



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

League Scheduling Policy

1. The Warren County Parks and Recreation Department (WCPRD) will make all game and practice schedules for activities and programs conducted or held in/on its facilities or Warren County Public Schools (WCPS) per our mutual agency contractual agreement. Use of school-based facilities (gyms/fields) must be approved through WCPS and their facility scheduling program. WCPRD will work with WCPS to get these approved as soon as possible; however, scheduling on school properties may take an additional 5-14 business days. Any teams using school facilities outside of the WCPS/WCPRD approved schedule will be held liable and are in violation of this policy. Violators are subject to losing all practices on WCPRD/WCPS properties.
2. Leagues will provide WCPRD with team names and number of registered participants no later than 5 business days after final registration, which will allow WCPRD 10-business days before projected first practice to create practice/game schedules. WCPRD will create all schedules, and league presidents will be allowed to review schedules. All change requests will be subject to WCPRD approval. Without the allowance of this 10-day period, WCPRD cannot guarantee the season to start on time. Schedule completion may take longer than 14 days based on the school approval process and if changes are requested by leagues. WCPRD will not guarantee that requests for changes will be granted.
3. Both the WCPRD and the WCPS reserve the right to cancel, postpone, reschedule, modify, change, or alter any game or practice schedules at any time due to unforeseen scheduling conflicts, lack of officials, facility issues, school functions, inclement weather, administrative functions, staff reduction limitations, or other programming functions.
4. Any functions held on WCPS properties must be approved by the school facility prior to WCPRD utilization and is subject to change, alteration, or cancellation based on the designated school facility and the calendar of events for that school per our mutual agency contractual agreement.
5. In creating game and practice schedules, WCPRD cannot promise that teams will get their practices and games at locations that they desire. WCPRD will schedule games and practices based on the available facilities, which are subject to change.
6. WCPRD will not guarantee that the requested number of games and practices per week by the leagues can be met. This is dependent upon facilities and staffing available at said locations. With a limited number of facilities and time slots available, the number of practices/games scheduled per week will be affected by and dependent upon the total number of teams for any given league during a season. Multiple leagues often run at the same time throughout our system; therefore, WCPRD will balance out/create schedules that allow equal distribution of play/facility access across the system.
7. Based on facility availability and staffing, WCPRD may institute caps on the number of games and practices allowed per league if the requested team interaction slots per week exceed the slots available for fields/facilities use. This number changes per sporting season and is dependent on various factors, including dates already booked by outside event or tournament groups, number of league teams per program, and the number of interaction slots requested compared to actual fields or facilities available and the number of other chartered programs using fields/facilities.

8. Length of games and practices are subject to change and modification by WCPRD based on overall number of league teams, league participants, and resources available (including both staff and field/facility availability), and other established rentals and special event functions.
9. Field or facility availability will also be based on the WCPRD Field Playability Policy and Severe Weather Policy when relating conditions are present.
10. Leagues that have a license and charter agreement (Sports Charter) through the WCPRD are required to follow and abide by this policy per its terms and conditions which they have signed. For a detailed description of the WCPRD Sports Charter agreement, please visit warrencountyky.gov.
11. WCPRD reserves the right to assign specific facilities for specific league use. WCPRD utilizes all facilities within its inventory for sports leagues and groups to best be equitable in providing services to all. WCPRD will not guarantee any specific field or facility for any specific league. WCPRD will base field assignments on the variety of different programs, registration numbers, and looking at the entire tournament/event, rental, and program schedule and calendar. League programs and other user groups must have confirmed practice, game, and event schedules that have been authorized, reviewed, approved, and scheduled in WCPRD official scheduling software system. Teams randomly showing up at fields that do not have confirmed slots will be asked to leave and follow the proper WCPRD scheduling requirements. Teams who violate this policy may potentially forfeit their remaining practices for the season.
12. WCPRD may allow certain (pre-approved) leagues to help in creating their own game and practice schedules. In these circumstances, WCPRD must pre-authorize this process. When this occurs, WCPRD will release dates, times, and locations in which the league may be allowed to schedule activities in accordance with facility/staffing availability. Leagues must work with their assigned WCPRD liaison to complete this scheduling process. Leagues authorized to use this process must follow all terms and conditions issues by WCPRD. WCPRD has the final authority in approving or denying any and all league issued dates, times, and locations for scheduled use at WCPRD or WCPS facilities.

By signing this document, I acknowledge that I/we have read, understand, and agree to the terms of this policy and agree to communicate this to the Board of which I am associated.

League President (Signature required)

Scheduler, if applicable

Date signed

Date signed