



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 Board of Education properties (per our mutual agency contractual agreement). WCPRD is now required starting Spring 2024 to utilize Facilitron Program through W.C. Board of Education. All school-based facilities (gyms/fields) have to be approved through W.C.B.E., and WCPRD will not guarantee approval timeframes. WCPRD will work with W.C.B.E. to get these approved as soon as possible; however, scheduling on school properties may take an additional 5-10 business days.
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. If using Warren County Public Schools facilities, all schedules must be approved by them. 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 10 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 Warren County Board of Education 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 Warren County Board of Education 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 exceeds 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 fields for specific league use. This can vary by season but is used to best ensure all programs have equitable play options. 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.

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

Scheduler, if applicable

Date signed

Date signed