



County-Affiliated Group Policy

09/01/2010

A "County-Affiliated" Group, according to the Department, is any community organization that provides recreational outlets for youth and adults. The Department may collaborate with a community organization in order to minimize the need for programs and facilities to be developed and operated by the Department or the local government.

Application to become a "County-Affiliated" Group

To apply for "County-Affiliation", a group representative must complete an Application for County-Affiliation Status. Once the application is received by the Parks and Recreation Office, a staff member will contact the group representative to schedule a meeting with the Parks and Recreation (Supervisor). The group representative must provide at this meeting a copy of an insurance policy naming King William County as co-insured, a completed County-Affiliated Group Roster Form, by-laws (if applicable), proof of 501c3(if applicable), and a list of board members and staff (if applicable), including volunteers and a Criminal Background Check Affidavit. The group applying for County Affiliated Status will also need to fill out the Field Allocation Request form and bring it to this meeting. Department staff will review this information and consider all group requests. If all conditions are fully met a recommendation will be sent to the King William County Recreation Commission for final consideration.

The Department will review each group annually and with successful completion of the above procedures the agreement will be approved to continue into the following calendar year. Failure to follow or comply with the aforementioned procedures above may result in suspension or termination of the agreement. **The Department also has the right to suspend or terminate the agreement at any time if negative programs and/or publicity are not addressed in a timely fashion.**

A. General criteria for "County-Affiliated" Group Status:

1. Groups must be community service/program oriented and must be supportive of the mission of the Department of Parks and Recreation.
2. Groups shall not restrict participation on the basis of race, color, religion, creed, national origin, sex, or disability.
3. Groups must be recreational in nature and abide by the Department's policies.
4. Athletic participation must be open to all King William County residents.
5. A representative from each group must attend two (2) quarterly Recreation Advisory Commission meetings to discuss any issues and also provide feedback necessary to the other "County-Affiliated" groups and the Department.

B. Specific procedures for "County-Affiliation":

1. Any group applying for "County-Affiliation" will be required to submit an Application for County-Affiliation Status.
2. All "County-Affiliated" groups must be comprised of elected officials and volunteer or paid staff. Group must operate in accordance with an established constitution or by-laws.
3. County-Affiliated groups must insure that all participants abide all of the Department's policies and procedures and that any citizen concerns are addressed in a timely and professional manner.

4. Rosters of "County-Affiliated" groups will be reviewed annually for residency versus non-residency numbers. These numbers will be used in times of facility shortages, the roster numbers may be used to determine facility use assignments.
5. "County-Affiliated" groups requesting athletic field use will be required to submit an Athletic Field Allocation Request Form for all activities (games, practices, meetings, events, etc.). Completed forms may be submitted to the Parks and Recreation Office during the established application period. Applications that are received after the established application period will be considered only after the initial allocation process has been completed, should field space still be available.

C. "County-Affiliated" Groups responsibility to County:

1. The group shall designate one point of contact for all communication and correspondences with the Department.
2. Provide an up-to-date roster of all officers/board members with their names, e-mail address, and contact numbers.
3. Verify county resident numbers by supplying the Department with a completed County-Affiliated Group Roster Form.
4. Submit a copy of group insurance naming King William County as co-insured.
5. Group will assign one person to be Supervisor to monitor the conduct of participants in designated facilities and for any emergency procedures.
6. Request athletic field usage on the Athletic Field Allocation Request Form and send to the (Supervisor) for approval. Forms must be submitted from December 1st-31st for the Spring/Summer Season (March-July) and May 1st-31st for the Fall/Winter Season (August-November). "County-Affiliated" groups will be third in line for field usage behind the Department's and School's need for field space. Any changes to the request must be submitted in writing to the (Supervisor) and are subject to approval.
7. Pay a \$5.00 per participant fee per season once registration is final. Check made out to King William County and sent to King William County Parks and Recreation, P.O. Box 215, King William, VA 23086.
8. Adhere to the King William County Background Check Policy for King William County Parks and Recreation Sponsored and "County-Affiliated" Groups.
9. A copy of the Certificate of Insurance listing King William County as additional insured shall be submitted to the King William County Parks and Recreation Office at least two (2) full weeks in advance of the start date of actual usage.
10. The Rental fee or User Fee and remaining "County-Affiliated" Group responsibilities shall be submitted to the King William County Parks and Recreation Office prior to the start date of actual usage.
11. A complete League PRACTICE & GAME schedule must be submitted to the Parks and Recreation Office prior to the start date for practices and prior to the start date of games.
12. Leave facilities in as good as or better state of cleanliness as upon arrival, must report and damages and/or maintenance issues within 24 hours.
13. Establish and submit a copy the User Group's Inclement Weather Policy. User group is responsible for implementation of policy.

14. Adhere to all King William County Ordinances and Rules and Regulations relevant to park usage.
15. Control vehicles of participants and confine them to designated roadways and parking areas.
16. Allow community use of any equipment left on county facilities. The Department and County are not responsible for any damage to this equipment.
17. Athletic Field Use: Be responsible for lining fields for practices and games and for field supplies to include equipment, paint, lime, etc.
18. Provide link to Department's website/information from group's website.
19. Notify Parks and Recreation of any unsafe conditions.

The Department may, at any time, modify, waive, or change the above requirements or add other conditions as deemed appropriate for the successful administration of a program.

D. County responsibilities to "County-Affiliated" Groups:

The King William County Department of Parks and Recreation within budget guidelines, shall provide the following to "County-Affiliated" groups.

1. County-Affiliated groups will receive third priority behind the Department and King William Public Schools for use of county facilities at the following rates:
 - Within budget limitations and in accordance with the Department's policies and procedures, Parks and Recreation will provide free of charge reservations and light usage during the regular season for facilities appropriate to the activity.
2. County-Affiliated group tournaments will be subject to the following rates:
 - Will be charged for all tournaments that are not a part of league season play or playoffs. Charges for special events outside of a typical season tournament will be determined on a case-by-case basis. Established tournaments will have priority over new tournaments when it comes to facility assignments.
3. Free promotion in Parks and Recreation publications including logo and registration information as space allows. A link to the Group's website/information will be included on the Department's website.
4. Shall work with County-Affiliated groups toward facility improvements within budget limitations of the Department.
5. Will provide meeting space to the group once per month to hold monthly board meetings.
6. Will provide use of Department equipment to include goals, benches, scoreboards, etc. if available, at no extra charge.
7. Will provide general field maintenance to include grass cutting and field repairs within budget limitations.