

Charlotte County Community Services Department



Recreation Division Parks and Natural Resources Division Athletic Operations Manual 2019



Charlotte County Community Services Department



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Introduction

Charlotte County Community Services (CCCS) reserves the right to unilaterally revise, supplement, or discontinue any of the standards, guidelines, or procedures described in this Athletic Operations Manual.

Nothing in this document is intended to provide any right or benefit of any kind to any person or entity; nor to acknowledge, establish, or impose any legal duty to a third party.

Scope of Authority

CCCS regulates the use of Charlotte County operated athletic facilities. Charlotte County athletic facilities are maintained in Ann and Chuck Dever Regional Park, Carmalita Park, Franz Ross Park, Harold Avenue Regional Park, Maracaibo Park, North Charlotte Regional Park, South County Regional Park, and Tringali Park. CCCS has the authority to make changes to the allocation of field usage and to interpret and determine appropriate procedures for implementation of the athletic field usage standards.

Scope of Responsibility

CCCS facilitates agreements and contract permits with those parties desiring to use Charlotte County athletic facilities and, to the best of their ability, ensure that the recreational assets are utilized and distributed equally and efficiently.

Accident/Incident Reporting

Charlotte County personnel receives training specific to completing Accident/Incidents reports of situations occurring in County parks. Staff collects information relevant to the situation which includes contact information of involved park patrons, witness statements, detailed facts surrounding the accident/incident, and may include a Charlotte County Sheriff's Office case number and/or Fire/EMS call number, if necessary.

In the event an athletic facility permit holder has an accident/incident occur requiring either medical attention or the Charlotte County Sheriff's Office and/or Fire/EMS to respond, the permit holder or other organization official must contact the County athletics liaison at Harold Avenue Park within 24 hours of the accident/incident. The County liaison will complete a Community Services Accident/Incident report based on the information provided by the permit holder and forward the report to the Recreation Superintendent and Risk Management.

Alcohol in Parks

The consumption of alcoholic beverages is prohibited in County parks and recreation facilities located within a Community Redevelopment Area and between sunset and sunrise in all other parks and recreation facilities, except where alcohol consumption is expressly authorized by the terms of a county lease, outdoor festival license, or other similar county event or temporary use permit.

It should be noted that youth sports organizations generally maintain alcohol and tobacco policies that are enforced by the organization.

Athletic Facility Maintenance

CCCS does its best to keep our parks and athletic facilities in the best condition possible. The Parks and Natural Resources Division has determined necessary levels of service for each park to meet the needs of park patrons. These levels and frequencies of service at our athletic facilities are listed below.

Levels of Service

- Mode 1 - State of the art maintenance applied to high quality diverse landscape.
- Mode 2 - High level maintenance associated with well-developed parks with reasonably high visitation.
- Mode 3 - Moderate level maintenance associated with moderate to low levels of visitation.
- Mode 4 - Moderately low-level maintenance associated with low level of development, visitation, remote or undeveloped parks.
- Mode 5 - High visitation natural areas associated with large parks, with trails, parking, etc.
- Mode 6 - Minimum level associated with low visitation of natural area or underdeveloped parks.

Maintenance Frequency of Service Chart

Turf Maintenance	Mode 1	Mode 2	Mode 3	Mode 4	Mode 5	Mode 6
Irrigation Inspections	Daily	Weekly	Monthly	Quarterly	Annually	N/A
Mowing	4x-5x/week	2x-3x/week	2x-3x/week	3x-4x/month	Species based	N/A
Edging/Trimming	4x/month	3x-4x/month	2x month	2x-3x/month	Species based	N/A
Fertilization	Quarterly	Quarterly	Quarterly	Annually	Annually	N/A
Verti-Cutting	Quarterly	Quarterly	2x-3x/year	Annually	N/A	N/A
Over Seeding	As needed or determined by schedule			N/A	N/A	N/A
Top Dressing	As needed	As needed	As needed	N/A	N/A	N/A
Aeration	2x-4x/year	2x-3x/year	2x-3x/year	Optional	N/A	N/A
Topdressing	As needed	As needed	As needed	Annually	N/A	N/A
Herbicide Application	As needed	As needed	As needed	Annually	N/A	N/A
Pesticide Application	As needed	As needed	As needed	N/A	N/A	N/A
Spike Drag	Daily	2x-3x/week	Scheduled fields	Scheduled fields	N/A	N/A
Laser Grade Infield Clay	Annually	Annually	Annually	Annually	N/A	N/A
Base Path Maintenance	Daily	2x-3x/week off-season, as needed for schedule	Monthly	Quarterly	N/A	N/A
Home plate/ Mound Maintenance	Daily	2x-3x/week off-season, as needed for schedule	Monthly	Quarterly	N/A	N/A
Ballfield Edging	4x/month	Monthly	2x month	2x-3x/month	Species based	N/A
Base Maintenance	Weekly	3x-4x/month	Monthly	Quarterly	N/A	N/A
Warning Track Maintenance	Monthly	3x-4x/month	Monthly	Quarterly	N/A	N/A
Fence Line & Foul Pole Maintenance	Monthly	3x-4x/month	Monthly	Quarterly	N/A	N/A
Dugout Maintenance	Daily	3x-4x/month	Monthly	Quarterly	N/A	N/A
Batters Boxes - Repack/Repair	Monthly	Part of daily prep for scheduled games or practice	Quarterly	Annually	N/A	N/A
Fencing Inspection/Repairs	Monthly	Monthly	Quarterly	Annually	N/A	N/A
Spike Drag	Daily	2x-3x/week	Scheduled fields	Scheduled fields	N/A	N/A

Special Requests for Field Maintenance

Due to the large number of athletic facilities maintained and limited staff availability, athletic field support staff for games and/or tournaments is available on a limited basis. Regular staffing of the fields is generally week day morning and early afternoon hours. If an organization wishes to have staff work an event outside of these regular business hours, there is a cost associated per staff member. These costs may vary if overtime is required and depending on the facility being utilized.

Athletic Field Lighting

CCCS athletic field lights are not programmed at our athletic facilities unless there is a permit in place with an individual or organization that has requested lighting. In most cases the lights are electronically set by CCCS for facilities using Musco Control Link online computer software. Organizations requesting lights will be given a code for the locks on the light control boxes at Charlotte County athletic facilities to turn the lights on for their rentals. Charlotte County asks that, in the event an activity is completed prior to its scheduled time, organizations turn off all lights and lock the light box to conserve energy.

Organizations found to be abusing locks and/or not locking up at night may be subject to loss of light privileges and/or charged for any missing locks.

Booking and Cancellation Policy

Licensee must provide written notice of cancellation of the use of athletic facilities to CCCS at least five (5) weeks prior to the beginning of the term to receive full refund. If licensee cancels the agreement and fails to provide such notice, County shall retain 25% of the rental total and return remainder of the paid rental. In the event licensee cancels the agreement less than two (2) weeks prior to the beginning of the term, County shall retain all rental fees collected. County may terminate any rental agreement, with or without cause, upon thirty (30) days written notice to licensee. In the event the County cancels a rental agreement, county shall refund any monies paid by the licensee, but shall not be liable for any additional damages of any kind.

Certificate of Liability Insurance

A certificate of liability insurance must be on file with Charlotte County Community Services no later than two (2) weeks prior to any rental of a facility. If insurance is not provided within two weeks (2) of a rental, Charlotte County Community Services may cancel any permit and retain any or all payments made on the rental.

Certificate of Liability Insurance Requirements

- A liability insurance policy between \$1,000,000 and \$2,000,000 depending on the type of event, is required and proof of coverage must be furnished as follows:
 - Charlotte County BCC must be named as additional insured.
 - Charlotte County requires a certificate with the Additional Insured Endorsement naming "Charlotte County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents, and representatives and volunteers" as additional insured.
 - Under description of operations on the insurance certificate; please list Charlotte County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents, and representatives and volunteers, are insured as respects the insured's negligence resulting from the insured's usage of owned or controlled premises of the certificate holder. The additional insured status only applies during such times that the insured is utilizing said premises. In the same description of operations area please list the name of event, event date(s), including load-in and load-out days.
- Under certificate holder, certificate needs to read as follows:
 - Charlotte County, a political subdivision of the State of Florida, 18500 Murdock Circle, Charlotte County, FL 33948

Charlotte County Athletic Facilities

Ann and Chuck Dever Regional Park
7001 San Casa Drive, Englewood, FL

Aquatic Complex

Facility includes an 8 lane, 25-yard competitive swimming pool and diving well with one-meter diving board.

Football and Multi-Purpose Field/Cricket Complexes
6791 San Casa Drive, Englewood, FL 34224

Field Type	Field Number/Name	Dimensions	Turf	Scoreboard	Lights
Football Game	#1	220' x 400'	Bermuda	Yes	Yes
Football Practice	#2	220' x 400'	Bermuda	No	Yes
Football Practice	#3	220' x 400'	Bermuda	No	Yes
Multi-Purpose/ Cricket	#4	300' x 500'	Bermuda	No	No

Carmalita Park

6905 Florida Street, Punta Gorda, FL 33950

Football, Softball, and Horse Arena Complexes

Field Type	Field Number/Name	Dimensions	Turf	Scoreboard	Lights
Softball	#1	300' Foul Line	Bermuda	Yes	Yes
Softball	#2	300' Foul Line	Bermuda	Yes	Yes
Softball	#3	280' Foul Line	Bermuda	Yes	Yes
Softball	#4	300' Foul Line	Bermuda	Yes	Yes
Softball	#5	300' Foul Line	Bermuda	Yes	Yes
Football Practice	#6	360' x 160'	Bermuda	No	Yes
Football Game	#7	360' x 160'	Bermuda	Yes	Yes
Flag Football/ Football	#8	270' x 120'	Bermuda	No	No
Clay Horse Arena	Clay Arena	150' x 270'	Clay	No	No
Grass Horse Arena	Grass Arena	150' x 270'	Bermuda	No	No

Franz Ross Park

19355 Quesada Boulevard, Port Charlotte, FL 33948

Football Complex

Field Type	Field Number/Name	Dimensions	Turf	Scoreboard	Lights
Football Game	#1	220' x 400'	Bermuda	Yes	Yes
Football Practice	#2	200' x 280'	Bermuda	No	No
Football Practice	#3	220' x 400'	Bermuda	No	Yes

Harold Avenue Regional Park
23400 Harold Avenue, Port Charlotte, Florida 33980

Baseball and Softball Complexes

Field Type	Field Number/Name	Dimensions	Turf	Scoreboard	Lights
Little League Baseball	#1	200' Foul Line	Bermuda	Yes	Yes
Little League Baseball	#2	200' Foul Line	Bermuda	Yes	Yes
Little League Baseball	#3	200' Foul Line	Bermuda	Yes	Yes
Junior Baseball	#4	330' Foul Line	Bermuda	Yes	Yes
Softball	#5	190' Foul Line	Bermuda	Yes	Yes
Softball	#6	240' Foul Line	Bermuda	Yes	Yes
Softball	#7	240' Foul Line	Bermuda	Yes	Yes

Maracaibo Park
1505 Maracaibo Street, Port Charlotte, Florida 33980

Baseball Complex

Field Type	Field Number/Name	Dimensions	Turf	Scoreboard	Lights
Little League Baseball	#1	165' Foul Line	Bermuda	No	No
Little League Baseball	#2	195' Foul Line	Bermuda	No	No
Little League Baseball	#3	165' Foul Line	Bermuda	No	No

North Charlotte Regional Park

1185 O'Donnell Boulevard, Port Charlotte, Florida 33948

Baseball, Softball, and Soccer Complexes

Field Type	Field Number/Name	Dimensions	Turf	Scoreboard	Lights
Soccer	#1	330' x 210'	Bermuda	No	Yes
Soccer	#2	330' x 200'	Bermuda	No	Yes
Soccer	#3	330' x 200'	Bermuda	No	Yes
Soccer	#4	330' x 210	Bermuda	No	Yes
Softball	#5	250' Foul Line	Bermuda	No	Yes
Little League Baseball	#6	205' Foul Line	Bermuda	Yes	Yes
Little League Baseball	#7	205' Foul Line	Bermuda	Yes	Yes
Little League Baseball	#8	205' Foul Line	Bermuda	Yes	Yes
Junior Baseball	#9	330' Foul Line	Bermuda	Yes	Yes
Junior Baseball	#10	330' Foul Line	Bermuda	Yes	LED Sports Lighting

South County Regional Park
670 Cooper Street, Punta Gorda, Florida 33950

Aquatic Complex

Facility includes an 8 lane, 25-yard competitive swimming pool with separate diving well with one-meter diving board.

Baseball, Softball, and Soccer Complexes

Field Type	Field Number/Name	Dimensions	Turf	Scoreboard	Lights
Soccer	#1	330' x 210'	Bermuda	No	Yes
Soccer	#2	330' x 190'	Bermuda	No	Yes
Soccer	#3	330' x 190'	Bermuda	No	Yes
Soccer	#4	330' x 190'	Bermuda	No	Yes
Softball	#5	250' Foul Line	Bermuda	Yes	Yes
Little League Baseball	#6	200' Foul Line	Bermuda	Yes	Yes
Little League Baseball	#7	200' Foul Line	Bermuda	Yes	Yes
Little League Baseball	#8	200' Foul Line	Bermuda	Yes	Yes
Junior Baseball	#9	330' Foul Line	Bermuda	Yes	Yes

Tringali Park
3460 N Access Rd, Englewood, FL 34224

Inline Hockey Complex

Field Type	Field Number/Name	Dimensions	Turf	Scoreboard	Lights
Inline Hockey	Hockey Arena	185' x 82'	Coated Concrete	Yes	Yes

Code of Conduct

To communicate the expectations of all Charlotte County athletic facilities, a code of conduct has been established to clarify required standards and acceptable behavior. It is expected, at all times, that a patron or volunteer:

- Exhibits appropriate behavior and courtesy.
- Treats all participants, staff, equipment, supplies, and facilities with respect.
- Supports the decisions of the staff members.
- Refrains from the use of negative or derogatory language to participants or staff members.
- Supports all rules and regulations within the facility.
- Acknowledges that our priority is to provide a safe, fun and enjoyable experience to the Charlotte County community.

The following actions will result should a patron and/or volunteer not meet the Code of Conduct Guidelines:

- Should a patron and/or volunteer be asked to leave the facility for any reason, the consequence of this action will be departure from the facility for the rest of that day's activities.
- Should a patron and/or volunteer be asked to leave on a second occasion from the facility for any reason, the consequence of this action will be a mandatory meeting with the Facility Supervisor prior to returning to the facility.
- Should a patron and/or volunteer be asked to leave on a third occasion from the facility for any reason, the consequence of this action will be expulsion from the facility for a period of one (1) full month.
- Should a patron and/or volunteer be trespassed from the facility for any reason, the consequence of this action will be a minimum one (1) year suspension from the facility along with all programs and activities.
- Should a patron and/or volunteer wish to be considered for reinstatement to the facility, they can apply to be reinstated after one (1) full year by submitting the Code of Conduct Reinstatement Application.

It is expected, at all times, that a player:

- Demonstrates fair play and sportsmanship.
- Treats all coaches, officials, participants, opposing teams, spectators, and staff members with courtesy and respect.
- Conducts themselves in a manner that is respectful to all coaches, officials, participants, opposing teams, spectators, staff members, and the facility in general.
- Refrains from the use of negative or derogatory language to coaches, officials, participants, opposing teams, spectators, and/or staff members.
- Plays by the rules of the sport.
- Enjoys the opportunity to play.

The following actions will result should a player not meet the Code of Conduct Guidelines:

- Should a player be ejected from a game for any reason, the consequence of this action will be a one (1) game suspension.
- Should a player be ejected on a second occasion from a game for any reason, the consequence of this action will be a three (3) game suspension and a mandatory meeting with their parent/guardian and the Senior Program Coordinator prior to participating in their next eligible game.
- Should a player be ejected on a third occasion from a game for any reason, the consequence of this action will be expulsion from the league for a period of one (1) full year.
- Should a player be trespassed from the facility for any reason, the consequence of this action will be a minimum one (1) year suspension from the facility along with all programs and activities.
- Should a player wish to be considered for reinstatement to the activities organized by the facility, they can apply to be reinstated after one (1) full year by submitting the Code of Conduct Reinstatement Application.

It is expected, at all times, that a coach:

- Serve as a positive mentor to our youth through personal example.
- Encourages our players, parents and spectators to demonstrate the highest levels of sportsmanship.
- Always acts in a professional and ethical manner.
- Treats all other coaches, officials, participants, opposing teams, spectators, and staff members with courtesy and respect.
- Has a thorough understanding of the game rules.
- Ensures that safety is priority and never places a higher value on winning than the welfare of the participants.
- Supports all rules and regulations within each facility.
- Provides an environment that is fun and enjoyable while promoting a learning opportunity for the participants.

The following actions will result should a coach not meet the Code of Conduct Guidelines:

- Should a coach be ejected from a game for any reason, the consequence of this action will be a one (1) game suspension.
- Should a coach be ejected on a second occasion from a game for any reason, the consequence of this action will be a three (3) game suspension and a mandatory meeting with the R prior to coaching in their next eligible game.
- Should a coach be ejected on a third occasion from a game for any reason, the consequence of this action will be expulsion from the league for a period of one (1) full year.
- Should a coach be trespassed from the facility for any reason, the consequence of this action will be a minimum one (1) year suspension from the facility along with all programs and activities.

- Should a coach wish to be considered for reinstatement to the activities organized by the facility, they can apply to be reinstated after one (1) full year by submitting the Code of Conduct Reinstatement Application.

It is expected, at all times, that a parent and/or spectator:

- Maintain a high level of sportsmanship for the spirit of the game.
- Always acts in a professional and ethical manner.
- Treats all coaches, officials, participants, opposing teams, other spectators, and/or staff with courtesy and respect.
- Supports the decisions of the coaches, officials, and/or staff members.
- Refrains from the use of negative or derogatory language to coaches, officials, participants, opposing teams, other spectators, and/or staff members.
- Supports all rules and regulations within each facility.
- Acknowledges that the priority of our participants is to have a fun and enjoyable experience.

The following actions will result should a parent and/or spectator not meet the Code of Conduct Guidelines:

- Should a parent and/or spectator be ejected from a game for any reason, the consequence of this action will be departure from the facility for the rest of that day's activities.
- Should a parent and/or spectator be ejected on a second occasion from a game for any reason, the consequence of this action will be a mandatory meeting with Senior Program Coordinator prior to attending another game.
- Should a parent and/or spectator be ejected on a third occasion from a game for any reason, the consequence of this action will be expulsion from the league activities for a period of one (1) full year.
- Should a parent and/or spectator be trespassed from the facility for any reason, the consequence of this action will be a minimum one (1) year suspension from the facility along with all programs and activities.
- Should a parent and/or spectator wish to be considered for reinstatement to the activities organized by the facility, they can apply to be reinstated after one (1) full year by submitting the Code of Conduct Reinstatement Application.

Concessions Guidelines and Fees

Food and beverage concessions will be handled exclusively by CCCS. If exclusivity is waived at the discretion of the Community Services Director or designee and concessions are handled by an outside vendor, Charlotte County will receive 15% of gross sales of concessions. CCCS may also enter into a Facility Use Agreement with Charlotte County Youth Sports Council (YSC) members allowing the YSC member access to the concession stands free of charge, less semi-annual maintenance fees. Charlotte County enters into these mutual agreements with organizations for the benefit of the youth and adults of Charlotte County. Outside of Charlotte County buildings, organizations may be permitted to run mobile concessions which are defined as push carts or temporary stands. Fees for these types of concessions vary and are determined by term length.

Fees

See the Community Services Fee Schedule current vendor fees.

Contact Information

Harold Avenue Regional Park
23400 Harold Avenue
Port Charlotte, FL 33980
941.627.1074

Facility Access/Security

Athletic facility keys are the property of CCCS. They are issued to athletic providers as needed to allow entrance into secured areas. Any key(s) issued require a signed agreement with the individual or organization and a CCCS representative. Duplicating keys to doors or locks on Charlotte County property is prohibited. The individual or organization is responsible for any and all costs associated with re-keying all necessary locks should they be lost (keys \$10.00/cores \$50.00). The key(s) is to be returned to the issuing CCCS representative at the end of the individual or organization's contract; or should there be any change in status with the organization under contract with Charlotte County to use county athletic facilities.

Facility Allocation Procedures

Facilities are allocated on a first come-first served basis and can be booked up to one (1) year in advance. However, in some instances CCCS does preliminary allocations based on prior years' schedules and existing Athletic Field Usage Agreements with established leagues in Charlotte County. New or additional programs that fall outside of these parameters will be allocated space after these allocations have been met. When there are insufficient resources to meet seasonal demands, resources will be allocated to sports in their primary season.

Facility Scheduling Priorities

- Public Use via Charlotte County Programs
- Charlotte County Tournament Rentals
- Charlotte County Recreational Youth Sports Leagues
- Charlotte County Competitive Youth Sports Leagues
- Charlotte County Adult Leagues
- Charlotte County School Usage
- League, Team, and/or Individual Rentals outside of Charlotte County

Facility Guidelines

All permit holders approved for facility use, must observe the following guidelines and requirements:

- Permit holders agree to support and enforce CCCS rules, regulations, and procedures.
- Facilities shall be used for the purpose stated and no other use will be permitted.
- The permit holder shall assume an active role in keeping their organization informed of proper care of the facility, policing the area after play, and the consequences for damaging and/or abusing Charlotte County equipment and facilities.
- Permit holders accept the responsibility for the actions of their participants in regard to safety and the causing of damage to the facility. Permit holder shall ensure reimbursement for the cost of damages occurring during use.
- Permit holder agrees to follow field closing announcements and refrain from using fields when conditions are such that use could likely cause injury or result in damage to the playing surface.
- If facility locations haven't been formally shut down, but inclement weather or conditions remain, the permit holder will consider whether field conditions will endanger the safety of the participants and whether the activity will have a serious adverse effect on facility.
- No mechanical equipment is to be used on County fields at any time. The only equipment that is allowed on County fields are owned by the County and operated by County personnel.
- Permit holders must immediately report any damage to County property to CCCS staff.
- Permit holders agree to leave the permitted facility space in a clean and orderly condition.

CCCS may deny any scheduled use or terminate use due to inappropriate behavior by organization members.

Facility Rental Fees

The following types of athletic facilities are available for rental:

- Softball Fields
- Baseball Fields
- Football Fields
- Soccer Fields
- Horse Arenas
- Multi-Purpose/Cricket Field
- Outdoor Inline Hockey Arena
- Swimming pools

The following is a list of fees associated with rental of these facilities based on rental type. A \$100 damage deposit is required per location for rental of athletic facilities.

Cost for Standard Rentals

- \$10 per hour - Field rental without lights
- \$20 per hour - Field rental with lights
- \$15 per Court or field preparation

Cost for Tournament Rentals

- \$100 per field; per day - Field rental without lights
- \$20 per field; per hour - Field rental with lights
- \$10 per Court or field preparation

Cost for Adult Organized Leagues

- \$15 per game - Softball leagues; 1 ½ hr. maximum
- \$10 per court - Tennis leagues; 1 ½ hr. maximum
- \$15 per game - Cricket leagues; 3 hr. maximum

Cost for Horse and Hockey Arenas

Category 1: Any individual renting facilities for a private function or a recreational class or a not-for-profit organization renting facilities for an organizational function, to raise funds for charity, or for the maintenance of an organization.

- \$15 per hour
- \$150 maximum per day
- \$10 per hour - Lights
- \$10 per hour - Field preparation

Cost for Swimming Pool

- \$25 per hour
- \$24 per hour per county lifeguard, minimum 2 lifeguards

Category 2: Commercial, business, or individual renting facilities for the purpose of publicity, advertising, sales, or any other for-profit purposes.

- \$30 per hour
- \$300 maximum per day
- \$10 per hour- Lights
- \$10 per hour - Field preparation

Facility Usage Requests

CCCS provides permits to manage the allocation of Charlotte County athletic facilities. To obtain a field usage permit, a Facility Usage Request Form must be submitted to the CCCS Recreation Supervisor at Harold Avenue Park or another assigned staff member no later than two (2) weeks prior to the rental request.

Field Closings/Rainouts

CCCS may close fields or suspend activities on athletic fields due to maintenance, inclement weather, unsafe field conditions, or lack of compliance with policies as they relate to facility use. Whenever possible, CCCS will provide final determination as to whether practices/games will be played on any given day or night up until game time.

If a determination has not been made by a representative from CCCS and one is not present, it is the responsibility of the league representative or permit holder to determine whether conditions that exist will endanger the safety of the participants and whether the activity will have a serious adverse effect on field(s).

If play was not restricted by the league or permit holder when it would have been prudent to do so, the league or permit holder will be responsible for any damage that occurs to the field(s) during their use. This could mean forfeiture of the damage deposit, additional fees, and/or cancellation of the league or permit holder's rental agreement with CCCS.

Fields may also be closed for periods during the year for maintenance and/or renovations. During maintenance closings, no one is permitted on the fields. CCCS will make every effort to coordinate maintenance and/or renovations around regularly scheduled seasons.

General Guidelines

A facility reservation is not complete until the individual or organization submits their field usage request form, meets Charlotte County's Certificate of Insurance requirements, and a facility usage permit has been issued and signed by both the requesting organization and a CCCS representative. A 25% deposit will hold the facility. The total bill must be paid in full and all required documents must be on file with CCCS no later than two (2) weeks prior to the first reservation date. If all these requirements are not met, the permit may be cancelled, and the requesting organization will be subject to forfeiture of any and/or all funds already submitted.

Facilities are generally permitted for their designed use. Non-standard usage of facilities is not permitted outside of special circumstances, such as facility shutdowns or renovations. Approved activities may include, but are not limited to recreational games, tournaments, and instructional programs.

To provide space for spontaneous play by persons not affiliated with an organized sports group, CCCS athletic facilities are open to the public and do not require a permit. Athletic facilities can be used on a first come, first-served basis in the absence of a reservation and permit held by another individual, organization. Charlotte County sponsored activities, programs and maintenance may also limit access to athletic facilities.

Charlotte County Community Services reserves the right deny rental requests of athletic facilities to an applicant that has previously failed to comply with CCCS policies and procedures.

Inclement Weather Policy

Any organizations renting Charlotte County facilities must abide by the county's Inclement Weather Policy.

The Inclement Weather Policy States:

In the event lightning or other inclement weather arises that may affect activities and events occurring within, or the use of, county facilities, patrons of county facilities must suspend all activities and are urged to immediately exit the facility and seek appropriate shelter. All sports teams or athletic leagues using county facilities must establish and enforce a policy to address lightning or other inclement weather that ensures the safety of all participants during, and for an appropriate period after, lightning or other inclement weather events. Patrons must not resume activities or events within county facilities until after the risk of injury from lightning or other inclement weather has passed. Any organizations found to be in violation of this policy may be subject to discipline from Charlotte County, up to and including termination of their rental agreement and no further access to Charlotte County fields.

League Sponsor Signage

Athletic providers are not permitted to erect or affix any type of sponsor signs or advertising to press boxes, field fencing, or any other County property without prior approval. An athletic provider may request a sponsor sign by providing a written letter of request to CCCS. Community Services shall have the authority for first right of refusal for the display of any sponsorship banners, flyers, or other marketing materials.

If sponsorship signs or banners are approved they must be placed on the inside of field fences, so they are visible to spectators. Sponsorship signs or banners may not face outward toward the street or parking area.

No alcohol, tobacco, drugs, or sexually explicit advertisement on signs or banners are allowed.

League Storage

When available Charlotte County allows storage space at facilities for Charlotte County athletic organizations operating under a Charlotte County Facility Usage Agreement. The level of access is determined on a case by case basis by the Community Services Director or designee based on available space. Organizations desiring storage must be a league and member of the Youth Sports Council in good standing.

Organizations must keep storage areas clean and accessible at all times. Storing equipment in electrical rooms is strictly prohibited and subject to a fine by order of the Fire Marshal.

Charlotte County has recommended minimum and maximum levels of storage space available to these organizations when available. There is also a process for these organizations to apply for additional storage space at their own expense. The recommendations are listed below. CCCS has the authority to deny providing storage space and/or any additional storage space requested by an organization.

Recommendations on Storage Space Provided by Charlotte County

- Minimum level of storage area the County will allow for any facility is 0 sq. ft.
- Recommended maximum level of storage area the County will allow for league use based on the activity:
 - Youth Baseball – Recommend maximum of 160 sq. ft.
 - Youth Softball – Recommend maximum of 160 sq. ft.
 - Youth Football – Recommend maximum of 800 sq. ft.
 - Youth Soccer – Recommend maximum of 160 sq. ft.
 - Youth Swimming – Recommend maximum 200 sq. ft.
 - Youth In-line Hockey – Recommend maximum 100 sq. ft.

Organizations requesting additional storage

Organizations may petition CCCS for additional storage space. If an organization is approved to add additional storage space the standard storage shed size/style specification guidelines are listed below.

- Minimum size 10'x10'
- Maximum size 10'x16'
- Steel or aluminum siding and roof (existing wood sheds grandfathered)
- ¾" PT Plywood floor
- Painted County colors (Sherwin Williams Alabaster with Danube Blue Trim)
- Plans must be submitted and approved by Community Services Director or designee
- Location to be determined by Community Services
- Permitting required and all expenses paid for by league requesting storage
- All code requirements will be met
- Maximum of two storage sheds per sport used by leagues in any park

Youth Sports Council (YSC)

The YSC is an ad-hoc committee representing youth athletic organizations residing in Charlotte County. The purpose of this organization is to coordinate and promote the planned sports activities of various Charlotte County independent athletic organizations with CCCS to provide the citizens of Charlotte County the opportunity to participate in amateur sports programs on or in quality athletic facilities.

Requirements of the Organization

To be considered an official sports organization and have representation on the YSC, the following mandates will be required:

- The organization shall be a Florida registered not-for-profit organization and supply the Community Services Department with a copy of the organization's DR-14 issued by the State, a current Letter of Determination from the IRS or documentation from Florida's Sunbiz website designating the organization as an active not-for profit.
- The organization shall be based out of Charlotte County and have documented affiliation with a national or Florida-recognized youth governing body that requires the organization to have an elected board of directors, organizational bylaws, and background checks of all adults actively working with children in the organizational programs.
- Have a governing body consisting of a Board of Directors and a duly Elected President, Vice-President, Secretary, and/or Treasurer.
- Have a copy of the bylaws of the organization on file with the Community Services Department.
- Must provide evidence of Commercial General Liability (CGL) in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, the Certificate Holder shall be listed as Charlotte County Board of County Commissioners, and included as Additional Insured by applicable endorsement.

- Have available for review a single roster per team (name, address, and phone number of each participant), age bracket of the team, and the contact information for the coaches (name, address, phone number, and email addresses).
- Provide a list of phone numbers, email addresses, and background checks of organization officials, coaches, team managers, and volunteers who are actively working with children in the organization to the Community Services Department designee at the time a seasonal rental agreement is produced by Community Services and prior to the first practice of the season.
- Provide a master schedule of all practices and games to be played with dates, times, fields, and scheduled teams at least two (2) weeks prior to the first game of each season.
- All organizations utilizing any area of a County facility on a seasonal or annual basis must have a current Facility Use Agreement (FUA) on file with the Community Services Department. The FUA specifically outlines what facilities the organization has access to under the agreement.
- Member organizations shall make the provision for scholarship opportunities for disadvantaged youth.
- A year-end financial statement shall be provided to the Community Services Department designee annually by June 1st of each calendar year.
- Teams and organizations that fail to comply with these policies will forfeit complimentary and high priority status utilization of the athletic facilities until they are in compliance. The Community Services Department has the full authority to restrict usage of any assigned facilities until compliance occurs.
- Membership criteria will be initially approved, and organizational compliance will be periodically reviewed by the Director of Community Services or designee.

YSC Membership Requirements

The membership of the YSC shall consist of a maximum of one (1) voting representative from each youth sports organization and one (1) member of the Parks and Recreation Advisory Board. Representatives will require the following criteria and need to be nominated by the organization they represent:

- Serve as a volunteer in the sport that is being represented.
- Serve as a board member in the sport that is being represented.
- Ability to work as a team member to provide consistent measures for all youth sports, provide quality experiences for all sports participants, and provide unity and support through diversity within the community.
- Act as a liaison by providing accurate and positive communication between the board of the sports organization that is being represented and CCCS.

YSC Structure Requirements

- The YSC shall serve in an advisory capacity to CCCS.
- The council shall have a governing body consisting of a Board of Directors and a duly elected Chairman, Vice-Chairman, and Secretary. The Secretary's responsibilities will be provided by CCCS.

- The council shall maintain on file with CCCS a current copy of the bylaws and an accurate list of names and addresses of the council along with minutes of the meetings held.
- The council representatives shall serve a two (2) year term which will begin with staggered terms of one (1) and two (2) year terms.
- Attendance is required to make good decisions and work as a unified group to better serve the youth of Charlotte County. Leagues/Teams/Groups may designate up to two (2) alternates from their organization who meet the same membership requirements of a Youth Sports Council member at the time of application or renewal to attend monthly meetings in the absence of the member representative.
- No member shall represent more than one (1) organization.
- Two (2) absences by the organization representative(s) from regularly scheduled meetings during a one (1) year period will result in a certified letter from CCCS sent to the current address on file notifying them of this policy.

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Termination

Level 1: Three (3) absences by the organization representative(s) from regularly scheduled monthly meetings during a one (1) year calendar period shall automatically terminate the membership of the organization on the Youth Sports Council. An organization may apply for reinstatement to the Youth Sports Council after one (1) full year from date of termination.

Level 2: Any organization that is reinstated on the Youth Sports Council following a termination in membership must remain in good standing for the next 12 months beginning with the month in which they are reinstated. If they fail to remain in good standing throughout this time, the membership of the organization will be terminated for a three (3) year period. After two (2) full years (24 months) of membership termination, they may request early readmittance into the Youth Sports Council by applying for reinstatement and presenting their reinstatement request at a scheduled Youth Sports Council meeting. There must be a majority vote of active Youth Sports Council member organizations in favor of reinstatement for the organization to be readmitted.