



COUNTY of FREDERICK

Parks and Recreation Department  
540-665-5678  
FAX: 540-665-9687  
www.fcprd.net  
e-mail: fcprd@co.frederick.va.us

# MEMO

**To:** John R. Riley, Jr., County Administrator  
**From:** Jason L. Robertson, Director, Parks & Recreation Dept.  
**Subject:** Parks and Recreation Commission Action  
**Date:** September 12, 2013

The Parks and Recreation Commission met on September 10, 2013. Members present were: Marty Cybulski, Kevin Anderson, Christopher Collins, Gary Longerbeam, Ronald Madagan, and Charles Sandy, Jr., Members absent were: Patrick Anderson, Greg Brondos, Jr. and vacant appointment from Stonewall District.

Items Requiring Board of Supervisors Action:

1. The Park and Recreation Commission recommended purchasing two zero turn mowers and a sun shade for the Sherando Pool Complex with the funds the department is returning from the Fiscal 2013 budget, second by Mr. Kevin Anderson, motion carried unanimously (5-0). This recommendation will be forwarded to the Finance Committee.

Submitted for Board Information Only:

1. Cosponsor Policy – Mr. Sandy moved to adopt Cosponsor Policy as submitted, second by Mr. Madagan, motion carried unanimously (5-0). Please find attached a copy of the approved Cosponsor Policy (500.02).

2. Finance Committee – The Finance Committee recommended adopting the Facility Rental Policy, Vendor Policy and Fiscal 15 Fees and Charges with changes as submitted, second by Mr. Longerbeam, motion carried unanimously (5-0). Please find attached a copy of the approved Vendor Policy (500.16) and Facility Rental Policy (500.19). You will also find enclosed a copy of the approved Fiscal 2015 Fees and Charges.

Attachment

cc: Martin Cybulski, Chairman  
Christopher Collins, Board Liaison  
Cheryl Shiffler, Finance Director

107 North Kent Street  
Winchester, VA 22601

## **COSPONSORED GROUPS**

### **500.02**

#### **PURPOSE:**

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

#### **GOAL:**

To provide and expand recreational programs by aligning with established recreation groups.

#### **POLICY:**

Cosponsored groups shall provide a recreational activity or sport to participants or provide a level of skill not offered by Frederick County Parks and Recreation (FCPRD).

Cosponsored organizations shall not restrict participation on the basis of race, creed, color, religion, national origin, or sex. Cosponsored groups shall meet the requirements of the Americans with Disabilities Act as it applies to FCPRD.

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

Cosponsored "youth" organizations meeting the terms of this policy may be eligible for free practice space, game space, meeting space and criminal background checks for coaches. The amount of free space and background checks vary if the activity or skill level is provided by FCPRD, policies regarding participation, number of participants, percentage of county residents, and amount of space recommended for the activity by FCPRD. These amounts will be based off how FCPRD would provide the sport for the amount of participants provided in the application. This amount will be provided to the organization requesting cosponsor status at least one week prior to the scheduled Frederick County Parks and Recreation Commission meeting when the commission approves organizations and the amount of facility space and services provided. A timeline of the cosponsor calendar is provided in Appendix "A".

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

The Parks and Recreation Commission Chairman will appoint a cosponsor subcommittee to monitor the provision of services and each organization's compliance with the cosponsor policy. The cosponsor subcommittee will recommend organizations to the commission based on the organization's purpose and past performance.

FCPRD shall provide the following services where possible under the cosponsored agreement:

- a. Publicity
- b. Facilities approved by the Parks and Recreation Commission. Cosponsored groups shall have priority scheduling over all other groups excluding FCPRD, Frederick County Public Schools, and other cosponsored groups, if submitted by the provided deadline. FCPRD will provide a monthly statement indicating facility use for practices, games and meetings. This statement will indicate the amount owed FCPRD once the cosponsored organization's use exceeds the free space approved by the Parks and Recreation Commission. The amount owed FCPRD will be due by the date indicated on the statement (typically thirty days).
- c. FCPRD will provide two opportunities per season for coaches to attend a nationally recognized coaches training program.
- d. Staff liaison to attend one board meeting each year. Cosponsor groups may request staff attend additional meetings as well as a member of the Cosponsor Sub-Committee of the Parks and Recreation Commission. These requests must be two weeks prior to a scheduled board meeting.
- e. Cosponsor organization may elect to operate a concession stand per guidelines in Appendix "C". Appendix "C" lists the organization, facilities, and price. The cosponsor organization must decide by December 31 if they will operate the concession stand for the upcoming year. If the cosponsor organization elects not to operate the concession stand, the concession stand will be put out for competitive bid for the lowest bid.

Cosponsor Organizations shall be responsible for:

- a. Assigning one adult to be responsible for the conduct of participants and spectators at cosponsored events and accepting responsibility for the conduct and behavior of all staff and volunteers working on the group's behalf. Failure to control the conduct of participants or spectators may result in a requirement for the Cosponsor organization to provide security or the potential loss of free space provided by FCPRD.
- b. Following through with established safety and emergency procedures
- c. Conducting criminal background checks according to the FCPRD Criminal Background Check Policy (# 500.03) for all coaches and volunteers working directly with the participants and ensuring all coaches are eligible. Submit a list of coaches according to the schedule in Appendix "B". All requests submitted outside the dates in Appendix "B" will result in a \$ 5 processing fee. FCPRD will provide badges for all coaches to wear during cosponsor activities. Failure to conduct criminal background checks per policy (#500.03) and/or coaches failing to wear badges may result in the discontinuation of cosponsor agreement. This will be determined by the Parks and Recreation Commission at the recommendation of the cosponsor subcommittee.
- d. Have all volunteers and staff trained in their specific duties and responsibilities according to the national recommended standards of their activity
- e. Advertise and announce activity so all children may have an opportunity to participate
- f. Comply with all procedural steps required of cosponsored groups
- g. Establishing a participant fee offsetting cost to run organization and not requiring participants to participate in fundraisers for additional revenue. The cosponsor organization will be required to provide the participant fee to FCPRD.

### Procedural Steps Necessary to Maintain Cosponsorship Status

- a. Submit a signed cosponsor application with a fee waiver request by November 1 each year.
- b. A copy of the group's bylaws and policies and procedures manual must be given to FCPRD at the time of application.
- c. Provide an annual financial report to FCPRD thirty days after the conclusion of the group's fiscal year. A copy of the organization's non-profit status (i.e., IRS 990 statement) must be provided.
- d. Provide the Department with accurate records of board members and officers; including their name, address, and phone number and expiration date of their term.
- e. Provide the County with a certificate of insurance and an endorsement demonstrating coverage of \$ 1 million for bodily injury per occurrence with a \$ 2 million annual aggregate and \$200,000 in property damage with a \$ 500,000 annual aggregate naming Frederick County, VA and Frederick County Public Schools additionally insured.
- f. Recognize Frederick County Parks and Recreation Department by the phrase "cosponsored by Frederick County Parks and Recreation Department" on all promotional materials and websites. A copy of all publicity sent out by the group must be forwarded to Frederick County Parks and Recreation Department at the time of distribution.
- g. Provide copies of organizational correspondence such as meeting agendas, mailers, flyers, brochures, or newsletters to FCPRD
- h. Designate one person to act as a liaison for the group when contacting the Facilities Manager for scheduling and one person to deal with all other matters relating to the co-sponsorship.
- i. Provide FCPRD a list of coaches (head and assistant) and team affiliation. All coaches must be eligible per the criminal background check policy (#500.03) before coaching players.
- j. Provide and meet training standards for all head coaches based on the national affiliation's coaches training standard.
- k. Provide practice and game schedules to FCPRD by the dates outlined in the seasonal Field Allocation. All facilities set aside for group use will be made available to the general public if schedules are not received two weeks in advance.
- l. Notify FCPRD of all practice and game cancellations. Failure to notify FCPRD twelve hours prior to the scheduled activity will result in a fee for the space.
- m. Report by phone or in person injuries, accidents, facility damage, dangerous or unsafe conditions, or unusual or suspicious situations to FCPRD as soon as possible, but no more than 24 hours or the next business day after the occurrence or discovery. Written reports on accidents or damage must be completed accurately and sent to FCPRD within 24 hours or the next business day.
- n. Accept all facilities as is and leave in a similar state of cleanliness as upon arrival.
- o. Upon request, verify that all participants meet established membership criteria to ensure that the group is not later penalized for a violation of participation rules.
- p. Provide FCPRD the number of participants by residence at the conclusion of each season. If requested, provide FCPRD a list of all participants and their residence.
- q. Abide by and enforce all FCPRD policies and rules to group members and spectators. Failure to do so may result in, and up to, loss of cosponsor status.

Prior to cosponsorship, a representative of a potential cosponsored group must meet with the Director, or designee. If the Director determines the group may be eligible, the group will be on the next scheduled Frederick County Parks and Recreation Commission agenda for a decision. The FCPRD Commission will determine the cosponsor status of an organization. The Department will review existing cosponsored groups annually for compliance with rules, regulations, and procedures to determine whether to recommend the organization for cosponsor status to the Parks and Recreation Commission. Failure to abide by the terms of this policy during the year may result in an immediate review by the cosponsor subcommittee of the Parks and Recreation Commission, which reserves the right to recommend the termination of the cosponsor agreement.

Approved 09/10/13

## Cosponsor Application

Having read the Frederick County parks and Recreation Cosponsor Groups Policy (200 #10) and understanding the responsibilities of cosponsored groups,

I \_\_\_\_\_ agree to abide by the policies set forth for

\_\_\_\_\_ (Co-Sponsor Group) as it relates to the cosponsor agreement with

Frederick County Parks and Recreation for the period of \_\_\_\_\_.

I agree to pay for all fees determined by FCPRD by 30 days after the receipt of an invoice.

Signature \_\_\_\_\_  
(Name - Title - Cosponsor Group-date)

Address \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: Day \_\_\_\_\_ Night \_\_\_\_\_

### Questions to determine space and background checks for cosponsored organization

1. Does Frederick County Parks and Recreation (FCPRD) provide the activity?
  - a. If Yes: 0%
  - b. If No: 33%
2. Does FCPRD provide a comparable level of the activity?
  - a. If Yes: 0%
  - b. If No: 33%
3. Does every child attempting to participate, participate in the activity with your organization?
  - a. If Yes: 33%
  - b. If No: 0 %
4. Recreation Percentage (Add 1,2, and 3 together-if 99% =100%) \_\_\_\_\_
5. Number of unique enrollments in your organization \_\_\_\_\_
5. Percentage of participants who reside in Frederick County \_\_\_\_\_
6. Participant Fee \_\_\_\_\_

## **Appendix " A"**

Timeline :

### **October**

Organizations desiring to be cosponsor meet with Parks and Recreation staff liason and a member of the cosponsor sub-committee to discuss the upcoming year and review the past year

### **November**

Parks and Recreation Commission cosponsor subcommittee meets and formulates recommendation to the Parks and Recreation Commission

### **December**

Parks and Recreation Commission determines the amount of space and services provided each recommended cosponsor organization

Staff notifies cosponsor organization of Commission' decision

### **February**

Parks and Recreation Chairman appoints cosponsor subcommittee for calendar year

### **March/April for Spring Sports and July/August for Fall sports**

Criminal Background Checks are to be completed before a coach can be assigned a team

Schedules are due to FCPRD according to the schedule provided by FCPRD staff – any unscheduled space will be released to the general public after this date

## **Appendix "B"**

### **Background Check Procedures**

In an effort to create a more efficient method of providing background checks for Co-Sponsored Youth Organizations; the following dates have been established as to when background checks are to be submitted. Any requests outside of these established dates will be charged a \$5 processing fee to the requesting organization.

#### **Fall Sports:**

- a. August 1
- b. August 15
- c. August 25

#### **Winter Sports:**

- a. November 15
- b. December 1
- c. December 10

#### **Spring Sports:**

- a. March 1
- b. March 15
- c. March 25

Please provide the following information:

- a. Full Name of Coach/Volunteer
- b. Team Affiliation
- c. Position with Team
- d. Email Address

## Appendix "C"

### Concession Opportunities

#### Existing Organizations

National Little League	Sherando South Concession	\$ 5,500
American Little League	Clearbrook Ball field Concession	\$ 5,500
BRYSA	Soccer field mobile unit	\$ 2,500
Mavericks	Sherando North Concession	\$ 600
American Legion	N/A	
AAU Winchester Rising Star	Concession at tournaments	\$ 200

Approved 09/10/13

## **VENDOR POLICY**

**500.16**

### **PURPOSE:**

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

### **GOAL:**

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

### **POLICY:**

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

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

A permit to park must be displayed by vendors needing to bring vehicles into unauthorized parking areas. These are issued no less than five days prior to the event. Unauthorized vendors will be denied park access pending proper authorization. In addition, authorized vendors who supplement their inventory or services with goods or services deemed incompatible or inappropriate with the standards required by FCPRD will be required to discontinue the sale of that item or service. Failure to comply will result in dismissal from the park. Any vendor found providing services not reported to FCPRD will have their vendor permit revoked and may face possible suspension from providing services in our facilities for a period of 1-2 years.

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

Approved 09/10/13

## **FACILITY RENTAL**

**500.19**

### **PURPOSE:**

To establish a procedure for patrons renting or leasing indoor or outdoor FCPRD facilities.

### **GOAL:**

To standardize the process for facility rentals to improve customer service and to provide a pleasurable experience for all park visitors.

### **POLICY:**

FCPRD has the following facilities available for rental: athletic fields, shelters, pools, gymnasiums, multi-purpose rooms, and open outdoor areas.

Any rental that meets at least one of the following criteria will be defined as a festival/special event; (1) monies will be collected (on or off Frederick County Property) to attend the activity, either as an admission fee or as a donation for fundraising purposes or, (2) the activity is open to the general public.

For rentals that are defined as a festival/event; the following criteria must be met before approval will be granted; (1) the person reserving the facilities must be at least 21 years of age, (2) the activity must be covered by a general liability insurance policy naming Frederick County, VA and or Frederick County Public Schools, Frederick County, VA as additionally insured in the appropriate amount; adequate coverage amounts will be provided upon request, (3) individual or organization must have a Frederick County business or vendor license, and (4) security personnel may be required by the Director or designee depending upon the nature of the activity.

For any rental that will be supported by vendors, all applicable procedures must be adhered to as outlined in the Frederick County Parks and Recreation Vendor Policy (#500.16).

Any rental for the purpose of an athletic tournament must adhere to the applicable procedures outlined in the tournament packet.

For groups requesting space to hold walk-a-thons; the following guidelines have been established: Walk-a-thons may be held in Clearbrook Park during the period of October 1st-March 31st. All requests for Sherando Park will be assigned the track at Sherando High School and the walking/5K trail located in the adjacent woods. A fee may be charged based on services and materials required of Frederick County Parks and Recreation Department. The Parks and Recreation Vendor Policy (#500.16) will be applicable.

For shelters, pools, or community centers; all facility reservations must be made five (5) business days in advance. Payment is due upon reservation. For requests less than five (5) business days,

a 20% fee will be assessed and reservation is not guaranteed. For use of outdoor athletic fields; adhere to the procedures outlined in the Athletic Field Use Policy (#500.01).

Approved 09/10/13

**Frederick County Parks Recreation  
Fees and Charges  
FY 2014-15**

<b>Facility</b>	<b>Fee Description</b>	<b>Resident Rate</b>	<b>Non-Resident Rate</b>	<b>Unit</b>
<b>Baseball/Softball Field Reservations</b>				
	Practice Rate	\$8.00*	\$ 13.00	Hr.
	Game Rate	\$15.00**	\$ 22.00	Hr./2 Hr. Minimum
	Tournament Rate (9AM-11PM)	\$210.00***	\$308.00***	Day - 9:00 AM-11:00 PM
	*Increased \$5.50/2 hr. for daylight reservation, Decreased \$13.00/2 hr for nighttime reservation, No Light Fees			
	**Decreased \$24.00/2 hr. for nighttime reservation, No Light Fee			
	***Increased \$60.00 per day			
<b>Soccer Field Reservation Fee</b>				
<b>Sherando Fields 1-4</b>				
Irrigated Fields	Field Use Rate	\$ 15.00	\$ 30.00	Hr./2 Hr. Minimum
	Additional lining beyond weekly lining	\$ 95.00	\$ 95.00	Day
<b>Soccer Field Reservation Fee</b>				
<b>Sherando 6,7</b>				
Non-Irrigated	Field Use Rate	\$ 10.00	\$ 20.00	Hr./2 Hr. Minimum
	Additional lining beyond weekly lining	\$ 95.00	\$ 95.00	Day
<b>Soccer Field Reservation Fee</b>				
<b>Elementary, Middle, JWHS</b>				
Non-Irrigated	Field Use Rate	\$ 10.00		Hr./2 Hr. Minimum
Cosponsored Only	Additional lining beyond weekly lining	\$ 95.00		Day

**Frederick County Parks Recreation  
Fees and Charges  
FY 2014-15**

Facility	Fee Description	Resident Rate	Non-Resident Rate	Unit
<b>High School Baseball/Softball Field Reservation Fee</b>				
Cosponsored Only	Practice Rate	\$ 8.00		Hr./2 Hr. Minimum
	Game Rate	\$ 15.00		Hr./2 Hr. Minimum
<b>Open Space Rental Reservation</b>				
	Fee	\$ 2.50	\$ 5.00	Hr./2 Hr. Minimum
	Acre	\$ 60.00	\$ 90.00	Day
<b>Disc Golf Course</b>				
	Fee	\$100.00	\$150.00	Day
<b>Shelters</b>				
Clearbrook Park	Lawrence (30)	\$ 35.00	\$ 50.00	Day
	Key Club (50-75)	\$ 45.00	\$ 60.00	Day
	JW Colonels (50-75)	\$ 45.00	\$ 60.00	Day
	Rubbermaid (50-75)	\$ 45.00	\$ 60.00	Day
	Antique Car Club (50-75)	\$ 45.00	\$ 60.00	Day
	Lions Club (100-150)	\$ 55.00	\$ 70.00	Day
	Kiwanis II (100-150)	\$ 55.00	\$ 70.00	Day

**Frederick County Parks Recreation  
Fees and Charges  
FY 2014-15**

FY 2014-15				
Facility	Fee Description	Resident		Unit
		Rate	Non-Resident Rate	
Sherando Park	Kiwanis I (200-300)	\$ 65.00	\$ 80.00	Day
	Lock Gazebo (35)	\$ 35.00	\$ 50.00	Day
	FFA (50-75)	\$ 45.00	\$ 60.00	Day
	Abex (50-75)	\$ 45.00	\$ 60.00	Day
	Ruritan (100-150)	\$ 55.00	\$ 70.00	Day
	Sandy (100-150)	\$ 55.00	\$ 70.00	Day
	Lions Club (200)	\$ 65.00	\$ 80.00	Day
<b>Paddleboat Fees</b>				
Open weekends only	Ride	\$ 2.00	\$ 2.00	per person 1/2 hr.
Clearbrook Only				
<b>SHS Community Center</b>				
Racquetball Courts	Adult	\$ 6.00	\$ 6.00	Hr.
	Student	\$ 5.00	\$ 5.00	Hr.
Weight Room (14 yrs & up only)	Student	\$ 1.00	\$ 1.00	
	Adult	\$ 2.00	\$ 2.00	
Rball & Weight Room Discount	Both	20% Discount for 10 visits		
Multipurpose Room (40' x 40')				
Full Room w/Kitchen	Hour	\$ 20.00	\$ 35.00	Hr./2 Hr. Minimum
<b>Orchard View Community Center</b>				
Gym-Full		\$ 25.00	\$ 40.00	Hr./2 Hr. Minimum
<b>Evendale Community Center</b>				
Gym-Full		\$ 25.00	\$ 40.00	Hr./2 Hr. Minimum
Activity Room		\$ 15.00	\$ 30.00	Hr./2 Hr. Minimum
Exercise Room		\$ 12.00	\$ 27.00	Hr./2 Hr. Minimum
Gym Rental Discount	20% discount for all gym rentals of 50 hours or more - must be prepaid			
<b>Gainesboro Community Center</b>				
Gym-Full		\$ 25.00	\$ 40.00	Hr./2 Hr. Minimum
Activity Room		\$ 15.00	\$ 30.00	Hr./2 Hr. Minimum

**Frederick County Parks Recreation  
Fees and Charges  
FY 2014-15**

Facility	Fee Description	Resident		Non-Resident		Unit
		Rate	Rate	Rate		
Exercise Room		\$	12.00	\$	27.00	Hr./2 Hr. Minimum
Gym Rental Discount	20% discount for all gym rentals of 50 hours or more - must be prepaid					
<b>Greenwood Mill Community Center</b>						
Gym-Full		\$	25.00	\$	40.00	Hr./2 Hr. Minimum
Activity Room		\$	15.00	\$	30.00	Hr./2 Hr. Minimum
Fitness Room (Greenwood Mill)	Adult	\$	2.00	\$	2.00	
Fitness Room (Greenwood Mill)	Student	\$	1.00	\$	1.00	
Fitness Room Discount	Both	20% discount for 10 visits				
Gym Rental Discount	20% discount for all gym rentals of 50 hours or more - must be prepaid					
<b>Swimming Pool</b>						
	Under 3	12-5 PM				Last Hour
	3-5 yrs.	Free				Free
	6-15 yrs.	\$	3.00			\$1.00
	16-54 yrs.	\$	3.00			\$1.00
	55 & over	\$	3.00			\$1.00
	Pool Rental	\$	200.00	\$	250.00	