It is the policy of the department to provide leisure opportunities and recreation programs which are open and accessible to all citizens in the county regardless of race, color, nationality, age, sex, religion, socioeconomic status and/or level of physical or intellectual ability. Persons with disabilities are encouraged to recreate with their peers by participating in cosponsored groups or taking any classes listed in the brochure. For some programs, you may want to bring a friend of family member to assist your participation. In most cases, there will be no additional charge. Please give us at least three weeks notice prior to the program start date to make reasonable accommodations. It is our intent to provide a safe, successful and enjoyable experience for all.

Reasonable accommodations are determined on an individual, case-by-case basis and may include rules modifications, equipment modifications, behavior plans, a sign interpreter, or other adaptations. If your group needs assistance determining reasonable accommodations or strategies to provide inclusive athletic opportunities, our staff is willing to help. We can provide training to coaches or volunteers. Please contact our Therapeutic Recreation staff at 751-4134.

All participants benefit from inclusion by gaining new friendships, fresh skills and a better understanding of their fellow citizens.
About this Manual
This manual is important for all athletic groups, cosponsored and non-cosponsored. It contains all policies and procedures necessary to reserve park and school sites. It also contains deadline dates for requests and the dates that facilities are available. The policies and procedures allow the Parks and Recreation staff to evaluate and consider each request. Thank you for your adherence to these policies.

Parks and Recreation Department
Director Dr. James Worsley 748-1079
Assistant Director, Recreation Phil Innis 748-1121
Assistant Director, Parks Jim Perdue 751-4481
Chief of Parks Stan Thorne 717-6539
Chief, Parks Planning & Construction Services Stuart Connock 751-4484
Chief of Finance Robert Smet 748-1080
Athletic Manager Bill Carlson 748-1128 241-8485 cell

Athletic Section
Senior Athletic Specialist Athletic Scheduler
Paul Wilmoth Susie Owens
748-1130 (w) 314-7835 (c) 751-4199

Sports Tourism Coordinator Athletic Scheduler/Special Event Permits
Danny Bonifas Ronnie Pearson
796-7045

Background Checks Evening/Weekend Supervisor
Scott Tingen Milton Marsh
751-4602 751-4903(w) 690-5019(c)

Communications Specialist Evening/Weekend Rovers
Tanya Conner 748-1624
748-1120

Parks District Offices
District 1 District 2 District 3
Rob Talmage Calvin Edens Roger Perkinson
Dodd Park Daniel Park at Iron Bridge Rockwood Park
717-6626(o) 370-0981(c) 318-8205(o) 370-0976(c) 276-6661(o) 381-1755(c)

District 4 District 5 District 6
Ray Sutton Jeff Rogers Billy Cooke
Huguenot Park Warbro Central Shop
323-1700(o) 291-7700(c) 639-8004(o) 400-6332(c) 717-6158(o) 754-5879(c)

River City Sportsplex
Evenings after 5 p.m. and weekends 748-1624
Rental of Field Inquires 751-4199
<table>
<thead>
<tr>
<th>PARKS AND RECREATION ADVISORY COMMISSION MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BERMUDA DISTRICT</strong></td>
</tr>
<tr>
<td><strong>Ms. Brenda White, Chair</strong></td>
</tr>
<tr>
<td>14108 Granite Pointe Court</td>
</tr>
<tr>
<td>Chesterfield, VA  23838</td>
</tr>
<tr>
<td><a href="mailto:bwsoccer@comcast.net">bwsoccer@comcast.net</a></td>
</tr>
<tr>
<td>(H) 796-9056</td>
</tr>
<tr>
<td>(C) 586-1028</td>
</tr>
<tr>
<td>Athletic Activities Committee</td>
</tr>
<tr>
<td>Future Visions Outreach &amp; Greenways Committee</td>
</tr>
<tr>
<td><strong>Ms. Catherine Cheely</strong></td>
</tr>
<tr>
<td>14803 Fox Drive</td>
</tr>
<tr>
<td>S. Chesterfield, VA  23834</td>
</tr>
<tr>
<td><a href="mailto:Cathy.cheely@gmail.com">Cathy.cheely@gmail.com</a></td>
</tr>
<tr>
<td>(C) 720-7182</td>
</tr>
<tr>
<td>Capital Projects Committee</td>
</tr>
<tr>
<td>Future Visions Outreach &amp; Greenways Committee</td>
</tr>
<tr>
<td><strong>DALE DISTRICT</strong></td>
</tr>
<tr>
<td><strong>Mr. Bob Terrell</strong></td>
</tr>
<tr>
<td>7901 Belmont Road</td>
</tr>
<tr>
<td>Chesterfield, VA 23832</td>
</tr>
<tr>
<td><a href="mailto:terrellret@comcast.net">terrellret@comcast.net</a></td>
</tr>
<tr>
<td>(H) 743-8987</td>
</tr>
<tr>
<td>Athletics Activities Committee, Chair</td>
</tr>
<tr>
<td>Capital Projects Committee</td>
</tr>
<tr>
<td><strong>Mr. Earnest W. Harris, Jr.</strong></td>
</tr>
<tr>
<td>4888 Bonnie Brae Road</td>
</tr>
<tr>
<td>North Chesterfield, VA  23234</td>
</tr>
<tr>
<td><a href="mailto:Earnest.harris@hotmail.com">Earnest.harris@hotmail.com</a></td>
</tr>
<tr>
<td>(H) 743-0924</td>
</tr>
<tr>
<td>(C) 912-7628</td>
</tr>
<tr>
<td>Athletic Activities Committee</td>
</tr>
<tr>
<td>Capital Projects Committee</td>
</tr>
<tr>
<td>Future Visions Outreach &amp; Greenways Committee</td>
</tr>
<tr>
<td><strong>CLOVER HILL DISTRICT</strong></td>
</tr>
<tr>
<td><strong>Mr. Shayne McDavid, Vice Chair</strong></td>
</tr>
<tr>
<td>1677 Robindale Road</td>
</tr>
<tr>
<td>North Chesterfield, VA  23235</td>
</tr>
<tr>
<td><a href="mailto:shaynemcdavid@gmail.com">shaynemcdavid@gmail.com</a></td>
</tr>
<tr>
<td>(W) 330-5533</td>
</tr>
<tr>
<td>(C) 840-3420</td>
</tr>
<tr>
<td>Future Visions Outreach &amp; Greenways Committee</td>
</tr>
<tr>
<td><strong>Ms. Mary Ellin Arch</strong></td>
</tr>
<tr>
<td>1412 Crawford Wood Place</td>
</tr>
<tr>
<td>Midlothian, VA  23114</td>
</tr>
<tr>
<td><a href="mailto:Mary.ellin@gmail.com">Mary.ellin@gmail.com</a></td>
</tr>
<tr>
<td>(C) 852-3557</td>
</tr>
<tr>
<td>Capital Projects Committee</td>
</tr>
<tr>
<td>Future Visions Outreach &amp; Greenways Committee</td>
</tr>
<tr>
<td><strong>MATOACA DISTRICT</strong></td>
</tr>
<tr>
<td><strong>Mr. Raymond B. Marsh</strong></td>
</tr>
<tr>
<td>6109 River Road</td>
</tr>
<tr>
<td>South Chesterfield, VA  23803</td>
</tr>
<tr>
<td><a href="mailto:Bryantmarsh98@yahoo.com">Bryantmarsh98@yahoo.com</a></td>
</tr>
<tr>
<td>(H) 590-0655</td>
</tr>
<tr>
<td>(C) 731-5509</td>
</tr>
<tr>
<td>Athletic Activities Committee</td>
</tr>
<tr>
<td>Future Visions Outreach &amp; Greenways Committee</td>
</tr>
<tr>
<td><strong>VANCANT Position Effective 12/28/17</strong></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th><strong>MIDLOTHIAN DISTRICT</strong></th>
<th><strong>School Board Representative</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mr. Robert McCurry (Rob)</strong>&lt;br&gt;1408 Lady Ashley Court&lt;br&gt;Midlothian, VA 23114&lt;br&gt;[email] <a href="mailto:RobertMcCurry3@gmail.com">RobertMcCurry3@gmail.com</a>&lt;br&gt;(H) 379-7903&lt;br&gt;(C) 551-1447&lt;br&gt;Athletic Activities Committee&lt;br&gt;Capital Projects Committee&lt;br&gt;Future Visions Outreach &amp; Greenways Committee</td>
<td><strong>Mr. David Glass</strong>&lt;br&gt;6102 Arbor Green Court&lt;br&gt;Chester, Virginia 23831&lt;br&gt;[email] <a href="mailto:david@firsttouchsports.org">david@firsttouchsports.org</a>&lt;br&gt;(C) 715-2736&lt;br&gt;Athletic Activities Committee</td>
</tr>
<tr>
<td><strong>Mr. John Simpson</strong>&lt;br&gt;915 Walton Creek Drive&lt;br&gt;Midlothian, VA 23114&lt;br&gt;[email] <a href="mailto:John.simpson.midlo@gmail.com">John.simpson.midlo@gmail.com</a>&lt;br&gt;(C) 334-9450&lt;br&gt;Athletic Activities Committee&lt;br&gt;Capital Projects Committee</td>
<td></td>
</tr>
</tbody>
</table>

**County Board of Supervisors:**

*Ms. Dorothy Jaeckle – Bermuda District<br>Mr. Christopher Winslow – Clover Hill District<br>Mr. James M. Holland – Dale District<br>Mr. Steve A. Elswick – Matoaca District<br>Ms. Leslie Haley – Midlothian District*
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Dates and Deadlines
### Youth Opening and Closing Dates

<table>
<thead>
<tr>
<th>SPORT</th>
<th>PRACTICE</th>
<th>GAMES</th>
<th>CLOSED</th>
<th>LIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Soccer/lacrosse (2018)</td>
<td>Aug. 11</td>
<td>Sept. 8</td>
<td>Nov. 18</td>
<td>August 20 – Nov. 18</td>
</tr>
<tr>
<td>Field Hockey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Football (2018)</td>
<td>Aug. 4</td>
<td>Sept. 8</td>
<td>Nov. 18</td>
<td>August 11 – Nov. 18</td>
</tr>
<tr>
<td>First week conditioning, no practice on game fields.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Cheerleading (2018)</td>
<td>August 4</td>
<td>Sept. 8</td>
<td>Nov. 18</td>
<td>N/A</td>
</tr>
<tr>
<td>* Fall Baseball/Softball (2018)</td>
<td>Sept. 4</td>
<td>Sept. 8</td>
<td>Oct. 28</td>
<td>N/A</td>
</tr>
<tr>
<td>(* Designated fields only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Cheerleading (18/19)</td>
<td>Nov. 12</td>
<td>Jan. 5, 2019</td>
<td>March 10, 2019</td>
<td>N/A</td>
</tr>
<tr>
<td>Basketball (18/19)</td>
<td>Nov. 12</td>
<td>Jan. 5, 2019</td>
<td>March 10, 2019</td>
<td>N/A</td>
</tr>
<tr>
<td>Spring Soccer/Lacrosse (2019)</td>
<td>March 4</td>
<td>March 9</td>
<td>June 2</td>
<td>March 4 – June 2</td>
</tr>
<tr>
<td>Field Hockey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Spring/Summer)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Baseball/softball field maintenance will be based on current maintenance standards. Tournaments of significant economic impact may affect your season league play. After July 14th, all facility use must be approved by the Parks and Recreation department prior to scheduling baseball/softball activities. Paid lights and paid tournaments will be available when fields open March 2, 2019.

***********************************************************************************************************************************************

### Adult Opening and Closing Dates

<table>
<thead>
<tr>
<th>SPORT</th>
<th>PRACTICE</th>
<th>GAMES</th>
<th>CLOSED</th>
<th>PAID LIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Soccer (2018)</td>
<td>Aug. 12</td>
<td>Sept. 9</td>
<td>Nov. 18</td>
<td>August 19 – Nov. 18</td>
</tr>
<tr>
<td>Basketball</td>
<td>Follow School Calendar Dates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td>Follow School Calendar Dates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Soccer (2019)</td>
<td>March 4</td>
<td>March 10</td>
<td>June 2</td>
<td>March 4 – June 2</td>
</tr>
</tbody>
</table>

River City Sportsplex & Stratton Park dates are listed on page 2
### 2018-2019

**Opening and Closing Dates**

<table>
<thead>
<tr>
<th><strong>River City Sportsplex</strong></th>
<th><strong>Start</strong></th>
<th><strong>End</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Aug. 13, 2018</td>
<td>Nov. 16, 2018</td>
</tr>
<tr>
<td>Winter</td>
<td>Nov. 19, 2018</td>
<td>March 3, 2019</td>
</tr>
<tr>
<td>Spring</td>
<td>March 4, 2019</td>
<td>May 31, 2019</td>
</tr>
<tr>
<td>Summer</td>
<td>June 3, 2019</td>
<td>Aug. 9, 2019</td>
</tr>
</tbody>
</table>

**River City Sportsplex is not available for assignments on weekends**

<table>
<thead>
<tr>
<th><strong>Stratton</strong></th>
<th><strong>Start</strong></th>
<th><strong>End</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Aug. 13, 2018</td>
<td>Nov. 18, 2018</td>
</tr>
<tr>
<td>Winter</td>
<td>Nov. 19, 2018</td>
<td>March 3, 2019</td>
</tr>
<tr>
<td>Spring</td>
<td>March 4, 2019</td>
<td>June 2, 2019</td>
</tr>
<tr>
<td>Summer</td>
<td>June 3, 2019</td>
<td>Aug. 11, 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tennis</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September – November</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>April – June</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>June – August</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Pickleball</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September – December</td>
<td></td>
</tr>
<tr>
<td>Winter/Spring</td>
<td>January – April</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>May – August</td>
<td></td>
</tr>
</tbody>
</table>
Annual Youth and Adult Opening and Closing Dates Guidelines

Youth Softball/Baseball (Fall)
Practice- 1st Tuesday after Labor Day
Games- 1st Saturday after Labor Day
Closed- Last weekend in October

Designated Fields for Fall Baseball
Rockwood, Daniel Park at Iron Bridge, Bailey Bridge, Robious, Clover Hill Athletic Complex, Manchester H.S., Bird H.S.

Adult Soccer (Fall)
Practice- Sunday closest to Aug. 15 (10 week turf-growing season required)
Games- 1st Sunday after Labor Day
Paid Lights- 3rd Sunday in August
Closed- Sunday prior to Thanksgiving

Youth Football (Fall)
Practice- Five weeks prior to 1st game (1st week on designated fields only)
Games- 1st Saturday after Labor Day
Lights- Four weeks prior to 1st game
Closed- Sunday prior to Thanksgiving

Youth Cheerleading (Fall)
Practice- Five weeks prior to 1st game
Games- 1st Saturday after Labor Day
Closed- Sunday prior to Thanksgiving

Youth Soccer/Lacrosse/Field Hockey (Fall)
Practice- Saturday closest to Aug. 15 (10-week turf-growing season required from the end of spring season)
Games- 1st Saturday after Labor Day
Lights- 3rd Monday in August
Closed- Sunday prior to Thanksgiving

Youth Basketball
Practice- 2nd Monday in November
Games- 1st Saturday after 1st full week in January
Closed- 2nd Sunday in March

Youth Cheerleading (Winter)
Practice- 2nd Monday in November
Games- 1st Saturday after 1st full week in January
Closed- 2nd Sunday in March

Youth Softball/Baseball (Spring)
Practice- 1st Saturday in March
Games- 2nd Saturday in April
Lights- 4th Monday in March
Closed- 2nd Sunday in July for season games

Youth Soccer/Lacrosse/Field Hockey (Spring)
Practice- 1st Monday in March
Games- 2nd Saturday in March
Lights- 1st Monday in March
Closed- 1st Sunday in June

Adult Soccer (Spring)
Practice- 1st Monday in March
Games- 2nd Sunday in March
Paid Lights- 1st Monday in March
Closed- 1st Sunday in June
## Facility Closeout/Special Event Dates for 2018-2019

### 2018:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>L.C. Bird Complex</td>
<td>4th of July Celebration</td>
</tr>
<tr>
<td>Aug. 24-Sept. 1</td>
<td>L.C. Bird Complex</td>
<td>County Fair</td>
</tr>
<tr>
<td>Nov. 5, 6</td>
<td>All Indoor School Facilities</td>
<td>Elections</td>
</tr>
</tbody>
</table>

### 2019:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 7</td>
<td>Clover Hill Athletic Complex</td>
<td>Kite Day</td>
</tr>
<tr>
<td>(rain date April 14)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Co-Sponsored Facility Allocations Timeline**

Allocation of seasonal and tournament facilities for cosponsored groups are projected to be completed by the following dates using the AP process.

<table>
<thead>
<tr>
<th>Season</th>
<th>Draft</th>
<th>Public Hearing</th>
<th>Final (if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring and Summer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td>November</td>
<td>December</td>
<td>January</td>
</tr>
<tr>
<td>Baseball/Softball</td>
<td>November</td>
<td>December</td>
<td>January</td>
</tr>
<tr>
<td>Field Hockey/Lacrosse</td>
<td>November</td>
<td>December</td>
<td>January</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball/Softball</td>
<td>April</td>
<td>May</td>
<td>August</td>
</tr>
<tr>
<td>Soccer</td>
<td>April</td>
<td>May</td>
<td>August</td>
</tr>
<tr>
<td>Football</td>
<td>April</td>
<td>May</td>
<td>August</td>
</tr>
<tr>
<td>Field Hockey/Lacrosse</td>
<td>April</td>
<td>May</td>
<td>August</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>April</td>
<td>May</td>
<td>August</td>
</tr>
<tr>
<td>Winter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Basketball</td>
<td>August</td>
<td>September</td>
<td>October</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>August</td>
<td>September</td>
<td>October</td>
</tr>
</tbody>
</table>

Official approval/denial for the requested use of facilities will be sent to each organization prior to the start of their season. Conflicts in scheduling the use of facilities will be resolved before any official acceptance can be given to those groups involved. Exceptions (if any) for use of the facilities will be stated in the county’s official response to the organization’s request. Any adjustments or corrections to the request must be confirmed in writing. Regular season schedules must be submitted two weeks in advance before league maintenance will be scheduled.
Field Closings Due to Weather Conditions
(March through October)

Decisions regarding weekday field closing due to weather conditions are not made until 4 p.m. each day. To find out the status of a field, you can call the Field Conditions/Closing Hot line number after 4 p.m. or visit the Parks and Recreation website at [www.chesterfield.gov/parks](http://www.chesterfield.gov/parks) and click on the adverse weather field closing information.

FIELD CONDITION/CLOSING HOT LINE: 748-1001 (March-October)

Field closing decisions made after 5 p.m. and on weekends will be the responsibility of League and Park officials. For further information, call the following numbers.

Weekend Parks Rover (Mid-March - Mid November) 748-1624

AFTER HOURS
(Assistance and General Information)
For after-hours assistance, 5-11 p.m., please call 748-1624. This is the phone number of our evening/weekend supervisor who will be able to assist you with facility and general-information issues. This cell number is also equipped with voice mail when night staff is either out of the service area or on the phone. Please DO NOT use this number for field condition information.

Indoor Facilities
Adverse Weather Hot Line- 748-1001 (November-March)

1. If Chesterfield County Public Schools close early or all day, all Chesterfield Parks and Recreation programs held in county schools and community recreation buildings are canceled, and the buildings are closed.

2. If Chesterfield County Schools open late, community recreation buildings will open late and Chesterfield Parks and Recreation programs held in county schools will continue as scheduled.

3. If adverse weather conditions occur after the normal school day ends, cancellation decisions will be made by appropriate staff and information will be placed on the Adverse Weather Hot Line.

4. If you are not sure about the status of a facility or activity, call this hot line for updated information.

After Hours Staff Contact Numbers:

For after-hours assistance, after 5 p.m. and on weekends, please call 748-1624

Bill Carlson, Athletic Manager
Office 748-1128 Cell 241-8485
Chesterfield County supports and promotes good sportsmanship in our co-sponsored youth activities. Athletic groups should handle behavioral issues within their own programs. Groups may utilize their own conduct procedures or they may use the County’s optional Code of Conduct procedures which will assist our co-sponsored groups with a mechanism to enforce standards of behavior at county facilities.

If the behavior of volunteers, participants or parents continues and does not meet basic behavioral standards, an individual may be banned from the activity by the cosponsored group. In extreme cases, Parks and Recreation may ban the person from a county park or facility if:

1. A person engages in any behavior at a county facility which would constitute a crime (e.g. assault or consuming alcoholic beverages) or;
2. A person engages in any behavior, which disrupts the use of a county facility for family recreational and sports activity (e.g. sexually harassing behavior, public profanity or physically disrupting a sporting event).

If the Director of Parks and Recreation receives a complaint of such inappropriate behavior at a county facility, he will investigate the matter and, if necessary, send a letter to the offending person indicating that they are no longer allowed in county facilities. If that person then enters a county facility, a police officer can be called to assist. If the person does not comply with the officer’s instructions, he can be charged with trespassing.

**Procedures for Issues Needing Immediate Attention**

If a cosponsored organization has a problem that demands immediate attention, they should call the night or weekend rover at 748-1624 who will assist with solving the problem. If the problem cannot be solved by the Parks and Recreation staff, county police officers will be asked to resolve the conflict.

After the conflict has been resolved, if the group feels that this issue needs additional attention, the organization should submit in writing to the Director of Parks and Recreation a request to have the situation reviewed.

**Note**

The procedures above refer to behavioral issues. Although the County supports the various sports leagues in many ways, the County cannot assist cosponsoring leagues in enforcing violations of internal league rules or in disagreements between parents and league officials over decisions made by league officials that are not in violation of league rules. Each league organizes itself in different ways with a wide range of regulations and enforcement mechanisms. If volunteers, participants or parents violate internal league rules, or there is a disagreement between parents and the league, then each leagues organization should take appropriate action within its guidelines.
Chesterfield County Parks and Recreation Code of Conduct

The Chesterfield County Parks and Recreation Advisory Commission has adopted the following sample as a guide for a code of conduct as a result of its concerns for good sportsmanship in cosponsored youth activities. Youth sports can be used as an opportunity for young people to learn how to engage in healthy competition while maintaining respect for their opponents. All parties at athletic competitions should adhere to the highest standards of positive support for the contestants. In order to participate in ___________ offered by__________________, I agree to abide by

(name of activity) (name of organization)

the Code of Conduct. Violations may result in the loss of privileges in the organization and/or at county facilities.

I (and my guests) will be a positive role model for my children and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or sporting event.

I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent, such as booing and taunting, refusing to shake hands or using profane language or gestures.

I will respect the officials and their authority. I will refrain from questioning, discussing or confronting coaches during the games, and will take time to speak with the officials or coaches at an agreed upon time and place.

I will remember that children participate to have fun and that the game is for the youths, not the adults.

I will demand a sports environment for my child that is free from drugs and alcohol and will refrain from their use at all youth sports events.

I realize that the purpose of my attendance is to observe a contest and support recreation activities, not a license to verbally assault others or be generally obnoxious.

I will respect the athletic facility in which I am visiting and will not damage or deface park or school property.

I have read and understand the code of conduct and consent to abide by all listed terms.

Signature_____________________________ Date________________________
To describe how incidents shall be reported to the Parks and Recreation Department during co-sponsored league play.

To define a reportable event and the associated reporting process.

This procedure applies to all Co-sponsored Groups, Leagues and/or Associations that use County operated facilities (parks and/or schools), for league practice, games and/or programs.

**Definitions of an Incident**
- Fatality occurring on county or school grounds
- Injury or illness resulting in hospitalization or requiring emergency transport (e.g. ambulance) to a hospital
- Injury or illness that requires only first-aid
- Fire, damage, or vandalism involving county/school/personal property
- Any disruption requiring the summoning of police, fire and/or EMS (e.g. fight, drugs, weapons)
- Actual or potential adverse media coverage resulting from an event

**Reporting Requirements**
- If deemed necessary, call 911 or the non-emergency number (748-1251) to request police assistance.
- Co-sponsored Group Official (coach, instructor, board member, etc.) on site at the time of the event should report all defined incidents from above to the Parks and Recreation Department.
- If the incident occurs before 5 p.m. on a weekday (Monday-Friday) please call the Parks and Recreation Administration Office at 748-1623
- If the incident occurs after 5 p.m. on a weekday or anytime Saturday and Sunday; please call the Parks and Recreation Rover/Night Crew at 748-1624.
  - A series of questions will be asked pertaining to the incident that will help in completion of the necessary Incident Reports.
  - Please try to have as much information about the incident as possible including names, addresses and witnesses if necessary.
- Upon completion of all Incident Reports by the Parks and Recreation Department Staff, reports will be forwarded to the appropriate personnel.
- Co-sponsored Groups will be contacted for more information if deemed necessary.
COUNTY OF CHESTERFIELD
DEPARTMENT OF PARKS AND RECREATION
CHESTERFIELD, VIRGINIA
ADMINISTRATIVE POLICY

SUBJECT: Athletic Field Assignments

Purpose:
It shall be the policy of the Chesterfield County Parks and Recreation Department to assign and maintain athletic fields for cosponsored groups for regular season and tournament play.

Implementation:

1. Athletic Facility Assignments
   A. The Athletic Sports Manual will be presented each year at the Parks and Recreation Advisory Commission Meeting. Athletic leagues, associations, groups or individuals will be oriented on new or existing policies and procedures, maintenance standards and facility opening/closing dates.
   B. In the sports manual, leagues will find a cosponsored facility allocation timeline. This timeline will follow the Activity Period Process from proposed changes in activity period values, draft of assignments, public hearings and final allocations.
   C. At the end of the Activity Period Process, Parks and Recreation shall forward a final allocation of facility assignments to each organization informing them of the facilities and hours of use which have been approved for their league prior to the start of their practice season.
   D. The order of priority for facility allocation is as follows:
      1. Sponsored by Parks and Recreation
      2. Co-sponsored Category A Groups
      3. Co-sponsored Category B Groups
      4. Co-sponsored Seasonal Groups
      5. Rentals
   E. The Athletic Manager or designee will be responsible for all administrative work relevant to acquiring school facilities for practice and games. This is to be coordinated only with league presidents/commissioners or their designees.
   F. All school facilities are to be excluded from league use unless the principal of the school grants permission to use the facility. Schools are given first priority at school facilities.
   G. It is the league’s responsibility to establish game and practice Schedules for member associations based on facility time provided by the department. Final league schedules shall be submitted at least two weeks prior to the start of any season so that school and parks maintenance schedules may be completed.
   H. When there are any rescheduled games (due to inclement weather, etc.), the league must first inform the Athletic Section of the proposed rescheduled dates to avoid scheduling conflicts. This information must be received by the department by noon on the Wednesday before the scheduled game(s).
   I. Groups are not to sublease their facilities without the permission of the Parks and Recreation Department.
2. Rain-outs

A. Parks Division staff will determine baseball/softball field conditions for class I and II facilities and notify the Athletic Section of the conditions by 3:30 p.m. during normal business hours. Athletic staff will be responsible for updating 748-1001 Field Closing Hotline by 4 p.m. for weekday play. The Adverse Weather Hotline will not be updated during weekday holidays and weekends. Athletic leagues and associations will be responsible for determining playing conditions on all fields unless otherwise directed by the Parks and Recreation Department.

3. Facility Schedules

A. The Athletic Section schedules are distributed by 11 a.m. Thursday, for Friday through next Thursday play.
B. No practice or games will start on ball fields before 9 a.m. on Saturdays and Sundays unless tournament fees apply or groups are responsible for their own maintenance. All play on county facilities should cease by 11 p.m.
The objective of the facility needs analysis is to determine the impact of the present demand for baseball and softball facilities on the current supply of facilities.

The number of accommodated teams is computed by using a term called “activity periods.” An activity period (AP) is the amount of time required to conduct an event (game or practice) and is given a value of two hours, the average length of a game or practice.

Activity periods are calculated by using the available time on the week nights and weekends to arrive at the total number of available hours within a week. Because more time can be obtained on lighted fields, two formulas are submitted to address unlighted fields as well.

A group requires a combination of three activity periods per week in order to establish a team. Given the discussion above, supply can be expressed in terms of activity periods per week.

**Lighted Fields**

<table>
<thead>
<tr>
<th>Activity Periods</th>
<th>Time Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 AP per field on week nights (4 hours)</td>
<td>6-10 p.m.</td>
</tr>
<tr>
<td>2 AP x 5 week nights = 10 AP per week (20 hours)</td>
<td>9 a.m.- 9 p.m.</td>
</tr>
<tr>
<td>6 AP per field on Saturday (12 hours)</td>
<td>1 p.m.- 9 p.m.</td>
</tr>
<tr>
<td>2 AP per field on Sunday (2+ hours)</td>
<td>10 AP + 6 AP + 2 AP = 18 AP per week (36+ hours)</td>
</tr>
</tbody>
</table>

**Unlighted Fields**

<table>
<thead>
<tr>
<th>Activity Periods</th>
<th>Time Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AP per field on week nights (2 hours)</td>
<td>6 p.m.- Dark</td>
</tr>
<tr>
<td>1 AP x 5 week nights = 5 AP per week (10 hours)</td>
<td>9 a.m.- Dark</td>
</tr>
<tr>
<td>4 AP per field on Saturday (8 hours)</td>
<td>1 p.m.- Dark</td>
</tr>
<tr>
<td>2 AP per field on Sunday (2+ hours)</td>
<td>5 AP + 4 AP + 2 AP = 11 AP per week (22+ hours)</td>
</tr>
</tbody>
</table>

**Exceptions to AP values compared to the number of hours for certain days and locations**

- Lighted fields will be given a maximum AP value of 18 AP’s
- Unlighted fields will be given a maximum AP value of 11 AP’s
- Not all user groups utilize all time allocated on Sundays for various reasons. Because of this, Sundays will always be given a value of 2 AP’s, regardless of the number of hours used or type of field used.
- Fields that are shared by school athletic teams will have 4 AP’s subtracted from the total weekly AP value. This is done to compensate for the regular scheduling and usage of the field by the school athletic teams.
- Grass infielld play will not be scheduled or allocated until maintenance funds are available.

The relationship between the supply, the number of available hours, and the demand can best be explained by an equation which relates these factors. The development of such an equation has been accomplished by using the average statistic of 13 players on a team.

By dividing the number of players per team into the total number of participants, it is possible to express demand in terms of teams.

**History**

Definition will refer to using the previous year’s field assignments for the starting point of the new field allocation process.

**League Improvements to Ballfield Sites**

Consideration for field assignments will be granted to those leagues or associations where park improvements have been made and concession leases have been assigned.
<table>
<thead>
<tr>
<th>Division</th>
<th>Subject</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation</td>
<td>Baseball/Softball Activity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Period Procedure</td>
<td></td>
</tr>
</tbody>
</table>

Last Updated: 5/7/18

**Relinquishing Aps**

*Involuntary* (too many APs)
- Leagues will have the first opportunity to relinquish fields if at the start of the AP process they have too many APs due to a reduced number of teams from the previous year.
- Leagues may lose the first right opportunity if an association or a large number of participants change leagues or develop their own baseball/softball organization.

*Voluntary*
- If leagues voluntary relinquish APs, they may either choose additional APs from the unassigned list or choose to have lower AP ratios than the other organizations.

**Missing Rosters for AP Process**
- All disputes concerning final registration numbers will be addressed by the Sports Seasons Dates Committee of the Parks and Recreation Advisory Commission.
- All registration numbers will become final at the Advisory Commission meeting scheduled in October.

**Dramatic Increase** - Unless a dramatic increase of participants causes a tremendous burden on a league or association, all assignments will be based on the previous year’s registration numbers.

**Dramatic Decrease** - For the spring allocation, any league’s numbers that drop more than 5% would have its upcoming year based numbers calculated as follows:

\[
5\% + (\text{total } \% \text{ decline } - 5\%) \times \frac{1}{2} = \% \text{ decrease on prior year’s numbers to allocate fields}
\]

**Example**

- Year 2 = 1,261
- Year 1 = 1,502
- Total Decrease = 16%

\[
\begin{align*}
5\% + (16\% - 5\%) \times \frac{1}{2} & = 10.5\% \\
(100\% - 10.5\%) & = 89.5\% \\
89.5\% \times 1,502 & = 1,344 \text{ (new number to use for Year 3 assignments)}
\end{align*}
\]

In this example, the league would suffer a 10.5% decline for the Year 3 allocation instead of 16%. This would give the league some cushion if Year 2 were an aberration.

**Allocation Process Procedure**

1. Previous year’s assignments
2. New registration numbers (increase/decrease from previous year)
3. Geographical factors (North/South allocations)
4. New field assignments
5. Following year baseball/softball assignments dates (May)

**Geographical Factors**

An additional AP allocation tool of allocating field assignments based on the percentage of teams registered from the same elementary school district, may be applied. Again, this is only a tool, and would be used only after the geographical factor process has been applied.
The objective of the facility distribution system is to allocate facility time as equitable as possible.

The number of accommodated participants or teams is computed by using a term called Activity Periods. An activity period (AP) is the amount of time required to conduct one event (game, practice, class, etc.) and is given a value of one to five hours, depending on the average length of a game, practice or class.

Activity periods are calculated by using the available time on the week nights and weekends to arrive at the total number of available hours within a week.

<table>
<thead>
<tr>
<th>Facility Calculation Method</th>
<th>Time Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 AP’s per gym on week nights (4 hours)</td>
<td>5:30-9:30 p.m.</td>
</tr>
<tr>
<td>4 AP’s x 5 week nights= 20 AP’s per week (20 hours)</td>
<td></td>
</tr>
<tr>
<td>11 AP’s per gym on Saturday (11 hours)</td>
<td>9 a.m. – 8 p.m.</td>
</tr>
<tr>
<td>5 AP’s per gym on Sunday (5 hours)</td>
<td>1 - 6 p.m.</td>
</tr>
<tr>
<td>20 AP’s +11 AP’s + 5 AP’s= 36 AP’s per week</td>
<td>(36 hours)</td>
</tr>
</tbody>
</table>

Activity
Adult Basketball 1 AP 1 hour
Senior Volleyball 1 AP 1 hour
* Youth Connection 1 AP 3 hours
* Gymnastics 1 AP 2 hours
* Unified Basketball 1 AP 2 hours
* Special Olympics 1 AP 3 hours
Indoor Soccer 1 AP 1 hour
Adult Open Gym 1 AP 1 hour
Youth Wrestling 1 AP 1 hour
* Youth Basketball 1 AP 1 hour
SCRA Volleyball 1 AP 1 hour
Parks and Recreation Volleyball 1 AP 1 hour

* Not based on team play
+ Youth basketball is based on 10 players per team
The objective of the facility distribution system is to allocate facility time as equitable as possible.

The number of accommodated teams is computed by using a term called activity periods. An activity period (AP) is the amount of time required to conduct one event (same as practice) and is given a value of one and one half hours, the average length of a game or practice.

Activity periods for soccer are calculated by using the available time on the weeknights. The facility distribution system is best suited for weeknight activity due to low AP ratios for practice time. Soccer leagues play the majority of games on weekends where game field times are currently adequate.

The following is an example of a formula for weekday facility allocation:

(Example of AP's based on 1.5 hours of use)

**Formula**

**Lighted field**

3 AP's per field on weeknights (4.5 hours)

3 AP's x 5 week nights = 15 AP's per weeknight (22.5 hours)

**Example**

15 AP’s x 2 (# of teams per field) = 30 AP’s

30 AP’s / 2 (2 practices per team/ week) = 15 teams

1:15 ratio on lighted facilities

**Formula**

**Unlighted fields**

1 AP per field on weeknights (1.5 hours)

1 AP x 5 weeknights = 5 AP’s per week (7.5 hours)

**Example**

5 AP’s x 2 (# of teams per field) = 10 AP’s

10 AP’s / 2 (2 practices per team/week) = 5 teams

1:5 ratio on unlighted fields

- Youth Soccer uses 15 players on a team for assignment process.
The objective of the facility distribution system is to allocate facility time as equitable as possible.

The number of accommodated teams is computed by using a term called activity periods. An activity period (AP) is the amount of time required to conduct one event (same as practice) and is given a value of one and one half hours, the average length of a game or practice.

Activity periods for lacrosse are calculated by using the available time on the weeknights. The facility distribution system is best suited for weeknight activity due to low AP ratios for practice time. Additional consideration will be given to field hockey during the AP process on synthetic fields due to weekday games and to better maintain facility maintenance standards.

The following is an example of a formula for weekday facility allocation:

(Example of AP’s based on 1.5 hours of use)

**Formula**

**Lighted field**

- 3 AP’s per field on weeknights (4.5 hours)
- 3 AP’s x 5 weeknights = 15 AP’s per weeknight (22.5 hours)

**Time Used**

5 - 9:30 p.m.

**Example**

- 15 AP’s x 2 (# of teams per field) = 30 AP’s
- 30 AP’s/2 (2 practices per team/week) = 15 teams
- 1:15 ratio on lighted facilities

**Formula**

**Unlighted fields**

- 1 AP per field on weeknights (1.5 hours)
- 1 AP x 5 weeknights = 5 AP’s per week (7.5 hours)

**Time Used**

5 - 6:30 p.m.

**Example**

- 5 AP’s x 2 (# of teams per field) = 10 AP’s
- 10 AP’s/2 (2 practices per team/week) = 5 teams
- 1:5 ratio on unlighted fields

- Youth Field Hockey uses 15 players on a team for assignment process.
The objective of the facility distribution system is to allocate facility time as equitable as possible.

The number of accommodated teams is computed by using a term called activity periods. An activity period (AP) is the amount of time required to conduct one event (same as practice) and is given a value of one and one half hours, the average length of a game or practice.

Activity periods for lacrosse are calculated by using the available time on the weeknights. The facility distribution system is best suited for weeknight activity due to low AP ratios for practice time. Additional consideration will be given to field hockey during the AP process on synthetic fields due to weekday games and to better maintain facility maintenance standards.

The following is an example of a formula for weekday facility allocation:

(Example of AP’s based on 1.5 hours of use)

**Formula**

<table>
<thead>
<tr>
<th>Lighted field</th>
<th>Time Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 AP’s per field on weeknights (4.5 hours)</td>
<td>5 - 6:30 p.m.</td>
</tr>
<tr>
<td>3 AP’s x 5 weeknights = 15 AP’s per weeknight (22.5 hours)</td>
<td></td>
</tr>
</tbody>
</table>

**Example**

15 AP’s x 2 (# of teams per field) = 30 AP’s
30 AP’s/2 (2 practices per team/ week) = 15 teams
1:15 ratio on lighted facilities

**Formula**

<table>
<thead>
<tr>
<th>Unlighted fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 AP per field on weeknights (1.5 hours)</td>
</tr>
<tr>
<td>1 AP x 5 weeknights = 5 AP’s per week (7.5 hours)</td>
</tr>
</tbody>
</table>

**Example**

5 AP’s x 2 (# of teams per field) = 10 AP’s
10 AP’s/2 (2 practices per team/week) = 5 teams
1:5 ratio on unlighted fields

- Youth lacrosse uses 15 players on a team for assignment process.
The objective of the facility distribution system is to allocate facility time as equitable as possible.

The number of accommodated teams is computed by using a term call activity periods. An activity period is the amount of time required to conduct one event (same as practice) and is given a value of two hours.

Activity periods for football are calculated by using the available time on weekdays. The facility distribution system is best suited for weekday activity due to low AP rations for practice time. Football leagues play the majority of games on weekends where game field times are currently adequate.

The field allocation process is determined by the following factors:
1. Previous year’s assignments
2. Newly added fields to the county system.
3. Geographical factors (North/South allocations) in certain sports.

AP Goal: 4 AP’s per team per week
Actual: 4 AP’s per team per week

The following is an example of a formula for weekday field allocation:
(Example of AP’s based on 2 hours of use)

**Formula**

**Lighted field**

<table>
<thead>
<tr>
<th>Time Used</th>
<th>5:30-9:30</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 AP’s per field per weeknight (4 hours)</td>
<td>2 AP’s X 4 weeknights = 8 AP’s (16 hours)</td>
</tr>
</tbody>
</table>

**Example**

8 AP’s X 2 (number of teams of a field) = 16 AP’s
16 AP’s /4 (4 practices per team per week) = 4 teams

**Formula**

**Unlighted fields**

| 1 AP per field per weeknight (2 hours) |
| 1 AP X 4 weeknights = 4 AP’s per week (8 hours) |

**Example**

4 AP’s x ? (% of teams per field) = 8 AP’s
8 AP’s/4 (4 practices per teams per week) = 2 teams

Facility adjustments may be made on a case by case basis if, after the AP approval process has been completed, an organization experiences a tremendous increase or decrease in participation.

- Youth football uses 25 players per team for assignment process.
Purpose: The purpose of this document is to provide procedures for determining reservations and assignments for pickle ball and tennis court usage.

- County co-sponsored organizations through the assignment process will be assigned facilities seasonally for practice and league play.

- Court facilities will be rented on a first come first serve basis based on availability and will be charged a court fee based on the department fee schedule.

- Organizations interested in hosting a tournament at Chesterfield County facilities must first contact the athletic staff concerning availability and to determine if their event qualifies as tourism or as a rental.

- Reservations must be received by noon the Wednesday before the requested date. Payment in full secures the reservation.

- Reservations for courts at school facilities will only be reserved for non-profit and co-sponsored organizations. For profit groups will not be permitted to reserve school tennis courts per school policy. School programs will take precedent over other uses. Reservations will not be taken during school hours.

- After reservations are completed, the district park coordinator will receive a weekly calendar notifying him/her of upcoming reservations. The coordinator will ensure that the courts are clean and ready for use for the day reserved. Signage will be posted notifying the public that the courts are reserved for the specified time frame.
The Chesterfield County Parks and Recreation Department encourages athletic groups to become partners in assisting to improve their facilities. If a league or an athletic association is interested in improving their assigned practice or game sites, certain procedures (listed below) should be followed to ensure a successful project between the athletic group, school officials and the Parks and Recreation Department.

- All requests and/or partnerships for improvements to practice or game sites should be submitted in writing.
- Requests should be submitted to Athletic Manager at 748-1128.
- A meeting between the athletic organization, school officials (if appropriate) and the appropriate Parks and Recreation Representative will be arranged by Parks and Recreation to discuss the project and meet all necessary guidelines and approvals.
- The Parks and Recreation representative indicating each group's responsibility and an estimated timeline for the project will prepare a summary of the meeting and the project.
- All improvement projects must follow all county procedures and regulations.
- An improvement to facilities creates neither ownership nor assignment privileges when facility distribution of an Activity Period Process is used to assign athletic facilities.
Subject: Electronic Scoreboard Guidelines

Policy
It shall be the policy of the Chesterfield County Parks and Recreation Department to assist volunteer co-sponsored groups with guidance and within budget limitation the selection, installation and maintenance of electronic scoreboards located on county owned and operated school and park sites.

Purpose
This policy is established to set forth guidelines on the selection, installation and maintenance of electronic scoreboards on county owned and operated facilities maintained by the Chesterfield Department of Parks and Recreation.

Procedures
The following steps will be adhered to in the installation and maintenance of electronic scoreboards on county owned facilities.

Installation of Outdoor Score Clocks
Organizations wishing to install electronic scoreboards on county owned facilities must first make a request in writing to the Director or designee of Parks and Recreation.

Parks and Recreation will work with the co-sponsored group in selecting the scoreboard from an approved list developed by the department.

Parks and Recreation will coordinate with co-sponsored groups in providing coordination, location; technical data (size, utility requirements, etc.) needed to obtain the permits to erect the scoreboard on school and park owned property. Parks and Recreation will also be responsible for obtaining all necessary construction and sign permits including coordination with the Planning Department to ensure that zoning ordinances are upheld.

Electricians contracted by the co-sponsored group to install the scoreboard will be required to obtain the necessary electrical permits and provide copies of the permits to Parks and Recreation.

Upon approval of the location and clearance of the necessary permits, the co-sponsored group will be required to provide the installation and hookup of the scoreboard.
Electronic Scoreboard Guidelines

<table>
<thead>
<tr>
<th>POLICY NUMBER</th>
<th>REVIEWED</th>
<th>PAGE 2 OF 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>212</td>
<td>5/7/18</td>
<td></td>
</tr>
</tbody>
</table>

It is understood by the co-sponsored group that upon installation of the scoreboard on school or park sites that the scoreboard becomes property of Chesterfield County. It is also understood that prior to completion of the scoreboard and upon approval of all necessary permits the co-sponsored group will provide all the documentation needed by the Parks and Recreation Department to purchase a controller so that the county may authorize the use of the scoreboard by other organizations.

The scoreboard cannot be removed later by the co-sponsored organization without the written permission of the Director of Parks and Recreation.

**Maintenance of Outdoor Score Clocks**

Within budget limitations and in accordance with department procedures and policies and current maintenance standards, Parks and Recreation will be responsible for routine maintenance of the structure up to $300 per occurrence. Maintenance and repairs over $300 will be the responsibility of the co-sponsored organization. Repairs due to vandalism will be sent to Risk Management for review. Replacements of scoreboards will be the responsibility of the co-sponsored group.

Chesterfield County Parks and Recreation will be responsible for the utility bills required to run the outdoor scoreboards.

**Indoor Scoreboards**

High Schools and Middle Schools currently are equipped with score clocks for school and recreation use. Guidelines for usage of these score clocks by school personal may require co-sponsored groups to purchase an additional controller for recreational use or pay school personal to operate the clock. School Board Maintenance assists with the repairs of these score clocks but co-sponsored groups may be asked to contribute if repairs exceed the $300 budget limit.

New Elementary School construction currently includes score clocks in their budget. While School Board Maintenance assists with the repairs of these score clocks, co-sponsored groups may be asked to contribute if repairs exceed the $300 budget limit.

Replacement and installation of score clocks in Elementary Schools will be the responsibility of co-sponsored organizations unless otherwise approved by the Department Director. Parks and Recreation will work with the co-sponsored group in selecting the scoreboard from an approved list developed by the department.

It is understood by the co-sponsored groups that upon installation of scoreboards on school property that the scoreboard becomes property of Chesterfield County.

It is also understood that prior to the completion of the scoreboard installation that the co-sponsored organization provide all the documentation needed by the Parks and Recreation Department to purchase a controller so that the county may authorize the use of the scoreboard by other organizations.
It is the intention of the Chesterfield County Parks and Recreation Department to make Time Clock Controllers available for use to cosponsored and non-cosponsored groups and to the general public in accordance with Department procedures subject to availability.

Guidelines

- The Department of Parks and Recreation will have first priority on usage of the time clock controller for Department-sponsored programs.
- Co-sponsored Groups will have second priority.
- Reservations from all other groups will be taken on a first come, first serve basis based on the controllers' availability.
- Time Clock Controller reservations will be processed and confirmed by Athletics Staff. Upon completion of the Time Clock Controller User Agreement (attached) and payment of applicable fees, a receipt will be sent to the requestor confirming their reservation. Payments must be received at the time of the reservation.
- Use of the controller must be requested at least 2 business days in advance of desired rental date during the Departments established operating hours of Monday-Friday from 8:30 a.m. to 5 p.m. This includes completing the User Agreement and paying all fees at the time of request. A field must also be reserved in order to reserve the controller.
- Controller must be picked up and/or returned to the Chesterfield County Parks and Recreation Department during established operating hours listed above.
- Upon return of controller to the department, Athletics Staff will check the controller to ensure that all equipment is returned and in working condition. Staff will initial the Time Clock Controller Agreement that all items are in working order.
- Refunds will be granted in the case of inclement weather. All refund requests must be received in writing to the Chesterfield County Parks and Recreation Department or by emailing the Athletics Staff. Refunds will take approximately two-three weeks to process.

Controller Use Terms and Conditions

- The User shall keep and maintain the controller during the terms of its use at User’s own cost and expense. User shall keep the equipment in a good state of repair (normal wear and tear is expected).
- The rented equipment must be kept in the User’s possession per the agreement and user shall not lend, loan or lease to any other person/organization at any time.
- The User shall pay the Chesterfield County Parks and Recreation Department $500 for replacement of any controller which is not returned because it is lost or stolen. If a controller is damaged while in the user’s possession, User agrees to pay $500 or the cost of any necessary repairs, which is less, to return the controller to normal working condition. The County’s invoice for repair is conclusive as to the amount User shall pay under this paragraph for any needed repairs.
- If the User does not return the controller per the date, time and location specified on the Time Clock Controller User Agreement, User agrees to pay an additional $50 fee for each day the controller remains unreturned to the Chesterfield County Department of Parks and Recreation.
- The Department makes no warranty of any kind regarding the controller, except that Department shall replace the equipment with identical or similar equipment if the equipment fails to operate in accordance with the manufacturer’s specifications and operation instructions. Such replacement shall be made as soon as practicable after User returns the non-conforming equipment.
- User indemnifies and holds the Department and Chesterfield County harmless for all injuries or damage of any kind resulting from the use of the controller and the full execution of the User Agreement.
These parameters are set for any group/person/entity that wishes to use a Chesterfield County Athletic Facility for games and/or tournaments with the intent to collect admission fees from the public.

The organization shall:
- Contact the Athletics Scheduler to reserve and rent appropriate athletic facility for activity.
- Complete the Rental of Athletic Facilities with Admission Fees Application and submit to Athletics Department.
- Leave park and any amenities in the same condition in which they were found.

Chesterfield County Parks and Recreation shall:
- Monitor use of the park by the organization during the reserved period.
- Forward approved Admission Fees Application to organization, respective parks division, rovers, and night crew. (Parks schedules will also reflect approval of admission fees)

Other Terms:
- Generally, for profit groups are not permitted to collect admission fees for events. For profit groups are permitted to ask for donations.
- Park remains open to the public during regular operating hours.
- Rental of a field does not constitute the park being shut down solely for your event; park patrons need to be able to enter the park for use of trails, playgrounds and other fields that may be available during the time of your rental.
- The entrance to a park or parking lot CANNOT be blocked or used to collect admission fees.
- Admission fees can be collected near the field that has been rented by your organization or at a pre-approved location.
- If your organization is selling concessions and/or wares, please contact the Athletics Department for the proper permits and requirements.
- Failure to follow the above mentioned rules and regulations may result in loss of rental privileges.
POLICY:

It shall be the policy of the Chesterfield County Parks and Recreation Department to issue leases and permits that grant permission to Vendors and Concessionaires (collectively and individually Permittee(s)) that desire to operate concessions and sell wares in county parks or other county facilities as part of tournaments, special events, or co-sponsored group activities. This policy applies to all park facilities, excluding River City Sportsplex which operates under a separate concession agreement. Long term agreements conveying occupancy rights to a county facility to sell wares and concessions shall be accomplished through a long term lease. Agreements granting permission to sell wares or operate concessions shall be accomplished through the issuance of permits. Permits for selling wares and concessions shall be classified as Seasonal, Short Term, and Concession Trailer. Permits shall be issued in accordance with the procedures defined herein. Long-term leases will only be granted after holding a public hearing and official action by the Parks and Recreation Advisory Commission and Board of Supervisors. Leases and/or permits shall be required of vendors and concessionaires operating on a for profit basis as well as league/athletic associations or affiliates that are non-profit in nature and co-sponsored by the Parks and Recreation Department. Co-sponsorship status will be conveyed to only non-profit groups that comply with all applicable requirements.

PERMITTEE DESIGNATION

All permit applicants, regardless of the type of permit requested, must be in good standing with Chesterfield County and the Department of Parks and Recreation. Vendor and Commercial Concession applications will only be accepted when submitted by an event or tournament organizer as part of the overall event planning process. Co-sponsored Concession permit applications will be accepted from league/athletic associations or affiliates that are non-profit in nature and co-sponsored by the Parks and Recreation Department.

PERMIT CLASSIFICATIONS

Leases or permits for concessions or the sale of goods shall be issued under one of the following classifications:

1. **Long-Term Lease** - Under this classification, a lease represents a formal agreement
   Whereby Chesterfield County Parks and Recreation Department agrees to give possession of a county owned concession facility to a lessee (i.e., vendor/concessionaire, cosponsored organization or association) for a specific period of time. Formal provisions may include, but are not limited to, user fees, insurance, repairs, maintenance, hours of operation and improvements.

2. **Seasonal Contract** - Under this classification, a permit represents a formal agreement
   whereby Chesterfield County Parks and Recreation Department allows an approved Permittee to operate a concession or sell wares for a specific period of time, usually a recreation activity season. Formal provisions may include, but are not limited to, user fees, hours of operation, location, type of concession, items to be sold, purpose of concession and insurance coverage.
3. **Short-Term Permit** – Under this classification, a permit represents a formal agreement whereby Chesterfield County Parks and Recreation Department allows a Permitee to operate a concession or sell wares for a specific period of time. Formal provisions may include, but not limited to, user fees, hours of operation location, type of concession, items to be sold, purpose of concession and insurance coverage.

4. **Concession Trailer Permit** - Under this classification, a permit represents a formal Agreement whereby Chesterfield County Parks and Recreation Department allows a Permitee to operate a county owned concession trailer for a specific period of time. Formal provisions may include, but not limited to, user fees, hours of operation, location, items to be sold, purpose of concession and insurance coverage.

**APPLICATION PROCEDURE**

Application for a lease or permit to sell wares or operate a concession shall be submitted on the appropriate form to the Director or Director’s designee. (See Concession Permit Application, Commercial Concession Permit Application, or Vendor Permit Application as appropriate. The Application procedure for each vendor/concessionaire classification is as follows:

A. **Long-Term Lease** – A Long-Term Lease application letter must be submitted to the Director or designee no later than two months prior to the public hearing process. This letter will constitute a preliminary application and must provide the details of the proposed long term lease. After department review, the application will be sent to the Parks and Recreation Advisory Commission for recommendation to the Board of Supervisors. All Long-Term lease Agreements must obtain final approval from the Board of Supervisors after holding a public hearing.

B. **Seasonal Permit** - The appropriate Permit Application form must be submitted to the Director or designee no later than two weeks prior to the desired time of operation. A decision will be forwarded to the applicant as soon as possible. All required paperwork and documentation needed for this permit must be completed before approval.

C. **Short-Term Permit** – The appropriate Permit Application form must be submitted to the Director or designee no later than one week prior to the desired time of operation. A departmental decision will be forwarded to the applicant as soon as possible. All required paperwork and documentation needed for this permit must be completed before approval.

D. **Concession Trailer Permit** – The appropriate Permit Application form must be submitted to the Director or designee no later than two months prior to the desired time of operation. A departmental decision will be forwarded to the applicant as soon as possible. If multiple organizations are involved in the rental, a public hearing process may be required.
RULES AND REGULATIONS GOVERNING CONCESSIONS

All Permittees are subject to the following provisions, including additional regulations specified in the lease or permit agreement.

A. Compliance with all park property and facility rules and regulations presently in effect, which shall be incorporated by reference into the terms of the lease or permit.

B. Compliance with all terms stated in the lease or permit as well as any applicable county or state requirements regarding taxation and the sale of wares or provision of concessions.

C. Permittee shall be legally considered as an independent contractor and that neither he nor his employees shall, under any circumstances, be considered employees of the county, and Permittee shall indemnify and hold County harmless from any and all claims, suits, damages, costs and expenses arising out of, or in any way relating to, concessionaires conduct and operation of the concession facility and from any damages, claims or suits based on personal injury or property damage caused by concessionaires negligence.

D. The County shall not be liable for any damages to persons or properties in the space leased or permitted to the Permittee. Permittee shall agree that all personal property upon the demised premises shall be at the risk of the Permittee only and that the county shall not be liable for any damages or loss or theft thereof.

E. Permittee shall furnish all labor, services, materials, supplies and equipment necessary to maintain the operation of the concession unless specified in the permit or lease. This shall also include the area immediately surrounding same as offered by said operation.

F. Permittee must obtain and post in a prominent location all permits and licenses (which may include health permits, an itinerant license, a retail license and an approved copy of the appropriate Permit Application form) required by government agencies to sell the merchandise approved herein.

G. A separate permit application and associated payment of applicable fees is required for each operating location.

H. Compliance with all appropriate Chesterfield County Health Department Guidelines that are applicable to the Permittee’s operation.

I. During non-scheduled hours of operation, Chesterfield County Parks and Recreation reserves the right to grant seasonal and short-term Permittees permission to operate a portable concession.

J. Secure and keep in force adequate Public Liability Insurance naming the county as co-insured in amounts not less than $1,000,000 or as otherwise specified by the County Risk Manager or in the permit or lease.

K. All Permittees must adhere to county fire regulations.

L. Permittee shall place no signs or advertisements upon property of the Parks and Recreation Department or upon any property operated by the concessionaire under the provision hereof except such as shall first be approved in writing by the Director or his designee. The department, through its agents, shall have the right, without notifying the Permittee, to remove at the cost and expense of the Permittee, any sign or signs that are erected without consent.
M. Permittee shall only be allowed to locate within the area specified in the lease or permit.

N. Permittee shall not permit garbage and other refuse to accumulate or to gather in or about any of the buildings or structures occupied by the concessionaire, except in suitable covered garbage receptacles.

O. The department will be responsible for the removal of rubbish, trash and garbage from co-sponsored group concessions operations provided that the Permittee accumulated such trash at given points under the direction of an authorized representative of the department. Disposal of refuse resulting from the operation of a for profit Permittee’s operations is the sole responsibility of that Permittee.

P. All used cooking oil and hazardous wastes generated as a result of Permittee’s activities must be disposed of in a manner consistent with local, state, and federal guidelines.

Q. All portable concession units must be removed from park premises within ten days after the permit term has ended.

R. Any changes in a building or trailer must be approved by the Director of Parks and Recreation or designee and meet the proper building code. The cost involved in any changes will be the responsibility of the Permittee.

S. The Department will furnish electricity, water and sewer in such locations where these utilities exist. All requests for use of these facilities and/or additional installations or any special needs must be made in writing to the Director or designee listing specific needs.

T. The Director of Parks and Recreation or designee may periodically review the Permittee’s compliance with the criteria needed for the issuance and continuance of the lease or permit.

U. Any non-approved Permittee not displaying an approved Vendor/Concession Permit Application Form may be excluded from park property and subject to trespassing charges.

V. Permittee who is awarded a concession trailer permit must complete a pre-inspection work sheet as well as a post-inspection work sheet (see concession trailer worksheet under forms) prior to receiving and turning in their trailer after the season.

W. The agreement or contract on any of the rights and privileges provide for herein shall not be transferred or assigned by the Permittee unless so specified and approved in the Permit Application. Ultimate responsibility of the conduct of said designees rests with the approved Permittee.

X. Upon the termination of the lease/permit or because of lapse of time or upon termination for any other reason, the Permittee shall remove all goods, chattels and fixtures belonging to the Permittee and shall leave the premises in the condition in which they were received, reasonable wear and tear is expected. In the event said goods, chattels and fixtures are not removed within ten days of the expiration of this agreement or its termination for any other reason, the Permittee shall be deemed to have abandoned to the county and facilities, equipment or other property within the aforesaid period at termination of this agreement.
TERMINATION OF LEASE OR PERMIT

Long-Term Lease or Permit – The Director of Parks and Recreation or designee may recommend termination of any lease or permit upon cause shown. Permittees in violation of a lease or permit agreement will be notified of the offense and given appropriate time to comply or appeal. Continued violations by the Permittee may result in the termination of the lease or permit and in the denial of subsequent applications.

FEES FOR LEASE AND PERMITS

A fee will be charged for the sale of wares or operation of concessions within county facilities. These fees shall be used to offset operation costs incurred by the Parks and Recreation Department, which relate to the particular concession. (See Current Fiscal Year Fee Schedule for applicable fees.)
Concession Operation Over-view

All short-term, seasonal and some long-term concessions must

- Complete appropriate Concession Permit Application
- Pay appropriate concession fees
- Secure and keep in force adequate Public Liability Insurance naming
  “Chesterfield County, VA, its elected officials, employees, agents and volunteers”
  as additional insured for no less than $1,000,000. Proof of insurance must be
  provided prior to approval of concession sales.
- All concession operators must participate in a Health Department Food Safety
  Training class.
  - At least two members of each concession or three members of each
    athletic association must be in a valid training status.
  - Food safety training expires after three years and must be renewed.
  - The Health Department will provide Parks and Recreation with rosters of
    training attendees.
  - While not a requirement for those long-term concessionaires who have a
    health permit, it may be beneficial to your operation.
- If an organization requests more than one concession operation, additional
  training of staff may be needed so that each concession will have two trained
  operators.
- The county will process no concession permits unless all requirements for
  concession operations have been satisfied.

Food safety training classes
Will be held at the Chesterfield County Health Department (9501 Lucy Corr Circle,
Chesterfield, VA 23832) in the 2nd floor training room from 6-8 p.m. There is no fee for
this course.

To register for a class, please contact the Environmental Health Office at 748-1782.

If you have questions concerning the training, please contact the Environmental Health
Supervisor at 748-1696.

2018 Classes
- Thursday       June 14
- Tuesday        August 7
- Thursday       August 30

2019 Classes
- Tuesday       February 5
- Tuesday        April 16
- Tuesday        May 14
- Tuesday        June 11
- Tuesday        August 6
- Tuesday        August 27
Chesterfield Health Department

Guidelines for Youth Athletic Organizations - Temporary Food Establishment

May 10, 2018

In addition to completing the Chesterfield County application process and insurance requirements, all youth athletic organizations and food concessions must participate in a Health Department food safety training program. The Health Department will provide the Department of Parks and Recreation rosters of training attendees. Food safety training expires after three years and must be renewed. It has been determined by the Health Director that during the application process for any concession permit, at least two members of each concession or three members of each athletic association must be in a valid training status. The County will process no concession or athletic association approval for food sales unless Health Department requirements for training are satisfied and current.

**MENU – limited to the following items:**

- Hamburgers (Commercially pre-pattied and frozen)
- Italian/Polish Sausage
- Hot Dogs
- Commercially processed and pre-cooked Barbeque
- Nachos & Cheese
- French Fries
- Prepackaged Snacks
- Canned or Bottled Drinks
- Hard Skinned Fruits (apples, oranges bananas)

**NOTE:**

1. All food preparation must be performed on site.
2. No cut up fruits or vegetables permitted.
3. Keep meats frozen until cooked.
4. Commercially pre-cooked product keep below 41 degrees Fahrenheit, then rapidly reheated to 145 degrees before serving.
5. All temperature controlled for Safety (TCS) foods must be monitored at all times.
6. Cook hamburger meat to 160 degrees Fahrenheit.

SET UP INSTRUCTIONS:

1. Food preparation must be under cover (tent, pavilion, awning etc.)
2. Three pans/buckets for wash, rinse and sanitizing must be used to clean and sanitize utensils and equipment. (Recommend 1 teaspoon unscented household bleach per gallon of water to sanitize)
3. Hand wash station with running water and a catch pan to collect run-off. Soap and single service towels must be set up (Igloo container or coffee pot with spigot will meet requirement of running water).
4. A clean, calibrated probe thermometer (0-220 degrees Fahrenheit) must be on hand and used to monitor foods that are Temperature Controlled for Safety.
5. A chemical test kit (litmus paper) that measures the concentration of the sanitizer must be on hand and used.
6. Holding temperature for cooked foods is 135 degrees Fahrenheit minimum.

FOOD SAFETY TRAINING:

Two hour training classes are held several times during the year. The training schedule is submitted annually to the Director, Department of Parks and Recreation. There is no fee for this course.

Alexander Samuel, M.D., M.P.H.
Director
Fire Safety Tips for Mobile and Temporary Concession Stands

1. Provide at least one U.L. listed ABC type portable fire extinguisher for each concession stand or mobile unit. This fire extinguisher should have a minimum rating of 1A-10BC. It should only be used to control a small fire. Call the fire department if possible; get everyone out and keep them back to prevent injury. Don’t play around with the fire.

   FIRE EMERGENCY NUMBER 911

2. Use only heavy-duty extension cords that are adequate to handle the appliances being used. Never use light, indoor, residential type extension cords for appliances such as coffee makers and electric fry pans, etc.

3. Make sure your extension cords are of adequate lengths so that only one cord is required. To avoid overloading the cord, never connect more than one appliance to it.

4. If you have problems with the electrical services, immediately notify whoever is in charge of the facility or parks maintenance personnel. Don’t attempt to correct the problem yourself. Never tamper or bypass the electrical circuits provided in the county parks or facilities.

5. Any questions you have regarding concession stands in Chesterfield County parks may be directed to the county parks and recreation department; phone 748-1623 or 748-1624.
Standard Operational Procedure

Used Cooking Oil Management (SOP 19)

Persons responsible: Asst. Director, Parks Division
Areas of application: Parks Division

EMS Team
Supervisors

Warning! Earlier versions of this document may be obsolete and should be removed from points of use.

Document Location: Parks Central Maintenance Office

Revision Schedule

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Worksheet index

1.0 Purpose
2.0 Scope
3.0 Responsibility
4.0 Definitions
5.0 Process
6.0 References / Related Documents
1.0 Purpose
1.1 The purpose of this Standard Operation Procedure (SOP) is to outline the proper handling for used cooking oil. This SOP addresses significant aspect #003

2.0 Scope
2.1 This SOP applies to all Chesterfield County Parks Division personnel, and athletic league personnel who handle used cooking oil to ensure proper disposal methods. Chesterfield County Department of Parks and Recreation is concerned with the safety of its employees and citizens who use our facilities.
2.2 The benefits of this SOP include the prevention of hazardous substances from entering the environment by insuring that all cooking grease is properly disposed of. The consequences of not following this SOP could adversely affect the environment. Consequences include pollution of ground water and potential damage to the Chesapeake Bay water shed.

3.0 Responsibility
3.1 EMS Team
3.2 Chesterfield County Department of Parks Division Personnel
3.3 Athletic League Personnel

4.0 Definitions
4.1 Refer to 4.1.60 EMS Related Definitions

5.0 Process
5.1 Parks and Recreation will provide each concession or concession area with two 5 gallon containers for used oil and a 5 gallon container spill kit.
5.1.1 Each concession or concession area will be required to have on hand at all times:
Two – 5 gallon red labeled cans
One – 5 gallon spill kit in labeled white bucket

5.1.2 Spill Kits shall include at a minimum:
Absorbent
1 pair Safety Goggles
1 pair Safety Glasses
2 pair nitrile gloves
1 set of Nitrile-Solve Gloves
2 spill pads (perforated)
3 spill socks
2 dust mask
2 trash bags
MSDS for spill kit contents

5.2 Once the cooking oil has cooled, pour it into the properly labeled container. The used cooking oil must be collected in the approved red labeled container provided by Parks and Recreation at each site where a fryer is being used. Place the red labeled container in the job box provided.

5.3 The athletic league designee within the concession area will notify Park Maintenance within 1 business day when containers are full to schedule pick up. Park Maintenance can be contacted at 804-748-1624.
5.4 Parks Division personnel will collect full containers and dispose of oil at collection sites at the Chesterfield County Fairgrounds or at Rockwood Park.

5.5 Containers must be secured in bed of vehicle to eliminate spillage during transport.

5.5.1 Drips, leaks and small spills will be cleaned up using the “Waste Cooking Oil” spill kit. The used absorbent and pad or socks must be discarded in approved white 5 gallon bucket that is with the spill kit. Once the used items are placed in the bucket, the bucket must be labeled “Waste Cooking Oil”. The absorbent and other clean up items will be collected in drums provided and labeled at each district shop.

5.5.2 For larger spills that are more than 25 gallons, immediately contain the spill, and call 911.

5.6 Parks Division personnel will contact an authorized contractor to remove and recycle used cooking oil and oil dry when containers at Fairgrounds or district shops are 90% full.

6.0 References / Related Documents

6.1 MSDS for spill kit contents
6.2 Chesterfield County Fairgrounds Oil Spill Plan
6.3 Chesterfield County Sports Manual
6.4 Used cooking oil disposal instructions
In response to requests from co-sponsored groups and other affiliates (Groups), Chesterfield County Parks and Recreation Department has created a listing of recommendations and guidelines to support Groups working with the media and seeking the best methods to publicize/marketing programs, activities, and events. Parks and Recreation should not be the sole source of publicity. We recommend using the media contacts below, as well as your own website, email newsletter, social media and other avenues. If you need additional information, please contact Bill Carlson, Athletics Manager, at Chesterfield County Parks and Recreation at 748-1623.

1. Create a concise, typed press release following the "Who, What, When, Where, Why and How" format. Do not abbreviate or use slang or industry/association terms without explaining them first. Never assume a reporter/editor will know what a term means.
2. Print the release on association/league/organization letterhead.
3. Designate and identify one spokesperson from your organization as the “Media Contact.” Media Contact Information should be listed on a separate line above the headline of the press release. Provide day and evening phone numbers next to the media contact’s name so that he/she can be reached if more information is needed.
4. Target your press release distribution by identifying (by name) key reporters and editors who cover your area of news, community affairs or sports.
5. Mail, e-mail or FAX your release about four weeks prior to the start date or registration of your program/event. Some monthly publications require eight weeks of advance notice. In most cases, television and radio stations need at least two weeks advance notice for “Community Calendar” items. (Refer to key media outlets listed below.)
6. **School/Athletic flyers** must be submitted electronically to Tanya Conner, 748-1120, at connerta@chesterfield.gov at Chesterfield County Parks and Recreation for joint approval with Chesterfield County Public Schools. The Chesterfield County Parks and Recreation footer and logo must be displayed on any flyer to be distributed. Please allow at least two weeks for review and approval. All flyers must follow the guidelines of the Parks and Recreation Department and School Board for distribution in schools. Distribution is limited to the school areas covered by the association or community-oriented event. Flyers will not be blanketeted to all schools. Typical distribution is limited to five schools. There is no guarantee the school will distribute a flyer. That decision is up to the individual school. You may be able to leave flyers in school offices at a minimum.
7. Chesterfield County Parks and Recreation is on Facebook and Twitter. Groups can share our posts and send us news of exciting events they are hosting. [parksrec@chesterfield.gov](mailto:parksrec@chesterfield.gov)

[www.facebook.com/chesterfieldvaparksrec](http://www.facebook.com/chesterfieldvaparksrec)  [www.twitter.com/ccprva](http://www.twitter.com/ccprva)
To provide guidance to Parks and Recreation personnel regarding the monitoring of weather conditions, pre-planning and taking actions to minimize lightning related safety risks at supervised outdoor facilities.

These procedures are based on guidance from the Risk Management Department and are intended to be used at supervised outdoor recreational facilities.

- When the entire facility is rented for an event, the group/organization's severe weather plan will take precedence over these procedures. If the organization does not have a severe weather plan, this procedure will then be enforced.

- Facility Staff will determine how close the lightning is by practicing the flash-to-bang method for measuring of lightning distance as it approaches. Using this method, one counts the seconds from seeing the lightning flash to hearing the thunder. For each 5-second count, lightning is approximately 1 mile away. (Example: at 25 seconds, the strike is 5 miles away.) If lightning can be seen, there is a potential risk and shelter should be taken.

- Patrons will be properly informed when a thunderstorm watch is in effect and what procedures will be followed during this time to include: play may be suspended, what the “clear the area” signal will be, where to seek shelter, and what routes to take as they evacuate the area.

- One staff person will be responsible for monitoring weather forecasts, watching for developing weather conditions, and timing the flash-to-bang intervals at the first sound of thunder. Weather radios will be used where facilities allow.

- Upon detection of a storm, by crash of thunder or bolt of lightning, facility staff will sound 1 long blast (at least 3 seconds) of an air horn to clear fields.

- Patrons will be expected to leave the fields and seek shelter for at least 30 minutes.

- Each occurrence of thunder and/or lightning will restart the 30 minute wait.

- When the appropriate time has passed, staff will sound 2 short air horn blasts (less than 1 second each) opening the fields for play once again.
The Chesterfield County Parks and Recreation Volunteer Hall of Fame Monument is designed to recognize those who have rendered outstanding volunteer service to the community, which supports the mission of the Parks and Recreation Department. Volunteer Monuments are located at Huguenot Park, Harry G. Daniel Park at Iron Bridge, R. Garland Dodd Park at Point of Rocks, Matoaca Park and Rockwood Park.

**NOMINATOR:** Nominations can be made by athletic and non-athletic organizations, friends, senior groups, non-profit service organizations, businesses, and others who can verify the nominee’s qualifications for recognition. The nominator is responsible for providing complete and accurate information.

**CRITERIA FOR SELECTION:**
1. The nominee must reside in Chesterfield County or have been a resident at the time the service was performed.
2. His or her work must reflect outstanding volunteer service.
3. A nominee may be nominated more than once.
4. The organizations served by the candidate must be recognized as a co-sponsored organization with the Parks and Recreation Department.
5. The candidate must be a person of high moral character.
6. The candidate must not have received any remuneration for his volunteer efforts.
7. The Parks and Recreation Advisory Commission may waive any of the criteria for selection, depending on special circumstances and considerations with a 2/3 majority vote of the commission.

**NOMINATION:** Nominations must be made by completing the application and attaching a written or typed page listing the requested information about the nominee. Please answer each section completely. Nominations are accepted at any time.

Nominations should be mailed to:
Chesterfield County Parks and Recreation Department
P. O. Box 40
Chesterfield, Virginia 23832

**LEVELS OF RECOGNITION**

**Lifetime**
- The Lifetime Volunteer Award is a special award that recognizes an individual’s significant contribution to the community. This individual has the respect of his/her peers due to exemplary leadership and character and whose achievements will be a source of historic pride for future leaders in the community. This individual’s legacy will have an exceptional degree of accomplishment, which should include but not limited to mentoring, philanthropy and the ability to empower and instill passion in the community.
- In addition to the volunteer application, a brief biography of this individual’s accomplishments and history must be included to be considered for the Lifetime Volunteer Award.
- The Lifetime Volunteer Award is recognized by the Chesterfield County Board of Supervisors, the Chesterfield County Parks and Recreation Advisory Commission, and recognition on the Volunteer Hall of Fame monument.
Meritorious
- The Meritorious Volunteer Award is a symbolic formal recognition of an individual who has served as an exemplar of community service. The recipient has demonstrated outstanding volunteer service through a willingness to influence and encourage the next generation of volunteers. This individual has made a profound difference in the county and has a history of being a career volunteer.
- The Meritorious Volunteer Award recipient is recognized by the Chesterfield County Parks and Recreation Commission as well as at the recipient's local organization’s meeting. The recipient will be recognized on the Volunteer Hall of Fame monument. Please include a brief narrative about the nominated individual with the application.

Honorary
- The Honorary Volunteer Award is a gesture of respect to an individual whose performance and value to the community deserves recognition. Individuals recognized at this level have distinguished themselves for their outstanding achievements, extraordinary leadership and volunteer accomplishments. These individuals are the backbone of community-based organizations.
- The Honorary Volunteer Award is recognized by the Chesterfield County Parks and Recreation Advisory Commission as well as at the recipient's local organization’s meeting. A plaque or certificate will be presented to this award winner. Please include a brief narrative about the individual nominated with application form.
Corresponding Materials
Concussion Guidelines

According to recent information, more than 173,000 athletes up to age 19 are treated for sports and recreation-related Traumatic Brain Injuries (TBIs), many of which are concussions. Children and teens are more likely to get a concussion and take longer to recover than adults.

Effective July 1, 2015, the Virginia General Assembly approved amendments to § 22.1-271.5 and § 22.1-271.6 of the Code of Virginia regarding concussions. Chesterfield County now requires all cosponsored groups providing youth recreation programs, athletic instruction or events on county facilities to have concussion guidelines that follow §22.1-271.5 and § 22.1-271.6 of the Code of Virginia. A copy of the amended law appears on the next page.

Compliance with this law will now be a condition for co-sponsorship and applies to use of school facilities and parks and recreation facilities. “Non-interscholastic youth sports program” refers to any organized recreational program offering athletic competition or athletic instruction for youth.

Chesterfield County Public Schools offers the following link to the Centers for Disease Control for concussion information:

https://www.cdc.gov/headsup/index.html

A. The Board of Education shall develop and distribute to each local school division guidelines on policies to inform and educate coaches, student-athletes, and their parents or guardians of the nature and risk of concussions, criteria for removal from and return to play, risks of not reporting the injury and continuing to play, and the effects of concussions on student-athletes' academic performance.

B. Each local school division shall develop policies and procedures regarding the identification and handling of suspected concussions in student-athletes. Such policies shall require:

1. In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review, on an annual basis, information on concussions provided by the local school division. After having reviewed materials describing the short- and long-term health effects of concussions, each student-athlete and the student athlete’s parent or guardian shall sign a statement acknowledging receipt of such information, in a manner approved by the Board of Education; and

2. A student-athlete suspected by that student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until (i) evaluated by an appropriate licensed health care provider as determined by the Board of Education and (ii) in receipt of written clearance to return to play from such licensed health care provider.

The licensed health care provider evaluating student-athletes suspected of having a concussion or brain injury may be a volunteer.

C. Each non-interscholastic youth sports program utilizing public school property shall either (i) establish policies and procedures regarding the identification and handling of suspected concussions in student-athletes, consistent with either the local school division's policies and procedures developed in compliance with this section or the Board's Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow the local school division's policies and procedures as set forth in subsection B. In addition, local school divisions may provide the guidelines to organizations sponsoring athletic activity for student-athletes on school property. Local school divisions shall not be required to enforce compliance with such policies.

D. As used in this section, "non-interscholastic youth sports program" means a program organized for recreational athletic competition or recreational athletic instruction for youth.

3. That the Board of Education, in developing the policies pursuant to subsection A of § 22.1-271.5, shall work with the Virginia High School League, the Department of Health, the Virginia Athletic Trainers Association, representatives of the Children’s Hospital of the King’s Daughters and the Children’s National Medical Center, the Brain Injury Association of Virginia, the American Academy of Pediatrics, the Virginia College of Emergency Physicians and other interested stakeholders.

4. That the policies of the Board of Education developed pursuant to subsection A of § 22.1-271.5 shall become effective on July 1, 2011.

2010, c. 483; 2014, cc. 746, 760.

§ 22.1-271.6. School division policies and procedures on concussions in student-athletes. The Board of Education shall amend its guidelines for school division policies and procedures on concussions in student-athletes to include a "Return to Learn Protocol" with the following requirements:

1. School personnel shall be alert to cognitive and academic issues that may be experienced by a student-athlete who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving; and

2. School personnel shall accommodate the gradual return to full participation in academic activities by a student-athlete who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student-athlete's licensed health care provider as to the appropriate amount of time that such student-athlete needs to be away from the classroom.

2014, c. 349.
Child Abuse Reporting Mandate

Effective July 1, 2012, the Virginia General Assembly approved a revision of statutory law 63.2-1509 of the Code of Virginia to include requiring specific individuals/agencies to report certain injuries to the appropriate agency. Chesterfield County Parks and Recreation Department and the Parks and Recreation Advisory Commission, in coordination with the Chesterfield/Colonial Heights Department of Social Services, are providing information to volunteers and league administrators to help understand the law and how to identify and report abuse to the appropriate parties. In addition, the Parks and Recreation Department will host an annual training in May to help our co-sponsored organizations who are transitioning into leadership.

The new provision affecting parks and recreation leaders and volunteers is listed below.

§63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department’s toll-free child abuse and neglect hotline:

16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;
17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs;

In Virginia, a child is abused or neglected every 75 minutes, and every 14 days a child dies from such mistreatment. The immediate impact of abuse or neglect on a child is tragic, but so, too, are the long-term consequences -- affecting children, their communities, and the Commonwealth as a whole. Child abuse is often hidden, may occur over time, and is usually preventable.

The Chesterfield/Colonial Heights Department of Social Services has compiled a list of indicators of different types of abuse and neglect including physical abuse and neglect, emotional abuse and sexual abuse.

- Physical indicators of Abuse
  - Bruises and welts
  - Burns
  - Fractures
  - Lacerations or abrasions

- Child Behavioral Indicators of Physical Abuse
  - The child reports that the injury was caused by the parent
  - Frightened of parents
  - Wears clothing inappropriate to weather to cover body
  - Behavioral extremes: aggressive or withdrawn

- Physical Indicators of Neglect
  - Consistent hunger, poor hygiene inappropriate dress
  - Lack of supervision due to parent’s absence or incapacity
  - Abandonment

- Child Behavioral Indicators of Neglect
  - Begging, stealing food
  - Constant fatigue, falling asleep in class
  - Child states there is no caretaker
  - Frequently absent or tardy
  - Child engages in risky behaviors

- Physical Indicators of Sexual Abuse
  - Difficulty walking or sitting
  - Pain or itching in genital area
Child Abuse Reporting Mandate continued

- Venereal disease, especially in pre-teens
- Pregnancy
- Bruises or bleeding in external genitalia, vaginal or anal areas

• Child Behavioral Indicators of Sexual Abuse
  - Child reports sexual contact with a caretaker
  - Withdrawal, chronic depression, infantile behavior
  - Bizarre or unusual sexual behavior or knowledge
  - Detailed and age-inappropriate understanding of sexual behavior
  - Unusually seductive behaviors with peers and adults

• Physical Indicators of Emotional Abuse
  - Speech disorders
  - Lags in physical development
  - Non-organic failure to thrive
  - Learning problems

• Child Behavioral Indicators of Emotional Abuse
  - Habit disorder (biting, rocking, etc)
  - Conduct disorders
  - Neurotic traits (sleep disorders, etc)
  - Behavior extremes
  - Self-destructive or suicidal behavior
  - Cruel behavior

The Department of Social Services has provided the following resources to the public regarding Child Abuse and Neglect:

• The Virginia Department of Social Services – A Guide to Mandated Reporters (pdf)
  - https://www.dss.virginia.gov/family/cps/index2.cgi

• The Virginia Code
  - http://leg1.state.va.us/lis.htm

• Child Welfare Gateway
  - http://www.childwelfare.gov/can/

How to report

- Call local department of social services during business hours: 8 AM to 5 PM (Chesterfield & Colonial Heights: 748-1100)
- Or call Statewide Hotline 1-800-552-7096
  - 24 hrs a day, 7 days a week

You may report anonymously if you choose, but you are encouraged to give your name. This makes it possible for CPS to contact you if more information is needed and to inform you of the outcome.

And the following was presented with local resources numbers and emergency contact information:

• 911 - Police, Fire, Rescue, Emergency
• 748-1251 - Chesterfield County Police Dispatch Non-Emergency
• 1-800-838-8238 - Virginia Family Violence and Sexual Assault Hotline
• 748-6356 - Chesterfield Mental Health Crisis Hotline
• 1-800-552-7096 - State Child Abuse 24 Hour Hotline
• 748-1100 - Chesterfield-Colonial Heights Department of Social Services
Reporting Requirements for Non-Profit Corporations

Listed below is information pertaining to the annual filing requirements, for nonprofit organizations. Also included are the names and websites for the state forms and IRS forms:

- **Annual Filing Requirements for Nonprofit Organizations** – Requirements for The Charitable Fundraising Act, The Nonprofit Corporation Act, and the State Income Tax Code can be accessed at the following web address:

  http://www.tax.virginia.gov/site.cfm?alias=sutexemption

- **Remittance Form – Charitable Organization – Form 102** – the Virginia Department of Agriculture and Consumer Services requires all organizations that receive charitable contributions and/or conduct fundraising activities to register with the Office of Consumer Affairs. There is an initial registration fee of $100 and an annual fee for every year thereafter of $30.

  *Code of Virginia:* [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+57-49](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+57-49)

  *Annual Registration:* [http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+57-49](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+57-49)


  *Note:* There are several supplemental schedules that may or may not have to be completed based on the organization’s annual activities.
Freedom of Information Act

Chesterfield County requires that organizations provide to the county a list of league rosters from athletic leagues so that we can verify the number of participants who participate in their programs. The county uses this information to develop field assignments for athletic leagues and to develop long term facility master plans to provide athletic fields for league play.

The general public has the right to gain access to this information through the Freedom of Information Act. Co sponsored groups should consider the two options listed below before submitting roster to the county to insure confidentiality:

A. Include the following paragraph on each and every participant application form/roster that will be submitted to parks and recreation:

“The Chesterfield County Parks and Recreation Department must disclose certain identifying information about children participating in youth athletic programs unless the parent or guardian requests in writing that such information not be disclosed. The County treats the signature of the parent or guardian on this application to be a request in writing that certain identifying information about the child not be disclosed.”

Including this will avoid having each parent submitting requests individually.

B. A co-sponsored group may also have the option to submit participants’ names and school district as the roster to parks and recreation thus not providing any personal information for public use.
Instructions for Operation of Athletic Field Lighting

All athletic facility lighting recently installed by the Parks and Recreation Department should be operated as follows:

1. A time controller allows operation of the lights only during preset hours, usually dusk to 11 p.m.

2. On/Off pushbuttons may be used to operate the lights during the preset periods. Some sites do not have off buttons; time controllers will turn off lights at a pre-set time.

3. The lights require a cool down/warm up period of approximately 15 minutes each time they are shut off.

4. Nearly all of the lighting systems have a delay timer which keeps a few lights on for approximately 15 minutes after that lights are shut off- so that everyone can see to leave the area. If the lights are shut off accidentally, such as during a ballgame, this delay cycle must take place before all of the lights can be fully activated.

5. 110-volt duplex receptacles are available for concession hookups or other uses independent of the timers, i.e., they can be used for afternoon games. These receptacles may be turned on upon appropriate requests.

6. In cases where assistance is needed, on duty park staff can be reached by calling the night facility supervisor at 748-1624.
Parks Maintenance Operations and Regulations
**BASEBALL/SOFTBALL FIELDS**  
(revised 10/13)

**PURPOSE:** TO PROVIDE SAFE PLAYABLE DIAMONDS WITH MAINTENANCE CONSISTENT WITH LEVELS OF PLAY.

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE LEVEL</strong></td>
<td>Park/Athletic Complex – Highest grade for league play.</td>
<td>Improved Schools, (lit fields)-Game play for middle and upper level leagues.</td>
<td>Seasonal Schools-Low level league play and practice fields.</td>
</tr>
<tr>
<td><strong>LITTER CONTROL</strong></td>
<td>Provide 1 receptacle per dugout and 1 per bleacher. Emptied daily in season.</td>
<td>Provide 1 receptacle per bleacher. Emptied twice a week in season.</td>
<td>Provide one receptacle per field. Emptied weekly.</td>
</tr>
<tr>
<td><strong>INFIELD MAINTENANCE</strong></td>
<td>Dragging, lining and other diamond preparations performed 2-3 times per week during game season, or as resources allow. Bases, home plate and pitching rubber provided. Regrade as needed.</td>
<td>Dragging, lining and other diamond preparations once per week. Home plate, pitching rubber and base pins provided. Regrade as needed. Provide marking lime for use by athletic associations.</td>
<td>Herbicide application to infield one time per year as work schedule permits. Provide marking lime for use by athletic associations.</td>
</tr>
<tr>
<td><strong>FENCE MAINTENANCE</strong></td>
<td>Permanent backstops, foul poles, distance markers, dugouts, outfield fences. Monthly inspection and repairs. Trim grass every 7 days or apply herbicide.</td>
<td>Permanent backstops and sideline fences. Optional dugouts. Monthly inspection and repairs. Variable grass trimming and herbicide application.</td>
<td>Semiannual inspection and repair to backstops and fences.</td>
</tr>
</tbody>
</table>
### BASEBALL/SOFTBALL FIELDS
(continued)

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TURF</strong></td>
<td>Maintain premium turf. Reestablish turf annually or as needed. Grass height maintained according to species and variety. Mow every 7 days. Fertilize 2-3 times per year. Aerate 2 times per year.</td>
<td>Variable - some trimming.</td>
<td>Herbicide or trimming at fences and backstops constructed by Parks and Recreation.</td>
</tr>
<tr>
<td><strong>RESTROOMS</strong></td>
<td>Permanent or temporary facilities provided. Permanent-daily cleaning, stock and intensive cleaning weekly. Temporary - weekly cleaning.</td>
<td>Provide temporary restrooms to facilities with heavy usage (usually 2 or more fields per site). Weekly cleaning.</td>
<td>None</td>
</tr>
<tr>
<td><strong>PLAYER BENCHES</strong></td>
<td>Provided for both teams.</td>
<td>Provided for both teams.</td>
<td>Optional.</td>
</tr>
<tr>
<td><strong>SPECTATOR SEATING</strong></td>
<td>Permanent or temporary seating for a minimum of 100 persons.</td>
<td>Temporary seating for a minimum of 50 persons.</td>
<td>Optional.</td>
</tr>
</tbody>
</table>
# RECTANGULAR FIELDS: Football
(revised 04/09)

## PURPOSE:
TO PROVIDE SAFE PLAYABLE FIELDS WITH MAINTENANCE CONSISTENT WITH LEVELS OF PLAY.

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAINTENANCE LEVEL</td>
<td>Highest quality for league play.</td>
<td>Suitable for league play and practice.</td>
<td>Suitable for league play and practice.</td>
</tr>
<tr>
<td>LIGHTING</td>
<td>Where provided, lit to an average of 30-foot candles. Biannual lamp inspections.</td>
<td>Where provided, lit to an average level of 30-foot candles. Biannual lamp inspections.</td>
<td>None</td>
</tr>
<tr>
<td>LITTER CONTROL</td>
<td>Minimum of 8 cans per site. Emptied first working day after each game.</td>
<td>Minimum of 4 cans per site. Emptied first working day after each game.</td>
<td>1 can provided per practice site. Emptied as needed.</td>
</tr>
<tr>
<td>FIELD MAINTENANCE</td>
<td>Field lining every other week for games.</td>
<td>Field lining every other week for games.</td>
<td>Once per season lining for practice fields.</td>
</tr>
<tr>
<td>FENCING/GOALS</td>
<td>Permanent sidelines. Permanent or temporary goals.</td>
<td>Permanent or temporary goals.</td>
<td>Permanent or temporary goals.</td>
</tr>
<tr>
<td>TURF</td>
<td>Maintain premium turf. Reestablish turf annually or as needed. Grass height maintained according to species and variety. Mow at least every 7 days. Fertilize and aerate minimum of 3 times per year. Allow no more than 10% weeds.</td>
<td>Maintain improved quality turf. Mow every 10-14 days. Minimal fertilization, aeration, seeding and weed control.</td>
<td>Maintain improved quality turf. Mow every 10-14 days. Minimal fertilization, aeration, seeding and weed control.</td>
</tr>
<tr>
<td>PLAYER BENCHES</td>
<td>Permanent or temporary provided for both teams.</td>
<td>Optional.</td>
<td>None</td>
</tr>
<tr>
<td>SPECTATOR SEATING</td>
<td>Permanent or temporary seating for a minimum of 200 persons.</td>
<td>Temporary seating for a minimum of 100 persons.</td>
<td>None</td>
</tr>
</tbody>
</table>
# RECTANGULAR FIELDS
(Soccer/Field Hockey/Lacrosse Fields)
(revised 04/09)

**PURPOSE:** TO PROVIDE SAFE PLAYABLE FIELDS WITH MAINTENANCE CONSISTENT WITH LEVELS OF PLAY.

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE LEVEL</strong></td>
<td>Highest quality for league play.</td>
<td>Suitable for league play.</td>
<td>Suitable for practice.</td>
</tr>
<tr>
<td><strong>LIGHTING</strong></td>
<td>Where provided, lit to an average of 30-foot candles. Bi-annual lamp inspections.</td>
<td>Where provided, lit to an average of 30-foot candles. Bi-annual lamp inspections.</td>
<td>None</td>
</tr>
<tr>
<td><strong>LITTER CONTROL</strong></td>
<td>Minimum of 2 cans per site. Emptied first working day after each game.</td>
<td>Minimum of 2 cans per site. Emptied first working day after each game.</td>
<td>1 can per field. Emptied as needed.</td>
</tr>
<tr>
<td><strong>FIELD MAINTENANCE</strong></td>
<td>Lining every other week for games.</td>
<td>Lining every other week for games.</td>
<td>Lining before game day. Once per season lining for practice fields.</td>
</tr>
<tr>
<td><strong>GOALS</strong></td>
<td>Permanent or temporary or goals.</td>
<td>Permanent or temporary goals.</td>
<td>Permanent or temporary goals.</td>
</tr>
<tr>
<td><strong>TURF</strong></td>
<td>Maintain premium turf. Reestablish turf as needed. Grass height maintained according to species and variety. Mow at least every 7 days. Fertilize and aerate a minimum 3 times per year. Allow no more than 10% weeds.</td>
<td>Maintain improved quality turf. Mow every 10-14 days. Minimal fertilization, aeration, seeding and weed control.</td>
<td>Maintain improved quality turf. Mow every 10-14 days. Minimal fertilization, aeration, seeding and weed control.</td>
</tr>
<tr>
<td><strong>RESTROOMS</strong></td>
<td>Permanent or temporary facilities provided. Permanent-daily cleaning, stock and intensive cleaning weekly. Temporary-weekly cleaning.</td>
<td>Provide temporary restrooms at sites with 2 to 5 game fields. Weekly cleaning.</td>
<td>Provide temporary restrooms at sites with 2 to 5 game fields. Weekly cleaning.</td>
</tr>
</tbody>
</table>
# TENNIS COURTS

**PURPOSE:** TO PROVIDE SAFE AND PLAYABLE COURTS IN A CONDITION SUITABLE FOR THE LEVEL AND INTENSITY OF PLAY.

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE LEVEL</strong></td>
<td><strong>PARK/ATHLETIC COMPLEX</strong></td>
</tr>
<tr>
<td></td>
<td>High quality courts for use by better players, utilized for tournaments, normally services entire geographic area.</td>
</tr>
<tr>
<td><strong>LIGHTING</strong></td>
<td>Provided. Lit to an average of 30-foot candles. Available March 15 - December 1, year long at selected sites. Biannual lamp inspections.</td>
</tr>
<tr>
<td><strong>SURFACE</strong></td>
<td>Color coated asphalt. Courts blown or vacuumed once per week in the fall, once per month during the remainder of the playing season. Cracks filled as needed. Resurfaced every 8 years.</td>
</tr>
<tr>
<td><strong>FENCE MAINTENANCE</strong></td>
<td>Inspect and repair as needed. Trim every 7 to 10 days or control with herbicide.</td>
</tr>
<tr>
<td><strong>PRACTICE BOARD</strong></td>
<td>Optional, depending on need and fence construction.</td>
</tr>
<tr>
<td><strong>NETS/STRAPS/ANCHORS/OTHER ITEMS</strong></td>
<td>Replaced as needed.</td>
</tr>
<tr>
<td><strong>SIGNAGE</strong></td>
<td>Provided for court rules.</td>
</tr>
<tr>
<td><strong>NUMBER OF COURTS</strong></td>
<td>Two or more provided in a grouping.</td>
</tr>
</tbody>
</table>
# BASKETBALL COURTS

**PURPOSE:** TO PROVIDE SAFE AND PLAYABLE COURTS IN A CONDITION SUITABLE FOR THE LEVEL AND INTENSITY OF PLAY.

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE LEVEL</strong></td>
<td>PARK/ATHLETIC COMPLEX</td>
</tr>
<tr>
<td></td>
<td>High quality courts for use by better players, utilized for tournaments, normally services entire geographic area.</td>
</tr>
<tr>
<td><strong>LIGHTING</strong></td>
<td>Provided. Lit to a minimum average of 15-foot candles. Annual lamp inspections.</td>
</tr>
<tr>
<td><strong>SURFACE</strong></td>
<td>Color coated asphalt. Courts blown or vacuumed once per week in the fall, once per month during the remainder of the playing season. Cracks filled as needed. Resurfaced every 8 years.</td>
</tr>
<tr>
<td><strong>FENCE MAINTENANCE</strong></td>
<td>Inspect and repair as needed. Trim every 7 to 10 days or control with herbicide 2 times per year.</td>
</tr>
<tr>
<td><strong>POSTS, BACKBOARDS AND RIMS</strong></td>
<td>Steel post and backboard, post located off playing area. Repaint/replace backboards and rims yearly or as needed.</td>
</tr>
<tr>
<td><strong>NETS</strong></td>
<td>Provided</td>
</tr>
<tr>
<td><strong>SPECTATOR BENCHES</strong></td>
<td>Provided</td>
</tr>
</tbody>
</table>
**PURPOSE**: TO PROVIDE ATTRACTIVE AND SAFE TURF AREAS AT A DEGREE OF MAINTENANCE SUITABLE TO THE LEVEL OF USE.

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
<th>CLASS II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE LEVEL</strong></td>
<td>High traffic, high visibility areas.</td>
<td>Large areas with limited use or adjacent to natural areas. Low mow areas.</td>
</tr>
<tr>
<td><strong>MOWING</strong></td>
<td>Every 10-14 calendar days in season.</td>
<td>2-3 times per year.</td>
</tr>
<tr>
<td><strong>OVERSEEDING</strong></td>
<td>Annually as needed.</td>
<td>None.</td>
</tr>
<tr>
<td><strong>FERTILIZE AND LIME</strong></td>
<td>Fertilize one time per year. Lime to maintain pH above 5.8.</td>
<td>None.</td>
</tr>
<tr>
<td><strong>LEAF REMOVAL</strong></td>
<td>One time per year or as needed to maintain growth.</td>
<td>None.</td>
</tr>
<tr>
<td><strong>WEED CONTROL</strong></td>
<td>Apply herbicide to allow no more than 25% weeds.</td>
<td>None.</td>
</tr>
<tr>
<td><strong>DISEASE AND INSECT CONTROL</strong></td>
<td>None except where widespread infestation threatens the resource or the public.</td>
<td>None except where widespread infestation threatens the resource or the public.</td>
</tr>
</tbody>
</table>
# HORTICULTURE AND LANDSCAPE AREAS

**PURPOSE:** TO PROVIDE NECESSARY CARE FOR TREES, SHRUBS AND OTHER PLANT MATERIAL TO MAINTAIN AN ATTRACTIVE APPEARANCE AND PROVIDE FOR THE SAFETY OF THE SITE AND THE PUBLIC.

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE LEVEL</strong></td>
<td>Horticulture Displays/Gardens</td>
<td>Park Landscapes</td>
<td>Natural areas</td>
</tr>
<tr>
<td><strong>TRIMMING/PRUNING</strong></td>
<td>As plant growth requires including shaping at least twice per year.</td>
<td>As plant growth requires including shaping at least once per year.</td>
<td>Safety trimming only.</td>
</tr>
<tr>
<td><strong>MULCH</strong></td>
<td>Twice per year.</td>
<td>Once per year.</td>
<td>As needed to control weeds.</td>
</tr>
<tr>
<td><strong>REMOVAL/REPLACEMENT</strong></td>
<td>Removed when plant becomes undesirable; replaced before end of next planting season.</td>
<td>Removed when dead; replaced within 2 years.</td>
<td>Removed only if hazard; replacement by natural succession.</td>
</tr>
<tr>
<td><strong>WEED CONTROL</strong></td>
<td>Remove weeds by hand or by pre/post emergent application.</td>
<td>Apply pre/post emergent application as required.</td>
<td>None, use mulch.</td>
</tr>
<tr>
<td><strong>FEEDING</strong></td>
<td>Once or more per year; as plant requires.</td>
<td>As needed until plants established.</td>
<td>Feeding year after planting only.</td>
</tr>
<tr>
<td><strong>DISEASE AND INSECT CONTROL</strong></td>
<td>Only when serious damage may occur</td>
<td>Only when serious damage may occur</td>
<td>None</td>
</tr>
<tr>
<td><strong>IRRIGATION</strong></td>
<td>In drought condition to maintain life of plant.</td>
<td>Only to ensure new materials establishment.</td>
<td>Only upon initial establishment.</td>
</tr>
</tbody>
</table>
# ROADS AND LOTS

**PURPOSE:** TO PROVIDE SAFE ACCESS TO COUNTY FACILITIES.

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAINTENANCE LEVEL</strong></td>
<td>Asphalt surface.</td>
<td>Triple shot.</td>
<td>Gravel.</td>
</tr>
<tr>
<td><strong>STRIPing</strong></td>
<td>Provided, repaint every 3 years.</td>
<td>Not provided.</td>
<td>Not provided.</td>
</tr>
<tr>
<td><strong>TRAFFIC CONTROL</strong></td>
<td>Traffic bumpers provided in lots. Speed bumps provided where needed, repaint yearly.</td>
<td>Traffic bumpers provided in lots, repaint yearly as necessary. Speed bumps provided where needed, repaint yearly.</td>
<td>Traffic bumpers provided where necessary.</td>
</tr>
<tr>
<td><strong>LIGHTING</strong></td>
<td>Provided in park sites and athletic facilities for security or as needed.</td>
<td>Provided in park sites and athletic facilities for security or as needed.</td>
<td>Provided in park sites and athletic facilities for security or as needed.</td>
</tr>
<tr>
<td><strong>SURFACE TREATMENT OR GRADING</strong></td>
<td>Patch holes yearly. Remove debris and loose gravel.</td>
<td>Patch holes yearly. Remove debris and loose gravel.</td>
<td>Top dressing and grading yearly or as needed.</td>
</tr>
<tr>
<td><strong>WEED CONTROL</strong></td>
<td>As needed.</td>
<td>As needed.</td>
<td>Twice yearly.</td>
</tr>
</tbody>
</table>
### PLAYGROUNDS

#### PURPOSE: TO PROVIDE SAFE PLAY AREAS FOR YOUNG CHILDREN

<table>
<thead>
<tr>
<th>MAINTENANCE ITEM</th>
<th>PARK SITES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SURFACE</strong></td>
<td>Provide minimum surface material for critical fall heights per CPSC guidelines under all structures. Provide borders to retain surface material. Replenish material to maintain surface depth weekly. Maintain surface area weed free.</td>
</tr>
<tr>
<td><strong>LITTER</strong></td>
<td>Daily pick-up in season. Weekly Nov.-March.</td>
</tr>
<tr>
<td><strong>BENCHES</strong></td>
<td>Provided.</td>
</tr>
<tr>
<td><strong>INSPECTIONS</strong></td>
<td>Monthly.</td>
</tr>
<tr>
<td><strong>REPAIRS</strong></td>
<td>Safety hazards remedied immediately upon notification. Repair of damage within 48 hours of notification. Tighten hardware semi-annually.</td>
</tr>
<tr>
<td><strong>REPLACEMENT</strong></td>
<td>Replace wooden equipment every 10 to 15 years. Replace metal equipment every 15 to 20 years.</td>
</tr>
</tbody>
</table>
Policies and Procedures
Policy:

Chesterfield County’s Department of Parks and Recreation seeks to promote programs, events, and special-interest activities. It shall be the department’s policy to offer assistance (when resources and facilities are available) to co-sponsored organizations.

General Acceptance of Co-sponsorship:

Prior to co-sponsorship approval, a group representative must meet with the Director of Parks and Recreation or designee. At this meeting, the group representative must submit a form supplied by Parks and Recreation that verifies their understanding and acceptance of the criteria, procedures and responsibilities of co-sponsorship regulations. Prior to final approval all new youth organizations seeking co-sponsorship must have an established Board of Directors/Organizational Officers, with each member having received a background check card after completing the Chesterfield County Youth Background Check process. All group requests will be considered by the Parks and Recreation Advisory Commission and, if all conditions are fully met, a recommendation will be passed on to the Director for final consideration.

General Renewal of Co-sponsorship:

The Director of Parks and Recreation or designee will review a group’s co-sponsorship agreement application for renewal. Required documentation includes co-sponsorship form, organizations’ guidelines or by-laws, and a list of their Board of Directors. Board of Directors list must include names, addresses, phone numbers and email addresses if applicable. Each board official of a youth organization must have a current background check card. Failure to follow procedures may result in suspension or termination of the agreement. The group may be asked to appear before the Parks and Recreation Advisory Commission for consideration of renewal. The Parks and Recreation Advisory Commission will then submit their recommendation to the Director of Parks and Recreation for final decision.
General Criteria for Co-sponsorship:

1. Groups must be community-service oriented, organized for not-for-profit purposes and their purpose must be supportive of the mission of the Parks and Recreation Department.
2. A group’s national policy (if the group is affiliated with a national body or organization) must not conflict with Chesterfield County Parks and Recreation departmental policies.
3. Groups shall not restrict participation on the basis of race, color, religion, creed, national origin, sex or disability.
4. Cosponsored groups must operate in accordance with established bylaws and submit yearly an approved copy to the department. Groups should be primarily comprised of elected officials and volunteer staff.
5. Groups must be recreational in nature and shall abide by departmental policies whenever applicable.
6. Athletic groups that participate in a type of regional program may qualify for a level of co-sponsorship. Each situation will be examined individually by the Director of Parks and Recreation or designee.
7. All youth organizations will abide by the county background check policy. (See Background Check Policy)
8. All youth groups seeking co-sponsorship will be required to have concussion guidelines as directed by the Code of Virginia §22.1-271.5 and §22.1-271.6. This includes all co-sponsored groups providing youth recreation programs, athletic instruction or events on county facilities. A copy of the amended law is attached. Compliance with this law will not be a condition for co-sponsorship applies to use of school facilities and parks and recreation facilities. “Non-interscholastic youth sports programs” refers to any organized recreational program offering athletic competition or athletic instructions for youth.
9. Cosponsored groups must be comprised of at least 85% county residents for youth groups and 65% county residents for adult groups.
10. All groups must complete the yearly Parks and Recreation co-sponsorship form and state specifically their activities for the upcoming year, any activity changes must be submitted to Parks and Recreation for approval. Cosponsored groups shall provide yearly and as needed an up to date roster of officers/board members with names addresses, telephone numbers and email addresses.
11. Youth Cosponsored groups shall verify and submit to the department, four weeks after their first game, an electronic copy of their rosters which should include names, athletic association (if applicable) or elementary school jurisdiction. When submitting rosters, all cosponsored organizations must use the county’s Excel spreadsheet. Document may be downloaded from the Parks and Recreation website. (From the www.chesterfield.gov/parks webpage, each athletic group will select the “Athletics” button – left side of the page – and choose “Youth Sports” if they would like the Team Roster Template for youth athletic groups. Each group will use the appropriate Team Roster Template to provide Parks and Recreation with a comprehensive list of team participants which differentiates between Chesterfield County residents and non-residents. Rosters which contain non-resident participants should be indicated as such and submit the appropriate non-resident fees (see fee schedule) when rosters are submitted to the department.
12. Adult Cosponsored groups shall verify and submit to the department, four weeks after their first game, an electronic copy of their rosters which should include names and addresses. When submitting rosters, all cosponsored organizations must use the county’s Team Roster Template. Document may be downloaded from the Parks and Recreation website. Document may be downloaded from the Parks and Recreation website. (From the www.chesterfield.gov/parks webpage, each athletic group will select the “Athletics” button – left side of the page – and choose “Adult Sports” if they would like the Team Roster Template for adult athletic groups. Each group will use the appropriate Team Roster Template to provide Parks and Recreation with a comprehensive list of participants which differentiates between Chesterfield County residents and non-residents. Rosters which contain non-resident participants should be indicated as such and submit the appropriate non-resident fees (see fee schedule) when rosters are submitted to the department.)
<table>
<thead>
<tr>
<th>Athletic Cosponsored Groups</th>
<th>POLICY NUMBER</th>
<th>DATE REVIEWED</th>
<th>PAGE 3 OF 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. For all new groups a waiting period or conditional co-sponsorship may be considered due to budget limitations/ incomplete co-sponsorship requirements and/or the AP process schedule. Conditional co-sponsorship will expire after a designated period of time. New services may be based on facility availability.</td>
<td>200</td>
<td>5/7/18</td>
<td></td>
</tr>
<tr>
<td>14. Cosponsored groups should assure that all affiliated groups and participants adhere to all department and group policies and procedures and that citizens concerns will be addressed in a timely and professional manner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Groups shall request reservation dates, in writing to the Director of Parks and Recreation or designee for facilities to provide activities, as well as submitting in writing any changes to the original request (tournaments, rainouts, facility date changes, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. The Parks and Recreation Director or designee may request financial reports, volunteer reports, and board minutes as needed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Groups should notify the Director of Parks and Recreation or designee in advance of all annual board meetings conducted by the cosponsored organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Groups should assign one person as supervisor to be responsible for the conduct of participants in designated facilities and for emergency procedures.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Cosponsored groups shall recognize the Department of Parks and Recreation in all correspondence and/or publicity as a cosponsor of the group, as well as forwarding flyers, brochures, etc. to the department. Flyers for distribution through the schools must be approved by Parks and Recreation. Cosponsored organizations are encouraged to have, and keep up to date, an organization website.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Cosponsored groups will leave facilities in a similar state of cleanliness and control vehicles of participants and confine these vehicles to designated roadways and parking areas.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Cosponsored groups will comply with other guidelines deemed necessary by the Director of Parks and Recreation or designee.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Organizations who offer new services may incur facility and or maintenance costs if Parks and Recreation does not receive the funds to provide the service.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Director of Parks and Recreation may modify, waive or change the above requirements or add other conditions at his discretion, that are necessary for the successful administration of a program.
PART ONE – COSPONSORSHIP- CATEGORY A Criteria

Cosponsored A groups are athletic organizations that consist of at least 200 participants (unless approved by the Director) and participate in a league or receive their facility assignments from a league.

County Responsibilities for Category A Groups:

Under the Co-sponsorship Plan, the Chesterfield County Department of Parks and Recreation shall provide the following services within budget limitations:

A. Cosponsored groups will participate in the activity period (AP) process if applicable.
B. Facilities: Permit and provide facilities for activities in accordance with department procedures and policies.

1. Indoor Facilities: Within budget limitations and in accordance with department policies and procedures, Parks and Recreation with reserve indoor facilities for groups. Parks and Recreation encourages groups requesting indoor facilities to schedule their events at times when there are no rental fees. If these times are not feasible for, or available to the group, the group will be responsible for any and all costs associated with the reservation and rental unless budgeted by the department.

2. Outdoor Facilities: Within budget limitations and in accordance with department procedures and policies and current maintenance standards, Parks and Recreation will provide Category A groups with facilities appropriate for their particular activity. Adult groups will be charged for all light usage for league play.

3. Cosponsored Youth Groups: Within budget limitations and in accordance with department procedures and policies, Parks and Recreation will provide light usage and field reservation and maintenance for regular season play per current maintenance standards.

4. Cosponsored Adult Groups: Within budget limitations and current maintenance standards and in accordance with department procedures and policies, Parks and Recreation will provide facilities appropriate for the particular activity. Adult cosponsored groups will be charged for all field light usage and for any indoor facility charges incurred.

5. Tournament Fee:
   a) Youth cosponsored athletic leagues will be charged for all tournaments that are not part of the league season or playoffs. Youth athletic leagues will be charged for all changes in field layouts and goal moves. Additional fees may apply if warranted. (see fee schedule)
   b) Adult cosponsored athletic leagues will be charged for all tournaments that are not a part of the league season or playoffs. Adult leagues will be charged for all light usage.
   c) Publicity: Parks and Recreation will provide graphic design support for flyers created by organizations. Please allow at least two weeks for review and approval. All flyers must follow the guidelines of the Parks and Recreation Department and School Board for distribution in schools. See Sports Manual, Publicity Guidelines for more information.
   d) Shall provide any appropriate and necessary facility-use information
   e) Shall work with the cosponsored groups toward facility improvements within budget limitations.
PART TWO CO-SPONSORSHIP – CATEGORY B

The fundamental purpose of a Category B co-sponsorship is to provide athletic groups that do not fit into a Category A status the ability to use athletic facilities in Chesterfield County. The department will assist these groups as much as possible within budget limitations and in accordance with department policies and procedures.

Specific Procedures and Responsibilities for Category B:
Groups must be community-service oriented, must consist of at least 100 participants, must be organized for not-for-profit purposes and their purpose must be supportive of the mission of the Parks and Recreation Department. Groups must also follow the other general criteria for co-sponsorship, such as background checks for coaches, submission of team rosters, etc., as outlined on the second page of this policy.

County Responsibilities for Category B:
The Department will assist Category B groups with County facilities when they are available. Facility or maintenance fees may be charged depending on usage. The activity period process will not be used for Category B groups. Field assignments for new groups may be based on field availability. Groups may receive their assignments after the public hearing for Category A organizations.

PART THREE – Seasonal Athletic Cosponsorship

Specific Procedures and Responsibilities for Seasonal Athletic Co-sponsorship:
Groups must be community-service oriented, must consist of less than 100 participants, must be organized for not-for-profit purposes and their purpose must be supportive of the mission of the Parks and Recreation Department. Groups must also follow the other general criteria for cosponsorship, such as background checks for coaches, submission of team rosters, etc., as outlined on the second page of this policy.
1. All recreational groups must complete the seasonal Athletic Cosponsorship form and state specifically their activities for the upcoming season. Any activity changes must be submitted to Parks and Recreation for approval. Seasonal groups shall provide an up to date roster of officers/board members with names addresses, telephone numbers and email addresses.
2. Seasonal cosponsored organizations will follow the Parks and Recreation Youth and Adult Opening and Closing Dates. If the department does not have an approved season for the requested activity, the facility request will be considered a rental. Those groups who meet the Athletic Cosponsored Policy and play within season guidelines will not be charged a rental fee for use of facilities.
3. Seasonal Cosponsored athletic teams will be responsible for all applicable light and maintenance fees for their activities.
4. Parks and Recreation may restrict certain athletic facilities to specific recreational use due to maintenance and school use concerns.
5. Seasonal Cosponsored athletic teams may qualify for limited Parks and Recreation marketing.
6. Groups must also follow all other general criteria for cosponsorship, such as background checks for coaches, submission of team rosters, etc., as outlined on the second page of this policy.

PART FOUR - ALL OTHER GROUPS

The County will consider all other user groups who do not fit into these categories as rental groups. They are required to follow rental policies and procedures and will be charged according to the Department fee schedule.
I. PURPOSE

The purpose of this policy is to require background checks on all organizational officers and/or directors, instructors, coaches and assistant coaches of Chesterfield County Parks and Recreation co-sponsored youth organizations in order to preserve the safety and well-being of children served by such organizations. Co-sponsored organizations shall not permit individuals to work with children if they have demonstrated past conduct incompatible with service to or care of children. Each co-sponsored organization shall be responsible for ensuring that its volunteers comply with this policy.

II. IMPLEMENTATION

A. The County’s Parks and Recreation Department shall assist co-sponsored organizations in implementing and administering this policy. The County may revoke a co-sponsorship agreement for any organization that violates this policy.

B. Each organizational officer and/or association director, instructor, coach or assistant coach shall be required, as a condition to participate in co-sponsored activities, to submit to fingerprinting and execute a release of information form. Failure to submit to fingerprinting or complete the release shall disqualify the individual from participation. All individuals must provide truthful, correct and complete information on the release. Failure to do so may result in disqualification. The Release of Information form is automated and available on HRM’s intranet site.

C. The County’s Human Resource Management Department (HRM) shall process each release in order to receive national and state conviction information from the Central Criminal Record Exchange (CCRE) maintained by the State Police; the Sex Offender and Crimes Against Minors Registry from State Police; the Court Access Information System (CAIS) maintained by the Virginia Supreme Court and local police records as deemed necessary by the county’s background investigator. Participant fingerprints will be forwarded through the CCRE to the Federal Bureau of Investigations for the purpose of obtaining national criminal history record information.
D. HRM shall forward to the Parks and Recreation Department the names of all individuals who have had their background investigation completed and who are eligible for participation with a co-sponsored organization.

E. Individuals may begin participating prior to the completion of a background investigation if they have submitted to fingerprinting and completed a release and filed it with HRM. It shall be the responsibility of each co-sponsored organization, however, to prohibit an individual from participating if the individual is later found to be ineligible under this policy.

F. Once an individual has been found eligible to participate in one co-sponsored youth activity, the individual’s name shall be placed on a list of individuals eligible for all co-sponsored activities and issued a card. The list shall be maintained on Chesterfield County’s web site by the Parks and Recreation Department. The County Administrator may implement a system-wide random criminal background check process for all co-sponsored coaches and other association representatives if he deems such a process appropriate.

G. An individual’s eligibility to participate in co-sponsored youth activities will expire three years after the date that their card is issued. To continue participation, the individual must reapply and follow procedures as outlined in section II.B through II.F.

H. All coaches approved prior to January 1, 2005, will be phased into the new system over a three year period with one third of the coaches being notified randomly each year that they must submit to the criminal background check process (as outlined in section II.B through II.F) to continue coaching in co-sponsored programs.

III. BARRIER CRIMES:

No individual shall be permitted to participate in a co-sponsored youth organization if the results of the background check show that the person has ever been convicted of any of the following crimes as set out in Title 18.2 of the Code of Virginia as may be amended or equivalent offenses in another state:

A. Crimes Against People
   1. Murder and manslaughter (§ 18.2-30 et seq.)
   2. Malicious wounding by mob (§ 18.2-41)
   3. Abduction (§§ 18.2-47A, -48)
   4. Felony assault and bodily wounding (§ 18.2-51 et seq.)
   5. Robbery (§ 18.2-58)
   6. Carjacking (§ 18.2-58.1)
   7. Extortion and other threats (§§ 18.2-59, -60)
   8. Sexual assault (§ 18.2-61 et seq.)
   9. Felony stalking (§ 18.2-60.3)
   10. Any other felonies against the person as defined by the Code of Virginia
11. Convictions of any attempts or conspiracies to commit any of the aforesaid crimes

B. Crimes Against Property
1. Felony arson (§ 18.2-77 et seq.)
2. Burglary (§ 18.2-89 et seq.)
3. Convictions of any attempts or conspiracies to commit any of the aforesaid crimes

C. Crimes Involving Health and Safety
1. Felony conviction relating to distribution of drugs. (§ 18.2-247 et seq.)
2. Felony possession of drugs within eight (8) years of the date of application (§ 18.2-247 et seq.)
3. Drive-by shooting (§ 18.2-286.1)
4. Use of machine gun in a crime of violence (§ 18.2-289)
5. Aggressive use of machine gun (§ 18.2-290)
6. Use of sawed off shot gun in crime of violence (§ 18.2-300A)
7. Felonious discharge of firearms within or at occupied dwellings (§ 18.2-279)
8. Convictions of any attempts or conspiracies to commit any of the aforesaid crimes

D. Crimes Involving Morals and Decency
1. Failing to secure medical attention for injured child (§ 18.2-314)
2. Pandering (§ 18.2-355)
3. Crimes against nature involving children (§ 18.2-361)
4. Taking indecent liberties with children (§§ 18.2-370, -370.1)
5. Abuse and neglect of children (§ 18.2-371.1)
6. Obscenity offenses (§ 18.2-374.1)
7. Possession of child pornography or electronic facilitation of pornography (§§ 18.2-374.1:1, -374.3)
8. Incest (§ 18.2-366)
9. Abuse and neglect of incapacitated adults (§ 18.2-369)
10. Employing or permitting a minor to assist in an act constituting an obscenity offense (§ 18.2-372 et seq.)
11. Convictions of any attempts or conspiracies to commit any of the aforesaid crimes

E. Crimes Against Minors – Any conviction for a crime against the person of a minor, felony or misdemeanor, inclusive of the crimes set forth above, which involves sexual or physical misconduct.

F. Restoration of Rights- A barrier crime shall be treated as a crime under IV.A if the individual who has been convicted of the barrier crime received an executive
order from the Governor restoring his or her political disabilities provided that such crime does not involve violence or is a crime against a minor.

IV. ALL OTHER CRIMES

A. All pending charges for barrier crimes (except crimes against minors) and convictions for other crimes revealed through a background check shall be reviewed on a case-by-case basis to determine if the individual poses a safety risk to the children involved in the program. No individual may be found ineligible because of pending charges, except for barrier crimes. However, an individual may ultimately be found ineligible if the previously pending charge results in a conviction which indicates that the individual poses a safety risk to children. Any pending charges, felony or misdemeanor, against minors, shall render the individual ineligible unless or until such charges are subsequently dismissed or the individual is found not guilty.

B. All cases under this Section IV shall be considered anonymously by a standing committee comprised of a representative of HRM, County Parks and Recreation, County Police, County Attorney’s Office, and County Mental Health. (“Committee”).

C. If, upon review of the record, the Committee determines that the individual is eligible to participate, the individual’s name shall be forwarded to Parks and Recreation as provided in Section II.D.

D. If, upon review of the record, the Committee determines that an individual should be disqualified from participating, the individual will be contacted directly by HRM, advised of the Committee’s concerns and be given an opportunity to withdraw from consideration or provide evidence of any mitigating circumstances prior to a final decision being made by the Committee concerning the individual’s eligibility to participate.

E. Among factors that the Committee may consider in deciding whether an individual should be permitted to participate or coach, the Committee may consider the nature and character of the past conduct; the length of time since the offending conduct; rehabilitation of the individual, if applicable; and how such conduct affects the integrity of the program.

F. The Committee’s decision to disqualify an individual must be a majority vote.

V. CONFIDENTIALITY

All persons receiving background information regarding an individual shall maintain the confidentiality of such information in accordance with applicable law. HRM shall destroy all criminal background information after a final decision has been made regarding the eligibility of an individual to participate with a co-sponsored youth organization.
The Board of Supervisors approved background checks on all organizational officers and/or directors, instructors, coaches and assistant coaches in 2003. This requirement has been put into place in order to preserve the safety and well being of children served by such organizations.

The Background Check Policy require criminal background checks for “all organizational officers and/or directors, instructors, coaches and assistant coaches”. In addition to volunteers holding these positions, we have also had a considerable number of applications from “Team Moms” and others who also have some contact with the youth participants. We are unable to handle the current volume of these volunteers and ask that you restrict background check applicants to those in the positions defined by the policy. in addition, we would ask that all of your volunteers who do receive background checks be listed on the roster of the team for which they volunteer or on the list of officers/directors that is submitted to Parks and Recreation.

To Apply for a Background Check Card

Individuals can come to pre-arranged locations for fingerprinting. Background release forms are available at these locations or can be printed from the county’s web site, chesterfield.gov. Dates and locations can be found at this link:
http://www.chesterfield.gov/coaches

The Background Check Process

1. Coaches will be electronically fingerprinted by Chesterfield Police liaisons. These prints will run through the FBI database to check records that fit the barrier crime criteria. Approved coaches will be sent electronically to Parks and Recreation, who will then be issued a background check number which is printed on a card and mailed to each approved user.
2. Each week the approved coach list is updated on the county’s website, chesterfield.gov. Coach’s numbers are withheld to protect them from unauthorized use but the listing does include expiration dates.
3. Each year or season, all new coaches to Chesterfield County must participate in the fingerprinting process. All returning coaches must have a copy of their background check card with number.
4. Each background check card is good for three years. Once expired, the Parks and Recreation Department will notify each coach that they have sixty days to be re-fingerprinted and issued a new card upon approval. After sixty days from notification, if there is no response from the individual, their information will be removed from the county’s database.
5. Chesterfield County will be responsible for all costs associated with conducting the background check investigations. The county may revoke a co-sponsored agreement for any organizations that violates this policy.
6. Athletic groups may require more stringent background check guidelines and procedures for their coaches/staff as long as they do not change the integrity of the Parks and Recreation Background Check Policy.
## Maintenance Requirements
### Baseball/Softball Fields
(Revised 04/18)

<table>
<thead>
<tr>
<th>District</th>
<th>Class</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
<th>VI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dodd Park 2L</td>
<td>Bensley Park 1UL</td>
<td>Bensley ES 2UL</td>
<td>Davis ES 2UL</td>
<td>Bon Air ES 2UL</td>
<td>Bellwood ES 3UL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ettrick Park 2L</td>
<td>Daniel Park 6L**</td>
<td>Chalkley ES 2L</td>
<td>Crestwood ES 2UL</td>
<td>CTC Hull 2UL</td>
<td>Carver MS 2UL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Matoaca Park 3L</td>
<td>Daniel Park 8L</td>
<td>Crenshaw ES 2L -S</td>
<td>Gordon ES 1UL</td>
<td>Greenfield ES 4UL</td>
<td>Gates ES 2UL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meadowbrook HS 2L</td>
<td>Reams ES 2L -S</td>
<td>Jacobs ES 3UL</td>
<td>James River HS 1UL</td>
<td>Harrowgate ES 1UL</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Midlothian HS 2L</td>
<td>Providence ES 1UL</td>
<td>Tomahawk MS 2UL</td>
<td>Salem Church ES 2UL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Midlothian MS 1L</td>
<td></td>
<td></td>
<td>Wells ES 1UL</td>
<td></td>
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<td>Winterpock ES 3UL</td>
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- **L** = Lighted Field
- **F** = Fall Only
- **P** = Practice
- **UL** = Unlighted Field
- **S** = Spring Only
- **F** = Fall Only
- **P** = Practice
- **UL** = Unlighted Field
- **S** = Spring Only

* Adopt-A-Fields are maintained by User Group
** Leased Facility
*** School Under Construction
## Maintenance Requirements
### Football Fields
(Revised 04/18)

<table>
<thead>
<tr>
<th>District</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
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<td>Goyne Park 1L</td>
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<td>Alberta Smith ES 1L -P</td>
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<td>Class III</td>
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* Lighted Field
UL = Unlighted Field
F = Fall Only
S = Spring Only
P = Practice Only

* Maintained by Association
# Maintenance Requirements

## Soccer Fields

(Revised 04/18)

<table>
<thead>
<tr>
<th>District</th>
<th>Class I</th>
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<td>River City Sportsplex 8L</td>
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<td>Stratton Park 2L (synthetic)</td>
<td>Monacan HS 3UL</td>
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<td>Providence MS 4UL, 1L -S</td>
<td>Huguenot Park 3UL</td>
<td>CTC Hull 1L</td>
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<td>Manchester MS 2L -S, 1L -F</td>
<td>Midlothian MS 1L -S</td>
<td>Swift Creek MS 1UL -S</td>
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<td>Robious Complex 2L, 2UL</td>
<td>Woodlake Complex 4UL</td>
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<td>Meadowbrook HS 1L, 1UL</td>
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<td>Gates ES 1UL</td>
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</tbody>
</table>

**L = Lighted Field**  
**UL = Unlighted Field**  
**F = Fall Only**  
**S = Spring Only**  
**P = Practice Only**  

* Leased Facility
PARK REGULATIONS

Section 1. Application. This chapter shall apply to all park and recreational property owned, maintained, or operated by Chesterfield County, Virginia.

Section 2. Definitions. The following terms, when used in this chapter, shall have the following meanings, except where the context clearly indicates a different meaning, or there is an expressed provision to the contrary:

(a) Park Property. Any property, whether real or personal, owned, operated or established by the Chesterfield County Department of Parks and Recreation.

(b) Director. The Director of the Department of Parks and Recreation or his designee.

(c) County. The County of Chesterfield, Virginia.

Section 3. Hours of Operation. No person, except a bonafide camper with prior written approval from the Director, or a law enforcement officer or County employee in the course of his respective employment, shall enter or remain in any park except during such hours as shall be designated and posted by the County as hours of operation.

Section 4. Facility and Activity Permits. Persons with permits issued by the Director shall have priority in the use of facilities. Failure to relinquish facilities to a person with such a permit shall be unlawful and shall constitute trespassing.

Section 5. Restricted Areas. No person shall enter any area which is designated and posted by the Department of Parks and Recreation as an area where persons are prohibited from going.

Section 6. Permissible Roadways. Operation of motorized vehicles is allowed only on designated roadways.

Section 7. Enforcement. All state and county laws shall be observed when operating motorized vehicles on park property. Any traffic directive from any member of the Virginia State Police or Chesterfield County Police shall supersede written or posted laws and regulations.

Section 8. Speed Limit. No person shall operate any motorized vehicle in excess of fifteen (15) miles per hour, unless otherwise posted or directed.

Section 9. Parking. No person shall park a motor vehicle or motor-assisted bicycle in areas of any park other than those designated and posted by the County as parking areas.
Section 10. Certain Vehicles Prohibited. Except by the express authorization of the Board of Supervisors, the County Administrator, or the County Administrator's designee:

(a) No person shall operate within any park a motorized vehicle of a type not licensable by the Commonwealth of Virginia for regular use upon public highways.

(b) No person shall operate within any park a farm tractor, other farm machinery, or any type of vehicle used primarily for earth-mowing operations, whether or not licensable by the Commonwealth of Virginia for regular use upon public highways.

Section 11. Restriction of Animals. No person shall have within the park any animal unless it is either caged, securely penned or on a leash of not more than 10 feet in length, and no person shall ride a horse in any park except in areas designated and posted by the County for horseback riding.

Section 12. Animals Protected. No person shall capture, pursue, molest, injure, attempt to injure, kill or attempt to kill, any animal in any park.

Section 13. Automobile Service. No person may service any automobile on park property, except in cases of an emergency.

Section 14. Destruction or Interference with Park Property. No person may climb upon, deface, destroy, injure in any way, misuse, remove, or waste any park property. Permission for collecting items for scientific and/or educational purposes must be obtained in writing from the Director or his designee.

Section 15. Employees: Interference with Rules.

(a) No person may interfere with any Department of Parks and Recreation employee acting in the course of his or her duties or falsely represent or impersonate a park employee.

(b) No person shall fail or refuse to obey the lawful order of a uniformed or properly identified park employee or police officer.

Section 16. Littering and Dumping.

(a) No person may deposit or leave refuse or other substance on park property other than in receptacles provided for this purpose.

(b) No person may deposit refuse from private premises in park trash receptacles.
Section 17.  Pollution of Waters.  No person shall in the streams, lakes or other waters of any park, bathe dogs or other animals, wash vehicles or clothing, or throw, cast, lay, drip, or discharge into or leave in the streams, lakes or other waters of the parks or in any storm sewer or drains flowing into said water, any substance matter or thing, liquid or solid, which may or shall result in the pollution of said water.

Section 18.  Dangerous Devices Prohibited.  No person, other than any law enforcement officer, fire fighter, or County security guard, in the course of his/her respective employment, shall have in his/her possession in any park, any firearm or other gun, including an air or gas powered gun, slingshot, bow and arrow, crossbow, dart device, boomerang, or any other device for high-speed missile projection, except in areas designated and posted by the County as areas in which one or more of these devices are permitted for recreational use.

Section 19.  Fires Restricted.  No person shall kindle, build, maintain, or use a fire other than (1) in grills and (2) in places provided and/or designated by the County for such purposes, except by prior written permission from the Director or his designee.

Section 20.  Control of Fire Required.  Any fire within the confines of any park shall be continuously under the care and supervision of a competent person 16 years of age or older from the time such fire is kindled until the time it is extinguished.

Section 21.  Fires Must Be Extinguished.  No person shall throw away or discard a lighted match, cigarette, cigar, or other burning object, in any park, without first extinguishing it.

Section 22.  Swimming Restricted.  No person shall swim, wade, or bathe in any park except at such times and at such places as the Director may designate.

Section 23.  Sales of Goods and Services.  No person may sell or advertise for sales of goods or services on Park property without written permission from the Director or his designee.

Section 24.  Applicability to Certain Persons.  Notwithstanding any other provision in this chapter to the contrary, it shall not be a violation of this chapter if a person engaging in an otherwise prohibited activity is either an employee of the County acting within the scope of his/her employment, or if the person engaging in the otherwise prohibited activity is an agent or an independent contractor to the County acting within and pursuant to the scope of his/her duties.

Section 25.  Penalty.  Any person who violates any of the provision of the chapter shall be deemed to be guilty of a misdemeanor and upon conviction thereof shall be fined not more than one hundred dollars ($100.00).

Section 26.  Severability.  If any section of this ordinance or portion thereof is declared invalid or unconstitutional by a court of competent jurisdiction, it shall be regarded as severed and remaining sections and portions shall continue in full force and effect.
AN ORDINANCE TO AMEND THE CODE OF THE COUNTY OF CHESTERFIELD, 1978, AS AMENDED, BY ADDING SECTION 15.1-31 RELATING TO DRINKING IN COUNTY PARKS

BE IT ORDAINED by the Board of Supervisors of Chesterfield County:

(1) That Chapter 14 of the Code of the County of Chesterfield, Virginia, is amended and reenacted by adding the following section:

Sec. 14.1-23. Drinking alcoholic beverages, or tendering same to another, in a county park.

(a) No person shall possess opened alcoholic beverage containers or drink an alcoholic beverage or tender a drink of an alcoholic beverage to another in a county park, except at specific locations approved and as conditioned by the board of supervisors, and after obtaining a valid banquet license issued by the Virginia Department of Alcohol Beverage Control and agreeing to comply with the terms of a special permit issued by the county administrator. The county department of parks and recreation shall promulgate regulations for the issuance of permits authorized by this section.

(b) No person shall possess opened alcoholic beverage containers on any county property used for a school or on any street, road, or highway located in the county.

(c) Violation of this section shall constitute a Class 4 misdemeanor up to $250 fine.

(2) This section shall become effective upon passage.
Notice

• Sec. 14.1-23 prohibits possession of alcohol in county parks.
  o Violators are subject to arrest and can face up to a $250 fine

• Sec. 4.1-309 prohibits possession of alcohol in or on county school grounds
  o Violators are subject to arrest and can face up to a $1000 fine and six months in jail

• Chapter 326 prohibits tobacco use in or on county school grounds. (This includes smoking, chewing and e-cigarettes)
  o Violators could be escorted off property and/or cited for trespassing upon refusal to leave.

Parks and School Grounds are patrolled by uniformed and undercover police officers.
Forms
CHESTERFIELD COUNTY
ATHLETIC COSPONSORSHIP AGREEMENT
FY 18/19 Date: __________

APPLY FOR TYPE OF COSPONSORSHIP:
_____A   _____B   _____Seasonal   _____New   _____Renewal

Name of Organization: ____________________________________________
Mailing Address: __________________________________________________

Organization website: ____________________________________________
IRS Identification Number (if applicable) ____________________________

Activities Offered: ___ baseball   ___ basketball   ___ cheerleading
___ fall football   ___ spring football   ___ field hockey   ___ lacrosse
___ rugby   ___ soccer   ___ softball   ___ volleyball   ___ other _____________

I have received and read the 2018 Sports Season Manual of Policies and Procedures. I attest that the organization meets at least the minimum listed criteria. I understand the organization responsibilities for co-sponsorship and agree to abide by the listed procedures which include supplying a copy of the organizations bylaws, a list of officers including addresses and phone numbers, team rosters and any applicable fees and game schedules. By signing the agreement I attest that all organizational officers have been approved through the County background check system and the organization complies with §22.1-271.5 and §22.1-271.6 of the Code of Virginia concerning concussions.

Signature____________________________   Date____________
Representative

County Contact: ________________________________________________
Address: _______________________________________________________
E-mail: _________________________________________________________
Home Phone: _____________________________   Cell: __________________
Background Card Expiration Date: _________________________________

Additional County Contact: _______________________________________
Address: _______________________________________________________
E-mail: _________________________________________________________
Home phone: _____________________________   Cell: __________________
Background Card Expiration Date: _________________________________

*Application will not be considered complete without an attached copy of the requested information.

***Office Use Only***
Approved________   Denied________
Check if attached
___Bylaws
___Board of Directors

DIRECTOR OF PARKS AND RECREATION
(OR DESIGNEE)

April 17, 2018 Fiscal Year_________
## CHESTERFIELD COUNTY POLICE DEPARTMENT

### Release of Information

#### Criminal Record Check

**APPLICANT REQUEST – CHOOSE ONLY ONE**

<table>
<thead>
<tr>
<th>Category</th>
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<td>Coaches Card Renewal: (Current Card Number)</td>
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<td>FIRE/EMS VOLUNTEER</td>
<td>Fire Station # or Rescue Squad</td>
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<td>COUNTY EMPLOYMENT</td>
<td>Employee: Position or Promotion</td>
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<td>SOCIAL SERVICE APPLICANTS</td>
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<td>COUNTY VOLUNTEERS</td>
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**APPLICANT’S PERSONAL INFORMATION**

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<td>Cellular Telephone</td>
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### AUTHORIZATION TO OBTAIN BACKGROUND INFORMATION

I, the applicant, hereby authorize Chesterfield County to obtain records related to me, if any, from criminal justice agencies. I understand that the information released is for “OFFICIAL USE” by Chesterfield County for the sole purpose of determining my eligibility to: volunteer, be employed, be promoted or transferred, or for Social Services application and may be disclosed to other persons only as necessary to determine my eligibility. I understand that failure to provide all or part of the information may result in my disqualification for volunteerism, employment and or application considerations with Social Services. This release shall be effective on the date of its execution and will expire upon completion of my criminal record check.

**Applicant’s Signature**

**Today’s Date**

Do Not Write or Mark In The Area Below

**TCN:**

---

PD75F Rev 06/2013

Proving a FIRST CHOICE Community through Excellence in Public Service

81
Co-sponsored Group Concession Permit Application

Applicant: (Print) ___________________________________________ Date: ______________

Address: ___________________________________________ Phone: ______________

Name of organization (concessionaire): ______________________________

Classification request (check one):  
☐ Short Term Contract (1-3 days) $15  
☐ Seasonal Contract $50  
☐ Mobile Concession Trailer Rental (see fee schedule)  
☐ Seasonal Contract Building $100 (requires completion of user inspection checklist)

Requested park(s): ___________________________________________

Desired location (be specific): ________________________________________

Period of request: From __________________ To _______________________

Type of concession stand (description): _________________________________

Utility and any special requirements (if any): _____________________________

Insurance coverage
Any vendors selling consumable items must provide a certificate of liability insurance naming “Chesterfield County, VA, its elected officials, employees, agents and volunteers” as additional insured for no less than $1,000,000. Proof of insurance must be provided prior to approval of this permit application.

I have read the “Rules and Regulations Governing Concessionaires” operating within the facilities of the Chesterfield County Parks and Recreation Department and agree to abide by these rules and regulations. I understand that failure to do so either by my organization, or by any designated subcontractor, may result in termination of permit and denial of subsequent concessionaire requests.

__________________________________________  _____________________________
Date                                               Signature of Applicant

FOR OFFICE USE ONLY
This is to inform you that: Name of concessionaire____________________________________
(will/will not) have permission to operate concessions at __________________________
For the time period from __________________ to __________________ REC# _____

__________________________________________
Date

Director or Designee  
Chesterfield County Parks and Recreation

An approved copy of this application must be displayed at all times in a prominent place at the concession location.

Copies to be sent to: Recreation-Parks-Health Department

Revised 02/20/17
RULES AND REGULATIONS GOVERNING CONCESSIONS

All Permittees are subject to the following provisions, including additional regulations specified in the lease or permit agreement.

A. Compliance with all park property and facility rules and regulations presently in effect, which shall be incorporated by reference into the terms of the lease or permit.

B. Compliance with all terms stated in the lease or permit as well as any applicable county or state requirements regarding taxation and the sale of wares or provision of concessions.

C. Permittee shall be legally considered as an independent contractor and that neither he nor his employees shall, under any circumstances, be considered employees of the county, and Permittee shall indemnify and hold County harmless from any and all claims, suits, damages, costs and expenses arising out of, or in any way relating to, concessionaires conduct and operation of the concession facility and from any damages, claims or suits based on personal injury or property damage caused by concessionaires negligence.

D. The County shall not be liable for any damages to persons or properties in the space leased or permitted to the Permittee. Permittee shall agree that all personal property upon the demised premises shall be at the risk of the Permittee only and that the county shall not be liable for any damages or loss or theft thereof.

E. Permittee shall furnish all labor, services, materials, supplies and equipment necessary to maintain the operation of the concession unless specified in the permit or lease. This shall also include the area immediately surrounding same as offered by said operation.

F. Permittee must obtain and post in a prominent location all permits and licenses (which may include health permits, an itinerant license, a retail license and an approved copy of the appropriate Permit Application form) required by government agencies to sell the merchandise approved herein.

G. A separate permit application and associated payment of applicable fees is required for each operating location.

H. Compliance with all appropriate Chesterfield County Health Department Guidelines that are applicable to the Permittee’s operation.

I. During non-scheduled hours of operation, Chesterfield County Parks and Recreation reserves the right to grant seasonal and short-term Permittees permission to operate a portable concession.

J. Secure and keep in force adequate Public Liability Insurance naming the county as co-insured in amounts not less than $1,000,000 or as otherwise specified by the County Risk Manager or in the permit or lease.

K. All Permittees must adhere to county fire regulations.

L. Permittee shall place no signs or advertisements upon property of the Parks and Recreation Department or upon any vehicle operated by the concessionaire under the provision hereof except such as shall first be approved in writing by the Director or his designee. The department, through its agents, shall have the right, without notifying the Permittee, to remove at the cost and expense of the Permittee, any sign or signs that are erected without consent.

M. Permittee shall only be allowed to locate within the area specified in the lease or permit.

N. Permittee shall not permit garbage and other refuse to accumulate or to gather in or about any of the buildings or structures occupied by the concessionaire, except in suitable covered garbage receptacles.

O. The department will be responsible for the removal of rubbish, trash and garbage from co-sponsored group concessions operations provided that the Permittee accumulated such trash at given points under the direction of an authorized representative of the department. Disposal of refuse resulting from the operation of a for profit Permittee’s operations is the sole responsibility of that Permittee.
P. All used cooking oil and hazardous wastes generated as a result of Permittee’s activities must be disposed of in a manner consistent with local, state, and federal guidelines.
Q. All portable concession units must be removed from park premises within ten days after the permit term has ended.
R. Any changes in a building or trailer must be approved by the Director of Parks and Recreation or designee and meet the proper building code. The cost involved in any changes will be the responsibility of the Permittee.
S. The Department will furnish electricity, water and sewer in such locations where these utilities exist. All requests for use of these facilities and/or additional installations or any special needs must be made in writing to the Director or designee listing specific needs.
T. The Director of Parks and Recreation or designee may periodically review the Permittee’s compliance with the criteria needed for the issuance and continuance of the lease or permit.
U. Any non-approved Permittee not displaying an approved Vendor/Concession Permit Application Form may be excluded from park property and subject to trespassing charges.
V. Permittee who is awarded a concession trailer permit must complete a pre-inspection work sheet as well as a post-inspection work sheet (see concession trailer worksheet under forms) prior to receiving and turning in their trailer after the season.
W. The agreement or contract on any of the rights and privileges provide for herein shall not be transferred or assigned by the Permittee unless so specified and approved in the Permit Application. Ultimate responsibility of the conduct of said designees rests with the approved Permittee.
X. Upon the termination of the lease/permit or because of lapse of time or upon termination for any other reason, the Permittee shall remove all goods, chattels and fixtures belonging to the Permittee and shall leave the premises in the condition in which they were received, reasonable wear and tear is expected. In the event said goods, chattels and fixtures are not removed within ten days of the expiration of this agreement or its termination for any other reason, the Permittee shall be deemed to have abandoned to the county and facilities, equipment or other property within the aforesaid period at termination of this agreement.
CERTIFICATE OF LIABILITY INSURANCE

PRODUCER
Your Producer Name

CONTACT NAME: Your Contact Name
PHONE: (A/C, No. Ext.):
FAX: (A/C, No.):
ADDRESS:

INSURER(S) AFFORDING COVERAGE: NAIC #

INSURED
SAMPLE, First Named Insured on the policy
123 Main Street
Richmond VA 23219

INSURER A: Travelers
INSURER B:
INSURER C:
INSURER D:
INSURER E:

COVERAGES CERTIFICATE NUMBER: Chesterfield, VA 23832 REVISION NUMBER:

GENERAL LIABILITY

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Named Additional Insured Endorsements: CG2010 0704/CG2026 0704 or blanket additional insured form. All certificates must have endorsements forms attached. Required: Named As Additional Insured, Chesterfield County & Department of Parks and Recreation, its elected officials, employees, agents and volunteers.

CERTIFICATE HOLDER
Initial Certificate Holder
Chesterfield County
c/o Parks & Recreation
P.O. Box 40
Chesterfield, VA 23832
IFB/RFP No.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.
POLSICY NUMBER: COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Chesterfield County and Department of Parks and Recreation, its elected officials, employees, agents and volunteers.

Location(s) Of Covered Operations

Various

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or

2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
PRIORITY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<table>
<thead>
<tr>
<th>Name Of Additional Insured Person(s) Or Organization(s)</th>
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SAMPLE COPY ONLY

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
A. In the performance of your ongoing operations; or
B. In connection with your premises owned by or rented to you.
Chesterfield County Parks & Recreation

TIME CLOCK CONTROLLER USER AGREEMENT

User Name: ______________________ User Organization: ______________________________

Address: ________________________________________________________________

Place of Use: __________________________ Date(s) of Use __________________________

Contact Phone Number: _______________ Contact Email: _________________________

DATE OF PICK UP: ___________________ DATE OF RETURN: _______________________

LOCATION OF RETURN: Parks and Recreation Administration Building 6801 Mimms Loop

TIME OF RETURN: _______________________

USAGE FEE (Paid in Advance): ☐ $25 Cosponsored Groups ☐ $50 Non-cosponsored Groups

CONTROLLER USE TERMS AND CONDITIONS

1. The User shall keep and maintain the controller during the terms of its use at User’s own cost and expense. User shall keep the equipment in a good state of repair (normal wear and tear excepted).

2. The rented equipment must be kept in the User’s possession per this agreement and user shall not lend, loan or lease to any other person/organization at any time.

3. The User shall pay the Chesterfield County Parks and Recreation Department $500 for replacement of any controller which is not returned because it is lost or stolen. If a controller is damaged while in the user’s possession, User agrees to pay $500 or the cost of any necessary repairs, whichever is less, to return the controller to normal working condition. The County’s invoice for repair is conclusive as to the amount User shall pay under this paragraph for any needed repairs.

4. If the User does not return the controller per the date, time, and location specified above, User agrees to pay an additional $50 fee for each day the controller remains unreturned to the Chesterfield County Department of Parks and Recreation.

5. The Department makes no warranty of any kind regarding the controller, except that Department shall replace the equipment with identical or similar equipment if the equipment fails to operate in accordance with the manufacturer’s specifications and operation instructions. Such replacement shall be made as soon as practicable after User returns the non-conforming equipment.

6. User indemnifies and holds the Department and Chesterfield County harmless for all injuries or damage of any kind resulting from the use of the controller and the full execution of this User Agreement.

These terms are accepted by the User upon execution of this User Agreement by User, the agent or other representative of User.

User Printed Name ______________________ User Signature ______________________ Date __________

Receipt of the required Usage Fee and delivery of the controller to User is acknowledged by the complete execution of this User Agreement.

_________________________ Date __________

Chesterfield County Parks and Recreation
Chesterfield County Parks & Recreation

RENTAL OF ATHLETIC FACILITIES WITH
ADMISSION FEES APPLICATION

PLEASE NOTE: See Parks and Recreation Parameters for Organizational Use of Fields with Admission Fees Procedure for references. For additional information, please call Bill Carlson at 804-748-1128.

Facility Requested: __________________________________________________________

Date(s) Requested: __________________________________________________________

Organization/Individual/Team/League Name: __________________________________

Not for Profit? □ Yes □ No  Tax I.D.# __________________________________________

Request Originator/Contact: _________________________________________________

Address: __________________________________________________________________

Contact Phone Number: ______________________________________________________

Contact Email: ______________________________________________________________

Admission Fees to be charged: ________________________________________________

Location in which fees will be collected: (attach map if necessary) ________________

____________________________________________________________________________

The terms listed in the Parameters for Organizational Use of Fields with Admission Fees Procedures are accepted by the User upon execution of this User Agreement by User, the agent or other representative of User.

_________________________________________  _________________________________  ___________
User Printed Name  User Signature  Date

□ Approved    □ Denied

_________________________________________  ___________
Director or Designee  Date

Chesterfield County Parks and Recreation

Approval of this form should be noted on Parks Schedules for respective parks division, rovers, and night crew.
CHESTERFIELD COUNTY PARKS AND RECREATION
VOLUNTEER MONUMENT HALL OF FAME
APPLICATION

This form is to be completed and submitted by the nominating organization or individual. Read the guidelines carefully before filling out this form. If any assistance is needed, please call 804-748-1623.

PLEASE TYPE OR PRINT CLEARLY

Nominee Information
Name (Miss, Mrs., Mr.) ____________________________
First Initial Last

Address _______________________________________
Street City State Zip

Phone #__________ Date of Birth ___________ Age ________
Month/Day/Year

Is the nominee a resident of Chesterfield County? ____________

Nomination Information
How was nominee selected?
By Organization [ ]
By Individual [ ]

Name of Organization or Individual ____________________________

Address _______________________________________
Street City State Zip

Designated Contact Person ____________________________

Title ____________________________ Phone ________________________

Signature __________________________________

Nominees Achievements
Please attach a separate page detailing the nominee’s achievements.