - C. Provide the necessary equipment for the provision of the program. Such equipment would typically include bases and pitcher's rubbers, goals, field marking material, field marking machines, and any other equipment not considered a permanent structure affixed to the facility.
 - D. Develop and maintain any "special" improvements to the facility, such as grassed infields, batting cages, press boxes, sound systems, concession stand equipment and such.
 - E. Prepare and sell food and beverages from designated concession areas, should the Association so desire.
 - F. Abide by any and all municipal and county ordinances, all applicable State laws, and any and all policies of Gwinnett County and the Gwinnett Parks and Recreation Division. This includes enforcement of the ban on smoking within County buildings.
 - G. To not knowingly allow any person to conduct any activity which is illegal.
 - H. Monitor and accept responsibility for the conduct of all participants and spectators.
 - I. Not erect any signs, poles, tents or any structure without prior approval of the Gwinnett Parks and Recreation Division.
 - J. Remove all litter from field areas, dug-outs and surrounding grounds daily. Collect all trash from concession areas and deposit in trash dumpsters daily.
 - K. Assume responsibility for security of the premises when keys are provided to the Sponsor by the County.
 - L. Provide the Gwinnett Parks and Recreation Division with written reports, for the purpose of tracking the number of participants in each program.
8. Indemnification. The Association shall indemnify, defend and hold harmless the County, its agents, employees, and public officials from and against any and all claims, damages, losses and liabilities attributable to the negligence of the Association, its agents, contractors or employees or to the use and occupancy of the Premises by the Association, its agents, employees and invitees.
9. No Assignment. The Association shall not assign this Agreement or any interest hereunder without the prior written consent of the County.
10. No Interest Created. This Agreement is not intended by the parties to convey any property interest in the Premises to the Association and the Premises shall at all times remain solely the property of the County.
11. Independent Contractor. The parties acknowledge that the Association is considered to be an independent contractor for the purposes of this Agreement and that no partnership between the parties is intended by this Agreement.
12. Notice. Any and all notice or other communication required or permitted by this Agreement shall be in writing, signed by the party giving the notice or its attorney and shall be deemed duly served, given or delivered when personally delivered to the party to whom it is directed, or in lieu of such personal service when deposited in the United States Mail, certified with return receipt requested, postage prepaid addressed to the parties at the address below:
 - A. If to the County, at Gwinnett County-Parks and Recreation Operations-75 Langley Drive-Lawrenceville, GA 30046
 - B. If to the Association, at or to such other address or addresses as may hereinafter be designed by notices provided herein.
13. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.
14. Entire Agreement. This Agreement and any attached addendum constitute the entire agreement between the parties and no oral statements shall be binding.

By execution of their signatures below, the undersigned hereby agree to abide by the provisions contained herein and attached hereto certify that they are authorized and empowered to legally bind their organization.

ASSOCIATION

GWINNETT COUNTY, GEORGIA

By: _____

By: _____

Attest: _____

Chairman-Board of Commissioners

Attest: _____
County Clerk



GWINNETT COUNTY
COMMUNITY SERVICES | PARKS & RECREATION
ATHLETIC ASSOCIATION CHECKLIST

Youth Athletic Association: _____

Park: _____ Season: _____

Check off as completed:

	YAA board member	Facilitator
Liability insurance	<input type="checkbox"/>	<input type="checkbox"/>
Permits	<input type="checkbox"/>	<input type="checkbox"/>
Marquees update request	<input type="checkbox"/>	<input type="checkbox"/>
Concession stand fees	<input type="checkbox"/>	<input type="checkbox"/>
Key requests/fees	<input type="checkbox"/>	<input type="checkbox"/>
Rosters/out of county sports participation form	<input type="checkbox"/>	<input type="checkbox"/>
Special events fundraiser form	<input type="checkbox"/>	<input type="checkbox"/>
Light bill fees	<input type="checkbox"/>	<input type="checkbox"/>
General park maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Vendors	<input type="checkbox"/>	<input type="checkbox"/>

Program supervisor/facilitator: _____



Gwinnett County Athletic Association

Facility Permit, Rules, and Usage

PERMIT #52110

Authorized On: 10/24/2019 09:22 AM

Title: Sample Permit

Location Collins Hill Park 2225 Collins Hill Rd Lawrenceville, GA 30043	Permit Holder Chris Minor 75 Langley Drive Lawrenceville, GA 30046	Authorized Agent Chris Minor 75 Langley Dr Lawrenceville, GA 30046
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RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
Collins Hill Park	Baseball/Softball Field #1-200 ft	Tue, Oct 29th 2019	09:00 AM-05:00 PM	8.00	\$120.00
				TOTAL:	\$120.00

1. The association agrees to abide by the regulations herein provided and understands that the violation of any of the following regulations would cause the organization to be barred from the use of the facility. Prior to negotiation of this permit, the organization must meet the requirements as issued in the youth athletic association Policies and Procedures Manual
2. Gwinnett County Athletic Associations that utilize Gwinnett County Parks and Recreation facilities must ensure that no persons be denied participation in any park or programs based on race, color, national origin, religious background, sex or age and be in compliance with the Americans with Disabilities Act
3. Gwinnett County Athletic Associations may not limit participation or otherwise discriminate against participants based on their proximity to or away from school clusters. Gwinnett County's parks are for the enjoyment of everyone in the community and are not assigned by school clusters
4. The association's activities on Gwinnett County facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the youth arrive until every boy or girl has left the area
5. The association is responsible for any damage incurred to the facilities while in use. Persistent damage could result in revocation of a portion of or the entire permit
6. The association is responsible for spectators, parents, coaches and participants. A display of conduct that is unbecoming while said association is using County facilities could result in written reprimand or revocation of usage privileges
7. The association must not and cannot reassign this permit at any time
8. Gwinnett County Parks and Recreation reserves the right to alter this permit at any time
9. The organization must provide Gwinnett County staff with written, itemized practice and game schedules prior to any authorized use of fields and/or facilities. Failure to do so will result in loss of usage privileges.
10. All applicable federal, state, and local regulations and ordinances apply to usage of this facility or facilities
11. The association must clean up the general area used when finished
12. The association must properly put away any tables, chairs, or other equipment that was used
13. The association must adhere to any facility rules
14. Only scotch or masking tape may be used for decorations and signage. Nothing may be hung from the rafters, light fixtures, window blinds, or curtains

Concussions

What you need to know



Children'sSM
Healthcare of Atlanta

What is the law?

Schools: The Return to Play Act of 2013 requires all public and private schools to create a concussion policy that, at a minimum, includes these standards:

- Prior to the beginning of each athletic season, an information sheet that informs parents or legal guardians of the risk of concussions must be provided.
- If a youth athlete (ages 7 to 18) participating in a youth athletic activity exhibits signs or symptoms of a concussion, he must be removed from play and evaluated by a healthcare provider.
- Before a youth athlete can return to play, he must be cleared by a healthcare provider trained in the management of concussions.

Recreational leagues: The law requires recreational leagues to provide an information sheet on the risks of concussion at the time of registration to parents or legal guardians of youth athletes (ages 7 to 18).

What is a concussion?

A concussion is a type of brain injury caused by trauma. It can be caused by a hard bump on or a blow to or around the head, which causes the brain to move quickly inside the head.

You do not have to lose consciousness to sustain a concussion. If a concussion is not properly treated, it can make symptoms last longer and delay recovery. A second head trauma before recovery could lead to more serious injuries.

What are the signs and symptoms?

There are many signs and symptoms linked with concussion. Your child may not have any symptoms until a few days after the injury. Signs are conditions observed by other people and symptoms are feelings reported by the athlete.

Signs observed by others

Athlete:

- Appears dazed or stunned
- Moves clumsily
- Forgets plays
- Answers questions slowly
- Is unsure of game or opponent
- Shows behavior or personality changes

Symptoms reported by athlete

- Headache
- Fuzzy vision
- Nausea
- Feeling foggy
- Dizziness
- Concentration problems

Visit choa.org/concussion for a full list of signs and symptoms.

What should you do if you suspect a concussion?

- Do not let your child play with a head injury.
- Check on your child often after the injury for new or worsening signs or symptoms. If the symptoms are getting worse, take him to the nearest emergency department.
- Take your child to the doctor for even one symptom of a concussion.
- Do not give your child pain medicines without talking to your child's doctor. Your child should stop all athletic activity until his doctor says it is OK. Your child must stay out of play until he is cleared by a licensed healthcare provider.
- Educate your child on concussions and why he cannot play until the symptoms are gone. Your child will need a gradual return to school and activities.
- Tell your child's coaches, school nurses and teachers if he has a concussion.

In case of an urgent concern or emergency, call 911 or go to the nearest emergency department right away.

Warning signs

Call your child's doctor right away if he has:

- New signs that his doctor does not know about
- Trouble recognizing people or places
- Existing signs that get worse
- Slurred speech
- Headaches that get worse
- Loss of consciousness
- A seizure
- Blood or fluid coming from nose or ear
- Neck pain
- A large bump or bruise on scalp, especially in infants younger than 12 months
- Tiredness or is hard to wake
- Continued vomiting
- Weakness in the arms or legs

Where can I find more information?

 Call 404-785-KIDS (5437)  choa.org/concussion

This is general information and not specific medical advice. Always consult with a doctor or healthcare provider if you have questions or concerns about the health of a child. This piece was created by the concussion team at Children's Healthcare of Atlanta.

A Fact Sheet for COACHES

HEADS UP CONCUSSION

One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

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

HOW CAN I HELP KEEP ATHLETES SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - › Striking another athlete in the head;
 - › Using their head or helmet to contact another athlete;
 - › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
 - › Trying to injure or put another athlete at risk for injury.



- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's HEADS UP app or a list of concussion signs and symptoms that you can keep on hand.

Check out the equipment and sports facilities:

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no "concussion-proof" helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during a play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

Keep emergency contact information handy:

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care for an injured athlete, provide them with details about how the injury happened and how the athlete was acting after the injury.

HOW CAN I SPOT A POSSIBLE CONCUSSION?

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

SIGNS OBSERVED BY COACHES OR PARENTS:

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

SYMPTOMS REPORTED BY ATHLETES:

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

NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.

WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK FOR?

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

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

CONCUSSIONS AFFECT EACH ATHLETE DIFFERENTLY.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete’s parents if you notice their concussion symptoms come back after they return to play.

WHAT SHOULD I DO IF I THINK AN ATHLETE HAS A POSSIBLE CONCUSSION?

As a coach, if you think an athlete may have a concussion, you should:

REMOVE THE ATHLETE FROM PLAY.

When in doubt, sit them out!

KEEP AN ATHLETE WITH A POSSIBLE CONCUSSION OUT OF PLAY ON THE SAME DAY OF THE INJURY AND UNTIL CLEARED BY A HEALTH CARE PROVIDER.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body.
- Any loss of consciousness (passed out/knocked out) and if so, for how long.
- Any memory loss right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

INFORM THE ATHLETE’S PARENT(S) ABOUT THE POSSIBLE CONCUSSION.

Let them know about the possible concussion and give them the HEADS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

ASK FOR WRITTEN INSTRUCTIONS FROM THE ATHLETE’S HEALTH CARE PROVIDER ON RETURN TO PLAY.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

WHY SHOULD I REMOVE AN ATHLETE WITH A POSSIBLE CONCUSSION FROM PLAY?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

SOME ATHLETES MAY NOT REPORT A CONCUSSION BECAUSE THEY DON'T THINK A CONCUSSION IS SERIOUS.

They may also worry about:

- Losing their position on the team or during the game.
- Jeopardizing their future sports career.
- Looking weak.
- Letting their teammates or the team down.
- What their coach or teammates might think of them.

WHAT STEPS CAN I TAKE TO HELP AN ATHLETE RETURN TO PLAY?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.



BASELINE:

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new symptoms at the current step.

STEP 1:

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

STEP 2:

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

STEP 3:

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4:

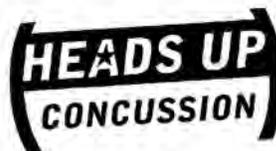
An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5:

An athlete may return to competition.

REMEMBER:

It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him- or herself too hard. The athlete should stop these activities, and the athlete's health care provider should be contacted. After the okay from the athlete's health care provider, the athlete can begin at the previous step.



JOIN THE CONVERSATION AT www.facebook.com/CDCHEADSUP

Content Source: CDC's HEADS UP campaign. Customizable HEADS UP fact sheets were made possible through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

TO LEARN MORE GO TO >> cdc.gov/HEADSUP

HEADS UP CONCUSSION ACTION PLAN



IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

▶ **"IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON."**



CONCUSSION SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in 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
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF

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

JOIN THE CONVERSATION AT www.facebook.com/CDCHeadsUp

TO LEARN MORE GO TO WWW.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

CONCUSSION FACTS



Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in 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
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF:

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

IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

HEADS UP ACTION PLAN:

1. Remove the athlete from play.
2. Keep the athlete out of play the day of the injury.
3. Obtain permission from an appropriate health care professional that states the athlete can return to play.

IMPORTANT PHONE NUMBERS:

EMERGENCY MEDICAL SERVICES

NAME: _____

PHONE: _____

HEALTH CARE PROFESSIONAL

NAME: _____

PHONE: _____

STAFF AVAILABLE DURING PRACTICES

NAME: _____

PHONE: _____

STAFF AVAILABLE DURING GAMES

NAME: _____

PHONE: _____

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GWINNETT COUNTY
COMMUNITY SERVICES | PARKS & RECREATION
**STATEMENT OF AGREEMENT &
ACKNOWLEDGEMENT**

I have read and understand the CDC and the Gwinnett Parks and Recreation concussion guidelines and protocol.

Date: _____

Student/athlete name: _____

Student/athlete signature: _____

Parent/guardian name: _____

Parent/guardian signature: _____

Complete and return to the facility where you are participating in activities

For more information on concussions, visit [CDC.gov/concussion](https://www.cdc.gov/concussion).

Healthy Choices for Healthy Kids



Make *half* your plate
veggies & fruits

Be active



Drink more water
& limit sugary drinks

Limit
screen time



Bring Healthy Habits Home!

A habit is something you do over and over again, sometimes without even thinking about it. Healthy habits keep you and your family feeling good—now and in the future!

Here are some ways to help your family use the Strong4LifeSM Healthy Habits:

Get Your Whole Family to Join In – Set goals, like eating right or moving more, with your whole family. Then, work on them together to help everybody get healthier, faster!

Be Their Healthy Hero – Kids love to copy adults! Show them just how important healthy habits are by using them yourself. Nobody's perfect, but try to make healthy choices whenever you can.

Make One Small Change at a Time – The best way to make big changes with your family is to make one smaller change at a time. It's a lot easier and more likely to work than trying to change everything at once.

Ask for Help – Start by visiting Strong4Life.com. We give you easy ideas you can use right away.

Ready, Set, Go! – Ready to set your first goal? Explain the idea of goals to your family. Pick a goal that works for everyone in the family (like drinking water or 1% [low-fat] or fat-free milk instead of sugary drinks)—then, go for it! Tip: Write down the goal and tape it to the fridge as a reminder.

Use these ideas to make your family's habits healthier:



Make half your plate veggies and fruits

- Try to include several different colors.
- Make sure to eat breakfast every day.
- Eat meals together as a family.



Be active

- Try to be active for at least 60 minutes during the day (it doesn't have to be all at once!).
- Remind kids to go outside and play as often as they can.
- Take a family walk around the neighborhood or play at a park.
- Play sports, dance, play tag ... the choice is yours, just have fun!



Drink more water and limit sugary drinks

- Carry a water bottle with you.
- Drink water or 1% (low-fat) or fat-free milk at meal and snack times.
- Choose water (instead of sports drinks or soda) at sports activities and playtime.



Limit screen time

- After 30 minutes of screen time (phones, computers, TV), get 30 minutes of activity.
- Turn TV and video games off and play!

STRONG⁴LIFESM

Strong4Life Team Mom Game Plan

Kudos to you for being a Team Mom for your child's team! You are doing a great job by supporting your young athlete. With the Strong4Life Team Mom Game Plan, we will help you fuel up the team with the right snacks and drinks they need to be superstars. Get started with the Strong4Life Team Mom Game Plan by following the steps below.

1. Study the Opponent

No, the opponent is not the other team! It's the traditional foods and drinks served as snacks all too often at childrens' sports practices and games. Think sports drinks, juice, fruit punch, cupcakes, cookies, and granola bars with candy and chocolate. Strong4Life says:

- Avoid soda, juice, juice drinks, flavored water and sports drinks. These add extra sugar and calories to your child's diet, and provide minimal nutritional value. Sports drinks

should only be considered for children who are participating in very vigorous aerobic exercise in hot and humid weather for longer than 60 continuous minutes.

- Avoid cupcakes, cookies, chips, fruit snacks and candy. These foods provide empty calories instead of the long lasting energy your kids need to finish the big game, or their homework.

2. Know the Game

Healthy food provides the fuel our bodies need to be physically active and strong. Strong4Life says:

- Water is the best source of hydration for children before, during and after physical activity. We can make water fun for kids by providing special re-usable water bottles (think fun team colors), or asking a sibling to decorate plastic water bottles for the team.
- Fresh fruits, vegetables, whole grains, lean proteins and low-fat dairy provide the healthy carbohydrates and protein kids need to re-

fuel after the big game. Aim for snacks that include two different food groups, like fresh apple slices with peanut butter, or whole wheat crackers with cheese.

- Be sure to ask if any teammates have food allergies or medical conditions that could affect the foods they can eat.
- Sports should be fun, and celebrating big wins or the end of the season is all part of it. Try to limit celebratory ice cream or pizza outings to one per season.

3. Be the Cheerleader

You cheer your child on from the sidelines, but now it's time to cheer on the rest of the moms and dads. Strong4Life says:

- That's right, it's up to you to communicate your new, healthy game plan to all of the parents on your child's team.

- You can print and distribute our easy-to-follow Strong4Life Game Plan for Healthy Kids flier at the next practice or game, or you can email the flyer directly to parents.

Strong4Life Game Plan for Healthy Kids

Help our kids develop healthy habits by providing nutritious snacks for our team. When it's your turn to bring snacks and drinks, use the following guidelines.

WHAT'S HOT	WHAT'S NOT	WHAT...WHY NOT?
<p>Water (yes, just plain water!)</p> <p>Fruits, veggies, and other healthy snacks (suggestions listed below), which you can purchase or make yourself</p>	<p>Sports drinks,* soda, fruit juice, juice drinks or flavored water</p> <p>Sweets like cookies, cupcakes, power bars, and granola bars with candy or chocolate</p>	<p>Water is the best source of hydration. Sweet drinks—including juice and sports drinks*—contain unnecessary sugars.</p> <p>Healthy food provides the fuel our bodies need to be physically active and strong.</p>

*SPORTS DRINKS SHOULD ONLY BE CONSIDERED FOR CHILDREN WHO ARE PARTICIPATING IN VERY VIGOROUS AEROBIC EXERCISE IN HOT AND HUMID WEATHER FOR LONGER THAN 60 CONTINUOUS MINUTES.

Strong4Life Snacks to Buy

- Individual containers of hummus served with fresh cut vegetables or whole wheat pita bread
- Whole wheat mini bagels with nut butter or low-fat cream cheese
- Low-fat string cheese with fresh fruit or wheat crackers
- Low-fat yogurt tubes or squeezable applesauce (look for brands that are "no sugar added")
- 1% milk box and a granola bar (choose bars without chocolate or candy pieces)
- Individual fresh fruits that are easy for kids to eat such as clementines, apples and bananas

Strong4Life Snacks to Make

- Spread nut butter on celery sticks, apple slices or between graham crackers.
- Create trail mix using unsalted pretzels, dry cereal (whole grain), nuts and dried fruit.
- Roll up a whole wheat tortilla filled with deli turkey, fresh veggies and mustard. Cut into snack sized pieces.
- Make a sandwich on whole wheat bread using deli turkey, peanut butter, or reduced fat cheese and veggies. Serve a half sandwich to each child.
- Freeze low-fat yogurt tubes or fresh grapes for a cold, refreshing snack!

For more information about Strong4Life, go to Strong4Life.com.

STRONG⁴LIFE™

KEEP YOUTH ATHLETES SAFE

Reduce the Spread of COVID-19 in Youth Sports

Reduce physical closeness between players when possible

- Allow players to focus on building individual skills, like batting, dribbling, kicking, and strength training
- Limit full contact between players to game days (avoid during practice)
- Increase space between players in the practice areas, including on the sideline, dugout, and bench
- Avoid high fives, handshakes, fist bumps or hugs

Minimize sharing of equipment or gear

- Encourage players to bring their own equipment, like gloves, balls, and helmets (if possible)
- Clean and disinfect shared items between use

Limit travel outside of your area

- Consider competing against teams in your local area (neighborhood, town, or community)

Identify small groups and keep them together

- Avoid mixing between groups
- Stagger the arrival and drop off of each group to limit interaction
- Have scrimmages within team to limit exposure

Implement plans to **space out spectators by 6 feet** at games or competitions. Limit nonessential visitors, spectators, and volunteers.



Lower Risk



Skill-building drills at home



Within-team competition

Higher risk



Full competition from different areas



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

STAY SAFE ON AND OFF THE FIELD



Stay home if you are sick.



Bring your own equipment and gear (if possible)



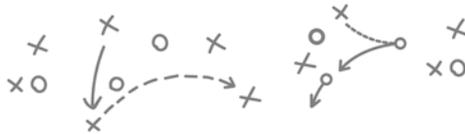
Cover your coughs and sneezes with a tissue or your elbow.



Wash your hands or use sanitizer before and after events and sharing equipment.



Tell a coach or staff member if you don't feel well.



cdc.gov/coronavirus

