



WARREN COUNTY PARKS AND RECREATION  
DEPARTMENT

**Sports Charter Application**

**Season:** (please circle) Spring / Summer or Fall / Winter

**Year:** (please circle) 2025 / 2026 / 2027 / 2028

**League Name:** (please print) \_\_\_\_\_

**Section 1 - Introduction:**

All leagues affiliated with or utilize Warren County Parks and Recreation Department (hereinafter referred to as WCPRD) facilities, including Warren County Public Schools (WCPS) Property, must possess a Sport Charter through WCPRD. The Sport Charter serves as a mutual agreement between the associated league and WCPRD/ Warren County Fiscal Court (WCFC) and states the league's responsibilities to WCPRD.

A Sports Charter Application must be obtained from and renewed with WCPRD at least sixty (60) days prior to any given league official practice start date. The charter is valid for one season only. If a league has a Spring and Fall season, a new charter will be needed for each. Applications must be signed by the current league president. The league president is responsible for ensuring that all league board members are informed of the terms and conditions of this charter application. In the event a league president position is vacated during the term of this charter, the newly installed president of the league will be required to fill out and complete a new sports charter application, and the previous charter will be voided.

It is **MANDATORY** that each league abide by the charter requirements listed below and provide all necessary documents requested. Failure to comply with any requirement will result in non-renewal of the request for a league charter, and additional restrictions may be imposed, including withholding all game/practice schedules until compliance is met. **If a charter is revoked by WCPRD for non-compliance, the individual league will be solely responsible for any and all refunds, reimbursements, and payments they owe for league related purchases, expenditures, equipment, charges, and registration fees, official/umpire/referee payments, insurance costs, and other related fees and expenses. This is not the responsibility of WCPRD or WCFC.**

In addition, any league that **does not have an approved charter** with WCPRD may still reserve facilities, but reservations will be scheduled based on facility availability and **will be charged fees based on the current WCPRD Rental Fee Schedule** (per hourly/daily rate structure). The league's charter will be restored upon the compliance of the league to follow all Sport Charter requirements and terms.

WCPRD and WCFC reserve the right to investigate all complaints of wrongdoing and noncompliance of Sport Charter rules and requirements and take appropriate actions based on the findings of the investigation. If any type of illegal activity is in question, the complaints will be turned over to law enforcement for investigation.

**Section 1A – Meetings**

1. League agrees to meet with WCPRD prior to opening of registration to ensure that all required paperwork is filled out and completed so that all Sport Charter requirements are met. (dates and times to be determined)
2. League agrees to allow WCPRD to attend all pre-season coaches meeting to discuss WCPRD rules and regulations and coaching expectations prior to first practices being started. (date and times to be determined)

**Section 2 - Infectious Disease:**

All leagues are required to follow any guidance, rules, laws, or recommendations that may be issued by the Center for Disease Control and Prevention (CDC; cdc.gov) regarding preventing infectious disease or illnesses, including Covid 19-related guidance. All leagues should stay updated on local, state, and federal guidance regarding



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additional disease prevention measures that may be issued. Leagues assume all responsibility for notifying their league participants and families regarding any updates or changes.

Leagues agree to follow and communicate to all league participants, patrons, spectators, officials, board members, coaches, managers, and assistant coaches they must follow all posted health- and-safety-related WCPRD facility rules and regulations.

League agrees to have a policy in place to address any infectious disease isolation and quarantine protocols that may be needed.

If personal protective equipment is mandated by either the local, state, or federal government to help ensure the reduction of infectious disease outbreaks, leagues will be responsible for providing personal protective equipment to all participants to ensure their team settings are run in the healthiest/safest manner possible.

**Section 3 – Assumption of Risk:**

All individuals, including leagues and any participants, spectators, coaches, managers, board members, officials, referees, umpires, timers, scorekeepers, and players understand that participation in any event, rental, activity, function, program on WCPRD property is at his/her own risk and that WCPRD/WCFC, all its partnered organizations, volunteers, staff, and representatives will not be held legally liable or responsible for any injuries, accidents, infectious disease exposures, or claims while conducting these types of programs.

**Section 4 – General Information:**

1. The league agrees to submit all final bylaws and rule changes of their program to WCPRD as a matter of record and information only. Each league is a separate entity from WCPRD and is responsible for drafting and updating its own bylaws, ensuring they conform to current national youth sport standards, including rules of play and league drafting procedures. The league is responsible for ensuring its board members, officials, managers, coaches, and/or volunteers enforce said bylaws and accepts all legal liability for such. Only a formal complaint of a league's failure to follow its own bylaws may be investigated by WCPRD. WCPRD has sole discretion regarding decisions and judgements made on WCPRD/WCFC property.
2. The league agrees to provide WCPRD with a list of all active/current board members, capacities in which they serve, emails, and phone numbers.
3. The league agrees to provide WCPRD with a detailed calendar of events including registration information and participant fee structure so that meetings, registrations, and training can be scheduled and published.
4. The league is fully responsible for having and creating an organized system of interviewing and selecting all head coaches, assistant coaches, and managers.
5. The league is fully responsible for ensuring that all WCPRD League Requirement Checklist items are submitted within the time frames required.
6. League agrees to provide WCPRD with a list of all head coaches, assistant coaches, and managers (including names, addresses, and contact phone numbers).
7. The League agrees and understands that WCPRD/WCFC rules and regulations supersede all league rules, league-affiliated national organization rules, for events including tournaments, special events, and fundraisers. League agrees to follow and enforce all WCPRD rules and regulations, including but not limited to WCPRD Code of Ethics, League Scheduling Policy, Severe Weather Policy, Smoking Policy, Sportsmanship Expectations - Policies, League Requirement Checklist, Animal Policy (all WCPRD rules and regulations can be found at warrencountyky.gov under the park's tab).
8. League agrees to submit to WCPRD a preseason, mid-season, and post-season financial budget update (due thirty {30} days after the season ends). **This should include a detailed bank statement of account holdings and show transaction history from the start of the season to the end of the season, including all**



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expense and deposit transactions. The use of cash transactions, debit cards, and single signature checks is highly discouraged by WCPRD. Any online or app-based financial system being used by a league will be required to provide printed statements of all financial transactions if requested. All leagues accept full responsibility for any wrongdoing that may occur using these types of financial practices.

9. League agrees to pay any law enforcement and/or EMS – Emergency Personnel which they request to attend games/functions.
10. The League agrees to abide by all WCPRD/WCFC polices, rules, regulations, and any posted facility rules. Furthermore, the league agrees to abide by and enforce the WCPRD Severe Weather Policy, Smoking Policy, Code of Ethics, Animal Policy, Field Playability Policy, indoor facility rules, and all rule changes or amendments that may be issued.
11. League agrees to work cooperatively and professionally with WCPRD on all issues, concerns, and functions regarding league activities and overall operations on WCPRD properties.
12. League agrees to communicate in a professional and courteous manner with all spectators, participants, parents, patrons, officials, and WCPRD staff/employees.

**Section 5 – Background Checks:**

1. The league agrees it is **MANDATORY** to have all board members, coaches, assistant coaches, managers, officials, umpires, referees, scorekeepers, volunteers working directly with youth, and timers complete an online **background check** on the WCPRD website at warrencountyky.gov (go to warrencountyky.gov, click on “parks and recreation” tab, click on “Background Check Application” on right side of screen).
  - a. New **background check** submissions must be made by individuals for **each sport in each season in** which they desire to participate.
  - b. The background check procedure has been approved and reviewed by WCFC, W.C. Attorney, and W.C. Sheriff’s Office (hereinafter referred to as WCSO).
  - c. Background check denial lists will be sent to each league president weekly or bi-weekly (dependent on processing by WCSO) with updated approved and denied coaching applicants.
  - d. Any individual whose background check is denied will not be allowed to function in any capacity with the league program. See website (warrencountyky.gov) for submission timeframes for each league season.
  - e. It is the sole responsibility of each league, after receiving the weekly/bi-weekly WCPRD Background Check approved/denied updates, to ensure that all board members, coaches, assistant coaches, managers, officials, umpires, referees, scorekeepers, volunteers working directly with youth, and timers have completed the required background checks per WCPRD policy.
  - f. Any board members, coaches, assistant coaches, managers, officials, umpires, referees, scorekeepers, volunteers working directly with youth, and timers 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 WCSO.
  - g. WCPRD reserves the right to take removal action if a coach, assistant coach, parent, or other individual affiliated member of the league has been denied on his/her background check. If a League fails to remove this person after having been notified of his/her denial, WCPRD reserves the right to remove the individual through the Parks Police Deputy/law enforcement. League will be responsible for finding a replacement for the coach that has been removed.
  - h. Leagues that fail to comply with WCPRD rules and regulations including background check policies are subject to all civil and criminal penalties that may occur.



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**Section 6 – League Scheduling Policy:**

1. League agrees to provide WCPRD with team names, number of teams per division, and the number of registered participants no later than five (5) business days after final registration and allow WCPRD no less than ten (10) business days before projected first practice date to create game/practice schedules.
2. If using Warren County Public School facilities or properties, all schedules must first be approved by them. This process may take up to two (2) full weeks to complete and to obtain confirmations back from the schools being utilized. Delays in leagues submitting required WCPRD paperwork as requested per this charter could delay schedules being issued in a timely manner (this includes possible delays in both practice and game schedules). WCPRD is required to utilize the WCPS reservation system, and the system can take up to two (2) weeks for final confirmation. This is beyond WCPRD control.
3. WCPRD will create all league schedules (including game and practice schedules). Leagues understand that multiple entities, including other league programs, private rentals, public daily rentals, special events, and tournament groups utilize various WCPRD properties and facilities and that WCPRD is committed to providing equitable services to all user groups to the best of its ability as resources and funding allow.
4. Due to the high volume of facilities' usage throughout the year, WCPRD may have to implement caps on programs, designate specific game and practice times, and modify league/program schedules to ensure activities can be conducted within the operational time frames of the department (decisions dependent upon staffing, resources available, facility availability, other unforeseen circumstances).
5. WCPRD may also schedule periodic down time in between games and practices/activities to allow staff to conduct cleaning/maintenance/disinfecting of facilities.
6. The league agrees that WCPRD has the right to cancel, alter, change, modify, update, postpone, reschedule all league functions if situations occur that require implementation of WCPRD Emergency Action Plan or other unforeseen circumstances.
7. League presidents will be allowed to review schedules, and all change requests will be subject to WCPRD approval (details in WCPRD League Scheduling Policy).
8. Without the minimum allowance of this ten (10)-day period, WCPRD cannot guarantee the season to start on time. Schedule completion may take longer than ten (10) days based on the required school approval process and type of schedule change requests made.
9. WCPRD will not guarantee that requests for changes will be granted.

**Section 7 – Insurance/Liability Coverage:**

1. League agrees to provide WCPRD with a current certificate of coverage for general liability insurance for the league. WCPRD should be listed as a certificate holder.
2. The insurance should be current and cover the entire time frame in which a league is providing programming. League is responsible for knowing all legal liability potentials that operating a youth sport recreational league may present.
3. Per WCPRD's Joint Use Agreement with the Warren County Public Schools, any league using any Warren County Public School properties or facilities (gyms/ball fields) for practices or games, must also provide WCPRD with a Certificate of Insurance listing the Warren County Public Schools as a certificate holder.
4. League agrees to comply with all insurance provider regulations, including providing an Infectious Disease Waiver, if required. A copy of this waiver must be provided to WCPRD.
5. **WCPRD highly recommends that all leagues should have the following categories covered under their league insurance packages:**
  - **General liability insurance.**
  - **Directors and Officers insurance.**
  - **Abuse and molestation coverage.**



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- **Crime insurance (protects organization from fraudulent activities).**
  - **Accident and medical insurance for participants.**
  - **Worker's compensation insurance to cover paid league officials (referees, etc.).**
6. Each league is completely responsible and liable for having the proper level and types of insurance for their program.
  7. League agrees to provide WCPRD with a detailed summary of all league insurance of each sporting league season with premiums limits listed and explained. This is required prior to the first practice of any season.

**Section 8 – KHSAA (Kentucky High School Athletic Association) Disclaimer/Regarding Rules and Officials:**

1. The League acknowledges that they are a separate non-affiliated entity and have no formal affiliation with KHSAA.
2. The league acknowledges that if they state they are using specific rules or employing officials that are KHSAA certified, that this is completely independent of KHSAA and that the league accepts full legal liability for operations of their independent program.
3. The league acknowledges they must have their own rules, regulations, and governing bylaws to cover all operational aspects of their program.
4. If using KHSAA guidelines, leagues must include a statement that they are using these guidelines, but that they are not affiliated in any way with KHSAA.

**Section 9 – Code of Ethics/Sportsmanship/Enhanced Safety Policies/Appeal Process:**

1. League agrees to provide WCPRD with signed copies of the WCPRD Code of Ethics (option #2) by all participants, coaches, and parents or, preferably in lieu of this, a statement of verification (option #1) signed by the league president stating the league has obtained these signatures through its online registration.
2. The league agrees that WCPRD Code of Ethics will be enforced on all WCPRD property, or any properties being used for WCPRD events and/or functions (including league activities). WCPRD has sole authority to set penalties and disciplinary action on any individual violating the WCPRD Code of Ethics on those properties.
3. League agrees and acknowledges the following:
  - a. WCPRD Code of Ethics is always in effect at county park/county school properties. The following behaviors are not allowed on WCPRD properties (see attached WCPRD Code of Ethic Form for details of penalties, including 0–12-month suspension for violation of rules). Anyone in violation of these rules is subject to immediate removal from park grounds, failure to comply with request to leave will result in law enforcement being called and the violating party being removed and possibly criminally trespassed. Violating parties are subject to all penalties as listed in WCPRD Code of Ethics.
  - b. **No disorderly conduct**
  - c. **No cursing**
  - d. **No threatening, harassing, menacing.**
  - e. **No fighting – physical assault**
  - f. **No vandalism**
  - g. **No reckless driving**
4. League agrees and acknowledges they will comply with the following in the event a crowd becomes unruly, disorderly, or interferes with play during a game or event:
  - i. Referee/Official/Umpire will call time.
  - ii. Referee/Official/Umpire will request the head coach of the disruptive crowd to address his/her spectators and let them know if the disruption does not end



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- immediately, the game is subject to immediate forfeit and may be cancelled (disruptive actions includes threats, cursing of officials, staff, league officials, verbal harassment, inciting injury to players, coaches, or other spectators, menacing).**
- iii. WCPRD will not make up any games that are cancelled due to disorderly conduct or violent acts.**
  - iv. WCPRD reserves the right to cancel, forfeit, alter, modify, change, or shut down a game, practice, tournament, special event, or program if behavior of patrons poses a risk to public safety on WCPRD or WCPS grounds.**
  - v. Remember, think before you act!**
5. Leagues agrees and acknowledges the following:
- a. WCPRD reserves the right to modify how games, tournaments, and practices are played on county property if the behavior of adults, spectators, players, patrons, coaches, board members, and officials becomes disorderly. These alternate play methods include but are not limited to: (WCPRD/WCFC is not responsible for any type of refund of user fees, registration fees, participation fees, league affiliated fees, rentals fees, or tournament fees).
    - i. Suspension or termination of teams/or violating team from completing season.
    - ii. Cancellation of entire division for remainder of season.
    - iii. Limiting the number of spectators per player.
    - iv. Dismissal of coaches, assistant coaches, managers, board members, players, referees, scorekeepers, timers, spectators, patrons that are violating rules.
    - v. Limiting only coaches and players into facility for play; guardians would have to remain in cars or watch via automated process (provided by league, such as Facebook Live, YouTube Live Stream).
    - vi. Suspension and removal of coaching staff of the violating team, based on circumstances, finding replacement coaches/volunteer parents (all individuals working with players in official capacity would be required to have completed WCPRD background check on file).
    - vii. WCPRD/WCFC reserves the right to take additional action not covered in this section to ensure public safety and provide safe recreational play spaces.
6. League agrees and understands that anyone in violation of a league bylaw or specific league-established rule, will be disciplined solely by the league according to penalties that have been approved by such league's Board of Directors. WCPRD will only investigate and issue disciplinary decisions for WCPRD Code of Ethics infractions.
7. League agrees and acknowledges that they must have an internal board policy that addresses the following items:
- a. First, each league must have a formal policy on how they will deal with disruptive coaches, officials, scorekeepers, timers, board members and spectators. In circumstances where a WCPRD Code of Ethic violation has occurred, the league must enforce the stated policy and must set a penalty according to the WCPRD policy in place. In circumstances where a specific non-WCPRD policy has been violated, the league should have its own penalties and disciplinary process in place. League agrees to provide WCPRD with a copy of all league policies dealing with disruptive coaches, officials, scorekeepers, timers, board members and spectators.
  - b. Second, each league must have a formal appeal policy for circumstances in which an official ruling on a court or playing field is made by a coach, assistant coach, or manager depending on the league type. **NO APPEAL** of any type can be made during an actual game setting unless specifically stated per the policies of a national recognized/affiliated program (such as the Little Handbook). League agrees to provide WCPRD with a copy of all league appeal process procedures.



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- c. Third, each league must let their WCPRD liaison know of any formal disciplinary action taken or appeal decisions that are made within 24 hours of the decision being rendered via email with all corresponding/relevant information regarding the decision/appeal result.
- d. Fourth, league agrees and understands that any individual that violates a WCPRD Code of Ethics rule has the right to appeal WCPRD's decision or any league's decision on enforcing a WCPRD Code of Ethics Rule to the Incident Review Committee of the WCPRD Advisory Council. The committee is assigned by WCPRD. Individuals that have violated league specific bylaws or rules should address appeals directly through the specific league. Anyone requesting an appeal based on a WCPRD Code of Ethics violation and enforcement action will be required to follow the **WCPRD Advisory Council Incident Review Committee Appeal Process**. Failure to follow these policies will result in an appeal not being granted to the requesting party.
- e. **If an ethics violation occurs, the league should proceed with the following steps to implement the enforcement action:**
  - 1. Incident occurs and is reported to the league.
  - 2. League investigates and reports the incident to WCPRD liaison.
  - 3. League makes ruling based on WCPRD penalties for Code of Ethics infraction (board vote required).
  - 4. League decision regarding penalty is set and violating party is informed.
  - 5. League informs WCPRD liaison regarding the decision rendered.
  - 6. If violating party wants to appeal the decision, the league must allow for a league board appeal hearing.
  - 7. If a league appeal is granted, the league will schedule and conduct the appeal. The league will inform WCPRD within 24 hours of the appeal occurring of the final league decision rendered. The league will also notify the offending party of their decision.
  - 8. The league will inform the violating party. If they do not agree with the league decision, they can follow the WCPRD appeal process to request an IRC Appeal hearing.
  - 9. All appeal process rules and regulations must be followed by the violating party.
  - 10. If an IRC appeal is granted, the league will be informed of the request and final verdict reached by the committee.
  - 11. All decisions of the IRC are final and all approved chartered programs and violating individuals are required to comply with enforcement actions and decisions rendered.
- 8. The league agrees and acknowledges that WCPRD/WCFC reserves the right to add, change, modify, alter, or create additional policies to ensure programs and events offered on WCPRD properties and facilities are conducted in the safest manner possible. Public and patron safety is always of paramount importance for WCPRD properties.

**I have reviewed the information above and have communicated with my board members the appeal process and regulations that must be followed. I agree to follow the processes listed above.**

\_\_\_\_\_  
League President Name (Please print)

\_\_\_\_\_  
League President Signature

\_\_\_\_\_  
Date



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**Section 10 – Officials/Umpires/Referees:**

1. League agrees and acknowledges the following:
  - a. WCPRD encourages all leagues to have an official/referee contract that states the following:
    - i. Referee agrees to be independent, impartial, and responsible.
    - ii. Referee agrees to wear appropriate attire/uniform.
    - iii. The referee agrees to attend all officiating training.
    - iv. I will devote time, thought and study to the rules of the game and the mechanics necessary to carry out the rules assigned by the league, so that I may officiate in a credible, fair, and unbiased manner.
    - v. I will not use my position as an official for personal benefit. Under all circumstances, I will promote the interest of the athletes.
    - vi. I will lead by example in demonstrating fair play and sportsmanship to all participants. I will constantly uphold the honor and dignity of the avocation in all personal conduct and relations with participants, coaches, recreation administrators, colleagues, and the public.
    - vii. I will ensure and maintain a sports environment for all participants that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.
    - viii. I will be prepared both physically and mentally for my assignments.
    - ix. I will strive to create a positive recreation experience for everyone involved in the activity.
    - x. I will conduct myself in a professional manner, realizing that my conduct influences the attitude of the players, coaches, and the public.
    - xi. General Note: Officials should sign and date that they understand this and agree to the conditions and expectations. The league should also include language to indicate official pay rates at all divisions, how to distribute I9 forms to all officials, and should have an organizational meeting to go over all expectations with officials.
2. League agrees and acknowledges the following:
  - a. Warren County is being affected by the national shortage of youth sport officials and scorekeepers. Most of the shortage nationwide is due to the hostile youth sport environment that has been occurring nationwide. Unfortunately, Warren County has been impacted by this trend.
  - b. As has been the case over the past several youth sport seasons, WCPRD will not guarantee that all games will have officials or scorekeepers.
  - c. Leagues have been notified of this issue and have been requested to take measures to ensure officials are available using alternate means, including volunteers, leagues assistant and head coaches on off/on game nights, parents that have completed a full WCPRD background check.
  - d. WCPRD will be providing official training for any league that requests additional training of volunteers. This training will provide the basics of game play, official positioning, and general rules of the game.
  - e. WCPRD will not be able to guarantee or promise that KHSAA officials will be able to be found to assist leagues.
  - f. Remember the following regarding league umpires and referees:
    - i. Sport officials are human, and they make mistakes.
    - ii. The officials are trying to do their best.
    - iii. Booing their decisions will not change the outcome or improve the situation in any way.
    - iv. Parents who “get on” officials provide very poor models for their children.
    - v. Unruly parent behavior can be highly embarrassing to the youth athlete.



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- vi. Heckling, threatening, and disrupting the game/play experience poisons the atmosphere and drives officials out of the game.
- vii. Most new officials are youth as well, under 18!
- 3. The league agrees to submit to WCPRD the rates of pay for officials, scorekeepers, timers, referees, umpires, and official assigners.
- 4. The league agrees and understands that umpires/officials/referees/official assigners are employees of the league and not WCPRD.
- 5. League agrees and acknowledges that WCPRD will provide training for officials if requested.
- 6. The league agrees and acknowledges that they (the league) can provide their own training if desired and will be responsible for paying for all expenses incurred during such training.
- 7. The league agrees to pay all umpires/officials/referees at competitive rates.
- 8. League agrees to the following:
  - a. Due to a shortage of officials, umpires, referees throughout the region, state, and country, WCPRD cannot guarantee that officials/umpires/referees will be present for each game.
  - b. Each league understands and acknowledges that WCPRD will help with recruitment and training of officials if requested but will not guarantee officials will be available for all league games and functions.
  - c. It is the responsibility of each individual league to hire, pay, and maintain an official assigner for each division for each league. All officials/referees/umpires and official assigners are employees of each individual league.
  - d. Leagues are responsible for ensuring that all official/umpires/referees are given the proper tax reporting forms as required by local, state, and federal law.
  - e. Leagues also have the option of utilizing their approved coaches, assistant coaches, managers, or other approved non-compensated volunteers to help officiate league functions throughout the season if paid officials cannot be found.
  - f. All officials/umpires/referees/volunteers must complete WCPRD Background Check Process prior to working with any youth sport team, players, etc.

**Section 11 – Scorekeeper/Timers:**

- 1. The league agrees that the payment of scorekeepers and timers for its games is the responsibility of the league and not WCPRD.
- 2. WCPRD will provide training for scorekeepers, if requested by leagues.
- 3. League agrees to the following:
  - a. Due to a shortage of scorekeepers and timers throughout the region, WCPRD cannot guarantee that scorekeepers or timers will be present for each game.
  - b. Each league understands and acknowledges that WCPRD will help with recruitment and training of scorekeepers and timers if requested but will not guarantee scorekeepers or timers will be available for every league game or function.
  - c. It is the responsibility of each individual league to ensure they have scorekeepers and timers for their programs.
  - d. Each league is responsible for developing their own scorekeeper and timer pay scale or usage of volunteers in these roles.
  - e. WCPRD will assist with training volunteers to utilize scoreboard equipment if needed.

**Section 12 – Taxes:**

- 1. The League agrees to submit all tax-related information to appropriate county, state, and/or federal agencies for accounting purposes and acknowledges that this is the league's responsibility as an



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- independently operated body. A league can be held legally liable by any level of government for tax-noncompliance, and this could result in suspension of its league charter until compliance is made.
2. The league is responsible for ensuring that any paid league employee (officials, referees, scorekeepers, etc.) are given 1099 forms and any other taxed required documents.
  3. The league is required to ensure their league financial accounts are audited by a third-party accountant on a yearly basis and must be able to provide detailed documentation if requested by WCPRD.
  4. The league is required to submit a preseason budget no less than thirty (30) days prior to their season beginning for WCPRD records.
  5. The league is required to submit a mid-season budget update no less than halfway through their regularly scheduled season for WCPRD records. This should include the most updated bank statement.
  6. The league is required to submit a detailed end of season budget report no less than thirty (30) days after the season concludes for WCPRD records. This should include the most updated bank statement.

**Section 13 – Participation Fee:**

1. The league agrees that fifteen (\$15.00) dollar participation fees (\$15.00 per registered participant) are required to be paid to WCPRD ***no later than five (5) business days prior to the first scheduled practice date.***
2. Failure to comply with this procedure could result in revocation of charter and/or withholding of league or game practice schedules.

**Section 14 – Heat-Related Cold-Weather-Related Policies/Concussion Policies – Return-to-Play:**

1. League agrees and acknowledges to have league protocols in place through their bylaws that address the following potential injury-related areas:
  - a. Outdoor Heat-Related Illness
  - b. Outdoor Cold-Weather-Related Illness
  - c. Concussion Policies and Return-to-Play Policy
2. WCPRD recommends leagues utilize the information found at the Center for Disease Control and Prevention website ([www.cdc.gov](http://www.cdc.gov)), the American Red Cross website ([www.redcross.org](http://www.redcross.org)), and the Kentucky High School Athletic Association website ([khsaa.org](http://khsaa.org)) to help create these policies.
3. WCPRD is available and can assist with both training and information sharing regarding these topics.

**Section 15 – Coaches Training:**

1. The league agrees that it is the responsibility of the league to provide some type of organized training for all coaches.
2. WCPRD highly recommends that each league provides some type of formal training for all coaches, assistant coaches, managers of their programs prior to their seasons beginning.
3. The National Alliance of Youth Sports provides excellent training opportunities for coaches to get basic training on what the expectations are for youth sport coaches, parents, players, and officials (this is just one option available, check out [nays.org](http://nays.org) to learn more).
4. Leagues are responsible for any fees and charges associated with any type of third-party coaches training.
5. WCPRD encourages all leagues to have a coach's code of conduct (see details below):
  1. Coaching Code of Conduct: To ensure the best youth sport experience for all youth athletes, we ask that all coaches (in all chartered sport leagues with WCPRD) follow this simple code of coaching to ensure everyone has fun! (Will be required of all league coaches, assistant coaches, and managers)
    1. Place the emotional and physical well-being of their players ahead of any personal desire to win.



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2. Treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
  3. Do their very best to provide a safe play situation for all players.
  4. Lead by example in demonstrating fair play and sportsmanship to all players.
  5. Know the rules of the sport that they are coaching (league and division appropriate)
  6. Use appropriate coaching techniques for each of the skills or ages they are coaching.
  7. Remember that you are a youth coach and that the game is for children, not for adults.
  8. Treat each player, opposing coach, official, parent, and administrator with respect and dignity.
  9. Uphold the authority of officials/umpires/referees and their judgements during game play.
  10. Conduct practices and games so that all players have an opportunity to improve their skill levels through active participation.
  11. Communicate openly with parents and players.
  12. Be responsible for the acts and conduct of their players and crowds.
  13. Cooperate fully in the enforcement of all leagues and WCPRD rules, regulations, and procedures.
6. Each league should notify their WCPRD liaison of what type of coaches training they will be providing for their volunteers and coaches.

**Section 16 – Concessions:**

1. Leagues agree that all concessions at league events will be conducted by the WCPRD/WCFC Concession Vendor per the current WCPRD/WCFC Concession Contract.
2. The concession vendor has the right to approve/decline requests for leagues to run their own concessions at any league-sponsored activity.
3. WCPRD no longer makes decisions in these matters, per the updated Concession Contract approved by WCFC.
4. If approved by said vendor, the league may provide concessions.
5. The league understands and agrees that it must provide its own power source for concession trailers, etc. and will not tap into or connect into any WCPRD power source in facilities around ball field complexes, concessions, and score booths or unplug vendor drink machines under contract with WCPRD.
6. League representatives will also need to obtain a Health Department permit to sell any cooked food on event premises and will provide WCPRD with a copy of the permit.

**Section 17 – AlertSense:**

1. League agrees and acknowledges that WCPRD will notify all league board members, officials, referees, umpires, scorekeepers, timers, patrons, parents, players, coaches, managers, and assistant coaches of game or practice cancellations or updates through the KONEXUS Alert Sense Program.
2. Leagues should encourage all participants, coaches, parents, etc. to sign up for these public alerts/notifications at [wcem.org](http://wcem.org) to receive the updates. Nevertheless, leagues are still responsible for updating all coaches and parents using their own method of notification.
3. Alert Sense/KONEXUS is the only platform that will be utilized to inform leagues/public of game and practice cancellations due to weather-related circumstances.
4. Decisions on field playability are made around 3:30pm-4pm daily or when conditions warrant field/facility assessment. Please visit the county website at [warrencountyky.gov](http://warrencountyky.gov) to learn more about the WCPRD Field Playability Policy.



WARREN COUNTY PARKS AND RECREATION  
DEPARTMENT

**Sports Charter Application**

**Section 18 – Acknowledgement of Change:**

1. The League agrees and acknowledges that WCPRD/WCFC reserves the right to change, alter, and/or add/delete information to this charter agreement to provide a safer, more constructive, better play environment for all participants and patrons.

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League President Name (Please print)

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League President Signature

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League Vice President or Treasurer (Please print)

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League Vice President or Treasurer Signature

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WCPRD Director Name (Please print)

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WCPRD Director Signature

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Date Signed

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Expiration Date of Charter Agreement