



RECREATION AND PARKS COMMISSION MEETING JANUARY 11, 2018

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
7:00 PM

- I. ROLL CALL**
- II. PLEDGE TO THE FLAG**
- III. APPROVAL OF MEETING MINUTES**
 - a. Approval of Minutes from December 12, 2017
- IV. OLD BUSINESS**
- V. NEW BUSINESS**
- VI. COMMITTEE REPORTS**
 - a. Administration
 - b. Parks
 - c. Recreation
 - 2018 Youth Athletic Association Facility Use Guidelines and Agreement
 - d. Cultural Arts
- VII. PARTNER ASSOCIATION REPORTS**
 - a. AYSA
 - b. AYBA
 - c. NAFL
 - d. NMML
 - e. Ambush
- VIII. ADDITIONAL REPORTS**
 - a. Special Events Report
 - b. Equestrian Report
 - c. Park Service's Report
 - d. Director's Report
 - e. City Council Report

IX. CITIZEN'S COMMENTS



Youth Athletic Associations



North Atlanta
Football League



Alpharetta Youth
Baseball Association



Alpharetta Youth
Softball Association

Organizational Requirements and Facility Use Agreement

Reviewed/Approved January 2018 by
Alpharetta Recreation Commission

ALPHARETTA RECREATION AND PARKS DEPARTMENT

YOUTH ATHLETIC ASSOCIATION
FACILITY USE AGREEMENT AND ORGANIZATIONAL REQUIREMENTS

Approved by Alpharetta Recreation Commission January 11, 2018

<u>TABLE OF CONTENTS</u>	<u>PAGE:</u>
Alpharetta Recreation and Parks Department Mission Statement	2
Legal and Organizational Requirements	2
Requirements of Associations	9
Facility Guidelines and Ordinances	17
Park/Facility Regulations	18
Recreation and Parks Personnel/Contact Information	20
City of Alpharetta Accident/Incident Report Form	21
Association Checklist	22
Facility Use Agreement	23

ALPHARETTA RECREATION AND PARKS DEPARTMENT

MISSION STATEMENT

The Alpharetta Recreation and Parks Department strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty.

(Adopted: February 14, 2013 by Alpharetta Recreation Commission)

Associations and the leaders of these Associations are expected to understand and promote the mission and philosophy of the City of Alpharetta to serve the citizens of Alpharetta. Association members are ambassadors for the City as well as their affiliate Association. While serving as a volunteer for the Association, members are expected to conduct themselves in an ethical and professional manner.

LEGAL AND ORGANIZATIONAL REQUIREMENTS

In order to qualify as a Youth Athletic Association (“Association”) and to operate on City of Alpharetta (“City”) property, each Association must adhere to certain minimum legal and organizational requirements. These requirements are a part of the Facility Use Agreement which must be signed by each Association prior to the operation of any activity on City property. These requirements are necessary in order to insure the safety and well-being of all participating Associations.

The signing of the Facility Use Agreement indicates the Association’s assumption of the financial responsibility for the program, as well as the management of the program participants and volunteers. The City will not be held responsible for the finances or the program management. Violation of the above mentioned responsibilities constitutes cause for the revocation of the agreement. The requirements are as follows:

1- NON-PROFIT STATUS

Each Association must register with the Secretary of State’s office as a non-profit organization. Proof of current non-profit status must be on file with Alpharetta Recreation and Parks Department (“Department”).

2- BYLAWS

Associations shall furnish a current copy of their by-laws to the Department. By-laws must be on file or submitted with the signed Facility Use Agreement.

3- MEMORANDUM OF UNDERSTANDING WITH CITY OF MILTON

On November 5, 2012, the City Councils of Alpharetta and Milton entered into a Memorandum of Understanding (“MOU”) for recreation and parks programs. The purpose of the MOU is to take an initial step to foster a long-term mutually beneficial relationship between Alpharetta and Milton as it relates to parks and recreation programs and services as a way to better serve the cities’ respective citizens, offer a wider variety of recreational services, and grow the relationship between the Cities such that similar opportunities can be developed over time. In exchange for an annual payment from the City of Milton to the City of Alpharetta, Milton residents shall be allowed to register for

ALPHARETTA RECREATION AND PARKS DEPARTMENT

all Alpharetta recreation programs and affiliated Association programs, and rent facilities and shall pay the same fees as Alpharetta residents, provided space is available. Milton shall waive non-resident fees for Alpharetta residents who participate in Milton recreation programs.

City residents who participate in Alpharetta/Milton recreation programs shall be considered residents of that City for the purpose of travel/select teams with resident composition requirements and adults will meet affiliated youth athletic association board member resident composition requirements.

The privileges of advanced registration and the same fee structure for recreation and parks programs for City of Alpharetta and City of Milton residents shall be in effect for the duration of the Memorandum of Understanding between the Cities.

For these guidelines, the word “Resident” shall include residents of the cities of Alpharetta and Milton, unless noted otherwise.

NOTE: If the City of Alpharetta enters into a Memorandum of Understanding with another municipality or municipalities for the mutual provision of recreation and parks programs and services, the terms of the approved MOU between the City of Alpharetta and the other municipality shall supersede guidelines established in this document.

4- ELECTION OF OFFICERS

The Board of Directors (“Board”) shall be the governing body of each Association for the operation of the affairs of the Association as documented in the bylaws. Each Association board must be comprised of a majority of Residents upon election or appointment, and each Association should strive to achieve a minimum of sixty percent (60%) Residents on the Board. The Board of Directors must be elected annually or as mandated by the Association’s by-laws, but no less than once every two years, by the Association membership. A Department employee and a member of Alpharetta Recreation Commission (“Commission”) must be notified of and invited to attend all Board meetings. The Department Director will appoint the employee liaison to the Board. The Chairman of the Commission will appoint the Commission liaison(s) to the Board on an annual basis.

Open advertised election of the Board is mandatory. All members of the Association as defined by the bylaws shall have the opportunity to vote. A notice of upcoming elections must be sent to the Department, and shall be posted on the Association website at least thirty (30) days prior to the elections. Associations are encouraged to email notice of elections to all participant families and to post flyers at the park. Elections should be held in an easily accessible central location within the Association’s primary park when there are normal Association activities scheduled at the park to provide the best opportunity for members to vote. Associations are also encouraged to provide a process for members to vote electronically.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

To serve as a member of the Association executive committee, a candidate must have a child actively participating in the Association program at the time of the elections.

The Association shall consider any and all qualified candidates interested in running for a Board position. The Association nominating committee shall prepare a recommended slate of officers and submit to the City for review at least thirty (30) days prior to the elections. The slate of officers must be advertised along with the notice of elections. Nominees must successfully pass the City's criminal history check before being included in the slate of officers.

The Association must furnish a list of all elected board members, addresses, email addresses, telephone numbers (home and office) to the Department no later than one month after the elections. City will verify residency and notify Commission liaison of City resident percentage of newly elected board.

Board members are expected to adhere to the City's volunteer code of conduct. Upon election to the board and no less than once every two years, board members shall review and sign the City's volunteer code of conduct.

5- ASSOCIATION MEETINGS AND ANNUAL MEETING

Upon request, Association must provide copies of meeting minutes from Association membership and board meetings to Association members and City. It is recommended that meeting minutes be posted on the Association website.

Each Association must schedule a minimum of one (1) annual membership meeting. This meeting shall be for the purpose of electing board members, and any other necessary business. Efforts must be made to contact all members, and the Department must be notified of the meeting. Notice of said meeting must be posted at Department facilities and on the Association website two weeks prior to meeting date.

6- CAPACITY PLAN

Each Association shall ensure that their total registration for each season does not exceed the capacity of the facilities available. Adequate time shall be allotted for each recreation team to practice and play games. Recreation teams shall have priority of field use for games and practices. Travel/select/elite teams shall be given available field time for practices and games after the recreation teams have been served.

Extra facility space is not available through the City. The Association may seek to utilize facility space at other non-City locations. The Association is financially responsible for field usage fees at non-City locations if applicable.

Field time not used by the Association reverts to the City for use as needed.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

7- ASSOCIATION OPERATING BUDGET

Each Association must submit a formal budget to the City to coincide with the start of the Association's fiscal year. The submitted budget must detail revenues offsetting expenditures for the fiscal year, based on the Capacity Plan. Excess revenues should initiate an Association's review of program fees. Non-resident fees should not be included in the budget due to those fees being remitted to the City.

8- FINANCIAL REPORTS

The City assumes no responsibility for the financial well-being or outstanding debts of Associations. Each Association must provide the City with an annual Financial Statement to include a summary of operating income and expenses, capital expenditures, registration fees charged to participants, Federal and State tax returns, and profit and loss statement.

9- LIABILITY INSURANCE COVERAGE

Each Association must provide comprehensive liability insurance coverage for all players, coaches, officials, volunteers, sub-contractors and all other association participants. The City should be listed as an additional insured. A copy of the current liability insurance coverage policy should be on file with the City.

10- PARTICIPATION REPORTS

All Associations are required to submit a list of registered players to the Department no later than one month after the end of the established program registration period. The list shall be provided in an electronic format (i.e. Microsoft Excel) and shall include each player's name, street address, and zip code. The Department will use the list to verify the resident status of registered players and shall not use the list to promote Department programs, without prior consent of the Association. After the City has verified residency of participants, the City will issue an invoice to the Association for non-resident fees payable to the City.

NOTE: It is imperative that participation information be sent to the Department as soon as possible in order for Department to verify addresses. Association may send participant information at any time during their registration period for Department to check residency status of participants.

11- REGISTRATION

Associations are encouraged to provide registration dates and time to the Department in time for inclusion in Department leisure guide. City will notify Associations of the deadline to submit information for the leisure guide. The City provides a link to Association websites at www.alpharetta.ga.us. Associations must notify City of any web address changes.

12- RETURNING PLAYER/CITY RESIDENT REGISTRATION

Per the terms of the MOU between the cities of Alpharetta and Milton, the City has implemented a three-tiered registration process. Associations must adhere to this registration process as outlined in this document as long as the MOU is in effect.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

“Priority Registration” is the first registration period. “Priority Registration” is defined as registration for all City of Alpharetta residents as well as City of Milton residents who are eligible as “returning” participants to re-enroll into the program they participated in during the most recent season of activities provided space is available. The second registration period, “City of Milton Registration,” begins one week after Priority Registration begins. During “City of Milton Registration,” all City of Alpharetta and City of Milton residents are eligible to register for programs provided space is available. The third registration period, “Open Registration,” begins two weeks after Priority Registration begins. During “Open Registration,” anyone is eligible to register for programs provided space is available.

13- CITY RESIDENCY REQUIREMENT FOR TRAVEL/SELECT/ELITE TEAMS

The mission of the Department is to provide quality programs and services to the citizens of Alpharetta. Youth select athletic programs provide high level athletic competition and opportunities for young people. Residency requirement guidelines ensure travel/select/elite teams are formed in the best interest of the City resident participants, to ensure City residents are fairly represented on these teams, to ensure City assets and resources are utilized in the best interest of City resident participants, and to foster long-term success of the Association’s competitive youth athletic program.

GUIDELINES:

- A. Open, advertised tryouts must be held prior to team formation. Players are not guaranteed positions on any teams prior to the first tryout date.
- B. Per the terms of the MOU with the City of Milton, effective December 1, 2012, City of Milton residents who participate in Alpharetta recreation programs shall be considered residents of Alpharetta for the purpose of travel/select teams with residency requirements.
- C. For these guidelines, the word “Resident” shall include residents of the cities of Alpharetta and Milton.
- D. Each travel/select/elite team must have a minimum of 50% Residents.

Each team roster must be verified by Department staff before a team can officially form. Teams that do not meet the minimum requirement will not be permitted to use City facilities for practices and games.

Any team that meets the required Resident percentages as noted above when the team is formed, but drops below the minimum percentage during the season due to no fault of their own (i.e. a Resident quits the team, gets injured, relocates, etc.) shall be allowed to exist and continue playing through ARPD’s program through the remainder of the season.

Any abuse of these guidelines or the intent of these guidelines may result in punitive action, up to and including immediate dissolution of a team.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

14- FACILITY USE - RESTRICTIONS

Each Association is organized to provide league play for youth, including player evaluations, pre-season player and coach clinics, league practices, scrimmages, games, and post-season tournaments. All field use shall be coordinated with the Department using whatever methods are agreed to by the parties to insure proper preparation and care of the facilities. Hosting of camps and tournaments involving participants from outside the association's own program along with participants in the Association's own program is allowed, but requires coordination with and written consent of the Department. Field rental fees and staff fees may be applicable. Associations must seek approval from the City to host outside camps and tournaments at the parks at least ninety (90) days prior the proposed event. Staffing fees for these kinds of events may apply. The Association is specifically not permitted to sublet facilities to any individual or organization. The Association's Facility Use Agreement is for the Association's own use.

Associations may not schedule or host any activities at Wills Park on July 4th and 5th due to the City's annual July 4th celebration and fireworks, and day-after park clean-up. Associations may request special permission from the Department Director to schedule or host any activities at Wills Park on July 4th and/or 5th. The decision shall be made by the Department Director in his sole discretion.

The City reserves the right to restrict facility use on other dates when there are special events hosted by the City, the Department, or a non-City entity utilizing City facilities for a tournament, clinic, camp, etc. deemed appropriate and beneficial to the City. These dates, if applicable, will be included in the annual facility use agreement or will be communicated to the Association as soon as the dates are confirmed.

15- CAPITAL IMPROVEMENTS

The Department formally evaluates the condition of all park facilities and amenities twice per year. During these inspections, Department staff will determine whether or not facilities and amenities are in need of removal, repair, and/or replacement. Maintenance needs are prioritized by the Department based on safety, vandalism, functionality, aesthetics, etc.

During the City budget process (mid-year and/or fiscal year), Department staff will prepare a list of capital improvement projects to be recommended for funding. The list of projects shall include cost estimates and justification, and shall be presented to the Commission for review. The Commission shall prioritize the list of projects and may add or delete any projects recommended by staff. The Commission shall approve a capital improvements project budget request to be provided to the City Budget Review Committee and/or Mayor/Council for consideration during the budget process.

Association representatives are encouraged to identify capital improvement projects respective to the facility or facilities on which they operate. The list of projects should be prioritized by the Association Board and presented to the Commission liaison and the Department Director and/or his designee no later than early December prior to the start of the budget process. The Director determines whether or not to include recommended

ALPHARETTA RECREATION AND PARKS DEPARTMENT

projects in the list that is given to the Commission. Financial partnerships (50/50) between the Associations and the Department are encouraged.

16- ANNUAL PRESENTATION

The President/Commissioner of the Association will be invited to the December meeting of the Commission in order to make a brief presentation on the activities of the Association during the past year and its plans for the following year. Each Association representative will be asked to submit a written report electronically to the City at least one week prior to the meeting.

17- CHANGES TO PROGRAM CONTENT, STRUCTURE, PHILOSOPHY, ETC.

Each Association shall communicate to the Commission liaison(s) and employee liaison(s) any and all substantial changes in their program.

For this purpose, a **substantial change** shall be defined as any change in the philosophy, mission, and organization of the Association which would impact the delivery of expected service to any and all program participants, current and future.

This includes but is not limited to the following:

- addition/elimination of any age or skill level
- addition/elimination of any component of the overall program content (i.e. cheerleading, flag football, fast pitch softball, out-of-park all stars, Sunday select, summer or winter league play, etc.)
- Association by-laws
- Board structure and composition
- Schedule of fees for participants
- Anything that would be in direct conflict with existing City/Department policies

Association shall notify liaisons as soon as the idea for a substantial change is included on an Association meeting agenda. Upon notification by the Association, the Commission and/or employee liaison shall communicate the information to the Department Director or his/her designee. Before any action shall be taken by the Association to implement the substantial change, the Association shall prepare a written proposal (project template) outlining the planned change to include justification for the change; benefits of the change to the Association, citizens of Alpharetta, and the City; communication plan to inform the general public; timeline for implementation; financial impact to program participants (if any); legal requirements (if any); etc. It shall be at the sole discretion of the Department to determine if an in-depth written proposal shall be required. This will be determined on a case-by-case basis, depending on the nature of the proposed change.

The Department shall determine the level of approval needed for the Association to implement the substantial change. The approval levels are noted as follows:

- a. Association Board and members only
- b. Department Director or his/her designee

ALPHARETTA RECREATION AND PARKS DEPARTMENT

- c. Recreation Commission Sub-Committee (Administration, Parks, and/or Recreation)
- d. Alpharetta Recreation Commission
- e. Alpharetta Mayor and City Council

16- SPONSORSHIPS/ADVERTISING

Associations are not permitted to display permanent advertising signage of any kind on fences, dugouts, concession buildings, grounds, roadways, etc.

Associations are allowed to seek sponsors to help offset expenses associated with administering their programs and to create a revenue stream for Associations to assist the City in funding capital projects benefitting the parks and facilities they use. Associations are not permitted to obtain sponsorships, including direct financial aid and/or in-kind donations, from any religious organization, individuals, and businesses that compete with contractual obligations of the City. Sponsors must be in good taste and appropriate for City park environment (i.e. alcohol and/or tobacco-related products/businesses are not allowed to advertise in City parks).

Associations must request in writing to the Department Director permission to display sponsor banners in the parks. With approval of the Department Director, sponsor banners may be displayed on fences only during games. All banners must be taken down immediately at the conclusion of the last game of the day.

Associations are encouraged to support the City's Scoreboard Sponsor Program as a fundraising opportunity for Associations. Associations are assigned certain scoreboards and may sell advertising on these scoreboards per the terms of the City's Scoreboard Sponsor Program. Contact Department Director or his/her designee for information on the City's Scoreboard Sponsor Program.

REQUIREMENTS OF ASSOCIATIONS

1- FACILITY USE AGREEMENT

Any Association operating on City property must sign a Facility Use Agreement with the City. The agreement is issued prior to the start of the calendar year and specifically identifies the facilities to be used by the Association and the terms of that use.

Adherence to all policies and procedures in this manual is considered part of the Facility Use Agreement. The City retains the right to change these guidelines and policies at any time, without advance notice, as it deems appropriate. Any changes will be communicated to the Association within five (5) business days after the change has been made and approved.

In accordance with O.C.G.A. § 36-60-13, this agreement may be renewed for one (1) successive one (1) year term if, prior to the expiration of the then existing term, the parties execute a written agreement to renew same for a one (1) year term. For any such subsequent terms, facilities, dates, times, fees, and any modifications to the agreement will be determined by written agreement of the City and Association.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

With respect to renewal of this agreement, any Association currently holding a Facility Use Agreement will receive priority, unless the City has reason to revoke the agreement. Facilities not in use will be distributed on a first come first served basis.

2- COACH CERTIFICATION AND TRAINING

Association must provide coach certification and/or training for all head and assistant coaches of each team. It is the responsibility of the Association to ensure that their volunteers complete all legally mandated training programs before being permitted to coach a team. Association must provide documentation of such training to the City upon request.

A comprehensive training program should include but not be limited to the information listed below:

- Sport Specific Training
- How to Organize Practices
- Communication with Parents
- Basic First Aid and CPR/AED
- Concussion Awareness Training
- Mandatory Child Abuse Reporting Requirement
- Severe Weather Policies and Procedures
- Heat and Hydration Guidelines
- Association Mission/Expectations
- Association Relationship with the City

3- SELECTION OF COACHES

Associations are responsible to select qualified coaches for their program. Each Association shall establish their own criteria to determine qualifications of coaches, such as coaching experience, past playing experience, etc.

4- FEES AND CHARGES

Note: Each Association will adhere to fee policies set by the City, including fees that may not yet be currently established.

Registration Fees

All registration fees shall be fair and equitable to all participants. Associations shall communicate to participants what the registration fee covers, including the number of practices and games per season. Registration fees shall be derived from predicted costs to operate the program, to fund Association operations, and to fund park capital improvements (current and future) that mutually benefit the City and Association.

Registration fees shall include the total cost of operating the association's program to include but not limited to; cost of uniforms, player awards, umpires/officials, equipment for the league/teams, first aid supplies, marketing, web administration, general maintenance of facilities, etc.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

Non-Resident Fees

All program participants who reside outside the city limits of Alpharetta and Milton will be assessed a non-resident fee. Association shall pay the City non-resident fees for each Association non-resident participant in their program. This fee shall be paid for each athletic season held each year (fall, winter, spring, and/or summer), and must be paid to the City no later than three (3) months after the end of the last game of the season. Association non-resident fees shall be calculated at 75% more than the resident registration fee.

Note: the dollar amount of the Association non-resident fee shall not exceed the highest non-resident fee charged to participants in youth athletic programs managed directly by the Department. (ARPD's highest recreation league non-resident fee shall be the maximum for the Association's recreation league non-resident players. ARPD's highest travel/select league non-resident fee shall be the maximum for the Association's travel/select/division 1 league non-resident players.)

At least two (2) weeks before the advertisement/announcement of registration and non-resident fees for a particular season, the Association must submit a fee schedule to the Department. The Department will review the fee schedule, and will have final approval of any and all non-resident fees.

The Association will be responsible for the determination of city residence during the registration period. Within one week after receiving the Association's participation list with addresses, the Department will verify player residency and report information to the Association. The non-resident fee will be paid directly to the City of Alpharetta based on the Department's verification of player residency. The Association is responsible for remitting non-resident fees for all non-City participants, regardless of whether or not it was collected by the Association.

City of Alpharetta employees and their immediate family members, regardless of where they reside, are considered Residents and may register during the Resident registration period. Non-resident fees are waived for these participants. Associations should contact the Department to verify employee status.

Scholarships

The Association should make available a reasonable number of scholarships for participants requiring assistance. The Association shall determine the eligibility criteria for scholarship recipients and shall determine whether or not to charge non-resident fees to scholarship recipients. Regardless, the Association is responsible to pay the City non-resident fees for non-resident scholarship recipients to the City.

Admission Fees

Associations are not allowed to require an admission fee to any normal association play. Admission fees may be collected for tournament play or other special events, upon approval of the Department. The Association must submit a letter of request in order to have an admission fee request approved.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

4- PROGRAM/FACILITY SCHEDULES

Associations are required to submit all master schedules to the Department prior to the beginning of use of any City facility. This includes tryout dates, practice schedules, opening ceremonies, game schedules, special events such as player clinics, travel team schedules, etc. These schedules should be submitted thirty (30) days prior to the beginning of any program. Facility use outside the scope of the Facility Use Agreement must be requested through the Department and is not guaranteed.

5- SAFETY/ACCIDENT PREVENTION

Associations are responsible for operating their programs in a safe and effective manner. All fields, equipment and other facilities should be inspected before each use. Associations should have an adequate number of adults present at each scheduled activity to supervise the participants from the outset to the close of the program. League officials are responsible for insuring that all programs are operated under safe weather conditions. Safety plans should be implemented in case hazardous situations should occur.

6- DISCRIMINATION

Associations must provide equal opportunity without regard to race, color, religion, sex, national origin, age, veteran's status, and disability. Associations must comply with the Americans With Disabilities Act (ADA) of 1990 and provide reasonable accommodations to members of the public, if so requested, unless participation would create a risk to any participant.

7- MAINTENANCE/FACILITY UPKEEP

The Department will be responsible for all field and facility preparation for all practices and games. This includes game day facility preparation, grass mowing, and lining of baseball and softball fields. Parks Services staff will prepare fields only once per day, usually in the morning. Staff is not available to prepare fields on Sundays. Staff is not responsible for lining of grass football fields.

Associations are responsible to report any and all facility maintenance issues to the Department as soon as they are noticed.

Associations are required to provide safe sports equipment for participants.

Associations are responsible for picking up litter around facilities and placing it in proper receptacles after the conclusion of a scheduled program. This includes playing areas, walkways, restrooms, press boxes, concession stands, dugouts, etc.

Associations should take proper steps to ensure that scheduled activities do not infringe on park neighbors or other park users. This includes reducing excessive noise, excessive traffic, parking problems, etc.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

8- WEATHER POLICIES

The Department will determine if fields are playable. Associations will be notified as early as possible if the fields are not playable. Associations are prohibited from field use if the field has been deemed “unplayable.” In the event of inclement weather after the Department’s normal business hours, the Association is responsible for determining field playability. Associations are expected to exercise good judgment in determining if a field is playable, keeping the safety of the players foremost.

Associations must adhere to the **City’s Severe Weather Policy**.

For the safety of all, the City of Alpharetta observes the following severe weather procedures for all outdoor programs:

Any flash or sound (thunder) which indicates diminishing weather conditions will result in the immediate suspension of any outdoor activities for a safe waiting period of **thirty (30) minutes**. All participants will be encouraged to seek shelter immediately. Recreation and Parks staff and/or on-site supervisors will monitor conditions during this time. Subsequent flashes or sounds will result in an extended safe waiting period until it is determined by staff or on-site supervisor either that conditions are safe to resume scheduled outdoor activities, or that conditions have deteriorated to the point of canceling the outdoor activities.

Associations that do not have their own established **Hydration and Heat Guidelines** must adhere to the Hydration and Heat Related Guidelines observed by the Department. In summary, outdoor activities must be canceled if the WBGT (Wet Bulb Globe Temperature) is over 92 degrees. Additional guidelines also apply. A copy of the guidelines in their entirety will be provided to Associations.

Associations that do not have their own established **Cold Weather Policy** must adhere to the Cold Weather Policy observed by the Department. The policy is as follows: If the official Alpharetta, GA temperature according to www.weather.com is forecasted to be 30 degrees or lower at the time of the scheduled practice or game, it is recommended that the scheduled event be cancelled. If the temperature reaches 25 degrees, it is mandatory the event be cancelled.

The Department may cancel and/or postpone all youth programs and activities whenever Fulton County Schools are closed for inclement weather. If Department cancels programs, Associations shall also cancel programs.

9- CONCESSIONS OPERATIONS

Associations must comply with Fulton County Health Department regulations for concessions operations. Associations are required to purchase their own supplies and equipment, such as microwave, popcorn machine, nacho machine, crock pot, etc.

Associations are required to comply with the terms and conditions of City contracts with food and/or beverage providers for concession operations. Failure to adhere to the terms of any City contracts with concessions providers may result in termination of the facility use agreement. Contact the Department Director or his/her designee for information on current contracts.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

Each Association that utilizes the services of a contract vendor (“for-profit” business or individual) to provide concession operations is required to pay the City 15% of all gross receipts from concessions. Gross receipts will constitute any and all revenues collected from sales of concessions. This 15% must be paid directly to the City and held by the City for projects the Association requests (in escrow). Projects for future park improvements require Department Director and Recreation Commission approval. All capital improvements must be completed prior to the start of the following season unless the City agrees that it is in the best interest of the City to delay the completion of the capital improvement.

Each Association that utilizes volunteer board members and/or parents to operate the concession stand is not required to remit a percentage of revenue to the City.

Concession facilities must be cleaned after each use and at the end of the season. Necessary building maintenance and vandalism should be reported to the City.

10- RESTROOMS

It shall be the responsibility of Associations to insure that restrooms are inspected after each program session. The City is responsible for the supply of paper products and general maintenance that may occur.

11- SECURING OF FACILITIES

An Association Board member should be responsible for securing facilities after each use, including all practices and games. This includes closing and locking of all buildings, the turning off of all lights and scoreboards, and ensuring all necessary gates are closed and secured. Association board members and coaches are asked to turn off lights and scoreboards immediately following the last practice or game of the night, instead of waiting for the timer to take effect.

12- KEYS

Keys to all required facilities will be distributed to the Commissioner/President of the Association, and may be distributed to the necessary individuals. A list of all individuals who have keys in their possession shall be submitted to the Department. The Association is responsible for returning all issued keys at the conclusion of the program. Any unreturned keys are subject to a fine at the discretion of the City. Periodically, the Department will change the locks and/or combinations to buildings, gates, and electrical boxes. The Department will notify affected Association of any changes, and will supply new keys/combinations as needed.

13- PUBLICITY

Associations must provide the Department with information at least two (2) weeks prior to publicizing the information to past and potential participants and on the Association website. The purpose of this is to ensure that guidelines for registration and fee structures (resident/non-resident) are followed by each Association. The Department will review information and notify Association within five (5) business days if any changes need to be made in order to comply with established guidelines.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

The Department will provide links to Association websites on the City's website, www.alpharetta.ga.us. The Association must notify the City if the web address changes. Associations may request assistance from the City to help with marketing of registration. City may send news releases to local media outlets, email notifications to Department participants, include information in the Department e-newsletter and Facebook page, etc. The City will not pay for Association advertising, flyers, mailings, etc.

14- PUBLIC USE OF FIELDS

The Facility Use Agreement applies only to organized league play for the duration of the agreement as specified on the agreement. Unless otherwise scheduled, the facilities are available to the public on a first come first serve basis, or may be rented by the Department to outside groups for activities deemed appropriate and beneficial to the City. The terms of any facility rental agreements between the Department and outside groups are established and agreed upon solely by the City and the group renting the City's facilities. These agreements are independent of the lease agreements with the Associations. The City will not rent facilities to teams and programs that compete with the City's partner Associations.

15- ACCIDENT/INCIDENT REPORTS (attached)

The Association is responsible for filing an accident/incident report to the City which documents the details of any accident, injury, or incident which occurs on City property. The report should detail what occurred, the time of the accident/incident, where it occurred, who was involved, and who witnessed the accident/incident and filed the report. A copy of the accident/incident report is included in this manual. The report shall be submitted to the Department within two (2) working days of the accident/incident. (Any and all accidents/incidents must be reported!)

16- PARTICIPANT EVALUATIONS

All participants in Association programs must be given an opportunity to complete a participant evaluation at the conclusion of each athletic season in which he/she participated. The evaluation should include questions pertaining to the administration and organization of the program (i.e. ease of registration, quality of the coaches, program structure, program content, etc.), and the condition and appearance of the Department facilities. The Association should ask participants for comments and suggestions to improve the program. A summary of participant evaluations should be prepared and distributed to the Association Board, the Department, and the Recreation Commission within two months at the end of each season. Upon request, the Association must make completed participant evaluations available to the Department and/or Commission.

City reserves the right to conduct independent participant surveys.

17- GRIEVANCE PROCEDURE

All participants must have due process to address any grievances with the Association's Board at a scheduled meeting.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

18- COMPLAINT PROCEDURE

Any written complaint regarding a coach, league official, umpire, etc., should be copied to the Department Director.

19- BACKGROUND CHECK - VOLUNTEERS

All Association board members and any individual who wants to coach a youth team shall go through the City's criminal history background check once per calendar year. All potential volunteers must complete the Request for Criminal History form and provide a copy of valid photo identification. An Association representative shall be designated to collect the documentation and shall submit this to the Athletics Recreation Supervisor II who will coordinate with Alpharetta Department of Public Safety.

The City's Human Resources Department personnel confers with the Department Director on any problematic criminal history background checks. Any individual who does not meet City standards for criminal history background check will not be allowed to coach in the youth league and should not be assigned a team. Potential volunteers who refuse to provide information necessary to complete the criminal history background check shall not be allowed to volunteer.

NOTE: Associations are responsible for collecting and submitting criminal history background check documentation (forms and photo ID) at least one month prior to finalizing team coaching assignments. This will allow ample time for the criminal history background check to be completed. Association will be notified of any and all potential volunteers who do not successfully pass the City's criminal history background check. It is the Association's responsibility to inform volunteers of the outcome of their criminal history background checks. The City provides a process for any denied application to request an appeal of decision. This information is available upon request. The Department strongly encourages all Associations to submit background checks for potential assistant coaches.

20- BACKGROUND CHECK – OFFICIALS AND UMPIRES

Each Association who has a contractual agreement with an outside vendor to provide officiating services for the Association shall require, as part of the written agreement, that all officials/umpires who will be scheduled to officiate at Association activities complete a criminal history background check prior to officiating any games for the Association. The criminal history background check should be performed once per calendar year. The Association shall require appropriate documentation of completion of background checks. Documentation must be maintained on file by the Association.

21- MANDATORY REPORTING LAW

Volunteers who work with children are required by law to report suspected child abuse. The mandatory reporting requirement is a provision in HB 1176, the criminal justice reform bill signed by Governor Nathan Deal on May 2, 2012. Specifically, HB 1176 changed the definition of "child service organization personnel" to include volunteers. The law defines "child service organization personnel" as follows: "Child service organization personnel" means persons employed by or volunteering at a business or an

ALPHARETTA RECREATION AND PARKS DEPARTMENT

organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.”

It will be the responsibility of each Association to ensure that all volunteers and contracted vendors are notified of the law. All Association volunteers must complete a training program before being allowed to serve as a volunteer for the Association. The City will provide access to online training for volunteers as available.

22- CONCUSSION AWARENESS POLICIES AND PROCEDURES

HB 48 by the Georgia Legislature requires agencies to educate youth athletes and their parents on the dangers of concussions in youth athletic activities. The Georgia Department of Public Health is referring everyone to the “Heads Up – Concussion in Youth Sports” program offered by the CDC. The following is a link to the program: http://www.cdc.gov/concussion/HeadsUp/online_training.html.

It is the policy of the Department to educate coaches, referees, employees, instructors of at-risk activities, trainers, parents, and participants of the signs, symptoms and behaviors consistent with sports- and activity-induced concussions. Further, the Department requires that any participant, under the age of 18, suspected of a concussion or head injury must be removed from the activity and it is recommended that the participant be examined by a licensed health care provider. If a participant is deemed by a licensed health care provider to have sustained a concussion, Department personnel or other designated personnel (coaches, referees, instructors of at-risk activities, trainers, and parents) shall not permit the participant to return to play until he or she receives documented clearance from a licensed health care provider for a full or graduated return to play.

A full copy of the Department’s policies and procedures is available upon request.

FACILITY GUIDELINES AND ORDINANCES

Associations are responsible for adherence to all City and park ordinances.

1- HOURS OF OPERATION

City facilities open at 8:00am and close at 11:00pm. Associations are not allowed to conduct a program prior to 8:00am and after 11:00pm, unless prior written approval has been given by the Department.

2- USE OF PARKS FOR GOLF PRACTICE

Parks may not be used for golf practice, with the exception of disc golf which is permitted at the disc golf course at Wills Park.

3- MOTOR VEHICLES IN PARKS

Motorized vehicle operation is restricted to prescribed paths, marked roadways, driveways and parking lots. This also applies to parking in areas other than designated

ALPHARETTA RECREATION AND PARKS DEPARTMENT

parking spaces. Unauthorized vehicles are not allowed in “plaza” areas of ball fields without permission from the Department.

4- LITTER CONTROL

It is unlawful to litter. Each Association is responsible for insuring that all fields, parking lots, restrooms, dugouts, bleachers, concession areas, etc. are kept clean and litter free on a daily basis. Clean up fees may be assessed to Associations not adhering to this policy. All litter should be picked up and placed in the proper containers.

5- ALCOHOL BEVERAGES

Per City ordinance, the selling or consumption of alcoholic beverages on park property is strictly prohibited.

6- TOBACCO USE

Per City ordinance, the use of any and all tobacco products on park property is strictly prohibited.

7- ANIMALS IN PARKS

Other than service animals, it is against park regulations for any individual who possesses or is in charge of a domestic animal, restrained or unrestrained, to bring the animal onto any athletic field. It is the owner’s responsibility to remove any animal excrement deposited by their animal on park property and dispose of it in a sanitary manner. **FOR THE SAFETY OF ALL, PET OWNERS ARE REQUIRED BY LAW TO OBEY FULTON COUNTY LEASH LAWS WHILE VISITING CITY OF ALPHARETTA PARK FACILITIES.**

8- NOISES AND SOUNDS PROHIBITED

It is unlawful for any person to make, continue or cause to be made any loud, unnecessary or unusual noises that annoy, disturb, injure, or endanger the safety or comfort of others in the area.

9- CLOSING OF BALLFIELDS

The Department may close to the Association and/or public any ballfield or facility for maintenance purposes. Such facilities will be posted, and it is unlawful for any person to enter a closed facility.

PARK/FACILITY REGULATIONS

1. Associations conducting youth activities on City facilities must have at least one adult present for every fifteen youth participating in an activity to supervise all scheduled activities from the outset to the conclusion of the activity.
2. Participants, Spectators, Parents, Coaches, or Officials of an organization must display appropriate conduct while operating activities on City facilities and must adhere to the Department’s Code of Conduct. A copy of this document is available upon request. Association is responsible to provide this information to the appropriate parties. Continuous failure to do so could result in the termination of this agreement.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

3. The Association shall be responsible for any damage incurred to the facilities while in use by the Association. Persistent damage to City facilities while in use by the Association could result in agreement revocation
4. The Association is responsible for policing the area around athletic fields, plaza areas, parking lots, rest rooms, concession stand, dugouts, and walkways. This must be completed upon the conclusion of each activity.
5. Association representatives are responsible to report any and all suspicious activity occurring on City property to the Department and/or to the City's Department of Public Safety.
6. The Department will supply locks for all required facilities and structures. Keys and/or combinations will be distributed as per Department policy.
7. The City shall be responsible for mowing the grass, moving bleachers, general maintenance, etc., unless otherwise specified in the agreement.
8. A designated Association member must make sure the facilities are secure and all lights turned off before departing the area.
9. The Department reserves the right to cancel any scheduled activities when it is believed that such use as during bad weather would damage facilities or put participants at risk.
10. Bicycles, roller blades, skateboards, etc. are prohibited on walkways and other designated areas.
11. No game shall begin after 10:00pm, and every effort should be made to conclude by 11:00pm.
12. Questions, recommendations, complaints, etc. regarding park facilities and operations should be directed to the Department – 678-297-6100 or recreation@alpharetta.ga.us.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

DEPARTMENT PERSONNEL AND CONTACT INFORMATION

Director

Morgan Rodgers, CPRP 678-297-6103 mrodgers@alpharetta.ga.us

Office Manager

Alice Smith 678-297-6104 asmith@alpharetta.ga.us

Projects Manager

Kurt Kirby, CPRP, CPO, CPSI 770-740-1034 kkirby@alpharetta.ga.us

Wills Park Manager – Park Facilities, Pool, Equestrian Center

Matt Casey, CPRP 678-297-6122 mcasey@alpharetta.ga.us

Parks Services Manager – Park Supervisors, Greenway

Eric Milley, CPO, CPSI 678-297-6106 emilley@alpharetta.ga.us

Park Supervisor II

Barry Pike (Wills Park) 678-297-6125 bpike@alpharetta.ga.us
Chris Anderson, CPSI, CPO (North Park) 770-751-7840 canderson@alpharetta.ga.us
Nate Hand, CPSI (Webb Bridge) 770-751-7841 nhand@alpharetta.ga.us

Administrative Assistant II - Parks

Ruby Flynn 678-297-6123 rflynn@alpharetta.ga.us

Cultural Arts Services Manager

Kim Zane 678-297-6078 kzane@alpharetta.ga.us

Community Services Manager

Vacant

Recreation Services Manager

Christine Young 678-297-6154 cyoung@alpharetta.ga.us

Recreation Centers/Divisions

General Information 678-297-6100 recreation@alpharetta.ga.us
Alpharetta Community Center (Wills Park) 678-297-6100 accprograms@alpharetta.ga.us
Crabapple Government Center 678-297-6160 athleticprograms@alpharetta.ga.us
Alpharetta Adult Activity Center (North Park) 678-297-6140 activeadults@alpharetta.ga.us
Wills Park Recreation Center (Wills Park) 678-297-6130 wprcprograms@alpharetta.ga.us

Recreation Supervisor II – Athletics, Association Liaison

Steve Ciaccio 678-297-6173 sciaccio@alpharetta.ga.us



ALPHARETTA RECREATION AND PARKS DEPARTMENT

City of Alpharetta Accident / Incident Report Form

Date of accident/incident _____ Time of accident/incident _____

Facility where accident/incident occurred _____

Specific location of accident/incident within the facility _____

Number of persons involved _____ Police notified ☐ Y ☐ N EMS notified ☐ Y ☐ N

Information on persons involved in the accident/incident:

NAME (please print)	PHONE	Under the age of 18
	Day: Evening:	
	Day: Evening:	
	Day: Evening:	

Information on witnesses to the accident/incident

NAME (print)	SIGNATURE	PHONE
		Day: Evening:
		Day: Evening:
		Day: Evening:
		Day: Evening:

ACCIDENT/INCIDENT SUMMARY:

If applicable, who offered treatment options

Did the injured party waive treatment ☐ Y ☐ N

**Photos of accident/incident site taken ☐ Y ☐ N

Person completing form _____
(Print name) Signature Date

Person completing form _____
Day phone Evening phone

** Take photographs of the accident/incident site as soon as practical but within 24 hours of the accident/incident
Fax or email completed form to **Safety/Risk Administrator at 678-297-6063 or**
dnelson@alpharetta.ga.us; and City at 678-297-6101 or **recreation@alpharetta.ga.us**.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

ASSOCIATION CHECKLIST

DESCRIPTION	DUE*	DONE
Proof of Non-profit status submitted to ARPD	On file each year	_____
Current Association by-laws to ARPD	On file each year	_____
Open election of Board of Directors	At least once every 2 years	_____
Slate of nominated officers to ARPD	30 days before elections	_____
Advertisement of open elections to membership	30 days before elections	_____
List of elected officers to ARPD	One month after elections	_____
Annual membership meeting	Annually	_____
Operating Budget to ARPD	Before start of assn. fiscal year	_____
Certificate of Insurance	Maintain each year	_____
Participation List to ARPD	No later than one month after the end of the established program registration period	_____
Information for ARPD Leisure Guide	TBD by ARPD based on leisure guide due date	_____
Signed Facility Use Agreement	November/December	_____
Coach Background Check Consent Forms	Prior to team assignments	_____
List of Certified Coaches	Provide upon request by ARPD	_____
Master Schedule to ARPD (tryouts, practices, games)	1 month before season	_____
Assn. secures facilities after games/practices	Ongoing	_____
List of key holders to ARPD	Update as necessary	_____
Accident/Incident Reports	As necessary	_____
Copy of Coach Complaint to ARPD	As necessary	_____
Participant Evaluation Summary to ARPD/Commission	2 months after each season	_____
Payment of Non-Resident Fees to City	3 months after each season	_____
Financial Statement	annual (to include the following:)	_____
1. Summary of operating income and expenses		_____
2. Summary of capital expenditures		_____
3. Registration fees charged to participants		_____
4. Federal and State tax returns		_____
5. Profit and Loss statement		_____

(Note: ARPD = Alpharetta Recreation and Parks Department)

**Due Dates for each Association will be discussed and agreed upon with each Association Commissioner/President during the contract review process. Some Due Dates will vary per Association, based on Association fiscal year.*

ALPHARETTA RECREATION AND PARKS DEPARTMENT

FACILITY USE AGREEMENT

This agreement, made this _____ day of _____, 20_____, by the City of Alpharetta ("City") and _____ a non-profit organization called the "Association."

Witnesseth :

In consideration of the mutual agreements contained in this document, the City and Association agree as follows:

1. The Association agrees to provide a youth sports program (organized league play) as a service for the City in accordance with all policies and procedures for youth sports associations operating on city property previously set forth, (including the Youth Athletic Association Facility Use Agreement and Organizational Requirements) and attached in this agreement.
2. This Facility Use Agreement shall begin on the Effective Date and terminate on _____. Thereafter, in accordance with O.C.G.A. § 36-60-13, this agreement may be renewed for one (1) successive one (1) year term if, prior to the expiration of the then existing term, the parties execute a written agreement to renew same for a one (1) year term. For any such subsequent terms, facilities, dates, times, fees, and any modifications to the agreement will be determined by written agreement of the City and Association.
3. The City agrees to authorize the Association the use of fields and facilities as listed below at _____ park. The agreement includes use of all support structures (dugouts, lights, press-boxes, concession stands, storage facilities, bleachers, batting cages, fencing, etc.) for approved league play unless otherwise specified. See Exhibit A for detailed information on days and times of approved use of fields and facilities.
4. The Association agrees the facilities will be used in a safe manner, and in compliance with all applicable federal and state laws and City ordinances, rules and regulations.
5. Association shall not cause or permit damage or injury to the facilities. No alteration, addition, or improvement to the facilities shall be made by the Association without prior written consent from the City. Such alterations, additions, or improvements shall become and remain City property.
6. Failure of the City to insist upon strict performance of any term or condition of this agreement shall not be a waiver of any right or remedy the City may have, and shall not be a waiver of any subsequent breach of terms or conditions.
7. The City may enter the facilities at any time during the period of this agreement for inspection or supervision as deemed necessary.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

8. It is agreed and understood that the Association shall indemnify and hold the City, its agents and employees harmless from any and all liability, costs, legal fees, expenses, damage or injury to participants or property, and any claim or causes of action arising out of the performance of this agreement or negligence.
9. This agreement may be modified only by a written agreement between the City and the Association.
10. It is the understanding of the City and the Association that nothing contained in this agreement shall be interpreted to assign to the Association any status under this agreement other than that of an independent Association.
11. Nothing within this agreement shall be construed as a waiver of governmental immunity by the City, its officers or employees.
12. For the purpose of this agreement, any notices required to be sent to the parties shall be mailed to the following respective addresses:

ASSOCIATION NAME:_____

ADDRESS:_____

CITY/STATE/ZIP:_____

PHONE:_____

WEBSITE:_____

EMAIL:_____

CITY: Alpharetta Recreation and Parks Department
 Attn: Recreation Supervisor II, Athletics
 1825 Old Milton Parkway
 Alpharetta, GA 30009
 678-297-6173
 www.alpharetta.ga.us
 recreation@alpharetta.ga.us

13. It is agreed between the City and the Association that this agreement shall be executed in an original and one copy, which may be used for any purpose for which the original may be used.
14. The City has designated the Athletics Recreation Supervisor II for the City as its contact person, coordinator, and liaison person with the Association in the execution of the terms of this agreement.

ALPHARETTA RECREATION AND PARKS DEPARTMENT

15. The Association shall not have the right to assign the interest it holds in this agreement.
16. The facilities shall not be used for any purpose other than those designated within this agreement, without the written consent of the City.
17. The Association may not deny participation in any park or program based on race, color, national origin, religion, sex, age, or disability.
18. The Association members agree to abide by all City policies and procedures as attached in this agreement.
19. The Association will adhere to fee policies set by the City, including fees that may not yet be currently established.
20. This Agreement shall not be assigned or subcontracted in whole or in part without the prior written consent of ARPD. This Agreement shall be construed under and governed by the laws of the State of Georgia. This Agreement is the complete understanding of the parties in respect of the subject matter of this Agreement and supersedes all prior agreements relating to the same subject matter. The parties may modify this Agreement only by written instrument signed by each of the parties hereto. Failure by either party to enforce a provision of this Agreement shall not constitute a waiver of that or any other provision of the Agreement. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement.
21. The Association acknowledges and agrees that by virtue of the fact that the fields and other facilities made available to the Association under this Facility Use Agreement were funded by the taxpayers of the City and are owned by the City, and further due to the fact that the recreation fees generated from the availability of such fields, the Association is subject to the Open Records and Open Meeting laws of the state of Georgia. The Association agrees to comply with those laws. To the extent that the Association is uncertain or needs assistance as to proper compliance with such laws, the City shall provide such assistance and guidance. The Association further agrees that all books and records of the Association shall be made available to the City of Alpharetta as and when requested for review or audit.
22. City shall have the right to terminate this Agreement upon failure of Association to perform its obligations to the satisfaction of City. Prior to exercising this right of termination, City shall provide Association with a written notice specifying Association's failure to perform, and providing Association with a reasonable opportunity to cure its performance. In the event that Association fails to cure its performance, or in the event of subsequent failure to perform, City shall have the right to immediately terminate the Agreement by providing written notice of termination to Association.

Association shall have the right to terminate this Agreement upon failure of City to perform its obligations to the satisfaction of Association. Prior to exercising this right of

ALPHARETTA RECREATION AND PARKS DEPARTMENT

termination, Association shall provide City with a written notice specifying City's failure to perform, and providing City with a reasonable opportunity to cure its performance. In the event that City fails to cure its performance, or in the event of subsequent failure to perform, Association shall have the right to immediately terminate the Agreement by providing written notice of termination to City.

Either party may terminate this Agreement at any time without cause upon ninety (90) days written notice to the other party.

I hereby acknowledge and understand that the Association of which I am authorized to represent will abide by and comply with the terms and conditions as set forth in this Facility Use Agreement as well as all of the policies, procedures, guidelines, and rules contained within the City's Youth Athletic Association Handbook. I understand that failure of the Association or any of its members to comply may result in termination of this Agreement with the City.

By: _____
Association Representative Signature

Name: _____
(Typed or Printed)

Title: _____

Date: _____

Phone: _____

Email: _____

By: _____
David Belle Isle
Mayor, City of Alpharetta
Date: _____

By: _____
Morgan Rodgers
Director, Alpharetta Recreation & Parks
Date: _____

APPROVED AS TO FORM:

By: _____
Sam Thomas, City Attorney
Date: _____

EXHIBIT A

2018 FACILITY USE AGREEMENT – (enter name of ASSOCIATION)

Enter information specific to each association in regards to:

- Seasons and inclusive dates
- Field designation and use dates
- Exceptions to use per season
- Other information regarding tournaments, shared field usage, etc.