



GUIDELINES and REFERENCE MANUAL

- Organization Accreditations ** (Under revision 11/2015)
 - Some sections have been revised and updated
- Facility Scheduling ** (Revised 2/2017)
- Facility User Rules and Guidelines ** (Tobacco Use Revised 3/2016)
- Maintenance Grants
- Scheduling Areas
- Background Check Program (Revised July 2018)
- Organized Sports Rules (Revised April 2018)
- Youth Coaches Certification Clinic
- Head Coaches Code of Ethics
- Disciplinary Actions (Revised September 2015)
- Appeals Board
- Coaches Associations
- Mid-Atlantic Recreation and Parks Sports Alliance
- Departmental Awards
- ADA Accommodations
- Glossary of Terms
- Departmental Website
- Inclement Weather Policy
- Departmental Staff Assignments

****** Denotes sections currently under revision. Please contact the Department if you have any questions.

TABLE OF CONTENTS

Organizational Accreditation	4
Facility Scheduling	14
Scheduling Fees (Revised 2/17)	27
Facility User Rules and Guidelines	28
Maintenance Grants	35
Scheduling Areas	38
Background Check Program	42
Organized Sports Rules (Revision 11/2016)	48
Youth Coaches Certification Clinic	57
Head Coaches Code of Ethics	58
Disciplinary Actions	59
Appeals Board	62
Coaches Associations	64
Mid-Atlantic Recreation and Parks Sports Alliance	65
Departmental Awards	66
Glossary of Terms	67
ADA Accommodations	68
Inclement Weather Policy	69
Departmental Website	70
Departmental Staff Assignments	71

DEPARTMENT MISSION STATEMENT

- Enrich the lives of our citizens by offering quality active and passive recreation opportunities and accessible youth and adult services while pursuing the preservation and enhancement of our natural, cultural and historic resources;
- Develop and operate regional and community parks throughout the County;
- Expand the County's network of bike trails and citizen access to our waterways, and
- Manage and expand open spaces pursuant to the County's land-use plan.

EQUAL OPPORTUNITY POLICY

Anne Arundel County assures all individuals an equal opportunity in all aspects of the Department of Recreation and Parks' recreational and athletic programs and activities. There will be no discrimination on the basis of race, color, sex, religion, national origin, age, marital status, political affiliation, or mental or physical disability. This policy is applicable to all departmental policies, practices and guidelines contained in this manual.

REVISIONS TO THESE GUIDELINES

The information contained in this manual supersedes any previous material published and distributed by the Department of Recreation and Parks on like subjects.

POLICY UPDATE NOTICES

Revisions and additions to the information contained in this manual will be made when necessary. When any change is made to the manual, notice will be posted on the departmental website and distributed to the appropriate points of contact, if required.

ANNUAL UPDATE OF MANUAL

This manual is updated annually on July 1st, at which time it is posted on the departmental website. Individuals are encouraged to submit comments and/or suggestions relevant to the information contained herein to the attention of the Administrative Manager, Scheduling Office.

INTRODUCTION

The Department of Recreation and Parks oversees the acquisition, development and management of a nationally recognized, award winning park system providing Anne Arundel County residents with open space for recreational activities and natural resources conservation.

Departmental objectives:

- ❖ Improve quality of life by conserving and enhancing the natural and developed environment for current and future generations.
- ❖ Enable Anne Arundel County citizens to attain the maximum physical benefits and social enjoyment through participation in recreational sports.
- ❖ Promote the highest ideals and standards of sportsmanship.
- ❖ Offer youth sports that ensure maximum opportunities for participation by all team members and provide a positive environment for personal development.
- ❖ Provide opportunities for lifelong enjoyment of a physical activity and a recreational outlet for participants.

The Department of Recreation and Parks is committed to the belief that participation in recreational and athletic programs should be fun for everyone — a great opportunity to learn new skills, get some exercise, meet new friends and be part of a team!

The main emphasis of youth sports is universal participation, not impressive won-lost records. One study on youth athletics revealed that 72% of children would rather play for a losing team than sit on the bench of a winning team. Adults must keep in mind that the game is for the kids, and kids play sports to have fun.

Whether you are a player, coach, parent or spectator, the challenge is to keep the art of winning in proper perspective.

PURPOSE OF THE MANUAL

This manual serves as an overall guide for:

- ❖ Board of Education and Department of Recreation and Parks' Facility Users
- ❖ Organizations seeking Accreditation
- ❖ Participants in Youth and Adult Organized Sports Programs
- ❖ Organizations Sponsoring Youth / Adult Recreational and Athletic Programs
- ❖ Individuals Seeking Coach's Certification

The Director of the Department of Recreation and Parks has sanctioned the policies, practices and guidelines contained in this manual. These policies, practices and guidelines supersede those found in past departmental publications. Additional information, policy updates and departmental forms may be found on the Department's website:

www.aacounty.org/recparks

ORGANIZATIONAL ACCREDITATION *(Section currently being revised)*

To ensure compliance with departmental standards regarding access to public facilities, the Department of Recreation and Parks has established an accreditation process for all organizations and groups. The purpose of organizational accreditation is to foster and facilitate the role of the Department in promoting and ensuring the quality and diversity of athletic and recreational programming in Anne Arundel County.

Accreditation does not provide automatic access to Board of Education and/or Department of Recreation and Parks facilities/fields. An accredited organization demonstrates that it has met departmental standards and is eligible to access Board of Education and/or Department of Recreation and Parks facilities/fields,, (does not include Regional Parks) using the facility scheduling process. Please refer to the Facility Scheduling Guidelines for the facility use prioritization of County-owned facilities.

Groups that are accredited must apply the policies and guidelines contained in this manual to all components of their organization to include: travel or select teams, contracted vendors, paid consultants, etc.

I. CLASSIFICATIONS OF ACCREDITATION (Revised 12/2015)

A. Level One – Youth

- Organizations that sponsor **recreational youth activities**.
- Organizations must meet all core requirements for accreditation and be in compliance with the departmental Background Check Program.

B. Level Two – Adult

- Organizations that sponsor adult activities only and do not sponsor youth activities.
- Organizations must meet all core requirements.

C. Level Three –Youth/Adult OTHER

- **Organizations that sponsor youth or adult activities and do not meet ALL of the core requirements for accreditation.**
- Organizations must be in compliance with the departmental policies.
- Organizations have the lowest priority for facility use. Requests for use of public facilities by Level Three organizations are processed after the normal scheduling cycle for the respective period.

D. Exempt

- Board of Education, Department of Recreation and Parks, governmental agencies, coaches associations, athletic officials groups and other designated groups.
- Organizations that enter into agreements with the County, including, but not limited to leases, licenses or contracts. These organizations must comply with the conditions outlined in the executed agreement.
- Organizations that are not accredited and do not meet the core accreditation requirements have no rights of access to public facilities, other than potential rental of turf fields.

II. SCOPE OF ACCREDITATION

The scope of an organization's accreditation shall define the following:

- Classification of Accreditation
- Type of Organization
- Approved Activities and Age Groups
- Primary Scheduling Area
- Period of Accreditation
- Other Parameters Deemed Appropriate by the Department

III. TYPES OF ACCREDITED ORGANIZATIONS

- Athletic Organizations
- Dance Groups
- Homeowners Associations
- Scouting Groups
- Commercial Entities engaged in Athletic or Recreational Activities (i.e. Company Softball Games) where no funds exchange hands
- Religious Groups engaged in Athletic or Recreational Activities
- Other Groups (i.e. Fraternal, Social, Enrichment, Child Care, Educational, etc.)

IV. ORGANIZATIONS NOT ELIGIBLE FOR ACCREDITATION

A. Commercial Enterprises and Religious Groups

- Entities engaged in a commercial enterprise and groups engaged in religious activities, which are seeking the indoor use of a school facility, are not subject to the organizational accreditation requirements.
- In keeping with Board of Education policy, use of a school for religious activities is scheduled and approved by the principal of the respective school for the first two years of use. Subsequent use of the school for religious activities beyond the first two years requires Board approval.
- Commercial entities and religious groups engaged in recreational or athletic activities may qualify for organizational accreditation and be eligible for the use of public facilities. Such groups should contact the Department's Facility Scheduling Office to discuss their eligibility.

B. Providers of Tournament, Camps and/or Clinics

- Providers of tournaments, camps and/or clinics are generally considered commercial vendors and not eligible for organizational accreditation.
- Providers of tournaments, camps and/or clinics must be sponsored by an accredited organization. Such sponsorship requires:

- An accredited organization be permitted the use of the public facility (including an approved Special Event Form) and accept all responsibility for its safeguard.
- The Special Event Form may be downloaded from the Department's website.
- The accredited organization is to be identified as the sponsor of the event on all advertisements, signage, registration forms, etc.
- The accredited organization must carry the appropriate liability insurance for such an event with Anne Arundel County listed as additional insured.

C. Non-County Based Organizations

- Unless the Department grants an exception, groups with a membership base of less than 75% County residents are considered "non-County" and are not eligible for organizational accreditation.
- Non-County based organizations seeking the indoor use of a school facility must apply directly to the school and are subject to paying all building use fees.
- Non-County based organizations seeking the use of any other public space should contact the Department's Facility Scheduling Office to discuss their eligibility.
- Non-County organizations may be assessed additional fees at time of registration.

V. INITIAL ORGANIZATIONAL ACCREDITATION

Organizations seeking accreditation for the first time may apply at any time. Accreditation guidelines and forms can be downloaded from the Department's website – www.aacounty.org/recparks. Organizations that engage in athletic activities must include an assessment of community need along with their accreditation submittal.

The departmental evaluation and determination of an initial accreditation submittal could take up to 180 days. Organizations will not be permitted the use of public facilities until the departmental determination is rendered regarding their accreditation submittal.

Organizations that are denied accreditation but meet all core accreditation requirements will be classified as Level Three – Non-Accredited. Non-accredited organizations are eligible to apply for the use of public facilities, although their Facility Use Applications will be processed after the accredited groups have been permitted for the respective period.

VI. ACCREDITATION OF EXPANDED ACTIVITIES

Accredited organizations seeking to expand sponsored activities may apply at any time. Organizations that engage in athletic activities must include an assessment of community need and an updated Organizational Profile form. This form can be downloaded from the Department's website.

The departmental evaluation and determination of a request to expand sponsored activities could take up to 90 days. Organizations will not be permitted the use of public facilities for the newly requested activities until the departmental determination is rendered regarding their application to expand sponsored activities.

Accredited groups that are denied inclusion of certain sponsored activities but meet all core accreditation requirements may apply for the use of public facilities for the non-accredited activities. Facility Use Applications for non-accredited activities have the lowest priority for facility use.

VII. CORE REQUIREMENTS FOR INITIAL ACCREDITATION

- A. **Status of Good Standing:** All current organizational officers, commissioners and board members must be in good standing with the Department. Good standing is a term used to identify individuals who are in compliance with departmental policies, standards and requirements. Disciplinary sanctions imposed by the Department may result in an individual losing their "good standing" status and corresponding benefits.
- B. **Required Forms:** The following departmental forms must be completed and submitted with the required documentation:
- **Organizational Accreditation Checklist:** Includes the organization's equal opportunity and non-discrimination pledge, acknowledgement of receipt of departmental guidelines and policies, listing of accreditation submission requirements and the background check requirements for organizations that sponsor youth activities.
 - **Organizational Declaration Affidavit:** Delineates the organization as a non-profit, not-for-profit, religious or commercial entity. This form must be notarized.
 - **Organizational Accreditation Profile:** Identifies the organizational officers, details the activities sponsored by the organization and ascertains other pertinent information. Publicly advertised variations to the name of the accredited organization must be on record with the Department. These names must be reflected on the organizational accreditation profile form (i.e. Riva Athletic Association using Greater South River Basketball or Davidsonville Athletic Association using South River Football).

- C. **Certificate of General Liability Insurance:** Organizations that sponsor athletic or physical activities, including commercial enterprises and religious groups must submit a Certificate of General Liability Insurance in the amount of \$500,000 listing the respective organization as the "Insured" and Department of Recreation and Parks and the Board of Education as "Additional Insured." The Certificate of General Liability Insurance must reflect the following statement, "Anne Arundel County Maryland, its Officers, Agents and Employees are additional insured."
- D. **Primary Scheduling Area:** Athletic groups must specify their primary scheduling area (refer to the Scheduling Areas section of this manual for a listing of the schools and parks in each scheduling area).
- E. **Residency Requirements:** Unless the Department grants an exception, 75% of an organization's membership (officers and participants) must be comprised of Anne Arundel County residents. Unless the Department grants an exception, 75% of each team's roster must be comprised of Anne Arundel County residents if the team uses County facilities for practices or games. The Department reserves the right to require proof of residency.
- F. **Organizational Bylaws:** Organizational bylaws must be provided to the Department of Recreation and Parks within three working days of request. Do not submit until requested.
- G. **Assessment of Community Need:** An Assessment of Community Need must be submitted by athletic organizations applying for initial accreditation and/or expansion of sponsored activities. This is a narrative statement that establishes the group's intentions as compared to what is offered by existing organizations. Splinter groups or groups offering similar or competing services may not receive favorable consideration.

VII. SUBMITTAL REVIEW FOR INITIAL ACCREDITATION OR EXPANSION OF ACTIVITIES

Departmental staff shall evaluate an organization's application for initial accreditation or the expansion of sponsored activities to determine whether the organization has satisfied all requirements. All available relevant information concerning the organizational compliance with the departmental policies and any organizational deficiencies with respect to the departmental standards will be considered. The Department's staff will review the requesting organization's history with special attention given to any disciplinary actions taken against the organization or its members.

Departmental staff may seek third party input from members of other accredited organizations, community leaders, parents, participants, official's groups and others in determining the community's need for enhanced or new recreational/athletic activities

and/or the requesting organization's ability to comply with departmental standards and policies.

Departmental staff may conduct unannounced site visits to an organization's permitted location to ensure compliance with departmental policies and rules governing the use of public facilities.

If an organization does not hold an approved activity for two (2) consecutive years, the approval for that activity will automatically be revoked. If the organization wants to re-offer this activity, they must apply to the Department of Recreation and Parks and are subject to the review process for expansion of activities.

IX. APPROVAL OF INITIAL ACCREDITATION OR EXPANSION OF ACTIVITIES

Once approved, the requesting organization will receive correspondence from the Department signifying the group's status as an accredited organization, along with the activities for which the group is accredited. The correspondence will include an Organizational Profile, recapping the information contained in the Department's files. The organization will be added to the list of accredited organizations found on the departmental website.

X. ANNUAL CYCLE FOR ORGANIZATIONAL RE-ACCREDITATION

- The annual accreditation cycle runs from July 1st through June 30th.
- The primary point of contact for each accredited organization will receive a mailing from the Department around May 1st pertaining to the annual re-accreditation requirements. The mailing will include an Organizational Re-Accreditation Checklist and Organization Profile to be updated and returned to the Scheduling Office.
- For an organization to retain its accreditation, the Department must receive all required documentation and information no later than June 30th. If the re-accreditation information is not received by June 30th, the organization may be required to re-apply for initial accreditation.

XI. APPROVAL OF ANNUAL ORGANIZATIONAL RE-ACCREDITATION

In July, organizations seeking re-accreditation will receive correspondence from the Department signifying their accreditation status for the new fiscal year. The correspondence will include an Organizational Profile, recapping the information contained in the Department's files. These organizations will be listed on the departmental website as accredited organizations for the respective fiscal year.

XII. UPDATED DOCUMENTATION AND NOTIFICATION OF ORGANIZATIONAL CHANGES

As changes occur, updated documentation or contact names must be provided. Organizations must not wait for the annual re-accreditation cycle to submit these changes. For example, if an organization holds elections in January, the new slate of officers must be submitted promptly. If an organization's liability insurance expires on January 1st, a copy of the new certificate of insurance should be submitted prior to the expiration date. All information may be forwarded to the attention of the Administrative Manager in the Scheduling Office.

Failure to maintain required liability insurance may result in loss of accreditation, revocation of Facility Use Permits and/or denial of pending Facility Use Applications.

XIII. MONITORING ACCREDITATION REQUIREMENTS

The Department reserves the right to obtain first-hand knowledge of an accredited organization's compliance with departmental policies and standards.

The Department may monitor organizational activities by visiting permitted facilities, requesting information regarding organizational leagues, asking for the organization's bylaws, conducting meetings to discuss matters of mutual interest, contacting third-parties regarding organizational activities, etc.

XIV. FAILURE TO DEMONSTRATE COMPLIANCE WITH ACCREDITATION REQUIREMENTS

If, at any point, an organization fails to maintain compliance with the accreditation requirements and/or departmental standards, the organization's primary point of contact will be notified of the findings and advised of the Department's course of action. Examples of non-compliance include, but are not limited to:

- If the Certificate of Liability Insurance expires, existing Facility Use Permits may be revoked or pending Facility Use Applications may be denied.
- If an adult leader is found to be participating in youth activities without compliance with the background check policy, disciplinary sanctions may be imposed.
- If an organization engages in activities for which they are not permitted, adverse accreditation actions may be initiated.
- If an organization fails to provide timely notification of organizational changes, adverse accreditation actions may be initiated.

- If an organization fails to provide advance notification of non-use or non-authorized use of a permitted facility, existing Facility Use Permits may be revoked or pending Facility Use Applications may be denied. The Department may also limit, suspend and/or revoke the organization's accreditation or impose other disciplinary sanctions as appropriate.

If findings of non-compliance occur during the evaluation of an organization seeking initial accreditation or expansion of accredited activities, the Department will return the organization's application and provide the organization with a written explanation of the deficiencies. The organization may reapply once compliance can be demonstrated.

XV. ADVERSE ACCREDITATION ACTION

If the Department determines that after notice and opportunity to provide additional information or take corrective action, an accredited organization has not come into compliance with the accreditation requirements and/or departmental standards, the Department may limit, suspend and/or revoke the organization's accreditation or impose other disciplinary sanctions as appropriate.

XVI. REAPPLYING FOR ACCREDITATION OR EXPANSION OF ACTIVITIES

Organizations have the right to reapply for organizational accreditation if they were previously:

- Designated as Level Three - Non-Accredited
- Denied Accreditation
- Denied Expansion of Activities
- Suspended as an Accredited Organization

Organizations that fall within one of the above referenced categories may reapply six months from the date of the previously rendered determination regarding their accreditation status.

XVII. ORGANIZATION APPEAL

Upon notification of failure to demonstrate compliance with the accreditation requirements, an organization shall have the right of appeal. No later than ten (10) days after the non-compliance notification, the organization must notify the Recreation Administrator in writing of its intent to appeal. Appeal requests should be sent to:

**Department of Recreation and Parks
Attention: Recreation Administrator
1 Harry S Truman Parkway
Annapolis, Maryland 21401**

FACILITY SCHEDULING *(Section currently being revised)*

I. GENERAL INFORMATION

The Board of Education, in conjunction with the Department of Recreation and Parks, encourages the use of school facilities and County/Community parks (not including Regional Parks), by school, community and county organizations for civic, educational, athletic and recreational activities. These activities must not interfere with school educational, athletic or social programs or Recreation and Parks' programs or activities.

Use of Department of Recreation and Parks and Board of Education fields for organized activities is by permit only. This is not meant to discourage or prohibit neighborhood residents from using an available field. Examples of an organized activity would be a team holding practices, games or tournaments. Use of a field for activities such as kite flying, a parent playing catch with a child or neighborhood kids playing ball is not considered organized activities.

The Board of Education has a Joint Use Agreement with the Department of Recreation and Parks. All use of Board of Education indoor and outdoor facilities is scheduled by the Department of Recreation and Parks with the exception of:

- School-Sponsored Events
- Religious Activities
- Use By Commercial Groups
- Indoor Use by Non-Anne Arundel County Groups

In keeping with Board of Education policy, a school-sponsored event is defined as an activity that:

- Is scheduled for school students.
- Is being run by school system personnel.
- Has the permission of the principal.

In addition to Board of Education facilities, the Department of Recreation and Parks' Facility Scheduling Office also schedules the use of athletic fields and pavilions in community parks and the gym at the South County Recreation Center.

The Department of Recreation and Parks' Facility Scheduling Office schedules the permitted use of 119 schools and 67 community parks by over 600 community-based organizations. The facility scheduling process is a complex undertaking that requires effective communication, extensive cooperation, adherence to procedures, compliance with facility user guidelines and willingness to compromise.

Thousands of Facility Use Applications are processed annually and the demand often exceeds availability. As such, sensitivities and emotions of those involved are invariably aroused. All parties must be aware that unreasonable treatment of departmental staff,

including inappropriate airing of complaints, is considered in the same context as aggressive behavior on the “field of play.”

The non-permitted use of a public facility or non-use of a permitted facility may result in disciplinary actions to include, but not limited to, loss of facility use time, revocation of Facility Use Permit, denial of pending Facility Use Applications or adverse accreditation actions.

Permitted use of a public facility is subject to unexpected changes or cancellations due to facility closure, unanticipated requirements or other unforeseen circumstances.

IMPORTANT NOTE: No “same day” facility use requests will be processed.

II. FACILITY USE PRIORITIZATION

Programs sponsored by the Board of Education, State Licensed Child-Care Providers, Department of Recreation and Parks and City of Annapolis (for schools located in the City) have priority for the use of Board of Education facilities and County parks.

The following prioritization guidelines are applied when arbitrating the issuance of a Facility Use Permit to a community-based organization for the use of a field, gymnasium, cafeteria or multipurpose room. If competing facility use requests for these facilities are of equal status, compliance with the facility scheduling process and historic use will be considered.

Under extenuating circumstances, the Department of Recreation and Parks reserves the authority to modify the facility use guidelines on a case-by-case basis.

The Department reserves the authority to request justification from an organization to support their request for the use of a public facility. For example, the Department may request team rosters as justification for the number of hours requested in a gymnasium.

A. Prioritization for Use of a Field, Gymnasium, Cafeteria or Multipurpose Room

(Excludes use of Turf Fields)

Level One and Two Accredited Organizations:

1. In-season Sport sponsored by the Maintenance Grant Holder
2. In-season Sport sponsored by an In-Feeder System Group
3. In-season Sport sponsored by an Out-of-Feeder System Group
4. Out-of-season Sport sponsored by the Maintenance Grant Holder
5. Out-of-season Sport sponsored by an In-Feeder System Group
6. Out-of-season Sport sponsored by an Out-of-Feeder System Group

Level Three – Other:

Non-accredited groups have the lowest priority for facility use. Requests for use of public facilities by non-accredited organizations are processed after the normal scheduling cycle for the respective period.

B. TYPES OF FACILITY USE PERMITS

1. **Permits for a Board of Education Facility or Community Park:**
 - a. **Period Use** (refer to Scheduling Cycle)
 - b. **Annual Use** (not issued for a field or gymnasium, except for activities sponsored by the Recreation and Parks Department or Maintenance Grant Holder.)
 - c. **Special Events** (athletic tournaments, camps or clinics, outdoor fairs, etc.)
 - d. **Turf Fields** (issued on an as needed/request only basis). No annual use or scheduling cycle permits. Permits should be submitted at least thirty (30) days prior to need.
2. **Permit for a Pavilion or Picnic Area in a Community Park:**
 - a. **Pavilion or Picnic Area Use** (organizational accreditation not required)

III. PERIOD OR ANNUAL FACILITY USE SCHEDULING CYCLE

The Department of Recreation and Parks' Facility Scheduling Office accepts Facility Use Applications for three (3) periods of use per year – fall, winter and spring/summer. It is the applicant's responsibility to complete and submit the appropriate Facility Use Application to the Department of Recreation and Parks' Facility Scheduling Office by the respective deadline. Applicants who do not submit a Facility Use Application by the posted due date jeopardize their chance of obtaining a Facility Use Permit.

Fall Period

Field Use: August 1st through November 30th
Indoor Use: First Day of School through October 31st
Application Due Date – June 1st

No natural grass field use is permitted from December 1st through the end of February, with the exception of the last two (2) Sundays in February.

Winter Period

Field Use: February 1st through February 28th
Indoor Use: November 1st through March 31st
Application Due Date – September 1st

Spring/Summer Period

Field Use: March 1st through July 31st
Indoor Use: April 1st through the First Day of School
Application Due Date – January 15th

Special Events:

Whenever possible, Facility Use Applications for special events or one time activities other than a community meeting or recruitment night for scouting should be submitted in accordance with the above application deadlines. Applications for a special event or one time activity must be submitted at least **four (4)** weeks in advance of the date of the event.

TURF FIELD PERMIT REQUEST

- **Requests are processed as they are received.**
- **Permits for turf fields are generally issued for 30 day blocks of time.**
- **Request should be submitted thirty (30) prior to potential need.**

IV. FACILITY USE PERMIT APPLICATION PROCESS

Prior to applying for the use of a public facility, all organizations, except those solely requesting the use of a regional park, recreation center, pool, safety turf field, pavilion or picnic area, must first become accredited or be designated as Level Three Other with the Department of Recreation and Parks (refer to Organizational Accreditation).

IMPORTANT NOTE: Facility use applications must be submitted to the Department of Recreation and Parks. Applications **must not** go directly to the school to request use of the facility, as this is a violation of the Joint Use Agreement with the Board of Education.

Facility Use Applications and other facility scheduling forms can be downloaded from the departmental website – www.aacounty.org/recparks

A. Facility Use Application Process:

1. Select and complete all information on the appropriate Facility Use Application:
 - Board of Education Facility Use Application
 - County Park Facility Use Application
 - Community Park Pavilion / Picnic Area Use Application
2. In addition to a Facility Use Application, a Special Event Form must be completed if the proposed use of the requested facility includes:
 - Fundraising activity, which generates funds beyond the normal participation fees or concession proceeds
 - Special event such as an athletic tournament, camp or clinic, outdoor fair, etc.
3. Tournaments require an agreement with the Department of Recreation and Parks. Communication with the Department must be initiated by the accredited user group three (3) months prior to the date of the event. For these special events, organizations may be subject to a fee up to \$125 per hour per field.

4. Any changes or modifications to permitted usage times for indoor or outdoor facilities MUST be submitted in writing to Recreation & Park no less than 2 business days PRIOR to the start of the permit.
 - If changes are not submitted user will be billed for the time that has been permitted.
 - Changes include but not limited to:
 - Cancellation
 - Time adjustments,
5. Camps and Clinics, All camps and clinics being held on Anne Arundel County Recreation and Parks and/or Anne Arundel County Board of Education property must be coordinated through the Department of Recreation and Parks. This includes any individual, corporation or entity who directly or indirectly receives monetary compensation for providing services for the operation of a camp or clinic.

In accordance with the Anne Arundel County format for purchasing guidelines, the Department of Recreation and Parks advertised their competitive bid process for a vendor to conduct camps and clinics. An active vendor has been awarded the contract to provide services and/or oversight for sports camps and clinics. Any individual, corporation or entity providing services for the operation of a camp or clinic must be an approved subcontractor for our vendor. All registrations will be processed by the Department of Recreation and Parks.

This does not affect any camp or clinic sponsored by an accredited organization with the sole benefit of fundraising and no financial obligation to a third party. This also precludes any *specialty training, speaker fees or individual coaching paid by the non-profit organization for the exclusive benefit of a team(s) within that organization at no additional cost to members or registration requirements.

*Specialty training will be defined as coaching or training a specific position, skill set or discipline within that sport. Examples would include quarterbacks, goalies, pitching, shooting, punting, passing, speed, strength, endurance and stretching.

6. Sign and deliver the Facility Use Application and Special Event Form (if applicable) to the Department's Facility Scheduling Office prior to the application due date for that period's use.
 - Facility Use Applications for special events or pavilions/picnic areas should be submitted at least four (4) weeks prior to the event.
 - A Facility Use Application received after the established due date reduces the requestors chance of obtaining a permit for the desired field or facility.

- A Facility Use Application for a special event and/or for pavilion or picnic area can be submitted throughout the year; however, it is recommended to submit these applications in keeping with the application deadlines reflected in the period or annual facility use scheduling cycle.
 - Facility Use Applications submitted after the established deadlines are processed on a first come, first served basis.
 - Applications are subject to denial based on a conflict with a previously scheduled permitted use.

V. FACILITY SCHEDULING CONFLICTS

In order to resolve scheduling conflicts over the use of a field, gymnasium, auxiliary gymnasium, cafeteria or multipurpose room, the Department will work groups via e-mail or phone to resolve any conflicting request. If no resolution can be reached the Department may schedule a meeting between the groups to resolve the conflict.

VI. FACILITY USE PERMIT SUBMISSION

Permits can be submitted via:

US Mail to: A.A. County Recreation & Parks
 Scheduling Office
 1 Harry S Truman Parkway
 Annapolis, MD 21401

E-Mail: permits@aacounty.org

Fax: 410-222-4439

VII. CHANGES TO AUTHORIZED FACILITY USE PERMITS

Facility users should be aware that the Department conducts regular site visits to monitor the use of permitted public facilities. Facility users are required to promptly notify the Department's Facility Scheduling Office and appropriate school when the use of a field or facility is not in keeping with the authorized Facility Use Permit. Changes to Facility Use Permits include:

- Granting use of field or facility to another organization
- Non-use of time and/or space
- Adding time and/or space beyond the scope to the permit
- Changing the intended use or activity as reflected on the permit

A change to a Facility Use Permit requires the timely submission of a Facility Use Permit Change Form. The submission of a Facility Use Permit Change Form will generally protect the group's historic prioritization for the use of the same facility the next year. However, in fairness to other community groups, two consecutive years of forfeiting time will result in a loss of historic prioritization.

Lack of proper notification of changes to the Department's Facility Scheduling Office may result in disciplinary actions including, but not limited to, loss of facility use time, revocation of Facility Use Permit, denial of pending Facility Use Applications or adverse accreditation actions.

Organizations must notify the Facility Scheduling Office, in writing, at least five (5) working days in advance of the change when changes occur to the permitted times or starting/ending dates of a Facility Use Permit. Organizations must notify the Facility Scheduling Office within three (3) working days if access to a facility is denied on a given day. Organizations that do not notify the Facility Scheduling Office of such changes within these time frames will be responsible for paying the indoor use and/or the full custodial overtime fees as applicable.

Permits cannot be changed on a daily or weekly basis. Organizations are expected to plan their needed time and make all adjustments prior to the starting date of the permit.

VIII. GRANTING UNAUTHORIZED USE OF A FIELD OR FACILITY

The unauthorized granting of use of a public facility by a permitted organization to another organization without departmental approval is prohibited and will lead to adverse accreditation action. To obtain approval to grant another organization the use of a permitted facility, the permitted organization must complete and submit a Facility Use Permit Change Form in advance of sharing the use of the permitted field or facility. By obtaining proper authorization to grant the use of the facility to another organization, the group holding the original Facility Use Permit will not lose its historic prioritization for future use.

VIII. EXCESS USE OF A PERMITTED INDOOR SCHOOL FACILITY

Any group that uses an indoor school facility before or after its permitted time or occupies non-permitted space will be subject to disciplinary actions to include, but not limited to, payment for the use of the facility. Before the group will be permitted the continued or subsequent use of any County facility, this charge must be paid by check made payable to: Anne Arundel County Department of Recreation and Parks.

IX. NON-USE OF A PERMITTED FACILITY

Any group that does not use a permitted field or facility and fails to provide proper advance notification to the Facility Scheduling Office and school will be subject to

disciplinary sanctions which may include, but not limited to, payment of building use fees, revocation of Facility Use Permit and loss of historic prioritization.

X. UNAVAILABILITY OF A PERMITTED FACILITY

If the Department of Recreation and Parks' Facility Scheduling Office is notified that a facility is unavailable due to a school-sponsored event or activity, the permitted organization will be contacted. However, if a permitted organization arrives at a facility and is denied access due to a school event or activity, the organization will leave immediately without incident and contact the Facility Scheduling Office during the next business day. At no time should the representative of the permitted organization argue with Board of Education personnel regarding the situation.

XI. NON-PERMITTED INDOOR USE OF SCHOOL

Any group that is found using school indoor facilities without a Facility Use Permit will pay the custodial overtime rate, even if the school is open for other's use. Payment must be made prior to the group's next permitted use of a public facility. Groups holding outdoor permits may not use indoor facilities such as restrooms.

XII. FUNDRAISING ACTIVITIES ON PUBLIC PROPERTY

Fundraising activities in County parks or on Board of Education property MUST have the prior approval of the Director of Recreation and Parks or Director's designee. These fundraising events may include athletic tournaments, camps, clinics, etc. Applicants requesting space for such a fundraising event MUST indicate their intention to raise funds on the Facility Use Application and submit a Special Event Form.

Approved fundraising activities must be sponsored by an accredited organization. Such sponsorship requires that the accredited organization be permitted the use of the public facility and be identified as the sponsor of the activity on all advertisements.

All registration fees must be made payable to the accredited organization permitted the use of the public facility (i.e. checks must be made payable to the sponsoring community group). No registration fees are to be paid directly to the contracted vendor. The accredited organization may request a waiver to this requirement. The waiver request must be signed by an approved representative of the accredited organization and approved by the Recreation Administrator.

XIII. COMMERCIAL VENDORS ON PUBLIC PROPERTY

Commercial vendors may include, but not be limited, to portable concessions such as: chuck wagons; snowball and ice cream trucks; portable barbeque vehicles; kites, t-shirts, and jewelry vendors; boat rentals; etc. Commercial vendors are not permitted to

operate within the boundaries of public property without the expressed approval of the Director of the Department of Recreation and Parks. Approval may be granted to a commercial vendor in conjunction with the permitted use by an accredited community group.

- An example of such an approval would be a portable food vendor at a park site that lacks a food concession building.

XIV. YOUTH SPORTS ONLY - Organizational Outdoor Scheduling Fee for Board of Education Field or County Park Usage:

Every outdoor sports participant using a County owned facility regardless of affiliation to include clinic, club, in-house, select, travel and any other special league will be charged a scheduling fee of \$3.00 per person in the fall and again in the spring/summer for activities accordingly.

XV. Permitted Use of a Board of Education Field or County Park:

The following fees will be charged for the permitted use of a Board of Education field or County park by an accredited or Level Three - Non-Accredited Organization:

- Adult groups will be charged \$20 per hour per field.
- Schools will be charged \$10 per hour per field.
- This fee may be reduced by 30% to account for cancellations, such as wet fields, rainouts, etc.
- If permitted at a field that receives a maintenance grant, the fee will be reimbursed by Recreation & Parks to the organization receiving the grant.
- Exceptions to these fees may be adjusted based on contractual agreements (i.e. Joint Use Agreement).
- An invoice will be sent within thirty (30) days of the start of the permit.
- Available time at County parks and Board of Education fields can be permitted to accredited youth organizations without fee.

XVI. SAFETY TURF FEES and USE: (revised 12/2015)

A. Use of the turf fields will be scheduled on a priority basis as such: BOE Activities and Events, Recreation & Parks – Games/Events, Community Groups, and Rentals

B. Scheduled use of any turf field will be for a minimum of two (2) hours.

- C. Cancellations by permitted user must be submitted to Recreation & Parks no less than 24 hours prior to use. For weekend use, cancellations **MUST** be received by 3:00 pm the Friday before use.
- Cancellations not received by guidelines above will be subject to paying the scheduled usage fee.
- D. The following fees will be charged for the permitted "CASUAL" use of Safety Turf Fields. **Effective July 1, 2016**

Accreditation Level	IN SEASON	OUT OF SEASON
Level 1 (Youth)	\$25 per hour	\$50 per hour
Level 2 (Adult)	\$50 per hour	\$75 per hour
Level 3 (Other)	\$50 per hour	\$75 per hour

- **Determination as to whether a sport is in season and out of season will be made by Recreation & Parks in accordance with the Departments offerings.**

D. Hours of use for the turf fields are:

August – June 15	Mon-Friday	7:00 pm – 11:00 pm (most fields)
	Saturday	10:30 am – 11:00 pm (most fields)
	Sunday	8:00 am – 11:00 pm (most fields)
June - July	Mon-Sunday	7:00 am – 11:00 pm (most fields)

Summer usage hours extend from 7:00 am to 11:00 pm and may be adjusted if hours of usage adversely affect surrounding neighborhoods or impact school programs.

E. Exceptions to Safety Turf Field Fees

- \$35 per hour –camps and clinics sponsored by an employee of Anne Arundel County Public Schools and approved by the Office of Athletics, tournaments and leagues co-sponsored by the Department of Recreation and Parks.

F. Tournament/Special Event fees

- **SINGLE FIELD** - \$250 per hour
 - accredited users, organizations, schools, and tournaments, camps and/or clinics sponsored by an accredited organization.
- **MULTIPLE FIELDS** - \$150 per hour per field
 - accredited users, organizations, schools, and tournaments, camps and/or clinics sponsored by an accredited organization.
- **Non-Accredited Use** - \$350 per hour
 - non-accredited groups and organizations, scheduled by the Department of Recreation and Parks.

- Fees may be adjusted based on contractual agreements (i.e. Joint Use Agreement).

XVII. Permitted Use of a Board of Education Indoor Facility:

The Department of Recreation and Parks' budget includes funds to offset the greater part of the costs associated with the communities' use of Board of Education facilities. These funds are designated as the Community Use of Schools (CUOS) Program. Groups accredited with the Department of Recreation and Parks are responsible for the payment of fees as reflected in the table at the end of this section.

For all other groups, when fees are applicable, the Department of Recreation and Parks will calculate the cost of usage and an invoice will be mailed to the organization. The fee must be paid by check made payable to: Anne Arundel County Department of Recreation and Parks.

A. Billing Cycle Calendar

- **Youth Groups:** Weekend use December – February is billed in March. Any other time will be billed at time of use.
- **Adult Groups:** Weekday use is billed at the conclusion of the permit. Weekend use December – February is billed in March. Any other time will be billed at time of use.

B. Delinquent Payments: Permits may not be issued to any organization that is delinquent in payment.

C. Permitted Use of a Pavilion or Picnic Area ONLY in a Community Park: There will be only one permit per day issued for pavilion use ONLY. This permit DOES NOT include use of the adjoining fields or restrooms.

- There is a reservation fee of fifty dollars (\$50.00) for the permitted use of a Recreation and Parks pavilion.
- Payment is required prior to the group being issued a Facility Use Permit.
- Permits may be issued in person or via mail with payment at the Anne Arundel County Department of Recreation and Parks offices, 1 Harry S Truman Parkway, Annapolis, MD 21401. Checks should be payable to A.A. County Recreation & Parks.
- ALL trash must be removed, by the user, from the pavilion area.
- Cancellation request must be received within two (2) business days of the permitted use date.
- Refunds for pavilion permits will be considered on a case by case basis.

XVIII. FACILITY SCHEDULING NOTES AND TERMINOLOGY

1. **Facility Scheduler:** Facility Use Applications are received from over 600 community groups. Each group is encouraged to designate one individual as their facility scheduler. All group members should work through this individual.
2. **Advance Planning:** Regardless of the type of Facility Use Permit or the period of use, any request received less than ten (10) working days in advance of the planned activity of use is subject to denial for a lack of processing time. Advance planning is the inherent responsibility of all facility users.
3. **Permit Renewal Report:** The Facility Scheduling Office sends out Permit Renewal Reports approximately two (2) months prior to the Facility Use Application due date for the respective facility scheduling period. This report may be updated and returned in lieu of submitting new Facility Use Applications. This will significantly reduce paperwork and the chance of overlooking a needed facility.
4. **School Locked when Permitted Indoor Use:** If the school for which you are permitted is locked, you may want to drive to the next nearest school and request the custodian call their supervisor for assistance. You must be prepared to show your Facility Use Permit to the custodian to validate your request to have the school opened.
5. **School Closure Dates:** When ALL SCHOOLS and CENTRAL OFFICES are closed for staff and students, all indoor use is canceled. Permitted outdoor use is not affected. A listing of the school closure dates is published prior to the beginning of the school year. The listing of school closure dates can be found on the Department's and the Board of Education's websites.
6. **Requested Snow Dates for Facility Use:** Snow dates cannot be permitted via the facility scheduling process. Competition for the use of public facilities disallows the granting of snow dates for events.
7. **Weekend Cancellations due to Inclement Weather:** The Department reserves the right to extend "reduced rate" indoor weekend use to permitted groups beyond the end of February due to Countywide cancellations resulting from inclement weather. Do not take extensions for granted – contact the Facility Scheduling Office for guidance.
8. **Request for Team Rosters:** The Department reserves the right to request evidence of participant registrations from a permitted group. Team rosters or other such list would suffice for this purpose. This information will be used to establish allowable and equitable distribution of facility use time.
9. **Facility Use Applications submitted by Level Three - Non-Accredited Groups:** Facility Use Applications received from Level Three - Non-Accredited

Groups are processed after accredited groups are permitted for the respective period.

10. **School Teams:** Public school teams have priority for the use of school facilities. Facility users must understand there will be times when groups are bumped due to unforeseen or unplanned circumstances. Groups are encouraged to have their facility scheduler establish a liaison relationship with the Athletic Director or physical education teacher at each permitted school.
11. **Out-of-Season Sports:** Requests for the use of indoor and outdoor space for out-of-season sports continue to grow. The Department will continue to acknowledge out-of-season sports and potentially provide facilities based on participation, prior usage and availability.
12. **AAU, Select and Travel Teams:** Representatives of these teams must comply with departmental procedures for securing approved Facility Use Permits. Repeated telephone calls to the Facility Scheduling Office and a multitude of Facility Use Applications (i.e. "wallpapering the world") are not in keeping with established protocol. Team representatives should visit the Facility Scheduling Office to review the Facility Use Permit reports to ascertain availability of space.
13. **Tournament:** Providers of tournaments must be sponsored by an accredited organization. The sponsoring organization is responsible for securing the required Facility Use Permit(s) and will be held accountable for the activity in keeping with departmental policies and guidelines.

A Special Event Form must be submitted along with the Facility Use Application. The Special Event Form must reflect the anticipated revenues, expenditures and distribution of the net proceeds.

14. **Camps/Clinics/Training:** Any organized camp, clinic, or training on Anne Arundel County and/or Board of Education property must be coordinated by the Department of Recreation and Parks. This includes any individual, corporation or entity who directly or indirectly receives monetary compensation for providing services for the operation of a camp or clinic.
 - a. In accordance with the Anne Arundel County format for purchasing guidelines, the Department of Recreation and Parks advertised their competitive bid process for a vendor to conduct camps and clinics. An active vendor has been awarded the contract to provide services and/or oversight for sports camps and clinics. Any individual, corporation or entity providing services for the operation of a camp or clinic must be an approved subcontractor for our vendor. All registrations will be processed by the Department of Recreation and Parks.

- b. This does not affect any camp or clinic sponsored by an accredited organization with the sole benefit of fundraising and no financial obligation to a third party. This also precludes any *specialty training, speaker fees or individual coaching paid by the non-profit organization for the exclusive benefit of a team(s) within that organization at no additional cost to members or registration requirements.

*Specialty training will be defined as coaching or training a specific position, skill set or discipline within that sport. Examples would include quarterbacks, goalies, pitching, shooting, punting, passing, speed, strength, endurance and stretching.

- 15. **BOE Field Use by Commercial Groups:** The Board of Education does not have a fee structure for the use of outdoor fields. Commercial groups will not be permitted these spaces for business related functions.
- 16. **Tennis Courts:** Permits may be restricted at each site to accommodate play by the general public. Organized tennis groups must comply with the Department's organizational accreditation requirements and facility scheduling process.

COST FOR COMMUNITY USE OF PUBLIC FACILITIES Revised 2/17

DEPARTMENT OF RECREATION & PARKS ACCREDITED GROUPS

HOURLY INDOOR FEE SCHEDULE	Weekdays			Weekends				
	School Year		Summer	December 1st thru February 28th			All Other Weekends	
	Youth	Adult	All	Youth		Adult	Youth	Adult
				In Season	Out of Season			
Gymnasium	No Fee	\$10.00	\$45.00	\$10.00	\$20.00	\$25.00	\$45.00	\$45.00
Multi-Purpose Room	No Fee	\$10.00	\$45.00	\$10.00	\$20.00 *	\$25.00	\$45.00	\$45.00
Auxiliary Gymnasium	No Fee	\$10.00	\$45.00	\$10.00	\$20.00 *	\$25.00	\$45.00	\$45.00
Cafeteria	No Fee	No Fee	\$45.00	\$10.00	\$20.00 *	\$25.00	\$45.00	\$45.00
Auditorium	No Fee	No Fee	\$45.00	\$10.00		\$25.00	\$45.00	\$45.00
Media Center	No Fee	No Fee	\$45.00	\$10.00		\$25.00	\$45.00	\$45.00
Library & Lobby	No Fee	No Fee	\$45.00	\$10.00		\$25.00	\$45.00	\$45.00
Classroom	No Fee	No Fee	\$45.00	\$10.00		\$25.00	\$45.00	\$45.00

*Fee Reduced to \$10.00 if Gymnasium is permitted at the same time.

YOUTH PARTICIAPTION FEE

YOUTH SPORTS Participation Fees	Fall	Summer/Spring
Youth Group – Outdoor Sports per participant per sport	\$3.00 per	\$3.00 per

FACILITY USER RULES and GUIDELINES *(Section currently being revised)*

1. **COUNTY RIGHT OF ACCESS** - The Department of Recreation and Parks retains the right of access to all County-owned property and to inspect the premises at any time. The Department must be provided keys to all locks installed on County property.
2. **UNAUTHORIZED FACILITY USE** - The unauthorized granting of use of a public facility by a permitted organization to another organization without departmental approval is prohibited and may lead to adverse accreditation action for those organizations involved. To obtain written approval to grant another organization the use of a permitted facility, an organization must complete and submit a Facility Use Permit Change Form in advance of sharing the use of the permitted field or facility.
3. **TOBACCO, DRUG AND ALCOHOL PROHIBITION¹** - No tobacco products **(including e-cigarettes and/or vaporizers)**, drugs or alcohol of any kind are permitted in or on any Board of Education owned or leased buildings or grounds at any time.
 - No drugs or alcohol of any kind are permitted in or on any Department of Recreation and Parks buildings or grounds at any time.
 - No tobacco product **(including e-cigarettes and/or vaporizers)** of any kind is permitted in restrooms, spectator and concession areas, dog parks, aquatic facilities or playgrounds in any County recreational facility or park. Tobacco use of any kind is prohibited within 100 yards of an organized activity at a County recreational facility or park. **This includes e-cigarettes and/or vaporizers.** An organized activity is defined as an event with a defined start and end time that is held in a designated or permitted area. Examples of organized activities include athletic events, concerts, etc.
4. **SUBLETTING USE OF PUBLIC FACILITIES** - The charging of a fee by facility user groups for the use of public facilities is strictly prohibited.
5. **MAINTENANCE OF COUNTY PARKLAND** - The Department of Recreation and Parks is responsible for the maintenance of County parkland. The Department's Chief of Park Operations coordinates the upkeep of County parkland. Certain parks are maintained by local user groups in partnership with the Department through funding provided by maintenance grants administered by the Department of Recreation and Parks.

Organizations that enter into a maintenance grant with the Department of Recreation and Parks must provide equal opportunity to all persons in all aspects of the operation of the organization.

¹ Tobacco use section - Revised 3/2016
Revised June 1, 2014

6. **BOARD OF EDUCATION PROPERTY** - Maintenance of school property is the responsibility of the Board of Education. The Department will assist when possible at school sites. Unsafe conditions on school property should be reported to the Administrative Office at the respective school.
7. **NOTIFICATIONS OF UNSAFE CONDITIONS** - Facility user groups must immediately report any unsafe conditions to the Chief of Park Operations (410-222-7317) for County parks or the Administrative Offices at the respective school.
8. **DAMAGE FROM MISUSE** - The facility user group will bear the cost of damage to buildings or premises caused by members of their group or attendees of activities. If damage occurs, a representative from the facility user group must attempt to inform the custodian immediately. The Department of Recreation and Parks' Facility Scheduling Office must also be contacted at the beginning of the next business day.

Use of playing fields during or immediately after periods of inclement weather, such as when there is standing water or other like conditions, is considered a misuse of the premises. When conditions do not permit use of the playing fields without undue damage, all activities should be canceled.

9. **ALTERATION OR CONSTRUCTION** - Facility user groups must obtain written permission from the Parks Administrator prior to the alteration or construction of any structure on County parkland. Upon completion, all structural improvements become the property of Anne Arundel County. Facility user groups must obtain all necessary County, State and Federal permits. Prior to the start of construction activities, all plans must be approved by the Department of Recreation and Parks and copies of all permits must be provided.

Construction on school property requires the permission of the Board of Education and must follow all Board of Education mandated procedures.

10. **COMMUNITY RELATIONS** - Facility users must remain aware of their impact on the neighbors and surrounding community. Consideration should be exercised when using amplified sound systems, parking automobiles, and conducting activities that might have a negative impact on the neighborhood.

Groups using an amplified sound system must obtain prior departmental approval. The use of an amplified sound system is restricted to the hours of 9:00 a.m. through 8:00 p.m.

11. **GENERAL RULES FOR THE USE OF A PUBLIC FACILITY**

- Have a copy of the Facility Use Permit in your possession at all times while on site.
- Occupy the permitted space only during the scheduled time for the approved activity.
- Immediately report all problems and damage to Facility Scheduling and Principal's Office.

- Assume responsibility for the cost of repair for any damage to the permitted field or facility during your group's use.
- Ensure use of the field or facility is restricted to members of the permitted group.
- Supervise and maintain discipline of all members of the permitted group at all times.
- Keep the permitted area clean and return the area to its pre-use condition.
- Remove all trash after each use of an outdoor site and ensure proper disposal of same.
- Do not alter a field or facility without approval from the appropriate authority.
- Park all vehicles in designated areas only. Parking vehicles on grass areas or fields is prohibited without the permission of the Parks Administrator. A person may not park a vehicle in a park overnight.

12. GENERAL RULES FOR THE INDOOR USE OF SCHOOL

- Use the designated school entrance and do not open other doors.
- Check in with the custodian upon entering the school on each occasion.
- Comply with specific school requirements (i.e. complete Site Evaluation Form on each use).
- Do not allow any food or drinks in the school unless expressly permitted.
- Do not place posters, signs or tape on any surface unless expressly permitted.
- Dry mop the gym floor prior to and after each use.
- Wear only appropriate shoes on the gym floor – no hard shoes or shoes that mark the floor.
- Prohibit items that could damage the gym floor, such as strollers, skateboards, bikes, liquids, etc.
- Request custodian's assistance to adjust basketball baskets or standing volleyball systems.
- Do not play lacrosse, baseball or softball unless the Facility Scheduling Office permits the activity.

13. GUIDELINES FOR USE OF TURF FIELDS

a. TURF FIELD - RENTAL/USAGE PROCEDURES

- ALL users must submit a turf field use request to Recreation & Parks.
- ALL permits must be approved by the Chief of Athletics prior to being added to the calendar schedule and turf field monitor being scheduled.
- ALL usage will be made available to:
 - School Business Manager/AD via e-mailed and usage calendar which is posted on the Recreation & Parks website.
 - The permit will be issued to the requested user once use has been approved.
 - Fees for use will be required once use has been verified and at the end of the use period.

b. TURF FIELD – RULES AND RESPONSIBILITIES

- Use of the track is not permitted during rentals.
- Use of the track is not permitted during games and/or practices.
- Coaches and Players only on the turf areas.

- Spectators should use the bleachers.
- Chairs are not allowed on the track.
- Water only on the turf.
- Pets are not permitted in stadium areas.
- No gum allowed in stadium areas and in particular near the turf field.
- No tobacco products (**including e-cigarettes and/or vaporizers**) are allowed on school property.
- Sunflower seeds are not allowed on the turf
- Vehicles are not permitted on the track at any time.

14. GUIDELINES FOR THE USE OF COUNTY PARKLAND

- a. **Alarms:** Facility user groups bear the cost for the installation and operation of any alarm systems. Alarm codes must be coordinated with the Chief of Park Operations.
- b. **Building Appearance:** Facility user groups shall maintain the exterior appearance of all buildings, including storage sheds and containers on an as needed basis. Graffiti must be over-painted within five days. If the defacement is particularly offensive, a more prompt response may be required.
- c. **Building Exterior Maintenance:** The Department will maintain the structural integrity of buildings and provide County standard paint colors to upkeep appearance. The user group is responsible for obtaining departmental approval when using a different color scheme and for supplying the paint and related supplies.
- d. **Building Interior Maintenance:** Facility user groups are responsible for maintaining the buildings interior in a clean and safe manner. Facility user groups are responsible for all interior improvements to include portable electric devices, supplies and materials. Mandated safety zones and access must be maintained to electrical controls, plumbing and other utilities.
- e. **Domesticated Animals:** All animals brought onto park property must **be on a leash at all times and entirely under the control of the person bringing it to the park.** Animals within defined dog parks and dog beaches need not be leashed.
 - Persons bringing a domesticated animal onto park property are responsible for immediate clean up and removal of the animal's defecations. Article 12. Public Safety of the Anne Arundel County Code defines the Animal Control laws associated with dogs and other animals. Some facilities are equipped with "Doggie Stations" for your use.
 - The Bachman Sports Complex, Joe Cannon Stadium and Randazzo Park **allow pets in the parking lots ONLY.** No pets can be in the field area.

- Pets are NOT permitted on Board of Education property. This includes the turf fields and stands.
- f. **Employees: Interference with Duties:** No person may interfere with any departmental employee acting in the course of his or her official duties.
 - g. **Facility and Park Locks:** As soon as locks are changed on buildings in parks, a copy of the keys must be presented immediately to the Chief of Park Operations.
 - h. **Field Lighting Maintenance:** The Department will maintain field lights. As a guide, bulb replacement will be performed when six or more bulbs are not functioning or when conditions are determined unsafe for scheduled activities.
 - i. **Field Preparation:** The County will prepare fields prior to a scheduled sports season so they are safe and playable. Contingent on the availability of funds and materials, the County will provide equitable distribution of topsoil, infield mix, seed and fertilizer. Depending on availability, the Department may provide field equipment such as home plates, pitchers plates, goals and benches. In-season sports take precedence in field preparation.
 - j. **Gates:** Facility user groups shall open park gates, where provided, every morning and secure the park gates each evening at the end of the scheduled activities or at dark, whichever is later.
 - k. **Golfing:** The hitting of golf balls within the park is prohibited except at golf courses.
 - l. **Grass Mowing:** The Department will mow grass in areas of responsibility on a regular basis in keeping with an established schedule. The grass will be mowed to a height of three (3) inches. Requests to mow the grass to a lower height for programs such as field hockey will be considered on a case-by-case basis. Such requests should be directed to the Chief of Park Operations (410-222-7317).
 - n. **Metal Detectors:** The use of metal detectors within the park is prohibited.
 - o. **Moving of Equipment:** Facility user groups may not relocate portable equipment from their assigned park without departmental approval.
 - p. **Operation of Field Lights:** Facility user groups should operate field lights in a responsible manner, using them only for scheduled games or practices when conditions make their use necessary. All field lights must be off by 11:00 p.m. or earlier if required by local regulation. The user group is responsible for observing lighting curfews. Field lights shall be used only when needed.

- Turning lights on earlier than necessary or leaving lights on after the last evening activity will result in a charge of \$50.00 per hour per field payable to: Anne Arundel County Department of Recreation and Parks.
- q. **Park Signs and Field Advertising:** This policy applies to County parks only. It is not applicable to Board of Education fields or facilities. Facility user groups are permitted to display banners and signs under the following conditions:
1. Banners and signs must be installed to reflect an organized, uniform and attractive display.
 2. Banners or signs promoting alcoholic beverages, tobacco products **(including e-cigarettes and/or vaporizers)** or activities that encourage a violation of the law or Department regulations are prohibited.
 3. Banners and signs must be securely attached to fences or buildings.
 4. Banners and signs may measure no larger than 4 feet by 8 feet.
 5. For safety reasons, any banner placed lower than 8 feet above the ground, measuring from the bottom of the banner, must be made of a soft durable material such as vinyl or cloth.
 6. Banners on backstops must be installed at least 8 feet from the ground, measuring from the bottom of the banner.
 7. Signs constructed of hard materials must be placed at least 8 feet from the ground, measuring from the bottom of the sign.
- Any request to deviate from this policy must be submitted in writing to the Parks Administrator no later than fourteen (14) days before planned installation of the banner or sign.
 - The Department reserves the right to remove any banner or sign it deems inappropriate and in violation of this policy.
 - Scoreboard advertising is not covered by this policy. Requests for advertising on scoreboards will be considered by the Park Administrator on a case-by-case basis.
- R. **Posting Notices:** Attaching or posting notices, signs or any other objects on park property is prohibited except by permit. Interested parties should contact Parks Administration (410-222-7317) for permit information.
- S. **Public Address Systems:** The use of public address systems in conjunction with permitted activities is restricted to the hours of 9:00 a.m. through 8:00 p.m. Public address systems must be in compliance with Anne Arundel County Code of Ordinances.
- T. **Public Restrooms:** Restrooms at community parks are generally maintained and supplied by the organization holding the maintenance grant for the respective park. Park restrooms are usually open for public use during scheduled activities. Due to safety concerns, restrooms are secured and not available for

use other than during scheduled activities. All community park restrooms will be closed for winterization on or about December 1st. Anne Arundel County Facility Maintenance Division will begin de-winterization on April 1st.

- U. **Roller Skates, Roller Blades, and Skateboards:** Roller skating, roller blading and skate boarding are permitted only in areas posted for such use and are prohibited in areas designated as hiker/biker trails.
- V. **Telephones:** Facility user groups must obtain prior approval for the installation of a telephone and bear all costs associated with its installation and operation.
- W. **Trash Removal:** The Department will provide trash receptacles at County parks and empty the trash on regularly scheduled weekly intervals at those sites not receiving Maintenance Grants.
- X. **Unauthorized Vehicles:** A person may not operate an unauthorized vehicle within a park without written permission from the Director. Examples of these vehicles include: all-terrain vehicles (ATV), mini-bikes, pocket rockets, motocross bikes or any other similar type powered vehicle.
- Y. **Utility Maintenance:** The Department will maintain the existing public water/well and public sewer/septic to buildings as required. Water service is provided between April 1st and November 30th.
- Z. **Utility Rooms:** Fire codes and OSHA regulations require a "clear zone" surrounding electrical panels and utility equipment, thereby providing clear access to these utilities. Under no circumstance should explosive material such as paint, propane or gasoline be stored in utility rooms.

14. **FOOD SERVICE CONCESSIONS ON PARK PROPERTY**

The Department of Recreation and Parks requires all food concession operations to be licensed by the Anne Arundel County Health Department. Before a license can be issued, facilities and food preparation methods must be compliant with applicable regulations. All organizations shall comply with all Health Department regulations and standards for the preparation and storage of food for public consumption to include approval of the menu. Questions concerning licensing should be directed to the Health Department (410-222-7018).

The Health Department has identified a basic list of requirements for all facilities that serve a limited menu of prepared food, as opposed to pre-packaged food. These requirements include:

- Stainless steel food preparation services
- Triple sinks
- Hand sinks
- Availability of restrooms and waste systems with grease traps

Additionally, State Health Department regulations require NSF approved commercial refrigeration for all food facilities, including concession stands. Existing domestic refrigerators may be allowed if they are in good condition and hold proper temperatures. The Health Department must be provided with the manufacturer's name, model number and serial number for all allowed domestic units. Any replacements shall be with an approved commercial unit.

- Licensing regulations limit kitchen access to workers only. The minimum age for workers is fourteen years of age.

Cooking, deep frying, broiling, etc. utilizing a heat source inside the concession stand can be allowed if the equipment, ventilation and fire suppression systems are approved by the Health Department and Fire Marshall.

- If allowed, the licensed concession organization must store waste grease in approved covered grease containers on a non-porous cleanable surface. The organization shall maintain a contract with an approved grease removal service.

When cooking is to be performed inside a County building with a heat source, the licensed concession organization must provide 'gap' insurance to cover losses up to the County's deductible. The current County deductible is \$250,000.

The Anne Arundel County Health Department has approved outdoor grilling with the following guidelines:

- Outdoor grilling does not include the use of deep fat fryer
- Clamshell style grills are recommended
- Four foot clear safety zone surrounding the heat source is maintained
- Grounds and vicinity to grills are kept clean
- Appropriate measures shall be taken to minimize grease spillage onto the ground
- Note: A permit must be obtained from the Fire Marshall to perform outdoor grilling under cover.

MAINTENANCE GRANTS

Maintenance grants are awarded to accredited organizations that perform maintenance work at County parks. These grants are distributed on a maintenance unit basis and are intended to provide qualified organizations assistance in completing each group's specific maintenance responsibilities.

1. QUALIFICATIONS FOR MAINTENANCE GRANT

To qualify, an organization must meet the following criteria:

Level One Accreditation

1. Primary facility user group for respective grant term (see Term of Grant below)
2. Good standing with the Maryland Department of Assessments and Taxation
3. Location must be a County Park or qualified Board of Education facility.
4. All maintenance responsibilities were met for the previous year (if applicable)
5. Organization's President signs Maintenance Grant Agreement with the Department of Recreation and Parks

2. GRANT HOLDER RESPONSIBILITIES

1. Remove Trash – Regularly pick up and remove trash (within 24 hours of a scheduled event) to keep the park litter free.
2. Mow Grass – Cut and trim grass on the fields and common areas to include grass and vine growth in fences and all growth within three (3) feet of fences.
3. Drag Fields – Drag baseball, softball, or tee-ball infields to inhibit growth of unwanted vegetation.
4. Line Fields – Mark fields as appropriate for sporting events.
5. Maintain Fields – Carry out minor field maintenance, such as repairing erosion.
6. Monitor Lights – Turn field lights on/off for events.
7. Maintain Restrooms – Open, close, and clean restrooms for events at the park and furnish restroom supplies.
8. Operate Gates – Open, close and secure park gates from dawn to dusk.

3. NON-COMPLIANCE OF GRANT RESPONSIBILITIES

Organizations failing to complete their maintenance grant responsibilities may be subject to loss of grant and/or loss of facility use time.

4. TERM OF GRANT

An organization may be awarded a grant for one or two terms.

- Fall Term – August 1st through January 31st
- Spring Term – February 1st through July 31st

5. DISTRIBUTION OF GRANT FUNDS

Maintenance grants are subject to the appropriation of funds within the Department’s annual operating budget. A maintenance unit is typically defined as a playing field or restroom.

The dollar amount an organization will receive for each maintenance unit is determined by the following formula:

Department funds appropriated for maintenance grants ÷ the total number of maintenance units (Fall and Spring).

6. GRANT APPLICATIONS

Accredited Level One organizations interested in applying for a maintenance grant should contact the Department’s Business Office at 410-222-4250. Maintenance grant applications can be downloaded from the Department’s website www.aacounty.org/recparks

SCHEDULING AREAS

The County is divided into twelve (12) scheduling areas. These areas reflect the Board of Education's feeder system. Each area is comprised of a high school, middle and elementary schools, and includes fields and facilities owned by the Board of Education, Department of Recreation and Parks and Annapolis City.

ANNAPOLIS SCHEDULING AREA

County Parks:

Bestgate Park
Crownsville Hospital
Generals Highway Corridor Park
Peninsula Park

Schools:

Annapolis Senior High
Annapolis Middle
Bates Middle (R&P permits indoor use – City of Annapolis permits fields)
Annapolis Elementary
Eastport Elementary
Georgetown East Elementary
Germantown Elementary (R & P permits indoor use – City of Annapolis permits fields)
Hillsmere Elementary
Mills-Parole Elementary
Rolling Knolls Elementary
Tyler Heights Elementary
West Annapolis Elementary
Phoenix Academy
Carver Staff Development Center

ARUNDEL SCHEDULING AREA

County Parks:

Bell Branch Park
Cardinal Park
Crofton Park
Odenton Park (aka GORC Park)

Schools:

Arundel Senior High
Arundel Middle
Crofton Middle
Crofton Meadows Elementary
Crofton Woods Elementary
Four Seasons Elementary
Nantucket Elementary
Odenton Elementary
Piney Orchard Elementary
Waugh Chapel Elementary
Carver Staff Development Center

BROADNECK SCHEDULING AREA

County Parks:

Arnold Park
Bay Head Park
Belvedere Park
Broadneck Park
Browns Woods Park
Cape St. Claire Park
Mago Vista Park

Schools:

Broadneck Senior High
Magothy River Middle
Severn River Middle
Arnold Elementary
Belvedere Elementary
Broadneck Elementary
Cape St Claire Elementary
Windsor Farms Elementary

CHESAPEAKE SCHEDULING AREA

County Parks:

Bodkin Park
Jacobsville Park
Lake Shore Athletic Complex
Lake Waterford Park
Loopers Field
Poplar Ridge Park

Schools:

Chesapeake Senior High
Chesapeake Bay Middle
Bodkin Elementary
Fort Smallwood Elementary
Jacobsville Elementary
Lake Shore Elementary
Pasadena Elementary

GLEN BURNIE SCHEDULING AREA

County Parks:

Freetown Park
Sawmill Creek Park

School:

Glen Burnie Senior High
Corkran Middle
Marley Middle
Freetown Elementary
Glendale Elementary
Marley Elementary
Oakwood Elementary
Point Pleasant Elementary
Quarterfield Elementary
Richard Henry Lee Elementary
Woodside Elementary
Marley Glen Special

MEADE SCHEDULING AREA

County Parks:

Bacontown Park
Jessup Park
Jessup/Dorsey Park
Matthewstown-Harman Park
Maryland City Park
Provinces Park
Queenstown Park
Severn/Danza Park

Schools:

Meade Senior High
Meade Middle
MacArthur Middle
Brock Bridge Elementary
Hebron-Harman Elementary
Jessup Elementary
Manor View Elementary
Maryland City Elementary

Continued next page

MEADE SCHEDULING AREA (Continued)

County Parks:

Schools:

Meade Heights Elementary
Pershing Hills Elementary
Seven Oaks Elementary
Van Bokkelen Elementary
West Meade Elementary

NORTH COUNTY SCHEDULING AREA

County Parks:

Andover Park
Brooklyn Park Area I
Brooklyn Heights Park
Cedar/Morris Hills Park
Linthicum Park
North Glen Park
Overlook Park
Pleasantville Park
Pumphrey Park

Schools:

North County Senior High
Brooklyn Park Middle
Lindale Middle
Belle Grove Elementary
Brooklyn Park Elementary
Ferndale Early Child Learning Center
George Cromwell Elementary
Hilltop Elementary
Linthicum Elementary
North Glen Elementary
Overlook Elementary
Park Elementary

NORTHEAST SCHEDULING AREA

County Parks:

Brandon Woods Park
Havenwood Park
Rock Creek Park
Solley Park
Sunset Park
Tick Neck Park

Schools:

Northeast Senior High
George Fox Middle
High Point Elementary
Riviera Beach Elementary
Solley Elementary
Sunset Elementary

OLD MILL SCHEDULING AREA

County Parks:

Arden Park
Elvaton Park
Glen Burnie Park
Old Mill/Southgate Park
Waterbury Park

Schools:

Old Mill Senior High
Old Mill Middle, North
Old Mill Middle, South
Glen Burnie Park Elementary
Millersville Elementary
Ridgeway Elementary
Rippling Woods Elementary
Severn Elementary
South Shore Elementary
Southgate Elementary
Ruth P. Eason Special

SEVERNA PARK SCHEDULING AREA

County Parks:

Cypress Creek Park
Kinder Park
Shipleys Choice Park

Schools:

Severna Park Senior High
Severna Park Middle
Benfield Elementary
Folger McKinsey Elementary
Jones Elementary
Oak Hill Elementary
Severna Park Elementary
Shipleys Choice Elementary

SOUTH RIVER SCHEDULING AREA

County Parks:

Davidsonville Park
Edgewater Park
Kings Branch Park
Loch Haven Park
Riva Area Park
Riverwood Park

Schools:

South River Senior High
Central Middle
Central Elementary
Davidsonville Elementary
Edgewater Elementary
Mayo Elementary
Central Special
Center for Applied Technology

SOUTHERN SCHEDULING AREA

County Parks:

Galesville Park
Deale/Traceys Park
Old South Park
Shady Side Park

Schools:

Southern Senior High
Southern Middle
Deale Elementary
Lothian Elementary
Shady Side Elementary
Traceys Elementary
Carrie Weedon Science Center

BACKGROUND CHECK PROGRAM

Effective July 1, 2018

I. PURPOSE OF BACKGROUND CHECK

The purpose of the Department of Recreation and Parks' Background Check Program is to ensure that every individual who interacts with children undergoes a criminal history records check. The objective of the Background Check Program is to assist parents in providing a safe and positive experience.

A criminal history records check serves as a means to review an individual's background prior to their participation with youth. While no screening process can grant absolute assurances, knowing an individual's criminal background can provide greater certainty that an individual with a documented history of inappropriate behavior will not be able to volunteer with youth. A Parent's watchful eye is the greatest resource to keep children safe.

II. COUNTY POLICY

Using Code of Maryland Regulations 10.16.06.21(E)(1) as the basis in screening criminal history records, any person with a conviction, a not criminally responsible disposition or a pending charge for the commissioner or attempted commission for any of the criminal offenses (misdemeanor or felony) listed below shall be prohibited for a time period stated below from participation in any capacity in youth programs or activities sponsored by:

- Department of Recreation and Parks; or
- Any group permitted the use of a County park or Board of Education field or facility.

As a prerequisite for any personal involvement with children, all adults who have care, custody or control of youth participants in any program or activity are required to successfully complete a criminal history records check as described in the Background Check process in this manual. This condition applies to programs or activities sponsored by:

- Department of Recreation and Parks; or
- Any group permitted the use of a County park or Board of Education field or facility.

III. FELONY CONVICTION

An individual with a felony conviction for any of the offenses listed in this section shall be permanently prohibited from participation in any capacity.

Crimes involving:

1. A child;
2. Cruelty to animals;
3. Domestic Violence;

4. A weapon or firearm violation of federal or State laws;
5. A sex offense;
6. A violent crime classified as a felony;
7. Abduction or kidnapping;
8. Abuse of a child or an adult;
9. Confinement of an unattended child;
10. Manufacturing, distributing, or dispensing a controlled dangerous substance;
11. Perjury;
12. Pornography;
13. Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance;
14. Reckless endangerment;
15. Murder/Manslaughter; or
16. Assault;

IV. MISDEMEANOR CONVICTION

An individual with a misdemeanor conviction in any of the following criminal offenses shall be prohibited from participation in any capacity for a period of five (5) years from the date of conviction:

1. Cruelty to animals;
2. A weapon or firearm violation of federal or State laws;
3. Perjury;
4. Pornography, except that any individual convicted of a misdemeanor under the following sections of the Criminal Law Article is permanently prohibited from participation in any capacity: (1) §11-208 (Possession of Visual Representation of Child Under 16 Engaged in Certain Sexual Acts); (2) §11-209 (Hiring Minor for Prohibited Purpose); or (3) §3-603 (Sale of Minor);
5. Manufacturing, distributing, or dispensing a controlled dangerous substance;
6. Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance; or
7. Assault

V. OPEN CHARGES

An individual with open charges, either felony or misdemeanor, shall be prohibited from participation in any capacity. It is the responsibility of the individual to notify the Department of Recreation and Parks as to the judgment of the court.

VI. SEX OFFENDER REGISTRY

Any individual who is required to register and/or is listed on the State of Maryland Department of Public Safety & Correctional Services Sex Offender Registry is permanently prohibited from participation in any capacity.

VII. SOURCE OF INFORMATION FOR CRIMINAL HISTORY RECORDS CHECK

Maryland Statewide Criminal Search – A review of all criminal convictions contained in the Judicial Information System database.

Social Security Number Trace and Address Locator Database – This search may provide the following information: (a) name and name variations used by the individual, such as maiden, divorced or previous names, (b) current and former address(es) associated with that SSN; and (c) date of birth (may be limited to month and/or year of birth).

US Criminal Records Indicator – A database search comprised of information from the Department of Public Safety and Department of Correctional Services, Administrative Office of the Courts, Maryland State Criminal Investigation Bureau, and/or and other applicable government agency, where applicable.

VIII. TIME FRAME FOR CRIMINAL HISTORY RECORDS CHECK

All reported arrest and conviction information which is readily available at the courts and which is legally reportable under the federal Fair Credit Reporting Act and state reporting laws is accessible to the Department of Recreation and Parks.

IX. PERSONS REQUIRED TO UNDERGO A CRIMINAL HISTORY RECORDS CHECK

The following matrix is provided to assist community leaders in determining who must undergo a criminal history records check prior to participating (e.g. before the first practice for coaches or the first meeting for scouting leaders) in a youth activity or program. This list serves as a guide and is not all-inclusive.

<u>POSITION OR TITLE</u>	<u>COMMENT</u>	<u>REQUIRED</u>
Organizational Officers	Any Group that Sponsors Youth Activities	Yes
Organizational Board Members	Any Group that Sponsors Youth Activities	Yes
Youth Sport Commissioners	Any Group that Sponsors Youth Athletics	Yes
Coaches Association Board Members	All Youth Sports in County	Yes
Head and Assistant Coaches	County-Sponsored Youth Leagues	Yes
Head and Assistant Coaches	Youth Clinic, Travel or Select Teams	Yes
Transportation Providers	Transport Youth Participants	Yes
Independent Contractors	Sport Camps, Clinics, etc.	Yes
Scouting Leaders and Assistant Leaders	All Levels of Scouting	Yes
Instructors and Assistant Instructors	Youth Programs	Yes
Child Care Providers	Required by Family Law Article	Yes
Volunteers / Event Workers	Care, Custody or Control of Children	Yes
Volunteers / Event Workers	No Care, Custody or Control of Children	No
Tournament Teams (Out of County)	Tournament Play	No

X. CONFIDENTIALITY

Although adult criminal records are public knowledge, information received during the criminal history records check process will be shared on a “need to know” basis only.

XI. RESPONSIBILITY FOR COMPLIANCE

The adult leader in charge of the respective youth activity is responsible to ensure all assistants and aides have a completed criminal history records check prior to their participation. For example, head coaches are responsible for all assistant coaches, scouting troop leaders are responsible for assistant leaders, and primary instructors are responsible for teacher’s aides.

X. COMPLETED AND UPDATED BACKGROUND CHECKS

A list of individuals with completed and cleared criminal history records checks can be found on the departmental website – www.aacounty.org/recparks. This list is updated weekly.

All adult leaders of youth programs or activities are required to complete an updated criminal history records check a minimum of every three (3) years. It is the responsibility of the volunteer to keep their status updated.

XI. APPEALS

If an individual disputes the accuracy or completeness of any information reported in the criminal history records check, they have a right to request a reinvestigation, unless the dispute is deemed frivolous. Information on this process may be obtained by contacting the Background Check Program Coordinator. Once the accuracy of the Criminal History Records Check is confirmed, individuals prohibited from participating in youth programs or activities based on the findings of this check have no right of appeal.

If an individual has only 1 misdemeanor conviction of the indicated offenses within the previous five (5) years, the individual may send a written appeal to the Director of Recreation and Parks for consideration for employment or volunteerism. Decisions will be on a case by case basis and in consultation with the Anne Arundel County Attorney.

If an individual has only 1 felony conviction of Manufacturing, distributing, or dispensing a controlled dangerous substance or Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance and no other convictions within the previous ten (10) years, the individual may send a written appeal to the Director of Recreation and Parks for consideration for volunteerism. Decisions will be on a case-by-case basis and in consultation with the Anne Arundel County Attorney.

XII. EXPUNGED RECORDS

An individual is not required to disclose information regarding criminal charges or convictions that have been expunged by the courts. An individual whose criminal convictions were expunged after being prohibited from participation should provide the Department with written evidence of the court’s actions.

XIII. BACKGROUND CHECK PROCESS

To initiate a criminal history records check, the individual must complete and sign an Authorization and Release for the Procurement of an Investigative Report form. This form can be downloaded from the Department's website or can be completed on-line. Online processing requires the completion of payment. To complete the background check online, go to www.aacounty.org/recparks.

For volunteers who are not able to complete the process online, the following steps must be completed. The release form must be completed legibly in its entirety on the most updated form. Any missing information will prevent or delay the criminal history records check process. Refusal to provide all required information will result in the individual being prohibited from participation in youth programs or activities.

Once the Authorization and Release for the Procurement of an Investigative Report form is completed, deliver it to the Recreation and Parks Business Office with payment for processing. **Under no circumstances is an individual authorized to participate in any youth program or activity in any capacity prior to the completion of his or her criminal history records check and subsequent posting of the individual's name on the Department's website.** Organizational leaders are expected to check the database on the Department's website to ensure all adult volunteers have successfully completed a criminal history records check prior to participating (e.g. before the first practice for coaches or the first meeting for scouting leaders).

The requests and subsequent reports are transmitted over a secure website with restricted rights of access. If a criminal history records check discloses a criminal conviction that would prohibit an individual from volunteering, the Department's Background Check Program Coordinator (or designee) will call and discuss the information with the individual. The Department's Background Check Coordinator will also contact the leader of the community group and instruct the leader that the individual is prohibited from participating with the community youth program or activity. The leader of the community group is responsible for informing the individual that he or she is prohibited from participating with the community youth program or activity.

XIV. DISCIPLINARY MEASURES

It is the responsibility of each organization that participates in County-sponsored activities or is granted the use of a County park or Board of Education field or facility to fully comply with this Policy and the Background Check Program.

As part of the organizational accreditation process, each organization must sign an annual acknowledgment of the receipt of departmental policies. Organizations and/or their members that knowingly or unknowingly violate the County's policy or Background Check Program are subject to disciplinary measures that may include, but are not limited to:

1. Loss of organizational accreditation;
2. Restrictions on facility usage; and/or

3. Suspension from participation.

ORGANIZED SPORTS RULES

- I. PHILOSOPHY OF RECREATION AND PARKS** - The Department sponsors league play in a variety of sports. The objective is to provide recreational opportunities for citizens, both youth and adult, of Anne Arundel County. The principals of participation, diversity, safety and fun guide the Department's programs. While scores are reported and standings posted, the competitive aspects of these activities are secondary to the aforementioned principles.
- II. ORGANIZATIONAL MEETING** - Specific administrative requirements for each adult and youth sport are discussed in detail at the organizational meeting held in advance of the respective season. The meeting schedule and the administrative requirements for registering a team are posted on the Department's website.

Individuals needing special accommodations should communicate with the Department's Sports Office at (410) 222-7865 or through the Maryland Relay at 711 at least seven (7) working days prior to the appropriate organizational meeting. All materials are available in an alternative format upon request.

- III. ZERO TOLERANCE PROCEDURE** (Updated September 2016)
The Zero Tolerance Procedure is designed to be implemented and used to deter unsportsmanlike behavior displayed at youth sporting events.

In cases where unsportsmanlike behavior is being displayed the referee/official (s) have authority to:

- Stop the game and give a warning to the offending sideline (s).
 - The next display of unsportsmanlike behavior by the offending sideline(s) will result in termination of the game.
- In the event a game is cancelled by the officials due to unsportsmanlike behavior, the final outcome of the contest will be determined by the Recreation & Parks Department.

IV. GENERAL PARTICIPATION GUIDELINES FOR ADULTS AND YOUTH

1. It is recommended that each player receive a thorough examination by a health practitioner, to include concussion baseline testing, prior to entering any sports program.
2. Head coaches are responsible for all administrative requirements relative to team registration, Head Coach's Pledge, background checks for assistant coaches (youth only), player contracts (youth only), player releases and player eligibility requirements.

3. Team rosters and player contracts (youth only) must be submitted prior to the beginning of the respective season on or before the established due date. The rosters and contracts may be delivered to the Department of Recreation and Parks Headquarters on weekdays from 8:00 a.m. until 4:30 p.m. For weekend and after hours delivery, an outdoor drop-off mailbox is available at the main entrance of the Headquarters Building at 1 Harry S Truman Parkway, Annapolis. Rosters and player contracts should be scanned onto a flash drive for submission to recreation and parks by the commissioner. Original documents should be retained by the head coach.
4. Organizations and coaches must ensure proper player eligibility. Players will be eligible to participate only after team rosters, player contracts (youth only), and/or add/drop forms have been received by the Department of Recreation and Parks.
 - In accordance with House Bill 858/Senate Bill 771 ALL organizations **MUST** have signed a copy of the Anne Arundel County Recreation & Parks Concussion Awareness form for each youth player registered with the organization.
5. Any coach who signs or plays an ineligible player is subject to disciplinary actions. Upon discovery of an ineligible player, all games in which the ineligible player participated will be forfeited.
6. Coaches are responsible at all times for the conduct of any person connected with their team. Coaches are responsible, insofar as can be reasonably expected, for controlling their spectators. A coach may be subject to disciplinary action for failing to appropriately intercede to stop spectator abuse of an official or player.
7. Coaches are responsible for reading and understanding league-specific rules and instructing all players as to these rules.
8. A coach who refuses to provide the name of an ejected player and/or coach to departmental personnel or game officials will be subject to disciplinary action.
9. Adult Sports: Before participating as a player in County-sponsored leagues, professional athletes must sit out one full year from their respective sport following their date of release from professional teams.
10. Teams must use the most recently updated forms provided by the County. These forms are available on the Department's website.
11. To prevent the spread of blood-borne infections, coaches are responsible for adhering to the following guidelines, using Center for Disease Control recommended universal precautions:

- Players must be instructed to immediately notify their coach of any injuries or wounds during or prior to participation in competition or practice.
 - Personal Protective equipment should be used, to put a barrier between players/coaches and blood or body fluids.
 - All cuts, abrasions, wounds or broken areas of skin must be covered with a secure dressing before and during participation.
 - If a skin lesion is observed, it must be securely covered before participation may continue.
 - If a bleeding wound occurs, the player's participation must be interrupted until the bleeding has stopped and the wound is both cleansed and securely covered.
 - Any bloody clothing must be removed before the player may resume participation.
 - Any equipment or indoor playing surface visibly contaminated with blood must be cleansed using a commercial disinfectant or 10% bleach solution before play involving that equipment or indoor playing surface may resume. Absorbent materials must be appropriately disposed in a sealed container.
12. Teams from outside of Anne Arundel County may participate in our leagues as long as there is space available. There is an additional "out of county fee" that will be added to the team registration for all out of county teams.
- Prior to registering out of county teams must contact the Chief of Athletics for approval
 - Organizations from outside of Anne Arundel County who have participated in the county leagues for five (5) consecutive years/seasons may be granted access to a league without the "out of county" fee charge. This waiver is subject to approve by the Director of Recreation & Parks.

V. ADULT SPECIFIC PARTICIPATION GUIDELINES

1. Unless stated otherwise, participants in adult sport programs must be at least 18 years of age.
2. Adult participants must be able to show proof of identification at all times. A Driver's License, Military ID card, Passport and/or State ID card with photograph are accepted as proof of identification.

3. Adult teams located in Anne Arundel County will have priority over non-County teams. Non-County teams may join a County league when openings occur.

VI. YOUTH SPECIFIC PARTICIPATION GUIDELINES (updated 4/24/2018)

1. Any individual meeting the guidelines contained in this manual is allowed to participate in County-sponsored youth sports programs as long as the sponsoring organization is located in Anne Arundel County.
2. Anne Arundel County accommodates every child and does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, or ability. Anne Arundel County allows transgender children to participate in all available recreational programs.
 - a. Anne Arundel County will take active steps to protect a transgender child's rights and privacy.
 - b. A transgender child's eligibility status for recreational activities will be based on the child's biological and genetic gender.
 - c. If a particular sport does not offer corresponding male and female programs, that particular sport will be open to children of both genders.
 - d. If a team must stay overnight in a hotel in order to participate in a game or games, all children will stay in a room with others of the same biological and genetic gender or in a comparable private room.
 - e. All children will use bathrooms and locker rooms that comport with their biological and genetic gender, a comparable private bathroom, or a comparable family bathroom.
3. Individuals from neighboring jurisdictions may play on teams in County-sponsored leagues, however, 75% of the team members must be Anne Arundel County residents. (In County teams that fail to comply with the 75% guideline may be subject to a penalty of \$100 per team) Out-of-County teams may participate in Anne Arundel County leagues with approval of the Department's Recreation Administrator and payment of a \$100 Out-of-County fee per team in addition to the regular league fee. This policy does not apply to County-sponsored tournaments.
4. Organizations are encouraged to form youth teams from within local areas and avoid recruiting from distant communities.
5. Participants in County-sponsored youth sports programs may only play on one team per sport per season.
6. Players will be eligible to participate only after the Department has received the player contracts, player releases and team rosters. Only the most recently updated version of the player contract will be accepted. This form is available on the Department's website.

7. The age eligibility date for each youth sport is listed on the following table. The age of a participant on the eligibility date determines the age group in which he or she will play.
8. A player contract shall be invalid unless it contains the signatures of player, coach and parent or guardian.
9. Birth Certificate, Driver's License and/or Board of Education confirmation must be obtained to verify proof of age.
10. Public, private, and/or parochial high school players who participate in interscholastic competition are not eligible to play on a team in the same sport during the same season in a league sponsored by the Department of Recreation and Parks. Participation is defined as suiting up for an interscholastic game. Players may not be placed on a roster. If a player participates on a high school team after the roster is submitted, a change request must be submitted.
11. Participants in County-sponsored competitive youth leagues must be 8 years of age, except as provided in the following guideline.
12. In sports where community leagues do not exist, youth under the age of 8 years can participate in County-sponsored leagues. These leagues include football, lacrosse, cheerleading, field hockey and wrestling. The league rules for these sports specify the age and weight eligibility criteria for participation.
13. The mandatory participation guidelines reflected by the Table on page the following pages are for **all** County-sponsored youth sports. The guidelines shall be used in league and tournament play except in cases of illness, injury or disciplinary action.

The penalties for non-compliance with the mandatory participation guidelines are:

- First Offense — Coach receives a verbal and written warning.
 - Second Offense — Coach receives a two (2) game suspension and written notice of disciplinary action with a copy to the president of the organization.
 - Third Offense — Coach receives a one (1) year suspension and written notice of disciplinary action with a copy to the president of the organization. Game(s) in which the offense occurred will be forfeited.
14. A head or assistant coach, at least 18 years of age, must be present at all youth practices and games.

15. An assistant coach is defined as an individual who has been given the authority and responsibility by an organization or head coach to instruct the team.
16. All head coaches must hold a Coach, Athlete and Parent (CAP) meeting prior to the beginning of the season, at which time the Parent's Pledge must be fully discussed.
17. All head coaches are required to attend a Coaches Certification Clinic prior to beginning their second year of coaching. A coach's certification is valid for three (3) years, after which time the coach must be re-certified. It is recommended that at least one assistant coach from each team also attend.
18. All head coaches in County-sponsored youth athletics must sign a Head Coach's Pledge prior to the start of the season. The Mid-Atlantic Recreation and Parks Sports Alliance Code of Conduct is included as a section of the Head Coach's Pledge.
19. Background checks are mandatory for all youth organization coaches, officers, board members and commissioners regardless of their affiliation with County leagues.
20. Members of the Boards of Directors of coaches associations affiliated with County-sponsored youth sports must have a background check.

VII. PLAYER RELEASE AND RECRUITING IN COUNTY-SPONSORED YOUTH LEAGUES Updated 5/2016

• RELEASE POLICY

If a participant in a County-sponsored youth league wants to change organizations by sport from the previous season, a Youth Player Release Form must be completed and submitted to Department of Recreation and Parks' Youth Sports Office. The Youth Player Release Form must be submitted to the sports supervisor prior to the season. A copy of the youth player release should be submitted with the Player Contract. Forms can be downloaded from the Department of Recreation and Parks' website.

- Player releases must be approved prior to registering, participating and/or practicing with the new organization;
- Each team is allowed two (2) approved releases for rosters of 10 or less players and three (3) releases for rosters of 11 or more players;
- Player movement between organizations due to a change of residence DOES NOT count against a team's number of allowed releases;

- Player movement between organizations due to the former organization not fielding a team DOES NOT count against a team's number of allowed releases. Players may return to the original organization the next season without penalty;
 - If a player moves to an organization **closer** to their residence, or to their high school feeder system, this **DOES NOT** count against a team's number of allowed releases;
 - The Department of Recreation and Parks will approve/disapprove exceptions to the number of releases allowed per team.
- **RECRUITING POLICY**
 Recruiting is defined as when a representative of an organization (i.e. coach, parent, player or other) contacts a parent, guardian or child from another organization with the intent of persuading the family to join their organization. **This type of recruiting is not permitted.**

This recruiting policy applies to County-sponsored leagues only. **This policy does not apply to participants in community leagues or leagues not affiliated with the County during the previous sport season.**

- **CLARIFICATION**
 - The Department of Recreation and Parks will use the above guidelines in deciding whether to approve player releases. The Recreation Administrator and/or Chief of Athletics shall make the final decision on disputes concerning player releases.
 - Coaches and other organizational representatives that fail to follow the above player release and recruiting policies for County-sponsored youth leagues may be subject to disciplinary action. Coaches and other organizational representatives share the responsibility for maintaining the allowed releases per roster.

VIII. ADULT PLAYER RELEASE FROM A CONTRACT - Sports supervisors will process requests from players asking to be released from a roster with a specific team. All applications for release must be completed by the established cut-off date for the respective sport. Sports supervisors shall make the final decision on disputes concerning releases.

IX. PLAYER ELIGIBILITY AND GAME PROTESTS - Protests regarding the eligibility of a player may be submitted to the appropriate sports supervisor at any time, but no later than 24 hours after the last scheduled game of the season. No fee is required to protest player eligibility. The outcome of a game cannot be protested.

- X. LEAGUE FEE** - All teams must pay a league fee by check, money order or credit card (on-line only) prior to or at the league organizational meeting, payable to: Anne Arundel County Department of Recreation and Parks.

A \$25 late fee will be assessed for teams paying the league fee anytime after the league registration deadline/organizational meeting.

Out-of-County teams that are approved to participate in a County-sponsored league that do not meet the criteria outlined above, must pay a \$100 Out-of-County fee per team in addition to the regular league fee. Out-of-County teams must receive departmental approval to participate prior to the league organizational meeting by contacting the Department's Sports Division.

XI. LEAGUE FEE REFUND POLICY (Revised 11/1/2016)

- 100% refund of the league fee for teams that drop four (4) business days or less after the league organizational meeting/registration deadline.
- No refunds after league schedules have been posted on the departmental website.
- Upon completion of 60% of regularly scheduled games, no reimbursement will be given for games affected by inclement weather.
- **Youth Sports ONLY:** With prior approval of the Department of Recreation & Parks, Coaches Associations may establish alternative refund policies within their respective sports.

- XII. ADJUSTMENTS TO SCHEDULES AND PLACEMENT OF TEAMS** - The Department reserves the right and grants authority to its sports supervisors to make adjustments to league schedules and placement of teams after the season begins. The reason for these adjustments may include, but are not limited to:

1. Competitive Level of Team Play within age groups
2. Facility Use Issues
3. Weather-Related Considerations
4. Addition or Loss of Teams
5. Administrative Considerations

- XIII. OFFICIAL GAMES / MAKEUP GAMES** - Games shall be played as originally scheduled. Only departmental sports supervisors have the authority to make schedule changes.

COUNTY SPONSORED SPORT / LEAGUES	AGE ELIGIBILITY DATE	SEASON	<u>COUNTY LEAGUES MANDATORY PARTICIPATION</u>
Boy's Baseball * 9, 10, 11, 12, 13 & 14 A * All Other (B/C league)	May 1 st	Spring	Recommended: Bat once, 3 outs in Field Required: Bat least Once, 3 Outs in Field
Basketball * 8 & Under, 9 & Under * 10 & Under C * All Other	September 1 st	Winter/Spring	50% of Total Game Time 50% of Total Game Time 25% of Total Game Time
Cheerleading	September 1 st	Fall	Participants Cheer Each Occasion
Field Hockey * All Age Groups	TBD by Grade	Fall	50% of Total Game Time
Football * 70 Pound * 80, 90, 100 Pound * 110, 125, 140 Pound * 11U, 12U and VarsityU, Freshman / Sophomore	December 31 September 1	 Fall	 Varies Depending on Weight Class and Division
Boy's Lacrosse * Pee Wee and Clinic * Midget and Junior	September 1 st	Spring	50% of Total Game Time 25% of Total Game Time
Girl's Lacrosse *All Age Groups	TBD by Grade	Spring	50% of Total Game Time
Rugby	January 1 st	Summer	50% of Total Game Time
Soccer * Division I * Divisions II and Above	August 1 st	Fall/Spring	25% of Total Game Time 50% of Total Game Time
Volleyball	September 1 st	Fall	50% of Total Game Time
Wrestling	January 1 st	Winter	N/A

YOUTH COACHES CERTIFICATION CLINIC

Coaches are entrusted with the important responsibility of providing an enjoyable, healthy youth sports experience. Coaches are role models and held accountable to a code of behavior that ensures youth sports remain in proper perspective.

To assist with this vital undertaking, the Department provides a coaches clinic covering topics such as coaching philosophy, sports psychology, legal matters, first aid, health and more. The dates for upcoming coaches clinics are posted on the Department's website.

BRONZE LEVEL CERTIFICATION

All youth head coaches in County-sponsored leagues are initially required to attend a Coaches Certification Clinic prior to beginning their second year of coaching. A coach's initial certification is referred to as the Bronze level and is valid for three years, after which time the coach must be re-certified.

SILVER LEVEL CERTIFICATION

Coaches who attend the clinic for a second time and become re-certified attain the Silver level of certification. The Silver level certification is valid for three years, after which time the coach must be re-certified.

GOLD LEVEL CERTIFICATION

Coaches who attend the clinic for a third time and become re-certified attain the Gold level of certification. The Gold level certification is a lifetime certification. Gold level coaches are welcome to attend future coaches clinics, however their attendance is not mandatory to retain their certification.

GENERAL INFORMATION

Coaches who fail to become re-certified prior to the expiration of their current certification cannot continue to serve as a head coach. They may be required to become re-certified at their current level.

A current background check is required for a coach's certification to remain valid and for a coach to be deemed in good standing with the Department. Background checks are valid for three (3) years from the date reflected in the Volunteers Database on the Department's website. Coaches must check the website to verify their eligibility to coach.

HEAD COACHES CODE OF ETHICS

As a Head Coach, I will:

1. Never knowingly permit an ineligible player to play on a team or withhold information from another coach or organization concerning potentially ineligible players on their team.
2. Conduct myself and ensure that my players, spectators and supporters conduct themselves in a manner that is consistent with good sportsmanship – before, during and after every game.
3. Make every effort to improve my knowledge of coaching techniques so that I can teach the sport properly to my players.
4. Obtain, read and abide by the rules and guidelines of the league.
5. Never schedule other league games or scrimmages that conflict with the regular season and/or make-up games.
6. Conduct a CAP (Coaches, Athletes and Parents) meeting to provide my team's parents with my coaching philosophy and practice/game approach.
7. Never harass the game officials in any manner.
8. Treat game officials with respect and ensure players, spectators and supporters do the same.
9. Provide assistance to game officials to ensure the game is played within the spirit of good sportsmanship and by the rules.
10. Keep my players and parents informed about the rules, schedules and league information.
11. Ensure that my players are supervised by me or another designated adult and never allow my players to be left unattended or unsupervised at a game or practice.
12. Ensure that all equipment used by my players is safe and conforms to the rules of the game. I shall not allow illegal or unsafe equipment to be used.
13. Never knowingly permit an injured player to play or return to the game without proper medical approval.
14. Refrain from using alcoholic beverages, illegal substances or tobacco (**including e-cigarettes and/or vaporizers**) while in direct supervision of my players.
15. Never physically, verbally or mentally harm a child in my care.
16. Comply fully with the Department's Background Check Policy and check the Department's website to verify all assistant coaches are listed on the volunteers' database as having completed a background check prior to their participation (practice and games) with the team. An assistant coach is defined as anyone given the authority to coach or instruct the team.
17. Obtain, read and comply with the Department's policies and guidelines and ensure that all assistant coaches do the same.

DISCIPLINARY ACTIONS

The Department has the authority to impose disciplinary sanctions for inappropriate and/or unsportsmanlike behavior and/or non-compliance with departmental policies, guidelines or standards. **This authority is not limited to programs sponsored by the Department of Recreation and Parks.**

When deemed appropriate, the Department will ascertain the pertinent facts and take suitable disciplinary action regarding incidents of unsportsmanlike behavior or violations of departmental policies, guidelines or standards. All parties must be aware that unreasonable treatment of departmental staff, including inappropriate airing of complaints, is considered in the same context as aggressive behavior on the "field of play."

For athletic activities, game officials and departmental staff shall penalize players, coaches or spectators for unsportsmanlike conduct and/or non-compliance with departmental policies, guidelines or standards. Whenever flagrant misconduct occurs, the game official or staff member may penalize the person(s) by requiring them to leave the vicinity.

Game officials and departmental staff may suspend play or forfeit a game when, in their judgment, conditions justify such actions. Flagrant or repeated misconduct may result in permanent suspension. Team suspensions can be imposed.

A. DISCIPLINARY SANCTIONS FOR ORGANIZATIONS MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Loss of Accreditation
- Loss of Use of Buildings (i.e. Concessions, Utility Building, Storage Shed, etc.)
- Restricted or Loss of Facility Usage
- Payment for Facility Use or Damages
- Expulsion of Teams from County Leagues
- Forfeiture of Games
- Organizational Probation
- Fines

B. DISCIPLINARY SANCTIONS FOR INDIVIDUALS

- Disciplinary sanctions for individuals may include, but are not limited to:
- Suspension
- Expulsion
- Prohibition to Attend Events
- Forfeiture of Games
- Probation of Players, Coaches and/or Spectators

C. NON-APPEALABLE DISCIPLINARY SANCTIONS

- The following disciplinary sanctions may not be appealed:
- Probation
- One or two-game Suspension for Participants in Youth Activities (includes coaches)
- Two-week Suspension for Participants in Adult Activities
- Recruiting violations

D. EJECTION IN YOUTH SPORTS

1. Players ejected for unsportsmanlike conduct by departmental personnel or game officials will be suspended for a minimum of one (1) game, including playoffs and tournaments.
2. Coaches or spectators ejected by departmental personnel or game officials for unsportsmanlike conduct will be suspended for minimum of two (2) games, including playoffs and tournaments.
3. Ejections occurring at the end of the season will result in the suspensions being carried over to the next sport or season. The suspended individual may be barred from all sites where County-sponsored activities are being held.
4. A coach who refuses to provide the full name of an ejected player and/or coach to departmental personnel or game officials will be subject to disciplinary action.

E. EJECTION IN ADULT SPORTS

1. Players, coaches or spectators ejected for unsportsmanlike conduct by departmental personnel or game officials will be suspended for a minimum of two (2) weeks, including playoffs and tournaments at departmental facilities.
2. Ejections occurring at the end of the season will result in the suspensions being carried over to the next sport or season. The suspended individual may be barred from all sites where County-sponsored activities are being held.
3. A coach who refuses to provide the full name of an ejected player and/or coach to departmental personnel or game officials will be subject to disciplinary action. Coaches/team representative must notify sports supervisor of ejected player within 24 hours of ejection.

F. PHYSICAL CONFRONTATIONS

1. A player, coach or spectator who makes or threatens physically aggressive contact with another individual, other than a game official, may be suspended from all county-sponsored sports for a minimum of one (1) year from the date of the incident.

2. A player, coach or spectator who threatens physically aggressive contact with a game official may be suspended from all County-sponsored sports for a minimum of two (2) years from the date of the incident.
3. The suspended individual may be barred from all County parks, facilities and County-sponsored activities.

G. SHARING DISCIPLINARY ACTIONS

1. The Department of Recreation and Parks is a member of the Mid-Atlantic Recreation and Parks Sports Alliance. The Alliance utilizes the common Sports Code of Conduct and shares disciplinary actions taken related to poor sportsmanship. Member jurisdictions may jointly enforce disciplinary sanctions imposed on an individual or organization.

APPEALS BOARD

The Department of Recreation and Parks has an Appeals Board whose function and power is to hear and decide appeals on departmental decisions involving disciplinary and organizational accreditation matters.

- Appeals Board decisions are final.
- The Appeals Board does not have the authority to adopt and/or amend policies, rules, practices or procedures implemented by the Department.

I. APPEALS BOARD MEMBERS - The Director of the Department of Recreation and Parks shall appoint seven (7) residents of Anne Arundel County to serve a one-year term beginning January 1st of each year.

- Members of the Appeals Board may be re-appointed to an unspecified number of terms at the discretion of the Director.
- Vacancies shall be filled for the unexpired term in the manner specified for the original appointment.
- The Appeals Board shall be comprised of three (3) of the seven appointees and one (1) departmental staff member.
- The Department's staff member shall serve as a non-voting facilitator of the appeal hearing.

II. SUSPENSION APPEAL GUIDELINES:

1. With the exception of youth participants, the suspended individual must file the appeal. The request for an appeal hearing must be in writing and state the basis of the appeal.
2. A \$100 fee must accompany the written request for an appeal.
 - This fee must be in the form of cash or a certified check payable to Anne Arundel County Department of Recreation and Parks.
3. The appropriate sports supervisor must receive the written request for an appeal and \$100 fee within eight (8) business days of the notice of disciplinary action. Appeal hearing requests received after the specified period will not be considered.
4. An individual appealing a suspension of less than one year may continue to participate until the appeal hearing is complete and judgment rendered.
5. An individual appealing a suspension of one year or more **may not** continue to participate until the appeal hearing is complete and judgment rendered.
6. An individual can bring one additional person to the appeal hearing.

7. The Appeals Board will accept additional written testimony or information for consideration provided the Department receives it no later than twenty-four hours prior to the appeal hearing.
8. The appellant will be notified within five (5) business days of the receipt of the request for an appeal as to date and time of his/her appeal hearing.
 - Appeal hearings are generally held the 1st and 3rd Wednesday of each month, beginning at 6:30 p.m. The schedule is subject to change.
9. The Appeals Board reserves the right to decrease or increase the sanctions.
10. If the offense is severe in nature, a penalty may be imposed to preclude an individual's participation in any departmental activity and/or ban from all County parks.
11. The Appeals Board may take up to two business days to render a decision. A written order of the final decision will be sent to the appellant and respective organization's president.

COACHES ASSOCIATIONS

Coaches Associations work as an extension of the Department of Recreation and Parks to improve the quality of youth sports. Coaches Associations function as advisory boards and work with departmental staff in overseeing a particular sport. This oversight may include, but is not limited to:

- Recommending League Rules
- Setting Up Age Divisions and Levels of Play
- Monitoring Games
- Coordinating Events

When requested by the departmental staff, the Coaches Association may assist with fact-finding regarding an unsportsmanlike incident or other disciplinary matters.

A Coaches Association can be established for each County-sponsored youth sport. The formation of a Coaches Association requires the majority vote of the commissioners and/or coaches at the organizational meeting for the respective sport. All Coaches Associations must adhere to the set of bylaws and guidelines prepared by the Department.

Any organized event conducted by a Coaches Association is subject to the approval of the Department. These events include tournaments, clinics, out-of-season leagues, all-star games, competitions, etc.

SPORT SPECIFIC COACHES CLINICS

The Department of Recreation and Parks offers instructional clinics for coaches in several of its youth sports. For further information regarding these clinics, contact the Department's Sports Office at 410-222-7865.

MID-ATLANTIC RECREATION and PARKS SPORTS ALLIANCE

The Department of Recreation and Parks is a member of the Mid-Atlantic Recreation and Parks Sports Alliance. The Alliance is comprised of more than thirty (30) Recreation and Parks departments and sports organizations. The mission of the Mid-Atlantic Recreation and Parks Sports Alliance is to develop and communicate a consistent message that organizations and their players, coaches and spectators will be held accountable to a code of conduct that promotes sportsmanship and keeps recreational competitive and non-competitive sporting activities in proper perspective.

GOOD SPORT AWARDS

The Mid-Atlantic Recreation and Parks Sports Alliance, in keeping with its mission to promote good sportsmanship, presents the Good Sport Award to individuals who exemplify and perpetuate good sportsmanship in recreational level athletics. In Anne Arundel County, one coach and one player from each scheduling area is selected yearly to receive a Good Sport Award from the County.

The County's Recreation Advisory Board selects one coach and one player from the twenty-four honorees to receive the Mid-Atlantic Recreation and Parks Sports Alliance's annual Good Sport Award. Maryland's Speaker of the House of Delegates presents the awards at the Maryland State House during the legislative session. Nomination forms can be downloaded from the Department's website – www.aacounty.org/recparks. Instructions for submitting nominations are included on the nomination form.

DEPARTMENTAL AWARDS

MID-ATLANTIC RECREATION and PARKS SPORTS ALLIANCE GOOD SPORT AWARDS

In conjunction with the Mid-Atlantic Recreation and Parks Sports Alliance, a GOOD SPORT Award is awarded to one coach and one player each of the twelve scheduling areas. The Recreation Advisory Board selects one coach and one player out of these twenty-four honorees to receive the annual Mid-Atlantic Recreation and Parks Sports Alliance sportsmanship awards.

RON BLAKE OUTSTANDING VOLUNTEER AWARDS

The Ron Blake Outstanding Volunteer Awards were initiated in 1985 and are given annually to selected individuals who provided exceptional volunteer service in support of the Department of Recreation and Parks programs, activities and/or facilities. The award is named in honor of Mr. Ron Blake, a former member of the Recreation Advisory Board and a community volunteer from Odenton. The past recipients of the awards are a virtual "who's who" of community leaders. Nominations for this award are solicited by the County's Recreation Advisory Board beginning in June of each year. The nomination form can be downloaded from the Department's website – www.aacounty.org/recparks. The awards are typically presented at a major departmental activity in the fall.

DIRECTOR'S CITATIONS

The Director issues citations to those individuals who demonstrate a level of accomplishment worthy of recognition – whether athletic, scholastic or community based. One can nominate an individual by contacting the Director's Office and providing the individual's name, affiliation and reason for the recognition.

GLOSSARY OF TERMS

Accredited Organization: An organization or group that has met departmental standards and is eligible to access Board of Education and/or Department of Recreation and Parks facilities and fields through the facility scheduling process.

Assistant Coach: An individual who has been given the authority and responsibility by an organization or head coach to instruct the team.

Coaches Association: An association established to work in cooperation with departmental staff in promoting and managing a particular youth sport. Each Coaches Association must have a set of by-laws approved by the Department that perpetuates the departmental philosophy, policies and standards for the respective youth sport. The officers and board of directors must be in good standing.

Community Leagues: Leagues that are run internally by a particular athletic association. These leagues typically focus on fundamentals and participation as opposed to the competitive outcome.

County Leagues: Leagues that are sponsored by the Department and are managed by a County Sports Supervisor. County leagues are given priority for facility use over community leagues and other recreational activities.

Facility User: Any group or individual that is permitted the exclusive use of a publicly owned athletic or recreational facility.

Good Standing: An individual who is in compliance with departmental policies, standards and requirements is considered to be in good standing.

Head Coach: An individual, who is at least 18 years of age, that assumes responsibility for the team to include, but not limited to, compliance with departmental standards, administrative matters and the behavior of players and spectators.

In-Season Sports: The Department has established a timetable for each sport that designates its primary season.

Recreation Advisory Board: A seven member board appointed by the County Executive for the purpose of making advisory recommendations to the Director of Recreation and Parks.

Unsportsmanlike Conduct: Acting in a manner unbecoming of a fair, ethical and honorable individual.

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATIONS

All persons have the right to register for and participate in any Anne Arundel County Department of Recreation and Parks sponsored sports leagues. They must meet the essential eligibility requirements of all registrants, such as registering before the program deadline and paying the same fee as others. Other essential eligibility requirements may consist of minimum or maximum age requirements, weight restrictions and fundamental basic skill required to participate. These requirements may vary from sport to sport.

A person with a disability has the right to reasonable accommodation provided by the activity organizer or sponsor if necessary to facilitate or enable participation in the activity of his or her choice. Accommodations could include changes in rules and policies, extra staff for coaching or management of the activity, adaptive equipment and reasonable modification that does not cause fundamental alteration to the activity or program.

Requests for accommodation must be made in writing with appropriate documentation one month prior to the first game of the season to the respective departmental sport supervisor. Requests will be considered on a case-by-case basis and a written decision will be given no later than two weeks prior to the first game.

INCLEMENT WEATHER POLICY

I. INDOOR FACILITY CLOSURES AND CANCELLATIONS

A. WINTER

- If the Snow Emergency Plan is in effect, all programs in schools are canceled.
- If the Snow Emergency Plan goes into effect during a scheduled event, all events will be canceled.
- If the Snow Emergency Plan is not in effect, the following procedures apply:
 - WEEKDAYS: During the school year, if schools have been closed, all programs in schools are canceled. If schools are dismissed early, all evening programs are canceled.
 - WEEKENDS: A cancellation notice will be placed on the Department's Hotline and website by 7:00 a.m. on Saturdays and 7:00 a.m. on Sundays or as soon as possible.

B. SUMMER

- During the summer months, a cancellation notice will be placed on the Department's website and hotline as soon as possible upon closure notification.

II. OUTDOOR FACILITY CLOSURES AND CANCELLATIONS

A. FALL/WINTER/SPRING/SUMMER

- Following severe weather or heavy rains, the Department may close or restrict the use of outdoor facilities.
 - WEEKDAYS: During the school year, a cancellation notice will be placed on the Department's Hotline and website by 4:00 p.m.
 - WEEKENDS: A cancellation notice will be made by 7:00 a.m. for field usage until noon. An updated notice may be made for the remainder of the day and should be posted by 10:30 a.m.
- As a safety precaution, all activities must cease upon the first sound of thunder or sign of lightning. Activities may be resumed only after a 30 minute delay beyond the last sign of lightning or sound of thunder.

B. HOT WEATHER RESTRICTIONS

- Groups should call the Hotline or check our website for restrictions on outdoor use due to hot weather.

C. PARENTAL DISCRETION

- Parents and guardians are encouraged to use their own discretion whether to allow their child to participate under questionable weather-related conditions. When in doubt, sit it out.

- Call the Department's Hotline after 4:30 pm weekdays, or check our website for cancellation notice. Also, you can sign up for text messages and email notification by going to our website. If there is no cancellation notice, groups should make a prudent decision about their permitted field based on weather and field conditions.

HOTLINE TELEPHONE NUMBER: (410) 222-7312

DEPARTMENT'S WEBSITE: www.aacounty.org/recparks/cancellations/cfm

(Visit website to receive e-mail and text message inclement weather cancellations.)

DEPARTMENTAL WEBSITE

The Department of Recreation and Parks website is designed to serve the needs of our diverse customer base – park visitors, program participants, facility users, coaches, players and more. There is something for everyone! Visit the Department's website for additional information and the latest "fun" news on what's happening around the County. Departmental forms available to download:

- Organizational Accreditation
- Background Authorization Form
- School Facility Use Applications
- County Park Use Applications
- Pavilion/Picnic Area Use
- Facility Use Permit Change Form
- Special Event Information Form
- Youth or Adult Team Roster
- Youth Player Contract
- Youth Player Release

A volunteer database listing of all individuals with a completed background check and/or current coaches certification is on the website. This list is regularly updated.

www.aacounty.org/recparks

RECREATION BUREAU STAFF ASSIGNMENTS

<p>Rick Anthony Director Laura Wicklund</p>	<p>Directors Assistant</p>	<p>rpwick22@aacounty.org</p>
<p>Lisa DiGiacinto</p>	<p>Business Manager</p>	<p>rpdig96@aacounty.org</p>
<p>Colleen Joseph Carolyn Ryan Mandy Lewis Kurt Neutzling Bill Martin Mark Frederick</p>	<p>Chief of Marketing/Events & Facilities Marketing and Events Manager Recreation Specialist - Facility Scheduling Management Aide, Facility Scheduling Management Aide, Facility Scheduling Management Assistant, Facility Scheduling</p>	<p>rpjose22@aacounty.org rpryan00@aacounty.org rplewi00@aacounty.org rpneut00@aacounty.org rpmart22@aacounty.org rpfred00@aacounty.org</p>
<p>Mike Busch</p>	<p>Recreation Administrator</p>	<p>rpbusc99@aacounty.org</p>
<p>Franklin Chaney Mandy Baker Peter Eddy Darnell Ravenell Jacque Hurman Georgette Shalhoup Wendy Scarborough Tammy Anderson</p>	<p>Chief of Recreation Services Recreation Specialist Facility Supervisor – Arundel Olympic Swim Ctr. Sports Complex Supervisor - AOSC Facility Supervisor – North Arundel Aquatic Ctr. Recreation Supervisor Adaptive Recreation Supervisor and Lake Waterford Park and Mayo Beach Park Recreation Supervisor - School Age Child Care</p>	<p>rpchan96@aacounty.org rpbake00@aacounty.org rpveddy96@aacounty.org rprave08@aacounty.org rphurm96@aacounty.org rpshal96@aacounty.org rpscar88@aacounty.org rpande15@aacounty.org</p>
<p>John Spinnenweber Donna Liberto Joe Hayden Jeff Porter Baer Chandler Greg McDivitt</p>	<p>Chief of Athletics Sports Supervisor Sports Supervisor Sports Supervisor and Randazzo Softball Park Facility Supervisor–Bachman Sports Complex Facility Coordinator – Joe Cannon</p>	<p>rpspinn00@aacounty.org rplibe01@aacounty.org rphayd00@aacounty.org rpport96@aacounty.org rpchan99@aacounty.org rpmcdi00@aacounty.org</p>

PARKS BUREAU STAFF ASSIGNMENTS

<p>Mark Garrity Ken Alban Orvie Thumel Jack Adamez Dawn Thomas</p>	<p>Parks Administrator Capital Projects Administrator Construction Inspector/Maintenance Grants Parks Renovation Manager Management Aide</p>	<p>rp Garr00@aacounty.org rpalba00@aacounty.org rp Thum00@aacounty.org rpadam98@aacounty.org rp Thom00@aacounty.org</p>
<p>Elizabeth LaBroad Charlie Roeder John Vickers Deb Yeater Bill Offutt</p>	<p>Chief of Park Operations – North Northern District Supervisor Eastern District Supervisor Park Superintendent – Downs/Ft. Smallwood Park Superintendent – Kinder Farm Park</p>	<p>rplabr00@aacounty.org rp roed00@aacounty.org rp vick00@aacounty.org rp yeat96@aacounty.org rp offu11@aacounty.org</p>
<p>Chris Carroll Ted Jones Mark Smith Adam Smith Brad Hunt Patricia Delgado</p>	<p>Chief of Park Operations – South Turf Maintenance Specialist Southern District Supervisor Park Superintendent – Trails Park Superintendent – Quiet Waters Park Park Superintendent – Jug Bay Wetlands</p>	<p>rpcarr99@aacounty.org rpjone33@aacounty.org rpsmit00@aacounty.org rpsmit02@aacounty.org rp hunt02@aacounty.org rpdelg88@aacounty.org</p>
<p>Barbara Polito Billy Gorski</p>	<p>Agricultural Preservation Planner</p>	<p>rpcarr99@aacounty.org rpgors00@aacounty.org</p>

**ANNE ARUNDEL COUNTY
DEPARTMENT OF RECREATION AND PARKS
1 Harry S Truman Parkway
Annapolis, Maryland 21401**

Rick Anthony, Director

Mark Garrity, Parks Administrator

Mike Busch, Recreation Administrator

RECREATION ADVISORY BOARD

Warren B. Duckett, III, Esq., Chairman

The Hon. Janet Greenip
Michael Lofton

Rudy Brown
Darrin M. Jacobs

Woody Bowen
Ralph Smith

DEPARTMENTAL TELEPHONE NUMBERS

Athletics - Youth	410-222-7865	FAX: 410-222-4120
Business Office/Background Checks	410-222-4250	EXT: 3312
Facility Scheduling Office	410-222-7315	FAX: 410-222-4439
General Information	410-222-7300	
Parks Administration	410-222-7317	FAX: 410-222-7320
Recreation Administration	410-222-7357	FAX: 410-222-4439
Registration Office	410-222-7313	FAX: 410-222-4120
School Age Child Care	410-222-7856	FAX: 410-222-4478

ATHLETIC FACILITIES TELEPHONE NUMBERS

Arundel Olympic Swim Center	410-222-7933	FAX: 410-224-4113
Bachman Sports Complex	410-222-0017	FAX: 410-222-0020
Cannon Baseball Stadium	410-222-6652	FAX: 410-222-6654
North Arundel Aquatics Center	410-222-0090	FAX: 410-222-0106
Randazzo Softball Park	410-222-6255	FAX: 410-222-6259

RECREATIONAL FACILITY TELEPHONE NUMBERS

North County Recreation Center	410-222-0036	FAX: 410-222-0037
South County Recreation Center	410-222-1515	

WEATHER HOTLINE - 410-222-7312

WEBSITE - www.aacounty.org/recparks

DEPARTMENT OF RECREATION AND PARKS HEADQUARTERS HOURS

Monday through Friday – 8:00 a.m. until 4:30 p.m.
Closed Saturday, Sunday and County Holidays

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild blow to the head can be serious.

What are some warning signs of a concussion? — For Immediate Attention call 911

Signs Observed by a Parent/Guardian

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Move clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Signs Reported by the Athlete

- Headache or "pressure" in the head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

What Should You Do If You Think A Concussion Has Occurred?

1. *Seek medical attention right away.*

A health care professional will be able to decide how serious the concussion is and when it is safe to return to play.

2. *Keep your child out of play until medically cleared.*

Concussions take time to heal. Don't let your child return to play until a health care professional says it's okay. Children, who return to play too soon, while the brain is still healing, risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. **Inform all coaches about any recent concussions.**

Coaches should know if your child has a recent concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell them.

4. *Helping your child return to sports safely after a concussion.*

As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to activities after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at activities,
- If in doubt, sit it out!

I have read and understand this Concussion
Information Sheet

Parent/Legal Guardian's Signature

Revised June 2014

I have read and understand this Concussion
Information Sheet

Athlete's Signature



"All kids need is a little help,
a little hope, and somebody
who believes in them"

Magic Johnson