



COBB COUNTY P.A.R.K.S.

Park User Handbook

WORKING TOGETHER TO MAKE COBB BETTER!



Cobb County...Expect the Best!

Park User Handbook

Acknowledgement Form

I hereby confirm the reading and full understanding of this document and agree to follow and abide by all the guidelines and stipulations as set forth in this document. I will also insure that all individuals acting on behalf of the

Organization Name: _____

are aware of and are in full understanding and agreement with the terms and conditions of this document.

Signature: _____
Organization President

Date: _____



Introduction

Letter from the Director

Organizational Structure

Role of the Athletic Coordinator

Introduction

The Cobb County P.A.R.K.S. Department is committed to providing programs and leisure services of the highest quality and safety to the residents of Cobb County. To insure that all programs operated by our volunteer organizations are consistent with department policies and procedures as well as local, state, and national standards for recreation, this handbook is designed to answer questions and provide concise information as to what is expected and required from volunteer organizations by the department as well as the responsibilities the department assumes in providing a service to you.

This handbook is a reference for any volunteer organization permitted by Cobb County P.A.R.K.S. to utilize the department's facilities for the purpose of conducting recreational programs. It supplements the requirements listed in your park use agreement signed by your representative and the Director of Cobb P.A.R.K.S.

Any questions or concerns from the information contained within this handbook are to be immediately directed to your zone Athletic Coordinator or Athletics Manager.

Definition of a Volunteer

A volunteer is someone that gives his/her time, talent, energy, skills, common sense, and experience, for which he/she receives no financial compensation. Volunteering is giving freely of oneself out of the concern and belief that he/she shares the responsibility for others in the community. Volunteering is essential to a society which is dynamic and free.

Contributions of a Volunteer

- ✓ Better service delivery
- ✓ Access to additional expertise
- ✓ Increase contact with the community
- ✓ Increase assistance to citizens
- ✓ "Sense of belonging" to quality municipal government





P. A. R. K. S.

1792 County Services Pkwy

Marietta, Ga. 30008

Jimmy Gisi, CPRP

Phone: (770) 528-8800 Fax: (770) 528-8814

DIRECTOR

Dear Volunteer Organization Officers and Board Members,

The Cobb County P.A.R.K.S. department would like to thank you for your role in helping provide quality recreation programs in Cobb County. Without your organization's cooperation and assistance it would be impossible to have attained the high standard of programming that is currently available to Cobb County residents.

Volunteer Organizations provide a very valuable service to the community by furnishing governing bodies that organize volunteers to administer the various activities and programs that make up recreation programming. Through the use of volunteers, these programs and activities are made available to the public at minimal cost and with structured supervision.

The Cobb County P.A.R.K.S. Department is committed to a partnership with all of our Volunteer Organization members. Our ultimate goal is to provide a spectrum of the best programs and activities to our citizens. We recognize the fact that input from our volunteer organizations is a vital part of this mission.

The Cobb County P.A.R.K.S. Department has a strong concern for the safety of our volunteers and park users. Our goal is to make sure that our facilities are kept clean, well lighted, that all of our buildings and equipment are checked and regularly maintained, and that our facilities are regularly patrolled by the police department/park rangers. We ask that you, the user, help us in this goal by notifying us immediately of unsafe conditions that may arise during the use of our facilities—first by phone, then in writing on the forms enclosed in this handbook for that purpose.

This handbook is intended to help volunteers, registrants, participants, and patrons ensure the quality and safety of our volunteer recreation programs. It will help answer questions as well as give more concise information as to what is expected and needed by department staff while working with the various organizations. It will also identify for the organization, responsibilities the department assumes in providing a service to you. All of this is with the intent of forming an amicable **RELATIONSHIP** between the department and the organization.

Before a written agreement can be executed, all information in this handbook must be read and understood by both parties. This is to ensure that the organizations, as well as the department, are aware of what each expects of the other upon entering into this agreement and therefore, being accountable for the proper administration of these assigned responsibilities.

If you have any further questions, please contact Jeff Crowder, Athletics Manager at 770-528-8821.

Sincerely,

Jimmy Gisi

Jimmy Gisi, CPRP
Director

Organizational Structure of Cobb County P.A.R.K.S.

Administration

<u>Staff</u>	<u>Office Phone</u>	<u>Email Address</u>
<u>Director</u>		
Jimmy Gisi, CPRP	770-528-8800	jgisi@cobbcounty.org
<u>Director/Recreation Services</u>		
Terrence Ramsey, CPRP	770-528-8806	tramsey@cobbcounty.org
<u>Director/Operations</u>		
Michael Brantley, CPRP	770-528-8827	michael.brantley@cobbcounty.org
<u>Director/Cultural Affairs</u>		
Vanita Keswani	770-819-3285	vanita.keswani@cobbcounty.org
<u>Director/Solid Waste</u>		
Dr. Jonathan Jenkins	770-528-5460	jjenkins@cobbcounty.org



Athletics Unit

Manager

Jeff Crowder, CPRP

770-528-8821

jeffrey.crowder@cobbcounty.org

Athletic Coordinators

Eastern Zone

Dorian Cameron

770-591-3162

dorian.cameron@cobbcounty.org

Parks Served: Bells Ferry, Carl Harrison, Noonday, Sandy Plains, Shaw, Sweat Mountain

Brody Whitlock, CPRP, CYSA

770-591-3161

brody.whitlock@cobbcounty.org

Parks Served: Fair Oaks, Fullers, Larry Bell, Milford, Mt. Bethel, Rhyne, Sewell, Terrell Mill,

Western Zone

Jeff Abrams

770-528-8896

jeff.abrams@cobbcounty.org

Parks Served: Big Shanty, Hubert, Kennworth, Lost Mountain, Mud Creek, Oregon, Pitner Road, Tramore,

Broddrick Archie

770-528-8892

broddrick.archie@cobbcounty.org

Parks Served: Clarkdale, Hurt Road, Lions, Powder Springs, Sweetwater, Wallace, Wild Horse Creek

Derrell Walker

770-528-8862

derrell.walker@cobbcounty.org

Parks Served: Al Bishop Complex and Nickajack



Cobb County...Expect the Best!

Cobb County Board of Commissioners
Mike Boyce, Chairman

Commissioner Bob Weatherford District 1	Commissioner Bob Ott District 2	Commissioner JoAnn Birrell District 3	Commissioner Lisa Cupid District 4
Al Bishop Softball Complex Big Shanty Park Booth Road Cobblestone Golf Course Corp Property Ernie Gilbert Field / Pitner Road Fair Oaks Park Kennworth Park Lake Acworth Regional Park Larry Bell Complex Lost Mountain Park Lovingood Property Oregon Park Hubert Park Perry Parham Park Price Property	Cumberland Property East Cobb Park Fellton Property Fullers Park Legacy Links Golf Course Mabry Park Mount Bethel Park Nickajack Park Rhyne Park Sewell Park Terrell Mill Park Trolley Line Park Vinings Jubilee Property Worthington Property	Barrett Property Bells Ferry Park Harrison Park Mountain View Aquatic Center Noonday Creek Park Sandy Plains Park Shaw Park Sheppard Property Sweat Mountain Park The Art Place Wright Environmental Education Center	A&F Property Bartlett Property Cato Property Clarkdale Park Old Clarkdale Park Collins Property Henderson Road Heritage Park Hurt Road Park Jackson/Yarborough Property Jim R. Miller Park Lions Park Mable House Milford Park Mud Creek Soccer Complex P.W.S. Inc. @ C.H. James Pkwy Property Powder Springs Park Silver Comet Trail / Depot South Cobb Aquatic & Rec. Centers Sweetwater Park Thompson Park Tramore Park Stout Property Wallace Park West Cobb Aquatic Center Wild Horse Creek Park

The Role of your Athletic Coordinator

The Athletic Coordinator is the front-line liaison with patrons using any of our park facilities. He/she is your primary contact with the department. This is **the** person in the department who should thoroughly know your organization, understand your by-laws and understand the program that you offer, its needs, and the organization's desires. This person also knows the department, its resources, its capabilities, its budgetary possibilities and constraints. He/she is familiar with policies and procedures, what is and is not feasible, and can give you a response to most all questions or concerns that you may have. In areas of policy or new programming concepts, they will seek guidance up the chain of command through the Athletics Manager, Division Director, Director, and possibly the Recreation Board, County Management staff, or Board of Commissioners, if appropriate. These coordinators are specifically responsible for the following:

- A. Coordinating the use of park facilities by establishing use dates and times of specific facilities to an assigned user group. The coordinator assists the organization with league/tournament schedules, and assuring maximum utilization of all fields and other facilities.
- B. Serving as a liaison between the volunteer organization and the department by attending organization meetings and serving in an advisory capacity at these meetings. The Coordinator will relay all information received from organizations to the department and prepare appropriate or necessary reports and responses. The Coordinator will, in turn, relay all information from the department to the organization, and handle necessary verbal and written communication--reports and responses.
- C. The Coordinator is the organization contact for **ALL** concerns and work order requests with county facilities. Organization presidents or designated contact person should contact their assigned Coordinator for all programmatic and maintenance requests. The Coordinator is responsible for receiving, processing, and following-up on those requests and assuring that those requests are appropriately handled.
- D. The Coordinator is responsible for ensuring that the organizations are in compliance with all of the policies and procedures listed in this handbook, the department policies and procedures manual as well as any Board of Commissioners action. They are also responsible for making sure that the organizations are aware of and understand proper application of these policies and procedures, whether written or implied.
- E. To serve as a point person for all Georgia Recreation and Parks Association (GRPA) sponsored activities, tournaments, meetings, etc.



The Park Use Agreement

The Park Use Agreement

Each volunteer organization that operates a seasonal/annual recreation program is required to obtain and adhere to the terms & conditions of the department's park use agreement as well as the required procedures listed in this handbook.

This document serves as a contract between the organization and department and outlines certain requirements the organization must fulfill to conduct their program in a park/facility. These requirements are necessary to assure public confidence in the management and structure of these organizations while ensuring the safety, health, and protection of the participating members. This handbook expands on the listed requirements to describe county policies and procedures as well as outlining the responsibilities of both the department and the organization. The handbook also outlines the basic structure of the volunteer organization to ensure all programs are operated consistently with department and national recreation program standards.

Upon execution of the park use agreement, the volunteer organization receives designated exclusive use of determined park facilities for the purpose of conducting their recreation program. **The agreement lists the type of facility and the dates and times necessary to complete their season/event. The department has set standardized start & finish dates for each sport which provides ample time for each program's basic season to operate. All program activities outside the contracted time must be submitted to their department's designated athletic coordinator for review a minimum of 30 days prior to the activity. If approved, the Coordinator will draft a short term permit outlining the extended dates and times and submit it to the department director for final approval.**

Once an organization receives the park use agreement, all the board members of the organization should have a copy available to present to an individual/group that is using the facility on a walk up basis. The member should politely inform them of the dates and times the organization is using the facility and recommend that they contact the department's Athletic Coordinator to determine days and times the facility is available for walk up usage. **The organization can not ask someone to vacate the facility unless there is a scheduled event through the program or if the facility is being prepared for use (e.g. lining of a ball field, mowing etc). A facility not in use by an organization during a contracted time period is considered to be open to the public and available for usage if the facility is deemed open.** The Athletic Coordinator will monitor usage of the facility by the organization and is authorized to revise the agreement if the organization usage is not consistent with the designated dates and times listed. The department will post a copy of the agreement at the facility to help inform the general public when the facility will be used by the organization.





2017 PARK USE CONTRACT/PERMIT

Cobb County P.A.R.K.S. Department
1792 County Services Pkwy
Marietta, GA 30008
Phone 770.528.8800
www.cobbcounty.org

PARKS Director – Jimmy Gisi

Cobb County Public Services Agency, 1792 County Services Parkway, Marietta, GA 30008 hereby grants as outlined, **West Cobb Baseball** (hereinafter called the "Licensee") represented by **Bill Jones**, permission to use the Facilities subject to the Terms and Conditions as outlined in the P.A.R.K.S. User Handbook.

i) Purpose Of Use: Baseball Games/Practice
2017 Spring Baseball

ii) Conditions Of Use: Organization is responsible for lining fields and providing all program equipment for the activity. All litter is to be picked up after use. Field cannot be used if standing water is present on the field. No dogs are allowed on the field(s). No alcoholic beverages allowed.

See attachment "A" for additional requirements.

iii) Date(s) and Time(s) of Use:

<u>Mode</u>	<u>Facility/Equipment</u>	<u>Day/s</u>	<u>Start Date</u>	<u>End Date</u>	<u>Start Time</u>	<u>End Time</u>
Weekly	Big Shanty – Fields 1 – 4	Monday-Friday	February 1	June 30	4:00pm	11:00pm
Weekly	Big Shanty – Fields 1 – 4	Saturday	February 4	July 1	8:00am	11:00pm
Weekly	Big Shanty – Fields 1 – 4	Sunday	February 5	July 2	12:00pm	11:00pm

Fields/Facilities are reserved for organization activities during the days/times listed above. If no program activities are occurring, the general public may be able to use them on a first come basis.

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

X. _____
Association President

Bill Jones
West Cobb Baseball
2050 Kennesaw Due West Rd
Kennesaw, GA 30152
www.westcobbbaseball.org

X. _____
Athletic Coordinator

Jeff Abrams
Cobb County PARKS Department
4845 Dallas Hwy
Powder Springs, GA 30127
W) 770.528.8896
Jeffrey.abrams@cobbcounty.org

Date: _____

Date: _____

**COBB COUNTY, GEORGIA
PARK USER AGREEMENT
ATTACHMENT A**

1. The CCPD reserves the right to cancel any scheduled activity on County facilities when it determines that such use could potentially cause unsafe conditions for the organization, spectators, general public, and/or damage to the facility or grounds. Further, the County maintains the authority to close a facility at anytime it deems it to be in the best interest of the public.
2. The Organization and its members/participants agree to abide by the terms of this Agreement including the terms set forth in Attachment "A" hereto and by reference made a part hereof, and the Policies set forth in the Policy Manual of the CCPD and other policies written and reasonably implied. The Organization understands and agrees that the violation of any of the terms of this agreement including the attachments or other policies of the CCPD may result in action against the Organization, up to and including immediate termination of this Agreement. Additionally, the County may terminate this Agreement at its convenience by providing the Organization with written notice.
3. Prior to the County's execution of this Agreement, the Organization must furnish to CCPD copies of the following Information:
 - a. Proof of liability insurance identifying Cobb County as additionally insured.
 - b. A copy of Secretary of State's certification as a registered non-profit organization,
 - c. The Organizations by-laws (reflecting acceptable participation clause as set forth in the Policy Manual),
 - d. Previous year's Annual Financial Statement,
 - e. Current list of all officers' name, addresses, telephone numbers, and email addresses.
 - f. List of proposed fees and charges for program participation.
 - g. Other reports as requested.
4. Department staff shall have the right to administratively review any complaints regarding the Organization's use of County facilities and any violations of the terms of this agreement. Staff may report any misuse or violations to the Recreation Board along with its recommendation for action to be taken.
5. Law Venue: This Agreement shall be interpreted and governed by the laws of the State of Georgia and both parties agree exclusive venue shall be in Cobb County, Georgia.
6. This agreement, along with the Park Use Handbook, constitutes the entire agreement between the parties. Any amendments to the agreement must be made in writing and signed by both parties. Should any term or condition of the agreement be determined unlawful or unconstitutional by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect.

Initials of Organization Official_____



Park Use Regulations & Ordinances

Cobb County Park Use Regulations & Ordinances

Non-Discriminatory Clause

The Civil Rights Act of 1964 includes several sections. The particular portion of interest and primary concern is referred to as Title IV [42 U.S.C. 2000 (D)], and states:

“No person in the United States shall on the grounds of national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.”

The Cobb County Board of Commissioners regularly certifies that Cobb County is in compliance with the above law and agrees that no persons shall be denied participation in any park or program based on race, color, national origin, religious background, sex, age, or disability.

Non-Resident Policy

It is the policy of the Board of Commissioners to provide programs and facilities for the residents of Cobb County. Therefore, a “Non-Resident Policy” will be adhered to in both individual and group programs/activities, as well as reservation procedures in community parks and revenue producing facilities.

A mandatory non-resident fee shall be charged to all individuals and team/group registrants participating in county sanctioned league play and programs. The non-resident portion of the registration fee shall be calculated at a rate of twice the current registration fee. The non-resident fee shall not exceed more than 50% above the current registration fee for the program registering for or season currently registering to play in. This fee shall be paid directly to the P.A.R.K.S. Department.

Exemptions from the Non-Resident fee may be granted to Cobb County taxpaying corporations and Cobb County Churches.

Legal Park Ordinances of the Cobb County Code

1. **Section 90-51- Penalty for violation-** Any person who shall violate any provision of park rules shall, upon conviction, be punished as provided for the conviction of a misdemeanor under the laws of the state.
2. **Section 90-52- Hours of Operation-** Normal operating hours for parks are from 6:00 a.m. until 11:00 p.m. for “active” parks and from sunrise to sunset for “passive” parks.
3. **Section 90-53- Alcoholic Beverages-** No alcoholic beverages shall be sold, possessed, or consumed by any person upon the premises of any county park, except at a closed function as defined in Chapter 6 of the County Code and only at the locations specified in such section. Closed function is defined as an event sponsored by a non-profit organization not open to the general public which must have a written, limited guest list prepared at least 48 hours in advance of the date of which the closed function is to occur. These events are limited to the Cobb County Civic Center, Jim R. Miller Park, Mable House, a county community center, or a county art’s facility which is managed by the Cobb County P.A.R.K.S. Department. No pay at the door guests or drop-ins will be permitted. Alcoholic beverages may be served without charge and consumed at a closed function, but the offer and sale of alcoholic beverages at such functions is prohibited; except that a general admission fee permitting attendance at the closed function may be collected in advance.
4. **Section 90-54- Ejection from Park of persons causing disturbance or violating laws-** Any person causing a disturbance or engaging in any activity which shall unreasonably interfere with the use and enjoyment of the park by residents, or who shall violate any ordinance of the county or law of the state, shall leave the park upon notification by any authorized park employee or any law enforcement office, and he shall not return to said park for a period of 24 hours or other period established by the director.

5. **Section 90-55- Commercial activity-** No person shall sell, offer to sell, operate a concession, or engage in any commercial activity in county parks without approval and consent of the Board of Commissioners.
6. **Section 90-57- Remaining on county or federal parkland after closure prohibited-** No person shall remain on federal or county parkland 30 minutes after the posted closure of said park, until the posted opening time the following day, without proof of permission issued by the proper respected authorities. If any person is discovered by county law enforcement authorities on said parkland 30 minutes after park closure, and the person is loitering or exhibiting disorderly conduct, the person shall leave and may be cited or arrested for such behavior. If the person violating this section receives a citation, that person will be required to appear and answer the charge at a later specified time.
7. **Section 90-60- Closure of Recreation Areas-** It shall be the duty of the Cobb County P.A.R.K.S. Director, in conjunction with the department of public safety, to post signs specifying the prohibited use of any recreation area, ball field, tennis court, building, pavilion, parking lot, or any other area within the property. These signs will be placed at the entrance of each such park or at the appropriate places within such parks so as to afford notice to the public of such prohibited use. Fields and/or facilities may be temporarily closed and posted due to weather and/or other conditions.
8. **Section 90-61- Failure to obey officially posted signs-** It shall be unlawful for any person to utilize any recreation area, ball field, tennis court, pavilion, parking lot or any other area in any park under the supervision of Cobb P.A.R.K.S. Department, where posted signs prohibit the use of such area.
9. **Section 90-62 – Violations and Enforcement –**
 - (a) The violation of **Section 90-61** shall be punishable by a fine of \$35
 - (b) If any person shall remain upon or return to any property pursuant to **Section 90-60** after being cited for **Section 90-61** by a public safety officer while that property remains closed, each additional violation shall be punishable by a fine of \$100 per occurrence.
 - (c) After being found guilty of violating **Section 90-61** and/or having pled guilty to a violation of **Section 90-61**, each subsequent violation occurring within a 12 month period from the date of the violation shall be punishable by a fine of \$100 per occurrence.
10. **Section 90-66- Driving vehicle on roadways; Speed Limit-** It shall be unlawful for any person to drive any vehicle upon or across any part of any public park of the county except upon roadways laid out and maintained for vehicular travel. This section will not apply to park maintenance equipment over such park areas. The Director of the Department shall coordinate with the Department of Public Safety to assure proper, appropriate, and adequate signage is in place to aid the implementation of this section.

It shall be unlawful for any person operating a motor vehicle upon any road within any park under the supervision of the department to exceed the speed of 15 miles per hour. It shall be the duty of the director of the department to cause signs specifying such limits to be placed at the entrance of each such park and at appropriate places within such parks so as to afford notice to the public of such limit.
11. **Section 90-67- Parking of vehicles- General –** The parking of automobiles shall be permitted in public parks of the county as long as such parking is in accordance with the traffic laws, rules and regulations of the Department and the occupants of automobiles do not create a disturbance or violate any law or ordinance of the county or state.
12. **Section 90-68- Parking of vehicles prohibited during closed hours-** It shall be unlawful for any person to park any vehicles upon any of the drives, avenues, or parking lots in any public park between the hours of 12:01 a.m. and 7 a.m. daily.
13. **Section 90-69- Parking of vehicles prohibited unless using facilities-** It shall be unlawful for any person to park any vehicles upon any of the drives, avenues, or parking lots or at any other places within any park when such person is not a user of the park or any of its related facilities.

14. **Temporary closing of park facilities-** The Recreation Board, through the Director or his designee has the authority to close any park or portion thereof, if it is in the best interest of the public and/or general upkeep of the facility.



Structural Requirements for Volunteer Organizations

Structural Requirements for Volunteer Organizations

In order to operate in a Cobb County park, each volunteer association must maintain a certain minimum organizational structure listed in this handbook. These minimum requirements are necessary to assure the public that every organization that receives a park use contract from the department is prepared to operate their program under the highest standards, using consistent guidelines, for its participants.

1. **Board of Directors-** Each organization must be governed by a board of directors who manage the operations of the program. The number of volunteers that make up the board of directors may vary due to the size of the program, but every organization must maintain a minimum of four individuals to fill the following positions:

-President/Chairman- This individual will ultimately be responsible for all the affairs of the program and execute the policies established by the board of directors. All issues, complaints, irregularities, etc. should be presented to the president/chairman for review and response. **The president/chairman (or his designee) should be the main contact person to the department staff.**

-Vice President/Chairman- Performs the duties of the president/chairman in the absence or disability of the president/chairman provided he/she is authorized to do so.

-Secretary- Responsible for recording the activities of the program and maintaining appropriate files, mailing/e-mailing lists, and necessary records. This individual should give notice of all meetings of the board of directors and maintain a list of all regular and honorary directors and committee members.

-Treasurer- Receives all monies and securities, and deposits them in a depository approved by the board of directors. Keeps records for the receipt and disbursement of all monies of the program. Approves all payments from allotted funds and draw checks in agreement with policies established in advance by the board of directors. The Department strongly encourages all disbursements by check over \$250.00 to require dual signatures. The treasurer prepares and monitors an annual budget as well as an annual financial report to be submitted to the department and made available to all members of the program. ***The department reserves the right to audit the finances of the program if there is reasonable evidence of mismanagement of program funds.***

2. **Elections for Board of Directors-** All organizations must have a written procedure for electing individuals to serve on the board of directors. This procedure must be stated clearly in the organization's by-laws. The election must be advertised a minimum of 14 calendar days prior to the election. The election may be advertised either through the local newspaper and/or through the program's website. The department strongly recommends that notice of elections be mailed/emailed to their membership. The elections will be monitored by the Athletic Coordinator responsible for the program. Any irregularities with the election process will result in an immediate review and appropriate action.
3. **By-Laws-** Each organization must establish, maintain, and operate under a set of by-laws. These by-laws must establish the objectives of the program, membership requirements, description of the board of directors and their duties, and a description of all the procedures relative to the program. The organization should review these by-laws a minimum of every two years for updates and/or changes. A current copy must be submitted to the department every year to be kept on file as part of the park use agreement. Each participant or his/her parent(s) should be presented a set of by-laws when registering for the program or a current copy should be posted at the park and on the program website for reference. A sample copy of by-laws is included in this handbook.

4. **Board Meetings-** Regular meetings of the board are to be called by the president/chairman or his/her designee to conduct the affairs of the program. These meetings are to be published to the membership and open to any member wishing to attend. The board should develop a procedure by which members can address the board with comments or concerns. It is recommended that the board require a written request from the member to be included on the meeting agenda. The request should state clearly the issue or concern to allow the board to prepare a response.
5. **Annual Meeting-** Each organization is required to annually conduct a general membership meeting for all the members of the program. Notice of this meeting shall be delivered personally, electronically, or mailed to each member at least 10 days in advance of the meeting setting forth the place, time, & purpose. The Department strongly recommends the elections for the board of directors take place during this meeting to help maximize the turn out. Among the items discussed at this meeting should be the general condition of the program, summary of the financial state of the program to include an annual statement/budget as well as the current status, and goals for the future of the program. Robert's Rules of Order should govern all meetings of the program.
6. **Insurance-** Organizations shall procure and maintain for the duration of the park use agreement, insurance against claims for injury to persons or damages to property which may arise from or in connection with the operation of the organization and use of the facilities. Coverage is to include General Liability for a limit of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. Also required is insurance covering the personal property of the organization including equipment and contents. The department is not responsible for repair or replacement of the organization's equipment in the event of theft, vandalism, fire, or acts of God. A certificate of insurance must be furnished to the department to keep on file.
7. **Non-Profit Status-** All organizations must be registered with the Georgia Secretary of State's office as a non-profit organization. A copy of the registration must be submitted to the Department to be kept on file and updated annually. This registration protects the board members' personal assets in the event of lawsuit resulting from an issue/event related to the organization.
8. **Registration Reports-** Before the conclusion of each **SEASON**, the registration/participation figures are to be submitted to the Department. The Department reserves the right to request rosters (including each participants name and address) to verify the accuracy of the registration figures.
9. **Indemnity-** Each organization is required to hold the county and its agents harmless and to indemnify the county and its agents for any accident, injury, and/or damage claim resulting from the activities and operations of the organization.
10. **Supervision of programs-** Organizations conducting youth activities in Cobb County facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the youth arrive, until every boy or girl has left the area.



Financial Requirements for Volunteer Organizations

Financial Requirements for Volunteer Organizations

One of the most important roles for a volunteer organization is to operate under reliable and trustworthy financial practices. A lot of money is received by the organization each season whether it's cash, credit, or personal check and it is critical that there are thorough procedures in place for accepting, budgeting, and disbursing of organization funds.

1. **Seasonal/Annual Budget-** It is important that each organization develop a budget to assure that monies received cover all program costs. Especially in youth programs, parents often question registration costs and how the money is used. Providing an operational budget helps them understand the many expenses incurred to operate a recreation program and justifies the related fees.
2. **Financial Statement-** All organizations **must** submit a copy of its annual financial statement to the department as well as provide a copy to its membership upon request. The statement must be prepared in accordance with general accounting principles and signed by the treasurer and/or the president/chairman verifying its accuracy. The department strongly recommends the organization to provide a copy to its membership during its annual meeting, as well as posting it on the organization's website.
3. **Use of Organization Funds-** Organizations using county facilities to conduct their programs are expected to use funds generated by the program for program operational costs, program enhancements, and improvements to the park/facility.
4. **Disbursing of Monies-** The Treasurer of each organization should have set procedures for disbursing the funds of the program. Dual signatures should be required for checks exceeding \$250.00. Major expenditures should require the approval of the board. The Treasurer should provide an update of the programs financial condition during every regular scheduled board meeting as well as their annual meeting.
5. **Concession Operations-** It is the policy of the Cobb County Board of Commissioners to offer volunteer organizations the opportunity to financially support their program through the sale of concession items. The organization is responsible for complying with all state and county health laws, codes, ordinances, business licenses, etc. The organization may not sublet its concession operation to any outside individual or group without approval from the department.
 - a. **Fees for Concessions-** All prices for concession items are to be set by the organization.
 - b. **Concession equipment-** The organization will be responsible for providing, operating, and maintaining all concession equipment necessary for their operation. The Department assumes no liability for any organization's concession equipment or health violations.
 - c. **Joint usage-** In the event that two or more organizations share the same concession stand, the groups must cooperate with each other in determining specifics in sharing of equipment, replacement of equipment, etc.
 - d. **Handling of Monies-** Because the selling of concessions is mainly through exchange of cash, the organization should set policies for daily documentation of receipts and inventory.
6. **Donations for Admission-** Organizations **cannot require** an individual to pay admission into a park/facility during an event. The department **does** allow the organization to accept donations to activities if the patron is informed that it is on a voluntary basis. No individual may be denied admittance based on non-payment of the donation. All signage must read donation if used. **The department reserves the right to warn and or stop the organization from accepting any monies of this nature if it is determined the organization is in violation of this policy.**

7. **Association Surcharge-** Each organization must collect \$10 (Resident) and \$15 (Non-Resident) from each participant. Once the fees are collected, the organization must submit one check made payable to the Department. This must be done 30 days prior to the conclusion of each playing season.
8. **Financial Assistance-** All organizations must develop criteria to consider assistance to families that demonstrate financial hardships. The organization should require documentation for such a request and all action should be done confidentially.



Operational Procedures for Volunteer Organizations

Operational Procedures for Volunteer Organizations

1. **Request to make facility improvements-** The department encourages organizations to pursue improvements to park facilities that will enhance the program as well as upgrade the amenities in the park.

ALL requests for facility improvements must be submitted in writing along with a facility improvement request to their Athletic Coordinator a minimum of **30** days in advance of the start of the project. The Athletic Coordinator will review the request with the operations staff to determine if the improvement is recommended. If the improvement is determined to alter the master plan of the park facility, the request must be presented to the Recreation Board for approval. **NO WORK CAN BE DONE UNTIL APPROVAL HAS BEEN GRANTED BY THE DEPARTMENT.** All work will be monitored and inspected by the Athletic Coordinator and appropriate staff to ensure a timely approved completion.
2. **Advertising Signs-** All organizations wishing to place signs in the parks for the purpose of announcing program registrations and events must obtain approval from their Athletic Coordinator through a written request. If approved, the sign must not be installed earlier than 30 days prior to the event and must be removed no later than 7 days after the occasion. The department will remove the sign if it is considered offensive or of poor design or construction.
3. **Sponsorship signs-** Organizations are allowed to place sponsorship signs in the parks provided they are not offensive and are placed on fences or other approved locations determined by the Athletic Coordinator. The signs must be removed by the organization no later than 14 days after the conclusion of the season/event. The department will remove the signs if they are in poor condition or create a safety hazard.
4. **Inclement Weather-** All organizations must adhere to the policies listed in the event of inclement weather.
 - A. Lightening-** All play will be suspended following the first sighting of lightening and **no play** will resume until a complete 30 minutes has been elapsed without a new sighting.
 - B. Severe weather watch-** Once a severe weather watch is announced, the organization must prepare to stop play and secure the facilities. The organization officials must monitor the weather conditions and contact their Athletic Coordinator to determine playability and safety of the facilities and its users.
 - C. Severe weather warning-** **ALL PLAY WILL STOP!** All players, spectators, coaches, and league officials must leave the facility in an orderly manner. The facility will be closed until there is notification that weather conditions have cleared, thus enabling safe usage.
 - D. Extreme Heat/Cold-** In the event the National Weather Service issues an advisory regarding extreme heat or cold conditions, the organizations must alter and/or cancel program activities to ensure safety of the participants.
5. **Incident Report-** The department **MUST** be notified immediately in the event of serious injury, death, property damage, or vandalism, A written report must be submitted the next working day. This report will be forwarded by county staff to the county's Risk Management Division for review to help improve safety in parks, as well as provide documentation in the event a claim is received.
6. **Lights on Athletic Fields-** Lights on athletic fields should not be in use while it is raining. An organization official must ensure the park facility is secure, with lights out, before leaving the park.
7. **Damage to Facilities-** An organization shall be responsible for any damage incurred to the facilities caused by the organization. **Flip drills are not allowed on fences and only can be done in designated areas! An organization that condones the persistent damage to park facilities shall be brought before the Cobb County Recreation Board, their Park Use agreement placed under review, and the organization must show reason why they should not be barred from future use of county facilities.**

8. **Conduct of Coaches, Parents, & Spectators-** The organization is responsible for addressing behavior by the coaches, parents, and spectators that is considered harmful to the program. Profanity is not to be tolerated. Any incidents involving negative behavior are to be addressed by the organization's board of directors during a regular scheduled or special called meeting, with all involved parties being required to attend. The organization will report to their Athletic Coordinator the ruling by the board within 24 hours of their decision.
9. **Issues between organizations-** Constant bickering between two or more organizations utilizing any county park facility will result in a meeting between the officers of both organizations and Department staff. If the conflict cannot be resolved or if continued issues persist, the organizations will be brought before the Cobb County Recreation Board to show why they should not be barred from future use of county facilities.
10. **Litter Control-** Each organization is responsible for policing around the athletic fields, parking lots, restrooms, and concession stand for litter control. This task must be attended to prior to leaving the park each night.
11. **Locks-** The organization must receive permission from the department director prior to installing locks on buildings, light boxes, gates, etc. that are not issued by the department. The organization must furnish a key or combination to their athletic coordinator if approved.
12. **Use of county equipment-** No county vehicles or motorized equipment will be available for use by the organization without the written permission by the director of the department.
13. **Subletting of county facilities- No organization at any time may sublet county facilities to outside organizations.** ONLY the department can issue contracts and/or permits to any person or organization seeking to use county facilities. Violations of this policy will result in an immediate review of the park use agreement and the organization will be brought before the Cobb County Recreation Board to show reason why it should not be banned from future use of county facilities.
14. **Hosting of tournaments/special events by organizations-** CCPD recognizes that volunteer organizations may pursue tournaments/special events outside normal league activities as a way to raise funds for the program as well as providing additional recreation opportunities for the participants in the program. It is the policy of CCPD that **ALL** tournaments/special events adhere to the following guidelines to prevent the organization from violating the department's policy regarding the sub-letting of county facilities to outside organizations (e.g. ASA, USSSA, NSA, PONY Baseball etc.).
 - The organization must inform their Athletic Coordinator of the event a minimum of two weeks prior to the event to discuss the details of the occasion and obtain approval from CCPD.
 - The organization's board must serve as the tournament director and accept all monies applicable to the event and develop a financial report to be available upon request.
 - The organization must only advertise and accept voluntary donations for spectators wishing to view the event.
 - The tournament/event must take place during the period of time contracted to the organization by the department. All events outside the contracted time must be approved by the Department's Director through the allocation of a short term permit. The Department reserves the right to impose a fee for use of the facility if it is determined the event is not directly linked to the normal operations of the primary volunteer organization of the park/facility, whether during the contracted time or not.
 - All outside organizations wishing to conduct a tournament/event in a park/facility **MUST** make their request directly to the Athletic Coordinator/Manager responsible for the facility to discuss the details of the event and obtain approval through a short term permit. Outside organizations are subject to a fee

charge for the usage of the facility. The department reserves the right to change, alter, or cancel the event based on weather conditions or unapproved changes to the structure of the event.

15. **Georgia Return to Play Act-House Bill 48** - Effective January 1, 2014 all youth athletic programs will be required to educate youth athletes and their parents on the dangers of concussions during athletic events.

Because of this legislation, the Department must require all volunteer organizations that hold a park use agreement to implement the requirements necessary to be in compliance of HB 48. To better define the requirements of this law, here is what needs to happen:

1. **Concussion educational information must be provided to all coaches and officials.**
2. **Concussion educational information must be provided to all the athletes and their parents. The parent/legal guardian must sign an acknowledgement of receipt and the organization must keep this on file throughout the season.**
3. **Steps 1 & 2 must be completed prior to the athlete beginning any athletic activity in your program.**
4. **The department strongly encourages that all coaches and officials of a youth activity complete an annual concussion recognition course.**

The Georgia Department of Public Health is referring everyone to the "Heads Up - Concussion in Youth Sports" program offered by the CDC which can be found at

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

On this site, you will find the following information:

- Parent/Athlete Information Sheets in English and Spanish
- Program Posters to Have at Your Facilities
- **On-Line Training Program (Concussion Recognition Course) for Coaches/Officials**
- Coach's Clipboard Sheets

Concussions in sports are a serious issue with long term risks and complications if not treated properly. Always remember "When in doubt, sit them out!" Recognizing the signs and symptoms of a concussion is the key factor as to whether a child should return to play and the training program provides valuable information to assure the athlete is ready to get back in to the game safely.



Appendix

Guidelines for Parents

Department Forms

Concussion Information

Sample By-Laws

Guidelines for Parents

As a parent of a child in a youth sports program in Cobb County, there are several privileges that are available to assure the most enjoyable and positive experience for you and your child. Each volunteer recreation program using Cobb County Park facilities is managed by a board of directors that govern all the daily operations of the program. This board works directly with the Cobb County P.A.R.K.S. Department to assure the program meets or exceeds all department standards. This is done through a park use agreement between the department and the organization.

When registering your child in a youth recreation program in Cobb County parks, you should be aware of your rights as a parent should you have questions or concerns regarding the program.

1. **Refund Policy** – You should know and understand the organizations refund policy when registering your child in the program. Most organizations have the policy on the registration form, but if not, make sure you ask a board member prior to submitting your registration. Once a child is enrolled in a program, the organization must commit these funds quickly towards uniforms, equipment, etc. that cannot be refunded. Normally, an organization cannot give a refund after a certain date because of these preseason expenses. If the child is injured and cannot participate at all, or if there is another unforeseen emergency, the organization will consider upon request a partial or full refund. The parent must provide adequate documentation to support the request for a refund.
2. **Financial Assistance**- All organizations have a policy regarding assistance to parents that have financial hardships. In order to be considered for assistance, the parent must submit required documentation to the board and/or president justifying the need. These requests are considered on a case by case basis.
3. **Copy of By-Laws**- Parents may obtain a copy of the organization's by-laws. This is an important document as it covers all the areas of the program and should answer all questions regarding the structure of the program. If the organization maintains a website, there is usually a link that goes to the by-laws. If not, ask a board member how to obtain a copy.
4. **Board Meetings**- Every organization holds board meetings to conduct the business of the program. These board meetings are open meetings for parents to attend if they choose to do. Many organizations have a meeting schedule listed on their web site or in newsletters. If you would like to address the board during a regular scheduled meeting, you should contact a member of the board and request to be added to the next meeting agenda. This request should be in writing and explain the nature of the request to allow the board to make a timely response.
5. **Elections**- Each organization is required to conduct elections for individuals to volunteer to run for a position on the board. Parents are encouraged to submit their names for board positions as well as other volunteer opportunities such as coaches, team moms, etc. The election process should be covered in the programs by-laws and parents with children in the program are allowed to vote for officers in accordance with the election process. Elections are to be publicized on the web site, at the park, or through the local newspaper.
6. **Questions or Grievances**- During the playing season, parents often have questions or concerns regarding the program structure. When this occurs, parent should first review the organization's by-laws to see if it addresses their issue. Afterwards, they should approach the board member most closely associated with the area in question. (e.g. League Director) If the issue can not be resolved, parents should request to meet with the board to present their concerns. It is the board's responsibility to respond to the issues in a timely manner. If the issue continues to be unresolved, the parent(s) should then contact

the department's Athletics Coordinator assigned to the program. The coordinator will review the concern and determine the most appropriate course of action to resolve the issue.

7. **Good Sportsmanship-** The most important guideline for parents is through demonstration of good sportsmanship. Children will remember the actions of their parents long after the season is over. Children often emulate the behavior of their parents as they get older. Parents should exemplify the highest moral character adhering to strong ethical and integrity standards. Parents should be no party to the use of profanity/obscene language or improper gestures. It is the parent's responsibility and privilege to represent the program and community in a positive and productive manner.

Volunteer Organization General Information

Organization Name: _____

Facility: _____

President's Name: _____

Phone: _____

Address: _____

Email: _____

Contact Person (if different than above): _____

Phone: _____

Email: _____

Registration

Dates: _____

Locations: _____

Times: _____

Fees: _____

Tentative close date: _____

Season

Practice start date: _____

Game start date: _____

Do you have a preset time for Board meetings, and if so when? (i.e. 1st Thursday of the month)

Cobb P.A.R.K.S Department

Short-Term Special Permit

Business/Group: _____

Representative: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cobb County Facility: _____

Area of impact: _____

Purpose of permit: _____

Date(s) of use: _____

Time(s) of use: _____

Number of Guests: _____

This permit is issued to the group stated above, for a non-refundable fee of \$ _____

Agreement Conditions

1. The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions herein as well as all Federal and State laws and Cobb County ordinances and park regulations (as stated on back of permit and/or attached materials).
2. The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of the assigned or designated facility and/or structure or area.
3. The undersigned acknowledges that Cobb County, Georgia and the Cobb County P.A.R.K.S. Department assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and in the reservation form is true and correct to the best of their knowledge.

I (we) hereby personally guarantee the above stated obligations and agreements and agree to personally attend the function described.

Representative Signature **Date**

Recreation Coordinator/Manager **Date**

Recreation Director/Services **Date**

Cobb County P.A.R.K.S. Director – Jimmy Gisi **Date**

Short-Term Special Permit and Policies and Conditions

1. This special permit entitles the individual or group to the use of the indicated/designated facility and/or structure or area and only during the hours as designated on the permit. This agreement does not entitle assigned to private use of other park areas.
2. This special permit is for the number of guests indicated on the permit. Overextending the capacity indicated is a violation of the permit condition.
3. Open-ended invitations to functions being held on Cobb P.A.R.K.S. Department property are expressly prohibited. All invitations must be directed toward a specific group with a definable membership. *Open ended invitations are considered open distribution of flyers or announcements, invitations for members to bring unlimited number of guests, public service announcements on television or radio, and notices in newspaper inviting the general public (indefinable membership) thereby suggesting that the function is open.*
4. Food sales, admissions, fees, private for profit services and fundraising are prohibited in Cobb County without the written approval of the Cobb P.A.R.K.S. Department Director.
5. Special parking arrangements and/or transportation methods must be made by the assigned to adequately meet the needs of the group in comparison with available park parking to minimize the impact on the park and the surrounding neighborhood.
6. Cancellation requests must be received five (5) business days prior to the permitted date. No refunds will be issued after this time. This permit is not transferable.
7. In case of inclement weather, the assigned may request an alternate date. This request must be made on the first business day after the original reserved date.
8. No alterations may be made to County property unless requests have been reviewed and approved by the Cobb P.A.R.K.S. Department Director.
9. The Cobb P.A.R.K.S. Department Director (or designated agent of the department) reserves the right to revoke or change the provisions of this special permit.

Additional Comments: _____

Cc: _____

**Cobb County P.A.R.K.S.
Registration Summary**

Year _____

This summary must be submitted with completed registration reports and association surcharge fees for each seasons.

Association _____ Date Submitted _____

Check appropriate season:

_____ Winter _____ Spring _____ Summer _____ Fall

Check appropriate sports:

_____ Baseball	_____ Football
_____ Lacrosse	_____ Rugby
_____ Softball	_____ Football Cheerleading
_____ Soccer	_____ Other _____

Please complete the following information:

Age Division	# of Registrants	# of Teams

Association Surcharge

Total # of Cobb Registrants: _____ x \$10 = \$ _____

Total # of Non-Cobb Registrants: _____ x \$15.00 = \$ _____

Total # of Registrants: _____

*Please submit surcharge payment by check made payable to:
Cobb County P.A.R.K.S.*

I, _____, certify that the above information is correct to the best of my knowledge.

Witness/Date

**COBB COUNTY P.A.R.K.S.
FACILITY/PARK IMPROVEMENT REQUEST**

Date Submitted _____ (Form must be submitted **thirty** days prior to proposed start date).

1. Facility/ Park _____ Area of Impact _____
2. Association/Group making request _____
3. Project Manager _____
Telephone _____ E-Mail _____
4. Description of proposed project: _____

5. Have detailed plans been drawn up? Yes No If yes, please attach copy.
6. Projected cost _____
7. Source of funds _____
8. Start Date _____ Completion Date _____

As an AUTHORIZED REPRESENTATIVE of the above association/group, I have submitted the above application with the understanding that ALL WORK RELATED TO THE COMPLETION OF THIS PROJECT WILL BE THE RESPONSIBILITY OF THIS ASSOCIATION/GROUP AND THE ASSOCIATION/GROUP MAY ALSO BE RESPONSIBLE FOR THE MAINTENANCE OF SOME OR ALL EQUIPMENT THAT MAY BE A PART OF THIS PROJECT. It is further understood that upon completion of the facility/park development, it will become the sole property of the Cobb County P.A.R.K.S. Department.

Organization President _____ Date _____

Athletic Coordinator/Manager _____ (I concur/I disagree) with request

District Operations Manager _____ (I concur/I disagree) with request

Operations Division Director _____ (I concur/I disagree) with request

Staff Comments _____

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

It's better to miss one game than the whole season. For more information on concussions, visit: www.cdc.gov/Concussion.

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date



A Fact Sheet for **ATHLETES**

CONCUSSION FACTS

A concussion is a brain injury that affects how your brain works.

- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

CONCUSSION SIGNS AND SYMPTOMS Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

For more information, visit www.cdc.gov/Concussion.

WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **DON'T HIDE IT. REPORT IT.** Ignoring your symptoms and trying to “tough it out” often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.
- **GET CHECKED OUT.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.
- **TAKE CARE OF YOUR BRAIN.**

A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

HOW CAN I HELP PREVENT A CONCUSSION?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.



Hoja Informativa para los ATLETAS

¿QUÉ ES LA CONMOCIÓN CEREBRAL?

La conmoción cerebral es una lesión del cerebro que:

- Es causada por un golpe en la cabeza o una sacudida
- Puede cambiar el funcionamiento normal del cerebro
- Puede ocurrir en cualquier deporte durante las prácticas de entrenamiento o durante un juego
- Puede ocurrir aun cuando no se haya perdido el conocimiento
- Puede ser seria aun si se piensa que sólo se trata de un golpe leve

¿CUÁLES SON LOS SÍNTOMAS DE LA CONMOCIÓN CEREBRAL?

- Dolor o "presión" en la cabeza
- Náuseas (sentir que quieres vomitar)
- Problemas de equilibrio, mareo
- Visión doble o borrosa
- Molestia causada por la luz
- Molestia causada por el ruido
- Sentirse debilitado, confuso, aturdido o grogui
- Dificultad para concentrarse
- Problemas de memoria
- Confusión
- No "sentirse bien"

¿QUÉ DEBO HACER SI CREO QUE HE SUFRIDO UNA CONMOCIÓN CEREBRAL?

- **Dile a tus entrenadores y a tus padres.** Nunca ignores un golpe en la cabeza o una sacudida aun cuando te sientas bien. También dile al entrenador si crees que uno de tus compañeros de equipo sufrió una conmoción.

- **Ve al médico para que te examine.** Un médico u otro profesional de la salud podrá decirte si sufriste una conmoción cerebral y cuándo estarás listo para volver a jugar.
- **Tómate el tiempo suficiente para curarte.** Si sufriste una conmoción cerebral, tu cerebro necesitará tiempo para sanar. Es más probable que sufras una segunda conmoción mientras tu cerebro esté en proceso de curación. Las segundas conmociones y cualquier conmoción adicional pueden causar daños al cerebro. Por eso es importante que descanses hasta que un médico u otro profesional de la salud te permitan regresar al campo de juego.

¿CÓMO PUEDO PREVENIR UNA CONMOCIÓN CEREBRAL?

Aunque todo deporte es diferente, hay medidas que puedes tomar para protegerte.

- Sigue las reglas de seguridad del entrenador y las reglas del deporte que practicas.
- Mantén el espíritu deportivo en todo momento.
- Utiliza los implementos deportivos adecuados, incluido el equipo de protección personal. Para que este equipo te proteja, debe:
 - Ser adecuado para el deporte que practicas, tu posición en el juego y tipo de actividad
 - Usarse correctamente y ajustarse bien a tu cuerpo
 - Usarse en todo momento durante el juego

Es preferible perderse un juego que toda la temporada.

Para obtener más información, visite



These signs and symptoms may indicate that a concussion has occurred.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETE
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows behavior or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Does not "feel right"

ACTION PLAN

If you suspect that a player has a concussion, you should take the following steps:

1. Remove athlete from play.
2. Ensure athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
4. Allow athlete to return to play **only** with permission from an appropriate health care professional.

IMPORTANT PHONE NUMBERS

FILL IN THE NAME AND NUMBER OF YOUR LOCAL HOSPITALS] BELOW:

Hospital Name: _____

Hospital Phone: _____

Hospital Name: _____

Hospital Phone: _____

For immediate attention, CALL 911

If you think your athlete has sustained a concussion... take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.



A Fact Sheet for COACHES

To download the coaches fact sheet in Spanish, please visit www.cdc.gov/ConcussionInYouthSports

Para descargar la hoja informativa para los entrenadores en español, por favor visite

www.cdc.gov/ConcussionInYouthSports

THE FACTS

- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

WHAT IS A CONCUSSION?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull.

This sudden movement of the brain can cause stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

To help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.
2. Any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury. But the full effect of the injury may not be noticeable at first. For example, in the first few minutes the athlete might be slightly confused or appear a little bit dazed, but an hour later he or she can't recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

It's better to miss one game than the whole season.

SIGNS AND SYMPTOMS¹

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just "not feeling right" or "feeling down"

WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9 1 1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first usually within a short time period (hours, days, weeks) can slow recovery or increase the chances for long term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.^{2,3}

HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with your team's certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

BASELINE: Athletes should not have any concussion symptoms. Athletes should only progress to the next step if they do not have any symptoms at the current step.

STEP 1: Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

STEP 2: Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate intensity stationary biking, moderate intensity weightlifting (reduced time and/or reduced weight from your typical routine).

STEP 3: Add heavy non contact physical activity, such as sprinting/running, high intensity stationary biking, regular weightlifting routine, non contact sport specific drills (in 3 planes of movement).

STEP 4: Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5: Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard.

The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

PREVENTION AND PREPARATION

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture.

However, helmets are not designed to prevent concussions. There is no "concussion proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

Parents and athletes should sign the concussion policy statement at the beginning of the season.

ACTION PLAN

WHAT SHOULD I DO WHEN A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. REMOVE THE ATHLETE FROM

PLAY. Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!

2. ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury

- Any seizures immediately following the injury
- Number of previous concussions (if any)

3. INFORM THE ATHLETE'S PARENTS OR GUARDIANS.

Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.

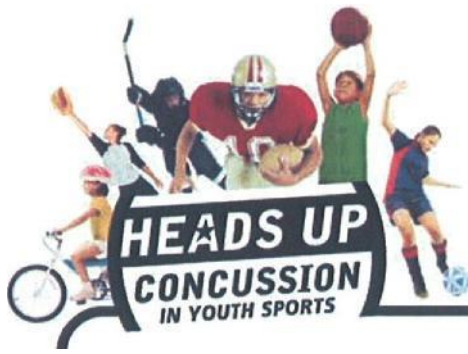
4. KEEP THE ATHLETE OUT OF PLAY.

An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

REFERENCES

1. Lovell MR, Collins MW, Iverson GL, Johnston KM, Bradley JP. Grade 1 or "ding" concussions in high school athletes. *The American Journal of Sports Medicine* 2004; 32(1):47-54.
2. Institute of Medicine (US). Is soccer bad for children's heads? Summary of the IOM Workshop on Neuropsychological Consequences of Head Impact in Youth Soccer. Washington (DC): National Academies Press; 2002.
3. Centers for Disease Control and Prevention (CDC). Sports-related recurrent brain injuries-United States. *Morbidity and Mortality Weekly Report* 1997; 46(10):224-227. Available at: www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm.

*If you think your athlete has a concussion...
take him/her out of play and seek the advice of a health care professional
experienced in evaluating for concussion.*



A QUIZ FOR COACHES, ATHLETES, AND PARENTS

Review the "Heads Up: Concussion in Youth Sports" materials and test your knowledge of concussion.

Mark each of the following statements as True (T) or False (F)

1. A concussion is a brain **injury**.
2. Concussions can occur in any organized or unorganized recreational sport or activity.
3. You can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury.
4. Following a coach's rules for safety and the rules of the sport, practicing good sportsmanship at all times, and using the proper sports equipment are all ways that athletes can prevent a concussion.
5. Concussions can be caused by a fall or by a bump or blow to the head or body.
6. Concussion can happen even if the athlete hasn't been knocked out or lost consciousness.
7. Nausea, headaches, sensitivity to light or noise, and difficulty concentrating are some of the symptoms of a concussion.
8. Athletes who have a concussion should not return to play until they are symptom-free and have received approval from a doctor or health care professional.
9. A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems.

ANSWER KEY: 1. True; 2. True; 3. True; 4. True; 5. True; 6. True; 7. True; 8. True; 9. True

It's better to miss one game than the whole season.



SIGNS AND SYMPTOMS

These signs and symptoms may indicate that a concussion has occurred.

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

ACTION PLAN

If you suspect that a player has a concussion, you should take the following steps:

1. Remove **athlete** from play.
2. Ensure athlete is evaluated by an **appropriate health care professional**. Do not try to **judge the seriousness of the injury yourself**.
3. Inform athlete's parents or **guardians about the known or possible concussion and give them the fact sheet on concussion**.
4. **Allow athlete to return to play only with permission from an appropriate health**

It's better to miss one game than the whole season.

For more information and to order additional materials **free of charge**, visit:

www.cdc.gov/ConcussionInYouthSports

West Cobb Girls Softball Association, Inc.

By-Laws

Amended 8/14/04

Article I - Name of Organization

The organization shall be known as the West Cobb Girls Softball Association, Incorporated (WCGS). The organization shall be a not-for-profit organization doing business in Cobb County, Georgia.

Article II - Purpose of the Organization

The purpose of the Association shall be to work in cooperation with the Cobb Country Parks, Recreation and Cultural Affairs Department in encouraging community unity for the purpose of obtaining opportunities for wholesome recreation and advancement of parks and recreation. The Association's objective is to provide Spring and Fall softball programs for girls from age four through age 19 living in the West Cobb County communities.

Article III - Membership

Section 1. Association Membership. Membership shall include parents or legal guardians that have registered a player or players for play, Association-approved coaches, and all approved volunteers performing services for WCGS.

Section 2. Annual Meeting. The "Annual Meeting" of WCGS shall be announced by the Board of Directors. The meeting will be held on the first or second Thursday in the Month of June each year, at the hour of 7 o'clock p.m., for the purpose of electing the Board of Directors and for the transaction of such other business as may come before the membership. If the election of Directors shall not be held on the day designated herein for any Annual Meeting of the Association, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the Association as soon thereafter as conveniently may be arranged.

Section 3. Special Meetings. Special meetings of the Association, for any purpose or purposes, may be called by the President, by the Board of Directors, or by the President at the request of the Association.

Section 4. Place of Meeting. The Board of Directors may designate any place in Cobb Country for the Annual Meeting or any special meetings of the Association. In the event no place for the meeting is designated, such meeting shall be held at the Lost Mountain Park Softball Complex.

Section 5. Notice of Meeting. Written notice stating the place, day and hour of the Annual Meeting shall be advertised to the membership and to the community by placement of a meeting announcement at the Lost Mountain Complex at least one week prior to the meeting. The Board of Directors may also post notices of the meeting in a local newspaper or mail notices to the membership. If mailed, such notice shall be deemed delivered when deposited in the United States Mail, addressed to the member at his/her address as it appears on the registration form.

Section 6. Voting. A simple majority of those members present shall be required to pass any actions presented to the membership. There shall be a minimum of 50% of the Board of Directors present unless specifically stated otherwise in any announcement of such meeting.

Article IV - Board of Directors

Section 1. General Powers. The business and affairs of the Association shall be managed by its Board of Directors.

Section 2. Number, Tenure, and Qualifications. The number of Directors of the Association shall be fixed by the Board of Directors, but in no event shall be less than six. Each Director shall hold office until August 1st following the Annual Meeting and until his successor has been elected and qualified.

Section 3. Elections. Members of the Board of Directors shall be elected to the Board in the following manner:

1. The Board shall appoint a nominating committee no later than May 15 to solicit nominations from the membership of the Association.
2. The nominees shall accept responsibilities of the office prior to the election.
3. The slate of nominees shall be presented to the membership at the Annual Meeting and the floor open for additional nominees from the Association members present.
4. The slate of officers shall be voted on at the annual meeting and a majority vote of those members present is required for acceptance.
5. Should a Board position become vacant for any reason, the President shall appoint, with advise and consent from the executive officers, a member of the Association to assume the office until the next election.

Section 4. Meetings. Meetings are called by or at the request of the President, a member of the Executive Board, or any two Directors.

Section 5. Notice. Notice of any meeting shall be given at least one day prior to the meeting and may be given by written notice delivered personally or mailed to each Director at his or her business address, by e-mail, or by telephone. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail so addressed, with postage thereon prepaid. If notice is given by telephone, such notice shall be deemed to be delivered when a message is delivered to the Board member, a member of the person's household, or to an answering message device. Special or emergency meetings may be called with less notice where conditions warrant such action.

Section 6. Quorum. A majority of the number of Directors fixed shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 7. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 8. Action Without a Meeting. Any Board-required action that may be taken by the Board of Directors at a meeting may be taken without a meeting if consent is given in writing, stating action to be taken, and is agreed to by a majority or directors. A vote may also be taken by telephone or e-mail of the full Board and that vote is so duly noted in writing.

Section 9. Compensation. Board members are volunteers and shall receive no compensation or favoritism for their participation on the Board. Board members must pay registration fees for their daughters the same as any other member of the Association. Board members are prohibited from doing business at a profit or for more than others may provide the service with the Association to avoid any appearance of a conflict of interest. Services performed at cost, a reduced cost or free will be accepted with Board approval. Bids may be secured to assure the cost is reasonable, fair, and equitable. At the discretion of the President, a small gift

at the end of the year may be purchased on behalf of the Association to show appreciation for the member's service.

Section 10. Rules of Order. The rules contained in Robert's Rules of Order, revised, shall govern all meetings of the Association in all cases to which they are applicable, and in which they are not in conflict with the rules of the Association or these By-Laws.

Section 11. Presumption of Assent. A director of the Association who is present at a meeting of the Board of Directors at which action on any matter is taken shall be presumed to have assented to the action taken unless his dissent shall be entered in the minutes of the meeting or unless he shall file his written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof, or shall forward such dissent by registered mail to the Secretary immediately after the adjournment of the meeting. Such right to dissent shall not apply to any Director who voted in favor of such action.

Article V - Officers

Section 1. Number and Positions. The Board of Directors shall have an Executive Committee that consists of at a minimum a President, Vice President, Treasurer, Slow-Pitch Director, Fast-Pitch Director, Player Agent, and Assistant Fast-Pitch Director. In addition to these positions, the Board of Directors shall consist of representative from each league of play for slow-pitch, Ways and Means Coordinator, and Concession Stand Director. In addition, at the discretion of the President and at the President's appointment, a position of Past Officer may be created and added to the Board and the Executive Committee, if desired.

Section 2. Removal. Any officer, agent, or coordinator may be removed by the Board of Directors whenever, in its judgment, the best interests of the Association will be served thereby. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled in accordance with Article V, Section 3.

Section 3. President. The President is the principle executive officer of the Association and shall preside at all meetings of the Association. If unable to preside at a meeting for any reason, the President shall delegate his or her authority to the Vice President. The President shall represent the membership and the Board of the Association at all meetings called or scheduled by the Parks, Recreation and Cultural Affairs Department and in whatever other capacity arises. The President shall have the authority to appoint all committees as needed. In general, the President shall supervise and control all of the business and affairs of the Association. The President may sign contracts or other instruments which the Board of Directors has authorized to be executed. The President in general shall perform all duties incidental to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 4. Vice President. In the absence of the President or in event of his death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall oversee Concession Operations and Equipment Management but shall seek a broad knowledge of Association operations so as to assume the role of President upon the departure of the President. The Vice President shall perform such other duties as from time to time may be assigned to him by the President.

Section 5. Secretary. The Secretary shall: (a) keep the minutes of the proceedings of the Board of Directors; (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of the records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized; (d) keep a register of the post office address of each Board member to be furnished to the Secretary by such Board member; and, (e) in general perform all duties incidental to the office of the Secretary and such other duties as from time to time may be assigned to him or her by the President.

Section 6. Treasurer. The Treasurer shall: (a) have charge and custody of and be responsible for all funds of the Association; (b) receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Associations in such banks, trust companies or

other depositories as shall be selected; and (c) in general perform all of the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to him by the President.

Section 7. Player Agent. The Player Agent shall: (a) ensure the coordination of the skills test / tryouts and team divisions by the league directors; (b) assure that every registered slow-pitch player is assigned to a team through a draft performed in accordance with the Associations Rules and Regulations; (c) create and maintain all official player records as required by the Association; (d) maintain a waiting list of players in accordance with the Association Rules and Regulations; (e) represent the slow-pitch players' interest in all matters before the Board; (f) oversee the travel and all-star team selection processes; and (g) shall perform such other duties as assigned by the President.

Section 8. Slow-Pitch Director. The Slow-Pitch Director oversees all areas of operation for the slow-pitch program.

Section 9. Fast-Pitch Director. The Fast-Pitch Director oversees all areas of operation for the fast-pitch program.

Section 10. Assistant Fast-Pitch Director. The Assistant Fast-Pitch Director shall (a) represent the fast-pitch player's interest in all matters before the Board; and (b) assist the Fast-Pitch Director as requested.

Section 11. Ways and Means. The Ways and Means Coordinator shall be in charge of all fund-raising activities on behalf of the Association. All activities shall be presented to the Board and funds raised from these activities turned over to the Treasurer. Fund-raising activities shall reflect positively on the Association.

Section 12. Past Officer. At the discretion of the President, a former officer of the Association may be appointed to the executive position of Past Officer. The position is to serve as an advisor to the President and the Board. The Past Officer may perform such duties as required by the President.

Section 13. League Directors. Each age group for the Association's slow-pitch program shall have a Director(s). The League Directors shall: (a) recruit managers and coaches for their league; (b) present the managers and coaches to the Board for approval in accordance with the Association's Rules and Regulations; (c) present to the managers the Rules and Regulations of the Association; (d) coordinate in cooperation with the Player Agent the skills test / tryouts and draft / selection process; (e) coordinate with the Travel Team / All-Star Director the travel team and all-star team selection process in accordance with the Rules and Regulations; and (f) bring to the Board any protest arising out of the league's play.

Section 14. Concessions Director. The Concessions Director shall: (a) coordinate the Concessions Committee; (b) coordinate the ordering of supplies and maintenance; (c) ensure worker coverage for the concession stand; (d) coordinate deposit of receipts; and (e) other duties as required by the position.

Section 15. Scheduling Directors. The Slow-Pitch Scheduling Director shall (a) schedule field use and league games; (b) schedule worker coverage for the concession stands; (c) schedule Board duty; (d) ensure that schedules and changes are communicated as necessary; and (e) ensure umpire coverage and notification of changes to schedules.

The Fast-Pitch Scheduling Director shall develop and coordinate fast-pitch game schedules with the Slow-Pitch Scheduling Director.

Section 16. Equipment Managers. The Equipment Managers (Slow and Fast-Pitch) are responsible for all equipment of the Association (by program) including the ordering thereof, the inventorying, and the assigning of equipment to teams.

Section 17. Travel Team / All-Star Director. The Travel Team / All-Star Director (a) oversees and coordinates the travel team and all-star team audition and selection process as defined in the Rules and Regulations; and (b) ensures that travel and all-star teams operate per the Rules and Regulations.

Section 18. Score Keeper Coordinator. The Score Keeper Coordinator manages and schedules score keepers.

Section 19. Fall Season Director. The Fall Season Director oversees the operations of the Fall Season.

Section 20. Slow-Pitch Tournament Director. The Slow-Pitch Tournament Director oversees the operations of the West Cobb Invitational Tournament and any in-park tournaments.

Section 21. Website and Communications Director. The Website and Communications Director manages the Association website and is responsible for all communications with the public.

Section 22. Fast-Pitch League Development Director. The Fast-Pitch League Development Director works with other teams and parks in an effort to develop the fast-pitch program.

Article VI - Liability

The Association, the Board of Directors, the County, the managers and coaches shall not be held liable for actions taken in the course of carrying out the business of the Association. Parental permission for participation shall be acquired for all players. The parents or legal guardians shall assume all risk and hazards incidental to the conduct of the activities and transportation to and from the activities of the

Association. Further, the parents shall release, absolve, indemnify and hold harmless the activity, sponsor, the Board of the Association, the supervisors, any or all of them. Parents shall give permission to take the child to the doctor or hospital in case of injury.

The assets of the Association shall be protected through the purchase of insurance coverage. The Board of Directors may, in its discretion, direct the purchase of liability insurance. The Board shall decide to register all of its teams with a sports association (ASA, USSSA, ISA, NSA) and purchase insurance for teams where required.

Article VII - Audits and Fiscal Year

The fiscal year of the Association shall begin on the first day of January and end on the last day of December of each year. The books of the Association may be audited by a duly licensed firm as directed by the Board of Directors and the audit reviewed and accepted by the Board of Directors.

Article VIII - Corporate Seal

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the Association and the State of incorporation and the words, "Corporate Seal."

Article IX - Representation

All teams that represent the Association shall wear on their uniform the name of the Association, West Cobb, or have the uniform approved by the Board. All teams, coaches, managers and parents shall represent the Association in the best light possible and encourage a healthy environment in which girls may engage in athletic competition, develop athletic skills, and learn proper sportsmanship. It is acknowledged that the Association operates at all times to promote the best interests of its youth participants and, to the fullest extent possible, to ensure that all participants, regardless of their skill level, have a rewarding and enjoyable experience.

Article X - Special Purpose Fund-Raising

It is recognized by the Association that all-star teams, tournament/travel teams, and fast-pitch teams may need to engage in fund-raising activities. Fund-raising activities shall be done only to support the teams' participation in tournaments including tournament fees, travel costs, meals and lodging, to purchase additional uniforms and purchase trophies or team awards or party. Activities shall be done in the name of the Association and shall not compete with the fund-raising activities of the full Association. All fund-raising activities shall be in good taste, reflect positively on the girls and the Association, and provide a healthy, growth-oriented opportunity to the participants. Teams that raise funds shall establish a checking account for the deposit of funds and the dispensing of all funds shall be done by check so as to provide for an accounting of all expenses. Teams shall designate a business manager who is someone other than the manager / head coach but may be a parent of a team member. The records of the team must be turned over for inspection to an Executive Board member requesting in writing an accounting of the team's funds. Any balance of funds at the end of the team's season shall be returned to the team members, spent for the benefit of the team, or donated in the name of the team to the Association for the purchase of equipment, park improvements, or other activities to benefit the Association's members. The team shall make an accounting of its revenue and expenses to its league director.

Article XI - Amendments

These by-laws may be altered, amended, or repealed and new By-Laws may be adopted by the Board of Directors at any regular or special meeting of the Board of Directors.

The above By-Laws are certified to have been adopted by the Board of Directors of the Association on the 16th Day of August, 2004.

Barbara K. Savage, Recording Secretary

