

Sarasota County Parks, Recreation and Natural Resources



Athletics Manual

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The Sarasota County Parks, Recreation and Natural Resources (PRNR) issues permits for the usage of athletic fields and facilities or organizations, schools, general public, and private for-profit entities for recreational activities and programs. The purpose of this guide is to outline the procedures, regulations, and allocation priority for the permitted use of athletic fields. Due to the demand for use of athletic fields, it is imperative that all user groups abide by the guidelines and procedures set forth in this guide. Sarasota County reserves the right to modify, change locations or cancel user permits. Any group may be moved to an alternate location or permit cancelled at staff's discretion to accommodate higher priority use, even after a permit is issued (i.e. Sports Tourism initiatives, maintenance issues, etc.). We value your feedback and welcome you to contact the Reservations Office at (941)-861-7275 or by email at parksonline@scgov.net with any questions or suggestions.

1. Athletic Field and Park Usage Guidelines

- a. **Safety:** Permit holders are solely responsible for determining if any field is safe and appropriate for any intended use prior to use. Permit holders are expected to inspect any field/facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the PRNR in writing of any perceived unsafe or dangerous condition.
- b. **Cooperative Use:** In an effort to support general use, independent teams, travel ball teams and sports tourism initiatives, we ask our athletic users to partner with the County to share the use of athletic fields and facilities. Athletics staff will contact the league, organization or athletic user, which has priority use of athletic fields, with requests for use of their respective facilities. Leagues, organizations or athletic users must respond within 15 days of receipt of request. If no response is received, then Athletics staff will move forward based on availability. Large events that have a significant economic impact on our community will be given higher priority in scheduling. Typically, these events are statewide or national in nature and may require many months of preplanning to secure venues. In these instances, with significant advance notice, users may be required to shift their schedules to accommodate such events.
- c. **Field Usage:** Subleasing fields (reserving fields under one group and allowing another group to use it) is strictly prohibited by Sarasota County Parks, Recreation and Natural Resources. Failure to adhere to this requirement could result in halting of future reservations.
- d. **Field Closures:** Field closures may result from inclement weather, poor playing conditions or field damage which may cause hazardous and other safety circumstances for the public or excessive repair work to bring the field back to a playable condition. If the field has been rained out or closed for any reason including maintenance, and Athletics staff has closed the fields for play, please "STAY OFF THE FIELD". Organizations are not allowed to try to prep the field, to ready for play condition, even if the field has dried out since the rainout announcement. If leagues, including coaches and/or volunteers, are found responsible for damaging playing facilities they may be suspended from use of athletic fields. Suspension from facility use may also result due to down time for repairs on playing fields.
- e. **Inclement Weather:** Sarasota County Parks, Recreation and Natural Resources does not provide a weather monitoring system or associated alerts/advisories to park users. The determination to be outdoors during adverse weather conditions rests solely with park users. Lightning and other weather-related phenomena are known hazards and

everyone has a responsibility to monitor their environment.

- f. **Field Rest and Renovation:** A rest and renovation program is scheduled for Sarasota County Parks, Recreation and Natural Resources fields. Only the PRNR may contract outside contractors to perform field renovations. The PRNR will attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.
- g. **Regulation:** Any activity in a County Park facility will be conducted according to applicable laws, rules, regulations and ordinances. Any individual or organization which fails to comply with the laws, rules, regulations, ordinances, County policies and procedures and/or terms of the facility use agreement or contract, including required payments when due, may be prohibited from using County Park facilities for a period of time in the future at the discretion of the PRNR Director.
- h. **Reservation Scheduling:** All reservations are minimally reserved and charged for one (1) hour, unless otherwise stated, and any additional reserved time is in one (1) hour increments.
- i. **Reserve the Right:** PRNR staff reserve the right to reschedule, cancel or transfer reservations due to weather events, public health and safety concerns, construction or maintenance projects, facility conditions, staff error, or because the terms and conditions not met or any other reasonable, acceptable cause.
- j. **Vehicles:** Driving vehicles, except in areas specifically designated, is prohibited by Sec. 90-33 S.C.C.O. Use of authorized emergency and law enforcement vehicles, authorized maintenance or repair vehicles, or marked vehicles of public safety and public service agencies are permitted.
- k. **Vandalism:** There are no provisions made in the Parks, Recreation and Natural Resources Department budget to address vandalism. Damage to public property is a serious problem that concerns all of us. Leagues should make every effort to lock doors and secure equipment. Immediately contact the non-emergency police number to report the vandalism and obtain a case number. Contact the Reservations Office immediately after, at (941)-861-7275 or by email at parksonline@scgov.net, and provide details, including the case number.
- l. **Soccer Goals Safety:** Permittee is required to check soccer goal safety prior to and after use. Permittee must ensure goals have sandbags and are properly placed in order to maintain safe and effective anchorage.
- m. **Pets:** Pets are not allowed on any of our athletic fields. It is crucial that all park visitors adhere to pet-friendly policies for the safety of park patrons. Visit scgov.net/Parks for more information on dog parks and dog-friendly parks.
- n. **Sportsmanship:** Sarasota County Parks, Recreation and Natural Resources is dedicated to promoting sportsmanship among all, partnerships within the community and a positive athletic environment for all.
- o. **Holidays:** Always be sure to double check your reservation receipt, as holidays could interfere with your expected schedule. We do not staff on holidays, so please prepare your requests accordingly.

2. Athletic Field Prioritization: Due to the limited number of fields available, the following categories will serve as a guide in determining the priority of allocation and use of athletic fields. PRNR Athletics staff will attempt to accommodate all field space requests

received. When there are field space allocation conflicts, staff will assign usage based upon the prioritization defined below, historical usage by an organization, and organization's conformance to rules, regulations, and recreation permit requirements. Consideration of field use will also factor in regular maintenance, major maintenance, and prescribed field rest periods to ensure safe playing surfaces.

Any group may be moved to an alternate location or permit cancelled at PRNR staff's discretion to accommodate higher priority use or to preserve field conditions/allow field to rest, even after a permit is issued (e.g, sports tourism tournament, maintenance issues).

Priority Group 1:

- Sarasota County PRNR sponsored or co-sponsored activities
- Formal Contracts – Organizations with Board of County Commissioners approval
- Recreation Facility Use Agreement or a similar type agreement
- Government entities with Interlocal Agreements desiring to use designated parks for leagues, programs, and events

Priority Group 2:

- Local, Sarasota County-based non-profit/not-for-profit organizations providing ongoing youth/senior athletic recreation programs. At least 65% of participants are residents of Sarasota County (e.g., Recreation leagues where "everybody plays")
- Sarasota County School Board and School Board non-profit charter school use to support local athletic programs
- Grant recipients of the Visit Sarasota County Sports Event Grant Program

Priority Group 3:

- Local, Sarasota County based non-profit/not-for-profit organizations providing ongoing adult athletic recreation programs to Sarasota County residents. At least 65% of participants are residents of Sarasota County (e.g., Recreation leagues where "everybody plays")
- For profit schools, private, home and other educational based school uses to support local athletic programs

Priority Group 4:

- Local, Sarasota County-based non-profit/not-for-profit organizations providing ongoing competitive athletic programs (e.g., competitive teams, travel ball teams, tryout to play, associated with existing, ongoing organizations providing athletic recreation programs)
- Sarasota County residents, general public use (e.g., family reunion, picnic, typically private event)

Priority Group 5:

- Local, Sarasota County based for profit organizations providing ongoing competitive athletic programs (e.g., competitive teams, travel ball teams, tryout to play)
- Local, Sarasota County based commercial/for profit entities

Priority Group 6:

- All other programs, organizations, events or uses

3. General Athletic Field Permit Guidelines

- a. **Criteria for Determining League Status:**
 - i. Must be part of a sanctioned body (documented)
 - ii. Must submit a league schedule in accordance with the guidelines
 - iii. Must provide an updated Certificate of Insurance
 - iv. Must play local league games (as opposed to reservations strictly for practice and traveling elsewhere for games at tournaments)
- b. **Athletic League Reservations (e.g., MSS, Cal Ripken, VAYSA):** Schedules must be submitted on the Athletic Field Reservation Request Form. Submitting a request on time will ensure accurate scheduling of lights and/or field preparation.
 - i. **Initial Practice Schedule-** Submit at least five (5) business days prior to the start of the first reservation, including all pre-season try-outs, strength conditionings, and practice schedules before your official season begins.
 - ii. **Game Schedule** – Submit at least five (5) business days prior to the start of the first game of season.
 - iii. **Fees** – An initial deposit of at least 50% of field usage “season fees” is due up front with initial practice and game scheduling. Staff will apply partial payment to all reservations scheduled. Remaining field usage fees along with other fees including lights will be billed monthly. Staff shall complete billing no later than the 10th of the month for the preceding month and all outstanding fees due are payable by the last day of the month (See Exhibit A). Sarasota County Parks, Recreation and Natural Resources reserves the right to halt reservations if a household is delinquent in payment until payment is remitted. Repeated delinquency in payment could result in the requirement of upfront payment.
- c. **Ongoing Organizational Use (Ex: YMCA, Schools):** Schedules must be submitted on the Athletic Field Reservation Request Form (Form 1). Submitting your request on time will ensure accurate scheduling of lights and/or field preparation.
 - i. **Initial Practice Schedule-** at least five (5) business days prior to the start of the first reservation, including all pre-season try-outs, strength conditionings, and practice schedules.
 - ii. **Game Schedule** – at least five (5) business days prior to the start of the first game of season.
 - iii. **Fees** – An initial deposit of at least 50% of field usage “season fees” are due up front with initial practice and game scheduling. Staff will apply partial payment to all reservations scheduled. Remaining field usage fees along with other fees including lights will be billed monthly. Staff shall complete billing on later than the 10th of the month for the preceding month and all outstanding fees due are payable by the last day of the month (See Exhibit A). Sarasota County Parks, Recreation and Natural Resources reserves the right to halt reservations if a household is delinquent in payment until payment is remitted. Repeated delinquency in payment could result in the requirement of upfront payment.
- d. **General Reservations (Ex: Travel Ball, General Public, Special Events, etc.):** Typically, these are 1-2 day usage and not ongoing in nature. May be seasonal in nature.
 - i. **General use no prep needed** – up to 2 p.m. prior to day of usage.
 - ii. **General use prep needed** – at least five (5) business days prior to day of usage.
 - iii. **Fees** – payable at time of scheduling and issuing of permit.
 - iv. **General Public** – reservations not to exceed 4-hours unless otherwise approved by County.

4. Light Fees

a. Athletic Leagues and Ongoing Organization Use:

- i. **Fees** – All county-facilitated, partnered leagues light fees will be billed monthly for the preceding month's usage. Staff shall complete billing no later than the 10th of the month for the preceding month and all outstanding fees due are payable by the last day of the month.
- ii. **Adjustments** – Adjustments for cancelled usage or rain outs will be applied to the following month's bill or a refund will be processed no later than 30 days past the last scheduled field use.
- iii. **Demand Charge** – Lighting Demand Charge will be reimbursed to all approved County facilitated, partnered program providers for all months other than June, July and August per the most current version of the pricing plan.
- iv. **Pins/Accounts** – Pin codes will be issued and organizations are responsible for any and all fees associated with Skylogix pin code usage or Musco accounts. An acknowledgement will be signed by a representative of the group agreeing to all fees associated with the pin and/or accounts.
- v. **Light are scheduled based on 15 minute quarter hour increments.**
- vi. **Penalty** – Failure to pay light fees in a timely manner, and if account is more than 60 days past due, may result in suspension of usage.

b. All Other Entities including Travel Ball or similar usage

- i. **Fees** – All other entities utilizing lights will be billed at time of permit reservation and fees are due prior to the usage.

c. Skylogix

- i. Each league or user will be assigned a pin number to turn on scheduled lights for use. This pin is only valid 15 minutes prior to scheduled use and no later than 15 minutes after scheduled end use. Lighting fees are charged at time of billing to specific user groups based on pin number. It is imperative that each user group use only the pin number assigned of their organization (See Exhibit B).

d. MUSCO

- i. Sarasota County Parks, Recreation and Natural Resources has transitioned to the MUSCO lighting system. If you have reservations at a MUSCO site, see Exhibit E (please note that Sarasota County Parks, Recreation and Natural Resources staff must create an account for you, so reach out to Parks Online at 941-861-7275 if you have any questions).

e. Lighting issues

- i. If you have a confirmed reservation and the lights do not come on as scheduled, please call 941-861-5000 for assistance. Please also notify Parks Online at 941-861-7275 the next day if this occurs.

5. General Athletic Field Permit Approval: Users do not have permission to use Sarasota County operated and maintained athletic fields until proper payment has been received along with the paperwork including:

- a. **Athletic Field Reservation Request Form (if required):** Completed form detailing all practices, tryouts, games, etc.
- b. **Acknowledgment:** All athletic field users are required to sign and submit a signed *Facility Permit Sales Receipt* per each permit issued or sign a yearly *Acknowledgement of*

Agreement of Terns and Understanding of Policies and Ordinances. Additionally, if a pin code is assigned for use of lighting, an organization or league representative will be required to sign an acknowledgement of responsibility for all lighting activated by usage of pin.

- c. **Insurance:** A certificate of liability insurance naming Sarasota County as additionally insured.
- d. **Consumer Certificate of Exemption (DR14):** Indicating tax exempt status if applicable. Failure to provide a DR14 will result in taxes being charged accordingly.
- e. **Fees:** Any fees outstanding for more than 60 days may result in immediate cancellation of future reservations, field usage, and permits until such time as account becomes current or an acceptable payment plan has been established.
- f. **Sarasota County does not allow multiples organizations to reserve the same space at the same time (i.e. no splitting of fields by different groups or leagues)**

6. Athletic Fee Adjustments

- a. **Athletic Leagues and Ongoing Organizational Use** – Organization’s primary scheduling representative must contact the scheduling office by email at parksonline@scgov.net within five (5) business days of a light failure or on-site game/practice rainout cancellation to confirm a credit. Unconfirmed schedule changes will not be credited to your organization.
- b. **Central Cancellations** – Cancellations announced centrally by PRNR Athletics staff at 3:00 pm will automatically result in a cancellation and credit of fees for cancelled time frame. A mass email will be sent by Parks Online articulating Athletics imposed closures. It is your responsibility to check for these emails and communicate with your league. It is also your responsibility to ensure that the contact information for your league is correct with Parks Online, as there is only one point of contact per league. Sarasota County has also implemented a rainout line that may be utilized via phone (941-662-4141) or text (rainoutline.com). If you have any questions about closures, you can call Parks Online at 941-861-7275 Monday through Friday, after hours or weekends call 941-861-5000.
- c. **Inclement Weather** – Adjustments for cancelled usage or rain outs will be applied to the following month’s bill or a refund will be processed no later than 30 days past the last scheduled field use.
- d. **Schedule Adjustments** – will only be processed minimally in 30 minute increments.

7. Field Permit Tournament / Event Application

- a. **Resource Availability/Staffing:** Advance notice of tournament/event needs is essential to ensuring PRNR’s commitment to over 100+ local leagues, organizations, and other stakeholders while balancing available resources with additional weekend field usage. Additionally, reasonable notification is required for shifting from a normal schedule. Furthermore, PRNR has a commitment to ensure that the ongoing maintenance and operational requirements are met within available fiscal funding. Sarasota County Parks, Recreation and Natural resources certified volunteers may be required during a reservation based on staffing capabilities.
- b. **Cooperative Use:** In an effort to support sports tourism initiatives, we ask our athletic users to partner with the County to share the use of athletic fields and facilities. Athletics staff will contact the league, organization or athletic user, which has priority use of athletic fields, with tournament/event requests for use of their respective

facilities. Leagues, organizations or athletic users must respond within 15 days of receipt of request. This communication must come directly from the league appointed point of contact for Athletics, and it must be emailed directly from that contact to the Athletics office (no forwarding of emails). If no response is received, then Athletics staff will move forward with scheduling the tournament. Large events that have a significant economic impact on our community will be given higher priority. Typically, these events are statewide or national in nature and may require many months of preplanning to secure venues. In these instances, with *significant advance notice*, users may be required to shift their schedules to accommodate such events.

- c. **Entry and Parking Fees:** PRNR and/or permitted event organizers may charge usual and customary parking and/or entry fees, as determined via periodic review of similar entities within the Comparable Counties, for programs and/or events held at PRNR locations.
- d. **Application Submittal:**
 - i. Tournament/Event requests must be submitted on the *Tournament/Event Request Form*. It is the responsibility of the tournament organizer to submit the application and secure dates for future events. Dates will not be automatically reserved in the reservation system.
 - ii. Tournament/Event requests must be submitted separately from regular season game or practice request according to the application cycle deadlines detailed below.

Application Cycle Deadline	County Approval By	Tournament/Event Cycles
July 5	August 1	October, November, December
October 5	November 1	January, February, March
January 5	February 1	April, May, June
April 5	May 1	July, August, September

- iii. The applicant completing the Tournament/Event Request Form must prioritize the submitted requests, if requesting more than one usage during any Tournament/Event Cycle.
- iv. Organizers have the ability to apply in any cycle for future Tournament/Event dates.
- v. PRNR Director or designee at their discretion, may provide advance approval for tournament for competitive bid processes and/or high profile national or international events.

8. Tournament / Event Payment Schedule

- a. **Deposit** – Upon tournament approval, a tournament deposit of 50% of projected field usage fees is due within seven (7) business days of notification of tournament approval.
- b. **Failure to Pay** – Failure to pay deposit according to guidelines will result in tournament/event date being released and full retention of application fee.
- c. **Balance** – The balance of rental and any other fees are due 10 business days prior to the beginning of tournament start date. It is the tournament organizer’s responsibility to follow-up with the appropriate deposit, payment, and schedule as outlined above. Light fees are due within 48 business hours after being billed.
- d. **Final Field Schedule** – Due 10 business days prior to the beginning of tournament start date.

- e. **Add on Fields** – Up to 10 business days prior organizer may request the addition of up to two (2) fields at existing sites and days at normal tournament rate without penalty. (Note: not the “final” game schedule, but the projected use of specified fields, start and end times for games each day). Existing sites are defined as the original tournament locations submitted on the Tournament/Event Request Form and initially approved by the PRNR Athletics Office.

9. Tournament / Event Security Deposit and Cancellations

- a. **Security Deposit** – At the time of final payment of the rental and permit fees, a \$200.00 security deposit is due and payable per event (Note: This is an additional cost and separate from the initial 50% tournament deposit).
- b. **Cancellations** – Cancellations received prior to 30 days in advance will receive a partial refund minus a \$100 processing fee. Any field usage cancelled after this date will result in no refund. At staff’s discretion, cancellation consideration may be given to organizer in the event of a local, regional, or national issue which may affect the ability to travel to tournament/event destination.
- c. **Economic Impact Forms** – All tournament/event organizers, with or without a Sarasota County Sports Commission Grant (SCSC), are required to complete the post-event economic impact forms. Security deposits will be held, until all such forms are submitted to the PRNR. An electronic response must be submitted within 14 days after the conclusion of the tournament/event in order to process/refund the security deposit.
- d. **Damages** – The user shall be responsible for all costs associated with damages to park facilities, equipment, furnishings, and grounds. The security deposit shall be refunded upon verification by staff that the facility or grounds or other rental area has been returned to a condition similar to that prior to the rental and that there has been full compliance with the agreement/permit authorizing the event.
- e. **Prior Condition** – Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs above the amount of the deposit. A violation of any rental condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group, and/or organization shall result in forfeiture of the deposit.

10. Special Events

- a. Special Event is defined as any organized activity which is open to the public and occurring on County-owned property for which the organizer requests use of County services, open spaces and/or structures above and beyond the ordinary everyday use. Scheduling of Special Events will be determined by staff. Event type and size are measures that play an important role in determining the viability of each space.
- b. Permittee and/or event organizer shall follow Sarasota County Code of Ordinances Section 90-33. If permittee fails to comply with permits and ordinances, they are subject to denial of future permits.
- c. Prior to the Special Event, the Permittee shall meet with park staff to review the locations of restricted areas within the park. It shall be the Permittee’s responsibility to supervise and ensure no items (e.g., tents, stages, sound equipment, etc) or personnel are within the restricted areas.
- d. A facility use permit is required for Special Events within county owned and/or operated

parks. Other permits may be necessary including a Temporary Use Permit (TUP) and if the event is held in a County owned and/or operated park within other jurisdictions, local, state, and federal permits and/or licenses may be required.

11. **Volunteers**

- a. **Direct Volunteers – Athletic Maintenance/Field Steward:** The County has invested significant time and resources in providing quality athletic turf and playing surfaces. In an effort to keep the fields and surfaces in a safe and optimum playing condition, the County has developed a specialized volunteer program for interested individuals to become trained and certified to perform volunteer athletic maintenance duties. Once certified, under staff supervision, volunteers perform specified duties to assist with athletic maintenance which primarily consists of field preparation. In order to augment County services, we welcome your participation. To find out more about volunteer opportunities, please contact our Athletics office at 861-9882 or lbelle@scgov.net.
- b. **Indirect/3rd Party Volunteers** – Currently, the Sports Development and Athletics Division partners with over 100 athletic leagues and organizations for the provision of recreational and competitive sport programs within our community. Many of these relationships are through Board adopted agreements or through reservation permits. The County provides the maintenance of the grounds and facilities and relies on the partners to provide the direct programming. We encourage leagues and organizations to report volunteer hours quarterly by December 31, March 31, June 30, and September 30. This information is critical to show the value of sports and partnerships within our community.
- c. **Volunteer Hours Reporting** – We encourage leagues and organizations to report volunteer hours quarterly by December 31, March 31, June 30, and September 30. This information is critical to show the value of sports and partnerships within our community. Currently, the Sports Development and Athletics Division partners with over 100 athletic leagues and organizations for provision of recreational and competitive sport programs within our community. The County provides the maintenance of the grounds and facilities and rely on the partners to provide the direct programming.
- d. **Volunteer Hours Reporting (tournaments)** – If Sarasota County Parks, Recreation and Natural Resources certified volunteers are going to be at a tournament, the tournament director is required to provide the names of those volunteers to the Athletics office before the tournament begins. The tournament director is also required to provide the hours volunteered for each previously submitted name to the Athletics office with their post event economic impact form after the tournament.

12. Athletic League Meetings: It is important that all leagues send a minimum of ONE representative to each Parks, Recreation and Natural Resources Department athletic league and organization meeting. These meetings are typically held at Twin Lakes Park Extension Office on a semi-annual basis and begin promptly at 6:00 p.m. This is imperative in order to foster two-way communication and to receive firsthand the latest information.

13. Annual Information: If your athletic league or organization has a Board of County Commissioners approved Recreation Facility Use Agreement, the following documents are required to be submitted annually:

- a. Written By-laws:

- i. Each league shall be governed by a written set of by-laws, the provisions of which shall be executed by a Board of Directors. A copy of the most up-to-date laws (and constitution, if applicable) must be on file with the Athletics Office.
 - ii. Each league is to submit a signed checklist to the Athletic Office confirming that their by-laws contain the necessary requirements.
- b. Board Members:**
 - i. An updated list of board members with addresses, phone numbers, and other contact information is required and shall be submitted to the Athletics Office within two (2) weeks following an election and/or appointment of any new board members. It is the responsibility of the league to notify the Athletics Office if this occurs.
 - ii. Each league is to utilize the Athletics approved form to submit this information (See Form 5).
- c. Non-Profit Status:**
 - i. All leagues that desire to be recognized as a league by the County must be a lawfully established non-profit organization and duly registered as such with the State of Florida. The league shall provide the Athletics Office a copy of its incorporation papers, as well as proof of its current active status with the Secretary of State's office. For contract and insurance purposes, leagues shall adopt and be recognized by their organization name as registered with the State of Florida or as a "DBA" of that organization. Leagues that do not maintain active corporate non-profit status WILL NOT be considered a league by the County and will be charged rental fees accordingly.
 - ii. See Exhibit F for example of acceptable paperwork.
- d. League Finances and Financial Annual Report:**
 - i. All leagues, required by contract, shall supply the County with annual Financial Reports by August 1 of every year. The league's president, assuring the veracity and accuracy of the statement, must sign the financial report.
- e. Annual Background Screening Results and Policy:**
 - i. All leagues and organizations are required to submit an annual acknowledgement that they have performed volunteer and employee screening and background checks.
- f. Permit Acknowledgement:**
 - i. All leagues and organizations are required to sign an Athletic Field Permit Acknowledgement Form annually acknowledging the rules and regulations as shown on the Permit (See Exhibit C).
- g. Lighting Agreement:**
 - i. All leagues and organizations are required to sign an Athletic Lighting Agreement Form annually acknowledging the lighting policies and procedures (See Exhibit B).
- h. Updated Certificate of Insurance:**
 - i. All leagues and organizations are required to provide an up to date Certificate of Insurance before the current one expires (See Exhibit D).
 - ii. Each league with a Facility Use Agreement must ensure that their Certificate of Insurance reflects the requirements of their Facility Use Agreement in order for it to be accepted.

14. Registration and Discrimination: All leagues and organizations that use County playing fields shall have open registration for participants. It is understood that some youth and adult leagues limit registration to a certain geographic area. In such cases, registration shall be open to all within that area. Due to the limited number of playing fields, it may be necessary for leagues to limit the number of participants so as to not exceed the field space availability at their park. Once capacity is reached, the league shall implement a waiting list for further registrants. The system by which registrants shall be placed off the waiting list and onto teams shall be published by the league. The County has no obligation or responsibility to find additional play or practice space for any leagues that register a number that exceeds capacity for its field. Staff may make the business case for additional fields through the appropriate procedures.

The league and its Board will set the dates and times for registration and those dates will be furnished to the general public through normal publicity methods. Each league will provide the Athletics Office with a list of the dates, times, location and cost of registration thirty (30) days prior to the first day of registration.

Subject to appropriate classification for the purpose of insuring the health, welfare and overall safety of participants, each league agrees that all persons shall be offered the opportunity to participate in the programs of the league regardless of race, national origin, religion, sex, age, and handicap in accordance with all applicable state and federal laws unless such participation would create a risk to the participant.

15. Volunteer and Coaches Certification: The leagues shall have a written policy that governs the application, screening and selection of all managers, coaches, coordinators and volunteers. The leagues may take into account a volunteer's tenure, certification or other factors in assigning managers, coaches, coordinators and volunteers. A copy of this policy shall be furnished to the County. This is required to be in the league's/organizations submitted by-laws (See Form 4).

Volunteers are essential to the success of any organization. Per Florida Statute Chapter 943.043, all volunteers are subject to a background check. Information below is guidelines recommended to comply with this requirement. An effective screening process is not just a background check. The National Alliance for Youth Sports (NAYS) indicates an eight-step guideline for a comprehensive background screening process to ensure the safety of the participants within youth leagues and organizations.

A Written Screening Policy

- a. Job Descriptions for all positions
- b. Completed Application Forms
- c. Completed Consent and Release Forms
- d. Verify References and Information
- e. Interview Applicants
- f. Conduct Formal Background Checks
 - i. Licensee shall comply with Section 943.04351, Florida Statutes. The legislation imposes an affirmative obligation upon all governmental subdivisions and organizations to perform limited background checks on any individual prior to employment or appointment, whether for compensation or as a volunteer, at

any park, playground, day care center, or such place where children regularly congregate. The background investigation that is required by this legislation pertains solely to an individual's sexual predator and sexual offender status. This information may be obtained by contacting the Florida Department of Law Enforcement through its internet site or toll-free telephone number. While there is no requirement within the legislation to maintain any records evidencing that such an investigation was conducted, Sarasota County Government requires that files be maintained on the Premises with such information and updated on a yearly basis. Evidence of background checks must be submitted with annual report.

- g. Evaluate results

16. General Maintenance and Grounds: One of the most important aspects to maintaining top quality facilities is preventative maintenance. When athletic fields are heavily used, maintenance problems become more complex. To maintain an expected high standard level of service it takes a certain amount of renovation and recuperation for playing surfaces to retain game condition quality. In order for the Parks, Recreation and Natural Resources Department to adequately maintain athletic fields, it will take a concerted and cooperative effort from all parties to help minimize the damage caused by continuous and/or excessive play. The Parks, Recreation and Natural Resources Department may have to close down playing fields during the off season for renovation purposes as well as strategic closing during the season.

a. League and Organization Requirements:

- i. League leaders must assume an active role in keeping their organization informed of proper care of the facilities, including reporting safety-related situations, policing the area after play.
- ii. Leagues must accept responsibility for the actions of their participants with regard to safety and causing damage to the facilities.
- iii. Leagues who maintain primary use of certain areas must lend support in maintaining designed areas which includes picking up trash and turning off lights.
- iv. The Parks, Recreation and Natural Resources Department will make the final determination as to whether games will be played on any given day/night up until game time. Every effort is made by Parks, Recreation and Natural Resources to inform leagues/organizations in a timely manner. It is the responsibility of the league/organization to refrain from playing on athletic fields during unexpected inclement weather.
- v. If leagues, including coaches and/or volunteers, are found responsible for damaging playing facilities they may be assessed a MINIMUM of a \$50.00 fee depending on the actual cost of damages. Suspension from facility use may also result due to down time for repairs on playing fields.
- vi. Leagues are prohibited from making any unauthorized repairs.
- vii. Notify staff on site or email maintenance issues to parksonline@scgov.net.

b. Locks and Keys: Changing and duplicating keys to doors and gates on County property is prohibited. Any subsequent expense for replacement of keys/locks or damage to doors and gates will be the responsibility of the youth and adult leagues.

c. Advertising and Signage: Any signage or screening placed on fences for promotional and advertising purposes will be the responsibility of the respective youth league

organization for care and maintenance. Please note that only leagues with a Board of County Commission Approved Agreement are permitted to display signage within their respective athletic facility. All signs must be made of vinyl or mesh and have vents for air flow. Organizations may be required to remove signage during the off-season or during extreme weather conditions. The Parks, Recreation and Natural Resources Department reserves the right to remove signage or windscreens if deemed necessary and is not liable for any damage to the sign or banner, or in the case either destroyed or lost during transfer. Sarasota County Parks, Recreation and Natural Resources also reserves the right to remove signage (or require the removal of signage) that is deemed inappropriate or in conflict with the best interest of park patrons.

Advertising signs or banners sold by the leagues must be placed on the inside of the field fences so they are visible to spectators. Advertising signs may not face outward toward a street or parking area. No alcohol, tobacco, drugs or sexually explicit advertisements on signs. The County must approve all signs commemorating the name of a field in advance and in writing. The County must approve placement of all other signs at the facility.

- d. **Renovate or Build New:** All requests to build or renovate an existing structure or facility, or for any new construction, must be addressed to the Parks, Recreation and Natural Resources Director on league letterhead signed by the president of the requesting league. Since requests vary in nature and may require permitting, please make your requests at least six (6) months in advance of your desired completion date. All volunteers working with the project will be required to sign a volunteer waiver agreement.

17. Parking: It is imperative that vehicles are parked only in areas designated for parking. Emergency vehicles require clear access to freely pass to and from destinations. We must make every effort not to block roads or corridors that would hinder passage for these vehicles when unexpected circumstances arise. Furthermore, parking in unauthorized areas can result in damage to turf or sprinkler systems. Also, due to the nature of athletic fields and the number of participants and visitors in and around them, inappropriately parked vehicles create potential danger to life and property. Therefore, leagues are required to have participants, spectators and volunteers park in designated parking areas only. ***No league shall charge for parking or admission on County property without written permission from the Parks, Recreation and Natural Resources Director.***

- i. Parking on athletic fields is strictly prohibited.
- ii. Parking or driving on walking and bike path is strictly prohibited.
- iii. Parking or driving on sidewalks is strictly prohibited.
- iv. Parking on grassed or landscaped areas, unless designated as additional parking areas by Parks, Recreation and Natural Resources officials, is strictly prohibited.
- v. Parking on roadways or thoroughfares is strictly prohibited.
- vi. Coaches dropping off equipment near a playing facility are permitted to do so. However, they are instructed to park their vehicle in designated areas immediately after completing the drop off of all equipment. Failure to do so may result in being towed or ticketed.
- vii. League officials must communicate to parents, via their coaches, that driving in restricted areas to drop off their children is strictly prohibited.
- viii. Please note: Special allowances will be made for disabled individuals who

otherwise would have a difficult time getting to a playing field to participate or be spectators. However, the vehicle must have a handicap tag to remain parked in an unauthorized area. Any other requests for special parking or access must be made, in writing, to the Parks, Recreation and Natural Resources Department Director, or designee, for consideration and authorization. Sarasota County Parks, Recreation and Natural Resources continues to apply and install ADA improvements on an ongoing basis.

- ix. Please obey all traffic laws.
- b. **Parking Fees (General):** Effective date for implementation of parking fees at County-owned or County-maintained facilities or parks shall be determined by Board resolution. Fees are subject to change by Board resolution.
- c. **Parking and Admission Fees (PRNR/Permitted Users):** Notwithstanding the above, PRNR and/or permitted users may charge usual and customary parking and/or entry fees, as determined via periodic review of similar entities within the Comparable Counties, for programs and/or events held at PRNR locations.

18. Concessions: To enhance the enjoyment of the citizens and visitors during use of Sarasota County Parks, Recreation and Natural Resources facilities and athletic fields, the County Administrator or designees may grant Concessions use to athletic leagues or other charitable organizations which have been identified by the Director, or designee, or Parks, Recreation and Natural Resources Department as lawful not-for-profit organization for the provision of refreshments and sundry items during the course of league play or recreational events.

- a. The athletic leagues having primary use of a given complex has first call to provide concessions.
- b. No league shall enter into Third Party Vendor License Agreement(s), without prior written approval from the Director of designee.
- c. Leagues may also request permission to provide scoreboards with vendor advertising. If approved, the league must advise the vendor that any rights and contractual obligations are solely between the league and the vendor and are subject to the limitations contained in the License agreement.
- d. PRNR endeavors to provide and promote opportunities for mobile vending, outdoor fitness instruction and guided tour/rental opportunities within parks which enhances visitor experiences while supporting the compatible use of designated parks. Such opportunities shall align with the PRNR vision and use resources in a responsible manner. Per S.C.C.O., staff have authority on determining available locations and times of permitted opportunities while balancing use, management, and operation of parks. Every park may not be suitable for permitted programs and may be offered only seasonally. Staff has the authority to make alternative suggestions or deny the permit if the activity is not suitable for the requested County Park, if it does not align with the PRNR vision, and/or if negative ecological, environmental impacts will be caused by permit activity.

Any vendor participating in a permit program must submit a registration/application, provide proof of insurance and/or any licenses as required, a minimum of 14 days prior to initial use. PRNR reserves the right to cancel any permit in which a vendor fails to meet mandatory criteria, such as maintaining necessary permits and licenses, noncompliance with rules, regulations and/or permit guidelines, operating outside of

permitted time, lack of payment or any other reason deemed necessary by staff. Vendors may not sell alcoholic beverages, canvas the park area with any brochures, flyers, or other promotional literature, conduct verbal callouts and giveaways, display signs, banners, or other advertisements for the purpose of soliciting business off site. Logos and signs painted on or attached to vehicle bodies are permissible, provided they are permanently affixed to said vehicle.

If deemed in the best interest of the County or in support of a program/special event, the Director or designee may authorize additional days and/or hours beyond limits specified.

Mobile Vending Permit - Food/Drink

- A vendor that sells food cooked on-site or pre-packaged including, ice cream, frozen items and non-alcoholic beverages.
- Permits provide use of a designated space within a park in three (3) hour blocks of time up to six (6) hours per day, per permitted location. Vending opportunities will only be scheduled in three (3) hour increments, nonproratable.
- Vendors may only reserve up to three (3) days in a week (Monday – Sunday) per park location. Vendors may request permit(s) at additional park locations subject to limits specified, staff review and approval.
- A food/drink mobile vendor permit may be added to facility reservations to exclusively provide food/drink to the renter. The food/drink vendor may only provide food to people associated with the rental and may not sell to the general public.
- An add-on food/drink mobile vendor is not permitted within parks that have on-site concession services or otherwise determined by staff

19. Discipline: In addition to the policies and procedures dealing with disciplining players and coaches, leagues are also required to have policies and procedures in writing that deal with discipline of parents, spectators and other non-players or coaches. This policy, as well as the policy dealing with the disciplining of players and coaches, shall be in writing and furnished to all parents and coaches at registration. If a league has a website, it is recommended that the policy is posted there as well. However, posting the discipline policy on the website does not relieve the league from providing a written copy to coaches and parents.

When developing a discipline policy, organizations are reminded that they (the league) do not have the authority to ban, or otherwise tell a player, coach, parent or spectator that he/she is not permitted on County property. Only the Parks, Recreation and Natural Resources Department’s Director, or designee, can have a trespass warning issued by Law Enforcement. Neither a league nor any Board of Directors can have any player, coach, parent or spectator trespassed off County property. Once an individual has been issued a trespass warning, this warning is in effect for up to one year from the initial date, and may only be lifted by the Parks, Recreation and Natural Resources Department Director or designee. Please note that if there is an emergency or you are witnessing a criminal act, please contact 9-1-1 immediately.

All players, coaches, parents and spectators, subject to disciplinary actions, must be afforded due process. No league or any member of its Board of Directors shall suspend or otherwise discipline without giving the subject of the discipline (or his/her parent) the opportunity to meet with the discipline committee prior to any discipline being handed out.

It is understood that violent, profane, or unsportsmanlike conduct could result in the ejection of

a player or coach from a contest or a parent or spectator from the facility. Contest officials have the authority to have any player, coach, parent or spectator removed due to violent, profane or unsportsmanlike conduct for the remainder of that contest only. Board members and/or league officials have this same authority. However, such authority extends for the current contest only.

Further discipline must be in accordance with the written policy of the league (provided in writing to all coaches and parents at time of registration).

If a player, spectator, coach or manager is suspended or otherwise disciplined by the League for an extended period of time, a written letter of action must be sent to the County. The letter must be detailed and include the infraction, action taken, and rationale for action including the local, state or national by-law or written policy violated. The letter is to be on file in the Athletics Office within three (3) business days of the discipline being handed down.

Any league that does not have a written disciplinary policy for players, coaches, parents and/or spectators, or are not in compliance with the paragraph above, may have any discipline of a player, coach or spectator voided by the County.

Any incidents that require an emergency services response (i.e. Fire, EMS, Police) must report incident to Sarasota County Athletics office within three (3) business days of incident. As referenced above, if there is an emergency or you are witnessing a criminal act, please contact 9-1-1 immediately. For non-emergency issues please call 941-861-5000.

PRICING PLAN

EXHIBIT "A"

25. GENERAL FEES

** Please note, items listed with an asterisk (*) also have facility specific pricing.*

Athletic Field and Court Use Fees	Fee (Effective 8/1/2021)	Fund
Rental Field --- Youth League, County Facilitated and All Stars	\$5 per hour, per field	001
Rental Field --- Sarasota County School Board	\$5 per hour, per field	001
Rental Field --- Adult League	\$15 per hour, per field	001
Rental Field - Schools (Private and Home)	\$8 per hour, per field	001
Rental Field - Amateur Youth Athletic Groups (AAU, YMCA, Travel teams)	\$10 per hour, per field	001
Rental Field - General Public including camps and clinics outside of league (non-profit) season	\$16.50 per hour, per field	001
Rental Field/ Court --- Tournament Youth Half Day (5 hours or less)	\$50 half day, per field	001
Rental Field/ Court --- Tournament Youth Full Day (5 hours or more)	\$75 full day, per field	001
Rental Field/ Court --- Tournament Adult Half Day (5 hours or less)	\$75 half day, per field	001
Rental Field/ Court --- Tournament Adult Full Day (5 hours or more)	\$100 full day, per field	001
Lights --- Youth	\$10 per hour, per field	001
Lights --- Adult	\$20 per hour, per field	001
Lights --- Tournament	\$20 per hour, per field	001
Staff --- Tournament	\$25 per staff, per hour	001
Rental --- Volleyball and Tennis Court, private school, YMCA	\$8 per hour, per court	001
Rental --- Volleyball and Tennis Court public school	\$2 per hour, per court	001
Rental --- Volleyball and Tennis Court all other users	\$15 per hour, per court	001
Rental --- Pickleball Court all users --- Tournament (outdoor only, block of six (6) courts, four (4) hour time blocks)	\$8 per hour \$80 per court block, 4 hour block	001

27. FACILITY SPECIFIC FEES

BMX Facility

BMX Facility Use Fees	Fee	Fund
<i>(Proposed in event Sarasota County operates track)</i>		
Private Rental	\$125 / 2 hours; includes USABMX TORF Fee Each additional hour \$50	108
Track Lights - Youth	\$10 per hour	108
Track Lights - Adult	\$20 per hour	108

Sarasota County Parks, Recreation and Natural Resources Sports Development and Athletics Division
Lighting Information

MUSCO

Who to call

Day of reservation changes: 877-347-3319
Central Reservation: 941-861-7275

WHAT IS CHANGING

Going forward, when you have a reservation in the system at a MUSCO site, your lights will come on automatically 15 minutes prior to sunset and end 15 minutes after your reservation time to ensure safe play on the field. IMPORTANT: if you need to change your reservation in any way you must call 877-347-3319 or you will be billed for light usage.

When to call:

- If you are not going to need lights for your reservation call 877-347-3319
- If you need to turn off lights early call 877-347-3319
- If you are rained out and cannot play call 877-347-3319

It is your responsibility to call if you do not need lights and you have a reservation otherwise you will be charged for light usage. Lights are scheduled in 15-minute quarterly increments only. No reservations = no lights.

The screenshot shows a web interface with a header "view facility management" and a section titled "3. Phone Call - Changes Only". Under "Scheduling Options", there are four checkboxes: "Early Off" (checked), "Extend Off Time" (unchecked), "Delete Schedule - Rainout" (checked), and "Change Start Time" (unchecked). Under "Website Options", there are two checkboxes: "View Only" (checked) and "View Facility Management" (unchecked).

WHAT IS NOT CHANGING

If you are within a day of your reservation and need to make changes in either the start time or to extend your time off, you must call 861-7275 and Central Reservations will update schedule accordingly. Any report requests for light usage used must be submitted to Sarasota County Athletics department or Central Processing.

NOTE

Sarasota County Parks, Recreation and Natural Resources must create an account for you and provide you with your account information in order for you to use MUSCO in the above articulated capacity. If you would like to

discuss having an account created, please call Parks Online at 941-861-7275.

SKYLOGIX

To use your pin to **TURN ON** lights please follow the instructions below:

1. Enter your assigned pin number at the keypad then,
2. Press the number on the keypad representing the field number you want to turn on. (Each field must be scheduled through the Athletics Office in advance).
3. Lastly, press the pound key (3)
4. Repeat for each field.

Pin code + field number + # (pound) sign = Lights on

To use your pin to **TURN OFF** lights please follow the instructions below:

1. Enter your assigned pin number at the keypad then,
2. Press the number on the keypad representing the field number you want turned off.
3. Lastly, press the star (*) key
4. Repeat for each field.

Pin code + field number + * (star) sign = Lights off

Use of **EXTEND CODE** for lights

1. Use of EXTEND pin is only permitted for athletic groups with formal County agreements.
 - a. Extend lights pin is 44444 + Zone number + # (pound)
 - b. Pin will extend lights for 1 hour from the time the extend code is entered
 - c. Extend code will not work if the schedule has already ended (the lights cannot be turned back on)
 - d. Extend code may be used multiple times if needed. The lights will be extended from 1 hour from the last time the pin is entered
 - e. Users must pin out with their original pin code. Users will be billed based on pin usage. If lights are left on after the group leaves, they will be billed accordingly.
2. Lights will automatically shut off after your reservation expires.
3. If any issue should arise please contact the following numbers based on time and day.
4. Monday – Friday before 5 p.m. please call 941-861-7275
5. After 5 p.m. during the week or on weekends: please call 941-861-5000 (identify that your issue is pertaining to Skylogix for field light usage and they will direct you accordingly).
6. **No lights are permitted or authorized without an approved reservation permit.**

Use of **KILL CODE** for lights

1. Use of KILL pin is only permitted for athletic groups with formal County agreements.
 - a. Kill lights pin is 33333 + Zone Number + *(star)
 - b. Pin will turn off lights immediately
 - c. Users will be billed based on pin usage. If lights are left on after the group leaves, they will be billed accordingly.

Sarasota County Parks, Recreation and Natural Resources Sports Development and Athletics Division Light Agreement

Sarasota County Parks, Recreation and Natural Resources' utilizes two vendors for automated lighting system on athletic fields.

If lighting source is Skylogix, qualifying user groups are issued a **PIN CODE** that will turn the field lights on and off with an approved County permit. **PIN CODE** usage is tracked, and user groups are billed based on usage monthly.

Those receiving a pin agree to the following:

1. **PIN CODE** will not be given to any person not associated with the user group on the issued County Facility Permit
2. User group will call 861-5000 if there are problems with the lights. They may also contact the athletics office at 861-7275, weekdays, 8:30 a.m. – 5 p.m. with questions.
3. User group will not attempt to access lights without a valid permit
4. User group will not attempt to access or tamper with any County equipment in an attempt to access lights
5. If given permission to use the extend lights code, the user group understand they will be billed accordingly.
 - a. The extend pin code is only provided to organizations/leagues with formal County agreements
 - i. Extend lights pin is 44444 + Zone Number + # (pound)
 - ii. Pin will extend lights for 1 hour from the time the extend code is entered
 - iii. Extend code will not work if the schedule has already ended (the lights cannot be turned back on)
 - iv. Extend code may be used multiple times if needed. The lights will be extended from 1 hour from the last time the pin is entered
 - b. An organization may only use the extend pin if a signed PIN agreement is on file with the athletics office (agreements are valid for one year)
 - i. The kill pin code is provided to organizations to turn the lights off by all members of the organization
 1. Kill lights pin is 33333 + Zone number + * (star)
6. If a **PIN CODE** is not entered to turn off the lights, the user group will still be billed until the lights go off at the end of the scheduled or extended reservation time. Billing is based on **PIN CODE** usage. It is the responsibility of the group to make sure the lights are turned off.

Procedure for accessing lights

1. County issued pin code (5 digits) + zone number (1 digit – typically corresponds to field number) + # (pound) to turn lights on
2. County issued pin code (5 digits) + zone number (1 digit) + * (star) to turn lights off

Sarasota County Parks, Recreation and Natural Resources (PRNR) Athletic Field Reservation Permit
Terms and Conditions

1. **PERMIT:** A Reservations Permit is valid upon receipt of signed document, full payment and issuance of additional permits and licenses if required. If organization has continuous, ongoing use the payment is due no later than the 1st of the month for that month's rental fees. Please keep permit accessible during reserved times. Proof of reservation and authorization to use space may be required. If your reserved location is occupied at the permitted time of your event and the occupants do not vacate, please call the non-emergency Sarasota County Sheriff's office at (941) 316-1201 for assistance.
2. **USE:** The remises shall not be used for any illegal purposes, or to create a nuisance. The premises shall be used only as authorized by the Department, and in accordance with all local, state and federal rules, regulations and ordinances.
3. **GENERAL ATHLETIC FIELD PARK USAGE GUIDELINES:**
 - a. **INCLEMENT WEATHER:** Athletic fields will be closed immediately when threatening weather is present. It is the responsibility of the user group to ensure the safety of participants, volunteers and spectators in the event of sudden inclement, threatening weather.
 - b. **FIELD USAGE:** All reservations are subject to change based on field availability, field conditions and priority usage as outlined in the Athletic Field Guidelines and Procedures. Changes to reservations may include cancellations.
 - c. **LIGHT PIN:**
 - i. Skylogix: 5 digit pin number + zone (field #) + # to turn **ON**, 5 digit pin number + zone (Field #) + * to turn **OFF**.
 - ii. MUSCO: lights will come on and off in accordance with reservation times at MUSCO sites. If there is any deviation from original reservation, contact 941-861-5000 for assistance. If you need information on whether or not you need a MUSCO account or setting up a MUSCO account, contact Parks Online at 941-861-7275.
 - d. **ADMISSION:** PRNR and/or permitted event organizers may charge usual and customary parking and/or entry fees for Sarasota County owned parks, as determined via periodic review of similar entities within the Comparable Counties, for programs and/or events held at PRNR locations. City owned parks would require approval from the City.
 - e. **SECURITY DEPOSIT (Tournaments Only):** At the time of final payment of the rental and permit fees, a \$200.00 refundable security deposit is due and payable per event (Note: This is an additional cost and separate from initial 50% tournament deposit). Sarasota County Parks, Recreation and Natural Resources reserves the right to waive this fee based on local historical usage.
 - f. **PRIOR CONDITON:** Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs above the amount of the deposit. A violation of any rental condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group, and/or organization shall result in forfeiture of the deposit.
 - g. **ECONOMIC IMPACT FORMS (Tournaments Only):** All tournament, event organizers, with or without a Sarasota County Sports Commission Grant (SCSC), are required to complete the post event economic impact forms. Security deposits will be held, until all such forms are submitted to the Athletics Office. Forms must be submitted within (14) days after the conclusion of the tournament/event in order to process/refund your security deposit.
 - h. **REFUNDS:** General Reservations – Notification of five (5) business days or more of scheduled reservation will result in a credit to account. Administrative fee of \$25 may apply for any processed refunds. Ongoing Organizational Use and Tournaments refer to Athletic Field Guidelines, Procedures and Manual.
 - i. **SAFETY:** Permit holders are solely responsible for determining if any field is safe and appropriate for any intended use prior to use. Permit holders are expected to inspect any field/facility prior

**Sarasota County Parks, Recreation and Natural Resources (PRNR) Athletic Field Reservation Permit
Terms and Conditions**

and subsequent to each use to identify any unsafe condition and shall promptly advise PRNR in writing of any perceived unsafe or dangerous condition

- j. **FIELD CLOSURES:** Field closures may result from inclement weather, poor playing conditions or field damage which may cause hazardous safety considerations for the public or excessive repair work to bring the field back to a playable condition. If the field has been rained out and Athletics staff has closed the fields for play, please “STAY OFF THE FIELD”. Organizations are not allowed to try to prep the field to ready for playing condition even if the field has dried out since the rainout announcement.
 - k. **FIELD REST and RENOVATION:** A rest and renovation program is scheduled for Sarasota County Parks, Recreation and Natural Resources fields. Only the PRNR may contract outside contractors to perform field renovations. The PRNR will attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition and playability of the fields or facilities takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites of athletic use.
 - l. **LITTER CONTROL:** Entities utilizing athletic fields and common areas will be held responsible for excessive litter left after usage including games, practices, tournaments, etc. Maintenance will monitor and report abuses of this policy and a clean-up fee will be imposed when excessive maintenance time is needed to clean the area. Minimally this will be at least \$25 per hour. Repeat offenses may result in revocation of field use privileges.
 - m. **ENTRANCE FEES:** PRNR and/or permitted event organizers may charge usual and customary parking and/or entry fees for Sarasota County owned parks, as determined via periodic review of similar entities within the Comparable Counties, for programs and/or events held at PRNR locations. City owned parks would require approval from the City.
 - n. **SOCCER GOAL SAFETY:** Permittee is required to check soccer goal safety prior to use and after use ensuring that goals have sand bags and are properly place in order to maintain safe and effective anchorage.
 - o. **Sportsmanship:** Sarasota County Parks, Recreation and Natural Resources is dedicated to promoting sportsmanship among all, partnerships within the community and a positive athletic environment for all.
 - p. **Holidays:** Always be sure to double check your reservation receipt, as holidays could interfere with your expected schedule. We do not staff on holidays, so please prepare your requests accordingly.
4. **SARASOTA COUNTY CODE OF ORDINANCES** (Chapters 54 and 90): The following are applicable to County-owned and/or operated Park, Recreation and Preserve areas:
- a. Excessive noise is prohibited
 - b. Soliciting or canvassing is prohibited, unless authorized in writing by the Department
 - c. Driving or parking a Vehicle or Watercrafts in designated areas only
 - d. Littering of buildings or grounds is prohibited
 - e. Fires are prohibited except in grills, fireplaces, and barbecue pits provided by the County
 - f. Fending of any saleable item(s) is prohibited, unless authorized by permit
 - g. Overnight camping is prohibited except in designated areas
 - h. Glass containers are prohibited
 - i. Sports and games are limited to designated areas
 - j. Pets are prohibited (except guide animals,) unless area is designated for such use (e.g., dog park or dog-friendly park). Visit scgov.net/Parks for more information on dog parks and dog-friendly parks.
5. **POLICIES:**
- a. In the event of an emergency, natural disaster, maintenance issue or priority use, Sarasota County has the right to reassign the use of rooms and/or facilities to meet community needs.

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- b. All permittees must be 18 years of age or older.
 - c. Reservations accepted no more than 12 months in advance.
 - d. Groups are expected to leave facilities neat and clean, putting all trash and recycling in appropriate receptacles and placing equipment, tables and chairs back in place. Alcoholic beverages are not permitted in any recreation building or on the grounds of any athletic field without prior authorization from the Department.
 - e. Appropriate forms, permits and insurance must be obtained and completed if any alcoholic beverages will be served and/or sold.
 - f. Portable play structures and inflatables are prohibited (e.g., rock climbing walls, bounce houses, inflatable slides, etc.).
 - g. Releasing of balloons and/or sky lanterns is prohibited.
 - h. Staff members may be required to be on duty during certain rentals. If required, Personnel Fees (as described in the Parks, Recreation and Natural Resources Fee Schedule) will be charged accordingly.
6. **INSURANCE/INDEMNIFICATION:** If insurance is required, proof of insurance naming the County and/or City (if applicable) additionally insured must be provided no later than seven (7) days prior to the event. Failure to obtain and provide insurance will result in cancelled reservation and forfeiture or reservation fees paid, not including security or personnel fees.

Typically, General Liability Insurance with minimum coverage of \$1,000,000 will be required when an individual, group, organization, or business conducts an event using Sarasota County facilities and one or more of the following applies:

- a. The general public is invited to attend, observe, and/or participate.
 - b. Sales of merchandise and/or food will take place.
 - c. Sales and/or free distribution of alcoholic beverages will take place.
 - d. Commercial or business use of a facility, with participants being charged a fee for entry or participation.
 - e. Organized sports with formal coaching and/or adult direction being given to a group.
 - f. Any event where animals will be allowed or involved.
 - g. Permittee shall indemnify and hold harmless Sarasota County Government, its Commissioners, officers, agents, employees and volunteers from liability, damages, losses and costs, including, but not limited to, attorney fees, to the extent such liabilities, damages, losses or costs were caused by the negligence, recklessness or intentional wrongful conduct of Permittee, its invitees, contractors, employees and other persons engaged by Permittee.
7. **Default:** It is understood that the Permittee has agreed to carefully supervise the permitted activity. Should any damage occur, the Permittee will be held financially responsible. If the Permittee fails to pay any charges or fee when due, or if the Permittee fails to comply with the provisions of this Agreement; then the Department may terminate this Agreement and pursue any remedies available under Florida Law.

Signature _____

Date _____

By signing above I acknowledge that I am 18 years of age or older and agree to the Reservation Permit Terms.

Permittee _____ Household Number _____

Please make all checks payable to 'Sarasota County Parks, Recreation and Natural Resources.'

Please return your signed permit by email to parksonline@scgov.net, fax (941) 861-9932 or mail PRNR – Athletic Permit BLDG C, 6700 Clark Road, Sarasota, FL 34241

Certificate of Insurance Example and Requirements

ACORD™ CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 06/15/2008		
PRODUCER My Insurance Company of Sarasota 1234 Risk Blvd. Sarasota, FL 34239		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED Athletic Leagues, Recreational Activities (County sponsored - regardless of how paid, on others premises), Special Events, high risk, examples: battle of the bands, biathlon, bicycle event, boat racing, boxing match, casino, concerts, impersonators, karate, kick boxing, livestock shows, monster truck shows, SCUBA classes, water polo, wrestling matches		INSURERS AFFORDING COVERAGE		NAIC #		
		INSURER A: Company with at least A- rating				
		INSURER B: Different Co. with at least A- rating				
		INSURER C:				
		INSURER D:				
		INSURER E:				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR	ADDTL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	SRQ123456	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ REQUIRED
A		<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	MAY NEED if using corporate vehicles to transport materials or people			COMBINED SINGLE LIMIT (Ea accident) \$ may need BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$ AUTO ONLY: AGG \$
		<input type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	MAY NEED if a company with employees			<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ may need E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Sarasota County Government is named as an additional insured, as their interests may appear on Commercial General Liability.						
CERTIFICATE HOLDER				CANCELLATION		
Sarasota County Government Attention: Athletics Athletics and Sports Development 6700 Clark Rd. Bldg. C Sarasota, FL 34241				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. 10 days OK for non-payment AUTHORIZED REPRESENTATIVE		

Exhibit D Continued - Certificate of Insurance Example and Requirements

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

ACORD 25 (2001/08)

Exhibit D Continued - Certificate of Insurance Example and Requirements



REQUIREMENTS FOR CERTIFICATES OF INSURANCE

(FOR DISTRIBUTION TO VENDORS OR OTHER ORGANIZATIONS WHOSE ACTIVITY REQUIRES THE COVERAGE TYPE AND LIMITS BELOW AS DETERMINED BY SAFETY & RISK MANAGEMENT)

The following coverage amounts are required for vendors / individuals/ organizations engaging in operations or services with the County, utilizing County facilities, or providing certain products:

- Commercial General Liability** – minimum coverage listed below including but not limited to bodily injury, property damage, contractual, products and completed operations, and personal injury.
 - \$500,000 each occurrence
 - \$1,000,000 each occurrence
- Business Auto Liability** – minimum \$500,000 combined single limit covering all owned, hired and non-owned vehicles. If there are no owned vehicles, coverage for hired/non owned may be satisfied through endorsement to the General Liability coverage and should be noted on the certificate.
- Workers Compensation** – Statutory limits as required by applicable law; employer’s liability of \$100,000 each accident / \$100,000 per person each disease / \$500,000 aggregate for disease.
- Other Insurance**

Additional Insured Status noted as follows:

- ◆ Sarasota County Government is named as an additional insured, as their interests may appear on Commercial General Liability. OR
- ◆ “ADDL INSD” box on applicable Acord forms marked with “X” or “Y”

In the “Certificate Holder” section:

Sarasota County Government
Attention: Athletics
Department: Athletics and Sports Development
Address: 6700 Clark Rd. Bldg. C
City, State, Zip Sarasota, FL 34241

Additional contract insurance requirements may apply and will be communicated separately by County staff if applicable.

A copy of the certificate should be sent electronically to the Sarasota County employee requesting coverage. No hard copy certificate is necessary. For ongoing operations, a hard copy certificate may be sent to the certificate holder address above upon renewal.

Athletic Field Reservation Request Form

Athletic Field Reservation Request Form

Please complete form and return via email to: parksonline@scgov.net

Date Entered: _____ Initials: _____

**Always be sure to double check your reservation receipt, as we have holidays, maintenance blocks, etc. that could interfere with your expected schedule.*

Organization Name: _____ Contact Name: _____

Date Submitted: _____ Contact Email and Phone: _____

Organization Type: Non-Profit School For-Profit Other:

Projected # of Participants: _____ Projected Number of Teams: _____ *(Please provide an estimate if unknown)*

Facility Requested: _____

Reservation Purpose - Select One *(Please submit separate forms for game and practice schedules)*

GAMES PRACTICE CAMP/CLINIC

Field/Fields Requested: *Check all that apply or specify below*

#1 #2 #3 #4 #5 #6 #7 #8

Other _____

Start Date & End Date: _____ Start Time & End Time: _____

Days of Week:

Mon Tues Wed Thurs Fri Sat Sun

Any Skip Days due to holidays, etc? _____

If dates, times and days of week vary, please use FORM on following page.

If reservations are for individual dates with different times, please enter specific information in the space below:

Field Specifications/Lining Requirements/Field Dimensions: *This information can also be provided in a separate email with diagrams if available.*

Please Attach the Following Required Documents: Insurance/County Additionally Insured Expires: _____

If a Non-Profit/Not-For-Profit: Proof of Status DR-14 for Tax Exempt Expires: _____

Forms must be provided annually. If previously provided, please confirm expiration dates.

**Incomplete forms will delay scheduling use of fields. Please be sure all information is included.*

Tournament/Event Reservation Request Form

**Sarasota County Parks, Recreation and Natural Resources
Tournament/Event Reservation Request Form**

Please complete form and return via email to: parksonline@scgov.net

Date Received: _____ Date Entered: _____ Initials: _____

Organization Name: _____ Contact Name: _____
 Organization Type (Non-Profit, For-Profit, Other): _____
 Contact Email and Phone: _____
 Name of Tournament: _____ Type of Tournament: _____
 Facility Request: _____ Entry Fee per Team/Participant: _____

Date (s)	Start Time	End Time	Park Name	# of Fields	If you want specific field numbers, please indicate below

Field specs will be requested as part of required game grid as tournament gets closer

Are you requesting use of the following additional amenities?

Concessions _____ Batting Cages _____ Portable Fencing _____

The availability of these amenities for tournaments is not guaranteed. Additional charges may apply.

Team / Participant Projections:		# Local	# Florida Non-Local	# Out of State	# International
Teams	Adult				
	Youth				
Participants (Athletes, coaches, etc.)	Adult				
	Youth				
Spectators (Fans, friends, family, etc.)	Adult				
	Youth				

Local=Residing within 60 mile radius of Sarasota County Florida Non-Local=residing outside of 60 mile radius

Youth=17&under Adult=18&up

Are you applying for a Visit Sarasota – Sports Commission Grant?

Hotel Rooms Per Night x Number of Nights = Total Expected Room Nights

Signature: _____ Date: _____

Over for tournament/event information

Continued - Tournament/Event Reservation Request Form

Resource Availability/Staffing: Advance notice of tournament/event needs is essential to ensuring our commitment to over 100+ local leagues, organizations, and other stakeholders while balancing available resources with additional weekend field usage. **Sarasota County Parks, Recreation and Natural resources certified volunteers may be required during a reservation based on staffing capabilities.**

Application Submittal:

<u>Application Cycle Deadline</u>	<u>Approval By</u>	<u>Tournament/Event Cycles</u>
July 5th	August 1	October, November, December
October 5th	November 1	January, February, March
January 5th	February 1	April, May, June
April 5th	May 1	July, August, September

- The applicant completing the Tournament/Event Request Form must prioritize the submitted requests, if requesting more than one usage during any Tournament/Event Cycle.
- Organizers have the ability to apply in any cycle for future Tournament/Event dates.
- Concession stands and batting cages much be requested in advance. Availability is based on league and County approval. It is the responsibility of the organizer to notify on site tournament staff with status of use of amenities.

Tournament/Event Payment Schedule

- Deposit** - a tournament deposit of 50% is due within seven (7) business days of notification of tournament approval.
- Failure to Pay** - Failure to pay deposit according to guidelines will result in tournament/event date being released and full retention of application fee.
- Balance** - The balance of rental and any other fees are due ten (10) business days prior to the beginning of tournament start date.
- Final Field Schedule** - Is due **three (3)** business days prior to the beginning of tournament start date.

Tournament/Event Security Deposit and Cancellations

- Security Deposit** - At the time of final payment of the rental and permit fees, a \$200.00 refundable security deposit is due and payable per event (Note: This is an additional cost and separate from the initial 50% tournament deposit). **Sarasota County Parks, Recreation and Natural Resources reserves the right to waive this fee based on local historical usage.**
- Cancellations** - Cancellations received prior to sixty (60) days in advance will receive a full refund minus a \$100 processing fee. Any field usage cancelled after this date will result in no refund. At staff's discretion, cancellation consideration may be given to organizer in the event of a local, regional, or national issue which may affect the ability to travel to tournament/event destination.
- Economic Impact Forms** - All tournament/event organizers, with or without a Sarasota County Sports Commission Grant (SCSC), are required to complete the post event economic impact forms. Security deposits will be held, until all such forms are submitted to the Athletics Office. Forms must be submitted within (14) days after the conclusion of the tournament/event in order to process/refund your security deposit. Security deposits will be processed no later than fourteen (14) business days from the time required forms are submitted.
- Damages** - The user shall be responsible for all costs associated with damages to park facilities, equipment, furnishings, and grounds.
- Prior Condition** - Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs above the amount of the deposit. A violation of any rental condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group, and/or organization shall result in forfeiture of the deposit.
- Security Deposit Refund** - Security deposits will be processed no later than fourteen (14) business days following usage.

Revised February 2019

Visit Sarasota Post Event Report

We have recently automated our approach to capturing data to calculate the economic impact of the tournaments hosted in Sarasota County. Upon completion of tournament event, a submission form link will be sent to the organization.

Visit Sarasota County Sports - Post Event Economic Impact

Event Name *
What was the name of your event?

Number of Teams (if applicable)
Please provide total number of teams participating in event. Enter "0" if not applicable.

Sport Event Grant *
Did you apply for a Visit Sarasota County Sports Event Grant for this event?
 Yes No

Event Location *
Which Park location(s) was the event held?

Event Location (if OTHER)
Only applicable if "OTHER" was selected above. Leave blank otherwise.

Organization Name

Contact Name

Phone

Email

Contact Address

By-Laws Required Checklist

By-Laws Required Checklist

Each league shall be governed by a written set of by-laws, the provisions of which shall be executed by a Board of Directors. A copy of the most up-to-date laws (and constitution, if applicable) must be on file with the Athletics Office.

The below items are required to be included in your league's official by-laws. **Please place a check mark next to each item confirming that it is included in your league's official by-laws.**

- The league shall have a written policy that governs the application, screening and selection of all managers, coaches, coordinators and volunteers. The leagues may take into account a volunteer's tenure, certification or other factors in assigning managers, coaches, coordinators and volunteers.
- The league shall have written policies and procedures regarding dealing with disciplining players and coaches.
- The league shall have written policies and procedures regarding dealing with disciplining parents, spectators and other non-players or coaches.
- The league shall have written acknowledgement that the following is furnished in writing to all parents and coaches at registration
 - Written policies and procedures regarding dealing with disciplining players and coaches
 - Written policies and procedures regarding dealing with disciplining parents, spectators and other non-players or coaches
- The league shall have a written policy on their dedication to sportsmanship and sportsmanlike conduct.

By populating and signing below, I am confirming that the above items have been individual confirmed via check mark as part of your league's by-laws submitted by your league to Sarasota County Parks, Recreation and Natural Resources.

League Name

League President Signature

Date

Board Members Template

Board Members

An updated list of board members with addresses, phone numbers, and other contact information is required for each league and shall be submitted to the Athletics Office within two (2) weeks following an election and/or appointment of any new board members.

League (please populate):

Please use the below template to provide a list of the most current board members for your league:

NAME & TITLE	ADDRESS	PHONE	EMAIL

More rows on next page

Board Members Template

NAME & TITLE	ADDRESS	PHONE	EMAIL

Background Check and Screening Acknowledgment

Background Check and Screening Acknowledgement

By populating and signing below, I hereby acknowledge that the below noted league/organization has performed screening and background checks on all employees and volunteers.

League:

League President Signature

Date
