



Athletic Event Reservation Application

Clay County BCC

477 Houston Street-Green Cove Springs, FL 32043

Phone: (904) 284-6378

Fax: (904) 284-9780

parksandrecreation@claycountygov.com

CONTACT INFORMATION

Name of person/league/association/organization:

Address:

City:

State:

Zip:

Phone:

Email:

Check One: Youth Sports: Adult Sports: Field Lights Requested:Y/N

Choose Sport: Baseball: Softball: Football: Flag: Tackle: Lacrosse: Soccer: Other:

Select Purpose: Recreational: Travel: League Try-outs: Camps/Clinics: Tournament:

If other, please specify:

Check Field Requested: Baseball Softball Multipurpose Lax Box # of Fields Needed

Name of Facility/Field Requested:

Provide field schedule information below. Include the field destination, day(s) of the week, date range (start/end) and time(s) on and off each field. Attach additional pages if needed.

Important Information

1. All requests are subject to County approval.
2. County reserves the right to allocate field space to ensure that the needs of the community are being met.
3. Field space is not confirmed until approval has been issued.
4. The County reserves the right to close fields/facilities if necessary.
5. Fees are set by the Board of County Commissioners annually or as amended throughout the year and are non-negotiable.
6. Payments are non-refundable.
7. Athletic Facility Use and League Policies and Procedures must be followed.
8. Clay County Parks and Recreation Department has a zero-tolerance bullying policy and maintains the right to rescind approval to any person, league, organization or association that allows this behavior.

HOLD HARMLESS AGREEMENT

In further consideration of the permission extended to

(Print/Type the name of organization/team/league/individual above this line.)

to use Clay County Parks and Recreation Athletic Facility/Field(s), we, on behalf of said organization, its assigns, members, and guests, do hereby releases, discharges, and further agrees to indemnify, defend and hold harmless Clay County and the Clay County Board of County Commissioners, its officers, employees, agents and principals (collectively the County) from and against any and all claims, demands, causes of action, damages, judgments, orders, losses, or expenses, including reasonable attorney's fees, which the User ever had, or now has, or may have in the future against the County, resulting from any and all injuries, illnesses, disabilities, deaths, exposure to communicable diseases, or any other incident incurred due to activities at or arising out of or caused in whole or in part by the Users use of or presence in or upon the requested facility, by any negligent act or omission of User, any employees, servants or agents of User, or by using the facilities in connection with or in preparation for Users event.

Type or print clearly and legibly.

Authorized Representative:

Title:

Association/League/Team:

Street Address:

City:

State:

Zip Code:

Mailing Address:

City:

State:

Zip Code:

Email:

Cell Phone:

Other Phone Number:

By signing this release form, I attest to reading it in full, and completely understand and agree to its terms.

Signature of Authorized Agent: _____

Printed Name of Authorized Agent:

Date:

ATHLETIC FIELD SCHEDULE MANAGEMENT

Anyone requesting use of athletic fields must submit a completed Athletic Field Rental Application, a signed hold harmless agreement, and provide proof of insurance per the application. The Parks & Recreation Manager is authorized to grant approval for field usage and to schedule athletic fields in accordance with the policies established within this document. The Parks & Recreation Manager maintains a schedule for use of assigned fields. Every effort will be made to provide fair distribution of the field space which will be determined by availability and field conditions.

FIELD USE REQUESTS AND FEES

All associations, leagues, teams, and groups must meet all requirements listed below:

1. Meet the requirements of the sport's sanctioning body/organization, and be in good standing.
2. An Athletic Field Rental Application must be submitted and include a signed Hold Harmless Agreement and a certificate of liability insurance for the term of the activity, naming Clay County Board of County Commissioners as additional insured. The application must include the proposed practice schedule, name of the complex, requested field name(s)/number(s), and season start and end dates. Blanket athletic field requests will not be accepted.
3. Provide a copy of the Tax-Exempt Certification form (If applicable).
4. Provide representation at all Association/League meetings hosted by Clay County Parks and Recreation.

Fees shall be applied as defined in the Clay County Annual Fee Schedule, and collected within thirty (30) days of final registration for the sports season. Such registration deadlines will be provided in advance by the Clay County Parks & Recreation Department.

ORGANIZATION REQUIREMENTS

At the close of registration, the users must provide team rosters that includes the players first and last names, address, zip code, parent email address, and coaching information to the Parks & Recreation Manager. Permission will be granted once the schedule has been approved. The organization must submit a finalized practice and game schedule that includes the name of the team, coaches contact information and practice location, field designation, days and times.

Notification to the Parks & Recreation Manager is required for any changes to the practice and/or game schedule. Reserved field space found to be unused will be released or use by another organization using the guidelines detailed above.

The organization may not sublet field space to another organization or entity. The organization may not sponsor any other group or organization for the purpose of altering the organization's classification or fee schedule. The organization shall not collect funds for use of any County-owned athletic field.

Must identify and share with all coaches who are responsible for the activation and deactivation of facility lights. Must communicate the importance of lights being turned off when not in use.

All accidents/injuries must be documented using the County's incident report. The reports must be maintained for a minimum of five (5) years from the date of the event. All incidents involving significant injury (more than first aid), property damage, or disruptive behavior involving a participant, volunteer, or patron to the facility must be documented and reported to the Parks and Recreation Manager.

Parents, coaches, officials, fans, players, and administrators must be free of drug, tobacco, alcohol, and performance enhancers while participation in youth sports activities and while on county property.

Must develop and communicate to coaches, parents, players, board members and spectators through all available means (including organization websites) the following documents:

1. Must adopt and communicate a Sportsmanship code of conduct emphasizing positive expectations clearly identifying unacceptable behaviors such as bullying, berating players, coaches, officials; use of vulgar language; and inappropriate behavior. The code of conduct will promote fair play, respect for the game and graciousness in losing or winning. The code shall include an implementation plan and enforcement procedures.
2. Must establish an accountability procedure and disciplinary process to remove anyone who does not abide by the organization or County park policies and procedures.
3. Shall adopt a positive coaching recruitment policy that encourages the recruitment and selection of qualified women and men as coaches, volunteers, and administrators free of discrimination.
4. Ensure all coaches and volunteers meet the guidelines listed below and document all training received.

REQUIREMENTS FOR COACHES AND VOLUNTEERS

Background Screening

All youth sports coaches and staff must be cleared through a background check in accordance with Florida Law.

- FS 943.0438 mandates athletic associations to, "Conduct a level 1 background screening pursuant to s.435.03 of each current and prospective athletic coach. The authority may not delegate this responsibility to an individual team and may not authorize any person to act as an athletic coach unless a level 1 background screening is conducted....Level 1 background screenings shall be conducted annually for each athletic coach. The complete Florida Statute can be found online here: <https://www.flsenate.gov/Laws/Statutes/2015/943.048>.
- The organization will select a background screening vendor of their choosing and provide the Parks & Recreation Manager with a list of cleared volunteers no less than ten (10) days prior to tryouts and/or start of season.
- The County will periodically audit the list of approved coaches and volunteers and reserves the right to deny any coach/volunteer the opportunity to participate based on information revealed in a background screen. The Parks & Recreation Manager will periodically engage coaches during activities to verify status.

Training

All coaches and volunteers must receive the following training:

- Be trained in safety/injury prevention and first aid; conditioning; hydration and nutrition; teaching proper sport techniques; including all children; child abuse prevention; the emotional needs of children; and drug, alcohol and tobacco prevention.
- Be provided information about recognized symptoms of child abuse and neglect and understand reporting procedures and requirements.
- Receive training on conflict resolution and additional resources to assist in ensuring positive communication between coaches and parents.
- Be trained on the organization's sportsmanship code of conduct.
- Coaches are to use and apply proper principles of conditioning.
- Coaches must report all accident/injuries using the forms listed above. Hazards on the property must be reported to the organization designee immediately.

Failure to meet these criteria will result in termination of the agreement/revocation of rented field and facility.

ATHLETIC FIELD LIGHTING

Requests for lights shall be provided to the Parks & Recreation Manager via Athletic Field Rental Application. Lights are set in 1-hour intervals and come with an additional cost. Not all Clay County athletic fields are equipped with lights.

The following should be considered when making a request for lights:

- Carefully consider the time and dates being requested. Ensure that use of the facility will occur during the time requested.
- Include time for patron to safely enter and depart the facility, including all parking areas.
- Lights must be turned off when not in use. Each organization can designate one-person direct access to shut the lights off. This will be arranged with the Parks and Recreation manager at the start of the season.

SEVERE WEATHER

If a weather event occurs, or is approaching, it is the responsibility of the association/group representative and officials to decide whether or not conditions will endanger the safety of the participants or if the activity will have an adverse effect on the field. Participant and patron safety are paramount. Once a determination has been made, play should cease and participants should be moved to a safe location.

FIELD CLOSURES

Field access may be limited at various times throughout the year. All parks close at dusk unless lighted. The following is a sample of issues that would result in field/facility closure:

- Fields are too wet or muddy for maintenance and/or safe play.
- Severe weather conditions (current or forecasted).
- Electrical or mechanical systems not working properly.
- Emergency repairs and/or extensive maintenance issues.
- Regular field maintenance, as scheduled by the Grounds Maintenance Manager. Field use on renovated fields will be monitored to insure roper growth and to keep fields in safe condition.

All repairs to damaged fields/facilities will be the financial responsible of the offending Association/League.