



**WARREN COUNTY PARKS AND RECREATION DEPARTMENT
LEAGUE REQUIREMENTS CHECKLIST**

This checklist applies to all WCPD League Programs.			
SEASON (circle one): Spring Summer Fall Winter			YEAR:
WCPD recognizes these are challenging times. If extra time is needed to complete any requirements, League Presidents should communicate with WCPD to coordinate altered deadlines.			
League Name:			
No.	Due Date	<input checked="" type="checkbox"/>	REQUIREMENTS
The following due dates will be due on these due dates listed:			
1			Sports Charter Application: must be signed by League President. Required once a year, unless executive board changes; then required each season. Current signed Sports Charters will be posted on website each season for transparency.
2			Infectious Disease League Acknowledgement Form: form must be signed by League President agreeing to abide by WCPD Youth Resumption of Play Guidelines for COVID-19/Infectious Disease approved by Barren River District Health Dept. and all KHSAA Resumption of Play Guidelines ordered through the Ky. Dept. of Health and Ky. Governor's Office.
3			Current League Bylaws, Division Rules, Drafting Procedures: marked with season and year. This are required by WCPD for recordkeeping and informational purposes only. Each league is responsible for ensuring its bylaws are updated and conform to national youth sports standards. Each league is also responsible for drafting its own bylaws, league drafting procedures, and enforcing of all rules established by its bylaws.
4			Participation Fees: check made out to WCPD for \$10 x total number of registered participants submitted to WCPD.
5			Calendar of Events: to include registration dates, board meetings, tryouts, drafts, coaches meetings, season start & end dates, etc.
6			League Scheduling Policy: form must be signed by President and scheduler (if applicable).
7			Scheduling Information Form: form must be completed, signed, and submitted to WCPD by due date. WCPD requires a minimum of 10 business days to complete schedules.
8			Officials & Scorekeepers Wages Form: required for league file
9			Board of Directors: to include names, board roles, phone numbers, and emails
10			WCPD Online Background Checks: form must be read and signed by League President. A background check is required for all Board members, head coaches, assistant coaches, managers, and/or parent volunteers & must be completed ONLINE at warrencountyky.gov for each season during timeframe specified on website. It is the sole responsibility of each league, after receiving the weekly / bi-weekly WCPD Background Check Approved / Denied updates, to ensure that each coach, assistant coach, manager, league official, and board members have completed the required background checks per WCPD policy. Any coach, assistant coach, manager, or board member found to have not completed a background check will be removed from their league position until an approved background check has been completed and confirmed by the Warren County Sheriff's Office.
11			Code of Ethics Verification Statement: (Option #1 - available for online registration that includes WCPD Code of Ethics) OR Parent Signatures (Option #2 - required if Player Registration Form does not include WCPD Code of Ethics). In addition, if league insurance provider requires a waiver/release due to COVID-19, WCPD will require a copy of document.
12			League Insurance Certificate: should list WCPD (and WCBE, if appropriate) as a "Certificate Holder.
Due 30 days after season ends:			
13			Post-Season Budget: include actual income, expenses, and ending season balance.

SUBMIT all documents to your assigned League Liaison: see League/Park Staff Assigned Liaison Information sheet (pg.1)

By signing this document, I agree to all assigned due dates.

League President

Date Signed