



COUNTY of FREDERICK

Parks and Recreation Department

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MEMO

To: John R. Riley, Jr., County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: November 19, 2014

The Parks and Recreation Commission met on November 18, 2014. Members present were: Kevin Anderson, Randy Carter, Christopher Collins, Marty Cybulski, Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr.. Members absent were: Patrick Anderson and Greg Brondos, Jr.

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Recommendation for Ninth Recreation Technician – Mr. Kevin Anderson moved to fund a Recreation Technician position to effectively manage the additional basicREC locations and maintain safety this fiscal year, second by Mr. Cybulski, motion carried unanimously (6-0). Request will be forwarded to the Human Resource Committee and Finance Committee for review at their next meeting.
2. Incentive Pay Policy – Mr. Madagan moved to accept the Incentive Pay Policy as submitted, second by Mr. Longerbeam, motion carried unanimously (6-0). Please find attached a copy of the approved policy. Policy will be forwarded to the Human Resource Committee for review at their next meeting.
3. Cosponsor Committee – Youth Sports Partner Policy – The Cosponsor Committee recommended to endorse the Youth Sports Partners policy as submitted, second by Mr. Longerbeam, motion carried unanimously (6-0). Please find attached a copy of the approved policy.
4. Buildings and Grounds Committee – Northwest Sherando Park Update – No action taken.

cc: Charles R. Sandy, Jr., Chairman
Christopher Collins, Board of Supervisors Liaison
Paula Nofsinger, Human Resource Director
Cheryl Shiffler, Finance Director
107 North Kent Street
Winchester, VA 22601

YOUTH SPORTS PARTNERS
500.02

PURPOSE:

To promote and provide assistance to recreational youth sport programs in Frederick County for established groups.

GOAL:

To provide and expand recreational sport opportunities for Frederick County youth by aligning with established recreation groups.

POLICY:

Youth Sports Partners (YSP) must provide an all-inclusive recreational youth sports activity that is not currently being provided by Frederick County Parks and Recreation Department (FCPRD) to a minimum of at least two hundred Frederick County youth.

Youth Sports Partners shall not restrict participation on the basis of race, creed, color, religion, national origin, or sex. YSP groups shall meet the requirements of the Americans with Disabilities Act as it applies to FCPRD. Youth Sports Partners shall abide by all Departmental rules, regulations, and policies wherever applicable.

Youth Sports Partners meeting the terms of this policy and approved by the Frederick County Parks and Recreation Commission will be allocated space for their activities by FCPRD. Space allocations will be based on the number of children, needs of program, prior usage, prior season's performance, and community demand for facility.

Space allocations will be detailed in a seasonal agreement. YSP will pay for field space based off a facility fee per participant. The facility fee per participant will be provided annually by FCPRD.

Each Youth Sport Partner agreement must be approved by the Frederick County Parks and Recreation Commission.

FCPRD shall provide the following services where possible under the Youth Sports Partner agreement:

- a. Publicity for registrations and league contact information
- b. Request Frederick County Public School facilities on behalf of the Youth Sports Partners

Youth Sports Partners will be responsible for:

- a. Proof of non-profit status by providing a copy of the organizations 501-C3 statement
- b. 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

- c. Provide the department with accurate records of board members and officers; including their name, address, and phone number and expiration date of their term
- d. 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
- e. Provide the number of participants, number of Frederick County participants, and cost of registration fees
- f. Designate one individual to interact with FCPRD for scheduling
- g. Provide and meet training standards for all head coaches and provide FCPRD a copy of the training program
- h. 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
- i. Accept all facilities as is and leave in a similar state of cleanliness as upon arrival
- j. Pay the established fees before utilizing space.

Fees for Youth Sports Providers will be determined by the following formula:

- a. $\text{FCPRD Facility Fee}^* \times \text{Total Number of enrollments} \times \text{percentage of league in Frederick County facilities. Based on the prior year's schedules.}$
- b. Spring and Fall seasons will be treated as separate seasons

*The FCPRD Facility Fee is determined by taking all costs associated with providing recreational programs to the community and divided by the total number of participants

Approved: November 2014