



WARREN COUNTY PARKS AND RECREATION DEPARTMENT
League Requirements Checklist

This checklist applies to all WCPRD League Programs.			
SEASON (circle one): Spring Summer Fall Winter			YEAR:
If extra time is needed to complete any requirements, League Presidents should communicate with WCPRD to coordinate any 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 each season per league. Needed no less than 14 days before first registration of each season. Signature required.
2			Infectious Disease League Acknowledgement Form: form must be signed by League President agreeing to abide by WCPRD 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. Signature required.
3			Current League Bylaws, Division Rules, Drafting Procedures: marked with season and year. These are required by WCPRD 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 WCPRD for \$15 x total number of registered participants. Must be submitted to WCPRD before first practice begins. Practice schedules will not be distributed until payment is made.
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). Signatures are required.
7			Scheduling Information Form: form must be completed, signed, and submitted to WCPRD by due date. WCPRD 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			WCPRD 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 and 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 WCPRD 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 WCPRD 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 WCPRD Code of Ethics or parent signatures. Option #2 - required if player registration form does not include WCPRD Code of Ethics. In addition, if league insurance provider requires a waiver/release due to COVID-19, WCPRD will require a copy of document. Signature required.
12			League Insurance Certificate: should list WCPRD (and WCPS, if appropriate) as a "Certificate Holder."
13			WCPRD Appeal Process Form: I have reviewed the information attached and have communicated with my board members this appeal process and regulations that must be followed. I agree to follow the processes listed above.

Due 30 days after season ends:

14			Post-Season Budget: include actual income, expenses, and ending season balance.
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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

League Vice President or Treasurer