

TOWN OF ATOKA

Parks and Recreation Department

Policy and Procedures Manual

11/1/2012



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A. YOUTH ATHLETIC ASSOCIATIONS

The Town of Atoka is fortunate to have volunteers who execute youth recreational sports programs on behalf of the Town and its Parks and Recreation department. In this unique partnership, the Town provides staff, budget, and resources to construct and maintain quality sports fields, facilities, and parks. Youth Athletic Associations (henceforth referred to as YAA), shall have a board of directors to organize, plan, and administer outstanding youth sports programs. Together, this partnership ensures that wholesome, healthy, and enjoyable recreation activities are available to the citizens of Atoka.

This document will serve as an agreement between the YAA's and the Town of Atoka, and establishes certain requirements the organization must fulfill to conduct its program in a Town owned park or facility (hereinafter "Park"). 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. YAA's agree to abide by the Town of Atoka Parks and Recreation Department Policy and Procedures Manual. This manual expands on the listed requirements to describe the Town's policies and procedures, as well as outlining the responsibilities of both the Parks and recreation Department (hereinafter "Department") and the organization. This handbook outlines the basic structure of the YAA's to ensure all programs are operated consistently with Department and national recreation program standards. Violation of any requirement may constitute cause for revocation of the use of Parks.

Recognizing that the Town provides valuable assets that are funded by tax payers and that these assets are utilized by YAA's, YAA's and their competitive/travel programs are required to provide their services in concert with established Town policies, ordinances, and good business practices. In addition, situations may arise requiring the Town to be involved in issues related to YAA operations. In these instances, the YAA's are required to cooperate with the Parks and Recreation Department and the Parks and Recreation Advisory Board (hereinafter "PRAB") to resolve issues in cases not specifically covered by this manual. All grievances, protests, and ethical issues shall follow the TAA's due process procedures. In the event that the YAA's due process does not resolve the issue, a formal request for consideration shall be forwarded to the Director of the Parks and Recreation Department. The Parks and Recreation Director shall investigate the issue and forward the matter to the PRAB for resolution. All decisions by the PRAB regarding appeals are final. Decisions regarding the appeals will be submitted to individuals involved within five (5) business days.

1. Not-for-Profit Organization

Each YAA will incorporate and register with the Secretary of State's Office as a not-for-profit organization. Proof of not-for-profit status must be submitted annually to the Parks and Recreation Director.

2. Insurance Coverage

All YAA's must provide The Town of Atoka a comprehensive general liability insurance coverage package in the amount of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. The Certificate of Insurance must list the Town of Atoka Board of Mayor and Aldermen,

PRAB, and Town Staff as additional insured. Also required is insurance covering the personal property of the organization including equipment and contents. The Town's insurance covers only the Town's buildings, fields, equipment and property. It is the responsibility of the YAA to insure any contents stored in its concession stands, shed, and storage building on the Town's property.

3. Bylaws and Election of Officers

The Board of Directors shall be the governing body of each YAA, consistent with the Charter and Bylaws of the YAA, to conduct the affairs of the YAA. Any organization that has a separate Board of Directors will be required to sign and adhere to the terms and conditions of this manual. The YAA's should review and approve their bylaws a minimum of every two (2) years for updates and/or changes. A copy of the Bylaws must be submitted to the Town of Atoka Parks and Recreation Director each year prior to the start of practices and/or competition; and/or after any amendments or changes have been made. Open election for the Board of Directors is mandatory.

Board members of the YAA's are volunteers and shall receive no compensation or favoritism for their participation on the Board. Board members must pay registrations fees for their child the same as any other member of the YAA. Board members are prohibited from doing business at a profit or for more than others may provide the service with the YAA's to avoid any appearance of a conflict of interest. Services performed at cost, a reduced cost, or free may be accepted with YAA Board approval and the Parks and Recreation Department approval.

4. Association Annual Meeting

All YAA's must hold at least one (1) annual membership meeting each year at a time and place named by the President of the YAA. The agenda for this meeting shall be business as deemed necessary by the YAA. Among the items discussed at this meeting shall be the general conditions 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. Efforts must be made for all YAA members to be notified thirty (30) days prior to the annual meeting and records maintained of this notification. The Town of Atoka Parks and Recreation Department must be notified of this annual meeting at least thirty (30) days in advance. It is recommended that YAA's annual meeting date be posted on the YAA's web site, at Park facilities and other places that are highly visible to the public.

5. Financial Reports

The YAA's shall assume the financial responsibility for the recreation program it operates. The Town assumes no responsibility for maintaining financial stability of the YAA's. Furthermore, the Town expressly assumes no responsibility for the financial well-being or outstanding debts of the YAA. The Town of Atoka Parks and Recreation Department recommends that each YAA is bonded and that annual internal audits are performed on all checking accounts. A complete copy of a financial report from the previous year (including receipts and disbursements, beginning and ending cash balances, and bank reconciliation) and a proposed budget for the upcoming year must be submitted to the Parks and Recreation Director annually. Furthermore, all YAA's shall afford Town of Atoka officials

access to any and all records as if the Town was a member of the YAA. Failure to provide access to YAA records may result in the revocations of the YAA's use privileges of Parks.

The YAA's shall properly maintain records on receipts and disbursements of all funds. The appropriate invoice or documentation shall support all disbursements. Any expenditure over \$1000 should have approval of the YAA board.

In order to insure that no individual or private entity is profiting from the use of Town property, the Town reserves the right to conduct an internal audit (conducted by Town staff) of the YAA's financial records at any time. Audits can be conducted with no advance notice and the YAA should be prepared to produce the requested information or documentation. Moreover, if warranted by the Town based on results of the internal audit, an independent audit (on the cash basis of accounting) by a Certified Public Accounting firm may be required. The YAA will be responsible for the cost associated with this independent audit.

The use of Town property for the pecuniary gain of any individual or any for-profit entity is strictly prohibited. Payment of excessive salaries or any payments in excess of fair market value for any services or supplies shall constitute pecuniary gain. YAA's should strive to avoid obtaining materials, supplies or services from any persons affiliated with the YAA or formerly affiliated with the YAA to avoid the appearance of impropriety (this would include family members of such affiliated persons).

6. Bonding of Youth Athletic Associations Officers

All check signed by the officers of YAA's should bear two (2) signatures of the appropriate officers of the YAA. YAA's are encouraged to acquire a bond for all officers and/or members of the YAA who collect and receive monies for the YAA.

7. Board Meetings

YAA's must provide the Town of Atoka Parks and Recreation Director a schedule of all meetings of the board. YAA's must contact the Parks and Recreation Director immediately with changes or updates to the meeting schedule.

All YAA's are required to conduct their monthly and annual meeting with an established format and procedure. Example:

- Call to order
- Roll call of members present
- Financial reports
- Officer reports
- Committee reports
- Special orders (Important business previously designated for consideration at this meeting)
- Unfinished business
- New business

- Announcements
- Adjournment

The YAA's should develop a procedure by which the Parks and Recreation Director (or a designated Town staff member) can address the board with comments or concerns and be an integral part of the meeting. The YAA's should develop a procedure by members can address the board with comments or concerns. It is recommended 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.

8. Turf and Grounds Assessments

The Town of Atoka Parks and Recreation Department and YAA's will assess fields, grounds, and buildings to determine course of action needed to repair problem areas or issues. The Department and FAA's will work together to create a timeline to for repair or renovate affected areas.

9. Participation Requirement

YAA's that utilize Parks, must ensure that no persons be denied participations in any park or programs based on race, color, national origin, religious background, sex, or age, and be in compliance with the Americans with Disabilities Act.

10. Facility Use Agreement/Permits

Each YAA operating in a Park must fill out a Facility Use Agreement form with the Town of Atoka Parks and Recreation Department, a minimum of thirty (30) days prior and a maximum of one (1) year prior to the opening date of each sports season. For tournaments, a written notification should be received by the Parks and Recreation Director two (2) weeks prior to the association bidding on a tournament. Upon approval, a YAA will be issued a facility use permit.

- This permit will be obtained on behalf of the YAA by the President and on behalf of the Department by the Parks and Recreation Director.
- This permit, issued seasonally per sport, specifically identifies facilities to be used by the YAA and the terms and conditions of said use.
- Adherence to all requirements outlined in the Policies and Procedures for YAA's operating on Town park property is a condition of the facility use permit and is considered as terms of use.
- Field use permits are for the sole purpose of sports fields. Passive and open areas are not available for use at any time for organized practice or play. Use of the walking trails for purposes other than running or walking by the YAA is strictly prohibited. YAA's are responsible for ensuring that walking tracks and trails adjacent to sports fields are clear of spectators during YAA activities. YAA's may be liable for any incidents related to unauthorized use.

11. Permits

Facility use permits are issued solely for the use of the permittee. Use under the permit is not transferable or assignable. Only the Parks and Recreation Department can issue permits to any person or organization seeking to use a Park. No organization at any time may sublet Park facilities to another organization or permit any separate organization to use a Park under the permittee's name. Violation of this policy will require the forfeiture of any money made as a result of the use of the Park and may result in the revocation of Park use privileges of the permittee.

12. Cancellations

The Town of Atoka Parks and Recreation Department reserves the right to cancel any scheduled activity on Town facilities or property when it determines that such use could potentially cause unsafe conditions for the YAA's, spectators, general public, and/or damage to the facility at any time it deems it to be in the best interest of the public.

B. FACILITY USE AND OPERATIONS

1. Parks and Recreation Department Role

The role of the Town of Atoka Parks and Recreation Department is to facilitate agreements and permits with those desiring to use Town of Atoka Parks and Recreation athletic fields and facilities; to implement various youth athletics programs, activities and events; and to ensure that the recreational assets of the Town of Atoka are utilized effectively and efficiently to allow maximum participation and citizen access. In addition:

- Assist user groups in setting usage dates and times; securing permits; completing significant event notification; collecting insurance and non-profit verification documents from YAA's; collecting registration fees, rental fees, deposits, and any other fees associated with facility use.
- Collect team or league rosters; proposed practice, game, and tournament schedules; and program participation reports from YAA's for each season and each sport.
- Attend YAA Board meetings and elections and serve in an advisory capacity during these meetings.
- Relay all communications from the YAA to Parks and Recreation staff and vice versa.
- Regularly inspect parks, fields, and facilities and communicate issues, concerns, and problems with support services staff and parks ground maintenance staff on behalf of YAA's.
- Disseminate information on field and facility closures for inclement weather or renovation.
- Post YAA announcements on park signage.
- Ensure YAA's comply with the Policies and Procedures outlined in this manual.

2. Sport of Season Guidelines

The Town of Atoka Parks and Recreation Department reserves the right to administer field/facility permits to YAA's according to established sport of season priorities. Atoka Parks and Recreation recognizes and prioritizes field/facility use according to the following guidelines.

Fall Sports: Football is considered the sport of season at parks designated for football use. Soccer is considered the sport of season at all soccer fields and soccer complexes. Baseball/softball is considered the sport of season at all baseball/softball fields and complexes.

Winter Sports: Basketball is considered the sport of season during the winter months.

Spring Sports: Football is considered the sport of season at parks designated for football use. Soccer is considered the sport of season at all soccer fields and soccer complexes. Baseball/softball is considered the sport of season at all baseball/softball fields and complexes.

Other sports as requested may be conducted on fields designated for sport specific use with approval from the Parks and Recreation Department.

3. New Sport or League

YAA's must notify the Town of Atoka Parks and Recreation Director of plans to implement any new sport or league. This notification must be a minimum of six (6) months in advance.

4. Registration

Registration for recreational youth sports programs will be open to all youth that meet the age requirements set forth in the specific sport by-laws.

- Registrations must be advertised a minimum of thirty (30) days in advance.
- Registration will be taken until all team roster positions are filled or two (2) weeks prior to the beginning of regular season games.
- All registration must be conducted on an equal opportunity basis prior to the start of the season. YAA's should make every effort to maximize participation and use facilities.
- YAA's must offer all persons of appropriate age the opportunity to participate in any YAA program regardless of race, color, national origin, religion, sex age, or disability.

5. Field Scheduling

Final decisions regarding field scheduling will be vested in the Parks and Recreation Director. Proposed dates for try-outs practice and league games at Park facilities must be submitted in writing, a minimum of (30) days and a maximum of one (1) year in advance to the Parks and Recreation Director. Once submitted, the Parks and Recreation Director will allocate field space as deemed in the best interest of Atoka residents. First priority will be given to YAA and Town of Atoka Parks and Recreation programs, next to traveling or select programs, and then to the general public and other organizations.

Game Schedules:

YAA's must make the scheduling of practices and games for recreation teams their first priority during the scheduling process. All Practice times and game times must be approved by the Parks and Recreation Director prior to the start of the practices and games. Upon review of these schedules, the Parks and Recreation Director can make changes to the schedule as they see fit. Unscheduled field time will be scheduled by the Parks and Recreation Department as deemed appropriate. Unscheduled field time refers to approved practice and game schedules. Athletic fields will not be prepared and/or lined until the Parks and Recreation Director receives a written practice and/or game schedule.

6. Practice and Game Schedules

The YAA will supply to the Parks and Recreation Director a final copy of their practice schedule one (1) week prior to the start of practices, and a copy of their game schedule one (1) week prior to opening day for any games.

7. Tournaments

YAA's must request in writing to the Town of Atoka Parks and Recreation Director for permission to use Parks for tournaments. This written notification should be received by the Parks and Recreation Director two (2) weeks prior to the association bidding on a tournament. This written request should include tournament dates, times, and specific facilities. The association board must serve as tournament director and accept all monies applicable to the event. Upon approval, the association may proceed with the tournament bid process. Once the association has been notified of the award of the tournament they should confirm tournament dates, times and tournament needs from the Town with the Parks and Recreation Director. Within two (2) weeks of being notified about awarded tournament(s), the Town of Atoka Parks and Recreation Department will indicate the assistance it can provide concerning the association's request. The tournament/event must take place during the time period allotted to the association by the Department. 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 allotted time or not.

All outside organizations wishing to conduct a tournament/event in a park/facility MUST make their request directly to the Parks and Recreation Director. 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.

8. Camps and Clinics

YAA's must request in writing to the Town of Atoka Parks and Recreation Director the use of Parks for any camps and clinics sponsored by the YAA. The written request should be received by the Parks and Recreation Director a minimum of thirty (30) days in advance.

Failure to provide adequate request and notice of scheduled tournaments and/or camps and clinics to the Parks and Recreation Director could result in conflicts with Town sponsored camps, clinics, programs, events or facility renovations.

9. Background Checks

Background checks must be conducted on all board members, coaches, and officials. Records of background checks must be turned in and approved prior to the working/coaching/officiating with any minor.

10. Conduct

The Town of Atoka Parks and Recreation Department encourages all YAA's to support and promote sportsmanship in all of its leagues and programs. YAA's are encouraged to have parents sign a parent's code of ethics during the registration process of each sport season for their child. Coaches and officials should sign the appropriate code of ethics prior to the start of each sport season.

YAA's are responsible for addressing behaviour by the officials, coaches, parents, participants, 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. All grievances, protest and ethical issues shall follow the YAA's due process procedures prior to being brought to the PRAB for resolution.

The Town of Atoka Parks and Recreation Department has a NO TOLERANCE POLICY. When an umpire, referee, or designated official informs an individual or individuals involved in a confrontation or conduct unbecoming to leave the Park and the individual(s) does not leave, or leaves and returns, the appropriate law enforcement authorities shall be summoned.

Constant disagreement and quarrelling within a YAA utilizing Atoka Parks and Recreation facilities shall be grounds for calling the Officers of the offending parties and/or the YAA before the PRAB to show cause why the offending parties and/or YAA should not be suspended or permanently barred from using the Park facilities.

11. Youth Athletic Associations Operations Responsibilities

YAA's are responsible for collecting litter daily from fields, dugouts and spectators areas, and placing it into trash receptacles.

YAA's are responsible for providing all sports equipment and all necessary personnel to operate the program.

YAA's must turn field lights off each evening at the conclusion of activities and ensure that lights are off on fields not in use. Light should not be used until necessary in the evenings. There is constant and significant cost associated with field lighting that requires constant management by the YAA's.

Cost to repair damages directly associated with misuse or abuse of park equipment (scoreboard control boxes, fencing, bleachers, etc.) by YAA members will be the responsibility of the YAA. The Town of Atoka will replace or repair damaged equipment and the YAA will be billed for the expense.

12. Advertising and Signage

YAA's wishing to place signs in the parks for the purpose of announcing program registration and events must obtain approval from the Parks and Recreation Director through written request. If approved, the sign must not be installed earlier than thirty (30) days prior to the event and must be removed no later than seven (7) days after the occasion. Sponsorship signs located within the park should follow the below guidelines but will not require approval from the Parks and Recreation Director.

13. Sponsorship Sign Guidelines

Team signs may be displayed for games as long as they are removed each day/evening. Signs for baseball/softball can be placed on the back side of the dugout. League and/or YAA sponsors can be placed on the fence in foul territory facing the walkways. Signs will be approved on an individual basis. The Parks and Recreation Director shall have the authority to reject any team or sponsorship sign.

14. Security

A designated board member or their representative MUST make sure the entire park area is secure before leaving the park. All light and scoreboards must be turned off and stored properly.

15. Keys

A set of keys to park facilities will be issued to the President of each YAA at no charge. A set is defined as a full complements of keys to open all doors required by the YAA. The President may disburse them to board members as necessary. The organization must receive permission from the Parks and Recreation Director prior to installing locks on buildings, light boxes, gates, etc. that are not issued by the department.

16. Operation of Motorized Vehicles

It shall be unlawful for any person to drive any motorized or electric vehicle or equipment in a recreation facility except upon roadways designated and maintained for vehicular traffic, and except upon walkways and fields when permitted and approved by the Parks and Recreation Director. Law Enforcement and Parks and Recreation employees whose duties require them to drive maintenance vehicles and equipment shall be exempt from limitations set forth in this section.

- No one under the age of sixteen (16) shall be permitted to operate a motorized or electric vehicle or equipment.

- Only one (1) passenger shall be allowed in any 4-wheel motorized vehicle (golf cart, gator, etc.) and all passengers must remain seated at all times with arms and legs inside. The lone exception to this will be golf carts that are designed to seat more than one passenger. No riders shall be allowed in the cargo box or anywhere else on vehicles.
- Horseplay on motorized or electric vehicles or equipment shall be prohibited.
- Pedestrians shall always have the right of way. Operators should always be attentive for children and use EXTREM CAUTION while operating a motorized vehicle in the park.

C. FEES AND CHARGES

All revenues received by the YAA shall and will be used in accordance with state non-profit rules and regulations. Money should be used to operate the youth sports program or for approved improvements of facilities/athletic fields in Atoka parks.

1. Program Registration Fees

YAA's will be responsible for setting the fees for their respective programs. They will work with the Parks and Recreation Director to set a fee that is reasonable and comparable to other similar programs in the area.

2. Refund Policy

Refund policies will be set by each of the YAA's. Refund policies should be fair and consistent. YAA refund policies MUST be handed out to each participant at the time of registration and posted at the registration site. Refunds should be returned in a timely manner.

3. Fund-Raising

YAA's must inform the Parks and Recreation Director, in writing, of all fund raising activities that take place in or out of the Park. This information is used internally to verify the validity of fund-raising activities to the public.

4. Park Admission Fee

YAA's may charge admission fees for sports tournaments. However, in no event shall a tournament organizer require an individual to pay admission for Park access during an event. At the point of collection for any event admission fee, YAA staff MUST be informed that no fee be charged to any person who is entering the park for purposes other than the event.

If admission fees will be charged for an event, the Parks and Recreation Director must be notified and approved two (2) weeks prior to the event. The Parks and Recreation Director must be aware of specific areas that the YAA's wish to use in collecting fees. Areas must be approved by the Department prior to the start of the activity in question.

5. Commercial Activity – Vendors

Commercial activity in a recreation facility is prohibited unless prior approval is given by the Parks and Recreation Director. YAA's may have vendors in the area contracted by the YAA only during their scheduled activities if the following guidelines are met:

- Authorization for outside vendors must be obtained from the Parks and Recreation Director.
- Vendors must provide a \$1,000,000 comprehensive general liability insurance policy, naming Atoka Parks and Recreation and the YAA as additional insured.
- Certificate of insurance must be forwarded to the Parks and Recreation Director, two (2) weeks prior to the vendor operating in the park for authorization and verification.
- Vendors should be supportive of the YAA.

D. MAINTENANCE AND RESPONSIBILITIES GUIDELINES

1. Facility Maintenance/Operations Standards

Atoka Parks and Recreation will provide maintenance for all park facilities and structures located within its parks. This includes but is not limited to; restrooms, concession stand, maintenance shed, athletic fields, fencing, parking lots, sidewalks, non-athletic fields, bleachers, playgrounds, pavilions, picnic tables, grills, etc. This includes athletic field preparation for game play (mowing, dragging, painting, lining, etc.). Atoka Parks and Recreation will also be responsible for proper disposal and bag replacement of garbage in the many trash receptacles located throughout the parks.

2. YAA Operations and Maintenance Responsibilities

YAA's are responsible for collecting litter from athletic fields, dugouts, bleachers and placing it in a trash receptacle. This activity should be done at the conclusion of activities on a daily basis. YAA's are not allowed to place athletic field materials (sand quick dry, field conditioner, clay, sod, fertilizer, etc.) on athletic fields unless given specific permission from the Parks and Recreation Director.

YAA's are responsible for providing all sports equipment and all necessary personnel to operate the program.

YAA's must turn field lights off each evening at the conclusion of activities and ensure that lights are off on fields not in use. Lights should not be used until necessary in the evenings. There is a constant and significant expense associated with field lighting that requires constant management by the YAA's.

3. Incident Report

Atoka Parks and Recreation and Atoka Police must be notified immediately of any serious injury, death, property damage, vandalism, or any other incident of major significance that might occur during a YAA activity at a Town of Atoka park. Any such incident must be submitted in writing to the

Parks and Recreation Director. This report will help to ensure safety at all parks, as well as provide a written documentation of the incident.

4. Scoreboard and Bulbs

Atoka Parks and Recreation will be responsible for repair and bulb replacement of all scoreboards. Scoreboard repair is not considered to be an emergent repair.

5. Emergency/Safety/Work Request Procedures

The YAA President should report safety situations and work requests to the Parks and Recreation Director immediately upon observation.

6. Field Closure

Atoka Parks and Recreation reserves the right to cancel any scheduled activity at Town parks or facilities when it is determined that such use would severely damage the condition or endanger the safety of the participants.

E. PARK IMPROVEMENTS AND ADDITIONS

The Atoka Parks and Recreation Department encourages YAA's to pursue improvements to park facilities that will enhance the program as well as upgrade the amenities in the park. YAA's shall submit in writing to the Parks and Recreation Director any and all requests for permission to move, change, add to, construct, paint, or detach any part of any facility. Consideration and approval or denial of all written requests will come from the Parks and Recreation Director. The YAA President will receive confirmation of receipt of the request within five (5) working days. Staff will review all requests and an approval or denial will be communicated as soon as possible. Plans must meet all Federal, State, and local Building Codes and are subject to the approval of the Town of Atoka Code Inspector. Work may proceed only after approval. All work will be monitored and inspected by the Town of Atoka. All contractors are required to obtain a \$1,000,000 liability insurance policy, naming Atoka Parks and Recreation and Town of Atoka Board of Mayor and Aldermen as additional insured.

If a YAA is willing to fund a request, the guidelines in this document must be followed. After approval of the request, work may proceed. Any special requests in which Atoka Parks and Recreation will be asked to provide funding must be submitted prior to construction approval.

If a YAA fails to follow these procedures Atoka Parks and Recreation reserves the right to dismantle and remove unapproved alterations, additions, changes, etc. made to the facilities and revoke the use of these facilities.

1. Build and Design Procedures

YAA submits written request to Parks and Recreation Director, along with diagram/layout for proposed building and its location.

Atoka Parks and Recreation will review proposed building and location(s) for utility conflicts and utility connections, future development, and vehicle circulation, etc. Staff will review all request and an approval or denial will be communicated as soon as possible.

YAA's will be responsible for obtaining all necessary building permits and approvals from the Town of Atoka Code Inspector. The Code Inspector's office is located at Atoka Town Hall.

F. SAFETY AND SECURITY

1. Incidents Involving Vandalism and Accident/Injury

Vandalism must be reported to the Parks and Recreation Director immediately upon discovery. Any incidents involving serious accident/injury, immediate personal or park safety, or of an emergent nature must be reported to Atoka Police Department by calling 911. YAA's must report damage to Atoka Parks and Recreation facilities or buildings to the Parks and Recreation Director immediately. Damaged facilities must be secured to prevent further damage or loss.

If damage is the result of YAA's negligence or failure to comply with accepted operational or security measures, the YAA may be held responsible for reimbursing the Town of Atoka for all or part of repair costs.

2. Safety and Loss Prevention

YAA's are responsible for operating programs in a safe environment. The YAA's are required to inspect all fields, equipment and other facilities before each use to ensure safe conditions and proper maintenance. All sports equipment should meet national safety standards and regular inspections of the equipment condition should be performed.

Adult Supervision – YAA's that conduct youth activities at Town of Atoka Parks or facilities must have a sufficient number of adults as set by each YAA present to supervise all scheduled activities from the time the youth arrive until every boy or girl has left.

Weather Conditions – see pages 17-21 of this manual

Fire Codes – Adherence to Town of Atoka Health and Fire Codes shall be the responsibility of the YAA.

3. Adherence to County Park Rules

YAA's are responsible for adherence to all Town and County Public Codes, Ordinances, Etc. as well as Park Rules.

4. Emergency Services Procedure

Evenings, Weekends, and Holidays

PARKS & PARK FACILITIES

For any emergency involving Park Facilities (e.g. water or flooding problems, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage, etc.)

Please call:

1. Parks and Recreation Director
2. YAA President

For any emergency involving severe or life-threatening injuries, loss of life, criminal activity, etc.

1. 911 – Atoka Police
2. Parks and Recreation Director
3. YAA President

G. PARK PROHIBITIONS

1. Littering

It shall be prohibited for any person to throw or deposit litter on the grounds, streets, parking lot, walking trail, athletic fields, etc., in any park or facility except within the provided public receptacles. In areas where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and shall be properly disposed of elsewhere. It shall be prohibited to take into, carry through, or put into a recreation facility, any litter generated outside the recreation facility.

2. Weapons Prohibited

It shall be prohibited for any person to discharge any weapon or similar device in a recreation facility. It shall be prohibited for any person to take on a recreational facility any weapon, or to use, carry or employ any weapon or similar device in a recreation facility. On-duty law enforcement employees shall be exempt from the limitations set forth in this section.

3. Laser Lights Prohibited

It shall be prohibited for any person to operate a laser light or similar device in a recreation facility unless used in the production of an overhead/power point presentation.

4. Throwing Objects Prohibited

It shall be prohibited for any person to throw any stone or projectile at any person or at any public or private building in a recreation facility. Recreational activities in which a ball or object is thrown or struck (softball, basketball, tennis, etc.) shall be exempt from the limitations set forth in this section.

5. Noise Making Devices Prohibited

It shall be prohibited for any person to whistle hiss or yell at another person in a boisterous, unbecoming or erring manner. It is also prohibited for a person to operate a noise making device in a boisterous, unbecoming or erring manner. Noise making devices can include but are not limited to; foghorn, cowbell, music player, boom box, loudspeaker, PA systems, musical instruments, etc.

6. Personal Conduct

It shall be prohibited for any person to engage in any violent, abusive, loud, boisterous, vulgar, wanton, obscene, or otherwise disorderly conduct. Individuals will also refrain from disturbing and/or disrupting others, or engaging in any activity that could cause injury to other persons while on or in connection with a recreation facility. No person shall upon or in connection with a recreation facility by act or speech wilfully or unreasonably hinder, interrupt or interfere with any duly permitted activity or unreasonably or wilfully intrude on any areas or into the structures designated for the use of a certain person, persons or YAA. Individuals in violations of the personal conduct policy will be asked to leave the park. Failure to comply will result in further action from the Atoka Police Department.

7. Fires Restricted

It shall be prohibited for any person to build or maintain a fire in a recreational facility except in designated areas which are clearly marked by sign or defined with fire rings or grills placed by the Atoka Parks and Recreation Department. Individuals and/or groups may request to the Parks and Recreation director in writing permission to build or maintain a fire for special events.

8. Damaging or Removal of any Park Property or Vegetation Prohibited

It shall be unlawful for any person to deface, graffiti, harm or damage any park buildings, wildlife, property, equipment or signs; or dig up, cut, damage or remove any trees, tree limbs, shrubbery, flowers, rocks, mulch, water, historical artifacts or other vegetation in a recreation facility.

9. Possession, Use or Consumption of Alcoholic Beverages

It shall be prohibited for any person to possess, use, or consume any alcoholic beverages in a recreational facility.

10. Tobacco Use

Smoking is prohibited within Town Parks except for designated smoking areas which are clearly marked by sign. Persons under 18 years of age in possession of tobacco products can and will be charged under State law.

11. Vehicles Restricted

It shall be prohibited for any person to drive any motorized or electric vehicle in a recreation facility except upon roadways designated and maintained for vehicular traffic. An exemption may be granted only upon a written request to the Parks and Recreation Director. Law Enforcement and Parks and Recreation employees whose duties require them to drive maintenance vehicles and equipment shall be exempt from the limitations set forth in this section.

12. Parking

It shall be prohibited to park a vehicle in a recreation facility except in those areas designated by the appropriate signs as vehicle parking areas or in marked parking spaces. Parking in grass is prohibited unless the area has been marked and specifically designated for parking for a special event.

13. Commercial Activity Restricted

It shall be prohibited for any person to sell or offer for sale any merchandise, operate or attempt to operate a concession, or engage in any commercial or charitable activity in a recreational facility unless approved by permit, by the Parks and Recreation Director.

14. Temporary Amusement Activities

It shall be prohibited for anyone to erect or use any temporary carnival or amusement ride or inflatables in a recreation facility unless approved by permit, by the Parks and Recreation Director.

15. Hours Open to Public Restricted

It shall be prohibited for any vehicle to enter or be within a recreation facility outside of the posted hours of operation unless approved by permit, by the Parks and Recreation Director or unless such person is participating in authorized and scheduled programs, classes, special events or meetings.

Park hours of operation are sunrise until sunset, unless participating in a scheduled activity or athletic event posted otherwise as authorized by the Parks and Recreation Director.

16. Animals Restricted

It shall be the duty of every animal owner whose animal is in a recreation facility or park to have physical control of the animal by leash or lead line at all times unless in designated Dog Park areas where off leash is permitted or approved otherwise, by permit, by the Parks and Recreation Director. It shall be prohibited for any person with an animal, other than a trained service animal, to access areas of a recreation facility which are restricted to animals. It shall be the duty of every animal owner whose animal is in a recreation facility to immediately and properly dispose of waste deposited by the animal.

It shall be the duty of every animal owner of whose animal is in a recreation facility to have current rabies vaccination for their animal.

17. Pyrotechnics Restricted

It shall be prohibited for any person to possess, display, use, set off, or attempt to ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns, or other pyrotechnics, unless approved by written permit by the Parks and Recreation Director or Fire Chief.

18. Recreation Facility Restrictions

It shall be prohibited for anyone to enter locked or closed any sport field for recreation use unless approved by permit, by the Parks and Recreation Director.

H. INCLEMENT WEATHER CONDITIONS

In the event of inclement weather it may be necessary to require a specific field or park complexes to be closed. The Atoka Parks and Recreation Department has a weather hotline in place that is designed as a mechanism for the public to access important information regarding weather issues, field closures, program cancellations, etc. This hotline will be updated daily, no later than 4:30 PM, with information as soon as the information becomes available and/or decisions about gameplay has been made. The Atoka Parks and Recreation Weather Hotline number is 901-837-6808.

1. Weather Procedures

The following guidelines for heat related illness, extreme cold temperatures, and lightning safety are suggested, though each participant and situation is unique, and may not require every step listed or may call for different or additional measures.

2. Warning Sirens

When YAA's hear the emergency warning sirens in an Atoka Parks and Recreation area, then YAA's should take immediate action. Immediate actions should include:

- When siren sounds immediately leave the playing field and seek shelter in a safe area.
- If during a storm and you are outside in open areas away from a shelter or shelters are not available, lay flat on the ground away from trees until the storm passes.
- Tune to a local radio station for weather updates. Each YAA should monitor weather via radio or smart phone.
- Only call 911 if there is an emergent or life threatening situation.

An announcement will be made via the PA system that acknowledges the need to clear the fields and that all play is suspended. No one will be allowed to resume play or be allowed on the fields until the officials, Atoka Parks and Recreation staff, or YAA directors makes the determination that it is safe for play to resume.

- Severe Weather Watch indicates conditions are favourable for severe weather.
- Severe Weather Warning means severe weather has been detected in the area, and all persons should take the necessary precautions.

- Severe Weather Watch: Once a severe weather watch is announced, the YAA's will prepare to stop play and secure facilities, should severe weather occur. The YAA officials will monitor the weather conditions to determine playability and safety of the facilities and its users.
- 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 enabling safe usage.
- Lightning Recommendations: A lightning detection meter will be on site of all activities and used determine proximity of lightning and severe weather. All play will stop if a lightning detection occurs within the 5-10 mile reading. Once this occurs, league officials will make a determination if gameplay will be suspended to a later date or delayed to allow the weather to move through. Gameplay may only resume upon a 30 minute time passing with no lightning detected in the 5-10 mile reading.

3. Hot Weather Recommendations

The Heat Index (HI) is the temperature the body feels when heat and humidity are combined. The heat index provides general guidelines for assessing the potential severity of heat stress. Individual reactions to heat will vary. It should be remembered that heat illness could occur at lower temperatures. Studies indicate that susceptibility to heat illness tends to increase with age. The Atoka Parks and Recreation Department will use the following chart to determine acceptable playing conditions with regard to heat, humidity, and the heat index.

Heat Index Calculation and Chart Temperature (In Fahrenheit)

		79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99
Relative Humidity at Site	100	84	87	91	95	99	103	107	112	116	121	126	132	137	143	149	155	161	168	174	181	188
	99	84	87	91	94	98	102	106	111	116	120	125	131	136	142	147	153	160	166	172	179	186
	98	84	87	90	94	98	102	106	110	115	120	124	130	135	140	146	152	158	164	171	177	184
	97	84	87	90	94	97	101	105	110	114	119	124	129	134	139	145	151	157	163	169	176	182
	96	83	87	90	93	97	101	105	109	113	118	123	128	133	138	144	149	155	161	167	174	180
	95	83	86	90	93	97	100	104	108	113	117	122	127	132	137	142	148	154	160	166	172	179
	94	83	86	89	93	96	100	104	108	112	116	121	126	131	136	141	147	152	158	164	170	177
	93	83	86	89	92	96	99	103	107	111	116	120	125	130	135	140	145	151	157	162	169	175
	92	83	86	89	92	95	99	103	106	111	115	119	124	129	133	139	144	149	155	161	167	173
	91	83	86	89	92	95	98	102	106	110	114	118	123	127	132	137	143	148	154	159	165	171
	90	83	86	88	91	95	98	102	105	109	113	117	122	126	131	136	141	147	152	158	164	170
	89	83	85	88	91	94	98	101	105	109	113	117	121	125	130	135	140	145	151	156	162	168
	88	83	85	88	91	94	97	101	104	108	112	116	120	125	129	134	139	144	149	155	160	166
	87	83	85	88	91	94	97	100	104	107	111	115	119	124	128	133	138	143	148	153	159	164
	86	83	85	88	90	93	96	100	103	107	110	114	118	123	127	132	136	141	146	152	157	163
	85	83	85	87	90	93	96	99	102	106	110	113	117	122	126	130	135	140	145	150	155	161
	84	82	85	87	90	93	96	99	102	105	109	113	117	121	125	129	134	139	144	149	154	159
	83	82	85	87	90	92	95	98	101	105	108	112	116	120	124	128	133	137	142	147	152	158
	82	82	85	87	89	92	95	98	101	104	108	111	115	119	123	127	132	135	141	146	151	156
	81	82	84	87	89	92	94	97	100	104	107	110	114	118	122	126	131	135	140	144	149	155
	80	82	84	86	89	91	94	97	100	103	106	110	113	117	121	125	129	134	138	143	148	153
	79	82	84	86	89	91	94	96	99	102	106	109	113	116	120	124	128	133	137	142	146	151
	78	82	84	86	88	91	93	96	99	102	105	108	112	115	119	123	127	131	136	140	144	150
	77	82	84	86	88	90	93	96	98	101	104	108	111	115	118	122	126	130	135	139	144	148
	76	82	84	86	88	90	93	95	98	101	104	107	110	114	117	121	125	129	133	138	142	147
	75	82	84	85	88	90	92	95	97	100	103	106	109	113	116	120	124	128	132	136	141	145
	74	82	83	85	87	89	92	94	97	100	103	106	109	112	116	119	123	127	131	135	140	144
	73	82	83	85	87	89	91	94	96	99	102	105	108	111	115	118	122	126	130	134	138	143
	72	82	83	85	87	89	91	93	96	99	101	104	107	111	114	117	121	125	129	133	137	141
	71	81	83	85	87	89	91	93	96	98	101	104	107	110	113	116	120	124	127	131	136	140
	70	81	83	85	86	88	90	93	95	98	100	103	106	109	112	116	119	123	126	130	134	138
	69	81	83	84	86	88	90	92	95	97	100	102	105	108	111	115	118	122	125	129	133	137
	68	81	83	84	86	88	90	92	94	97	99	102	105	108	111	114	117	121	124	128	132	136
	67	81	83	84	86	88	90	92	94	96	99	101	104	107	110	113	116	120	123	127	131	135
	66	81	82	84	86	87	89	91	93	96	98	101	103	106	109	112	115	119	122	126	129	133
	65	81	82	84	85	87	89	91	93	95	98	100	103	105	108	111	114	118	121	125	128	132
	64	81	82	84	85	87	89	91	93	95	97	99	102	105	108	110	114	117	120	123	127	131
	63	81	82	84	85	87	88	90	92	94	97	99	101	104	107	110	113	116	119	122	126	130
	62	81	82	83	85	86	88	90	92	94	96	98	101	103	106	109	112	115	118	121	125	128
	61	81	82	83	85	86	88	90	91	93	96	98	100	103	105	108	111	114	117	120	124	127
60	81	82	83	84	86	88	89	91	93	95	97	100	102	105	107	110	113	116	119	123	126	
59	81	82	83	84	86	87	89	91	93	95	97	99	102	104	107	109	112	115	118	122	125	
58	81	82	83	84	85	87	89	90	92	94	96	99	101	103	106	109	111	114	117	120	124	
57	80	81	83	84	85	87	88	90	92	94	96	98	100	103	105	108	111	113	116	119	123	
56	80	81	83	84	85	86	88	90	92	93	95	98	100	102	105	107	110	113	115	118	122	
55	80	81	82	84	85	86	88	89	91	93	95	97	99	101	104	106	109	112	114	117	120	
54	80	81	82	83	85	86	87	89	91	93	94	96	99	101	103	106	108	111	114	116	119	
53	80	81	82	83	84	86	87	89	90	92	94	96	98	100	103	105	107	110	113	116	118	
52	80	81	82	83	84	86	87	88	90	92	94	96	98	100	102	104	107	109	112	115	117	
51	80	81	82	83	84	85	87	88	90	91	93	95	97	99	101	104	106	108	111	114	116	
50	80	81	82	83	84	85	86	88	89	91	93	95	97	99	101	103	105	108	110	113	115	
49	80	81	82	83	84	85	86	88	89	91	92	94	96	98	100	102	105	107	109	112	115	
48	80	81	81	82	84	85	86	87	89	90	92	94	96	97	100	102	104	106	109	111	114	
47	80	81	81	82	83	85	86	87	88	90	92	93	95	97	99	101	103	105	108	110	113	
46	80	80	81	82	83	84	86	87	88	90	91	93	95	96	98	100	103	105	107	109	112	
45	80	80	81	82	83	84	85	87	88	89	91	92	94	96	98	100	102	104	106	109	111	
44	80	80	81	82	83	84	85	86	88	89	91	92	94	96	97	99	101	103	106	108	110	
43	79	80	81	82	83	84	85	86	87	89	90	92	93	95	97	99	101	103	105	107	109	
42	79	80	81	82	83	84	85	86	87	88	90	91	93	95	96	98	100	102	104	106	109	
41	79	80	81	82	82	83	85	86	87	88	90	91	93	94	96	98	100	101	104	106	108	
40	79	80	81	81	82	83	84	85	87	88	89	91	92	94	95	97	99	101	103	105	107	

Heat Index Under 95°
Provide ample water. Water is always available and athletes have unrestricted access. Optional water breaks every 30 minutes for 10 minute time frames. Ice-down towels are available. Athletes should be monitored carefully. Re-check heat index every 30 minutes.
95° - 99° Heat Index
Provide ample water. Water is always available and athletes have unrestricted access. Mandatory water breaks every 30 minutes for 10 minute time frames. Ice-down towels are available. Reduce time outside or move indoors to air conditioning if possible. Postpone practice to later in the day if possible. Contact sports should remove helmets or extra equipment when in non-contact practice. Re-check heat index every 30 minutes.
100° - 104° Heat Index
Provide ample water. Water is always available and athletes have unrestricted access. Mandatory water breaks every 30 minutes for 10 minute time frames. Ice-down towels are available. Alter uniforms by removing items/layers if possible. Allow changes to dry shirts and shorts if possible. Reduce time outside or move indoors to air conditioning if possible. Postpone practice to later in the day if possible. Contact sports should remove helmets or extra equipment when in non-contact practice. Re-check heat index every 30 minutes.
Heat Index 105° and Above
Stop all outside activity including practice or play. Stop all indoor activity if air conditioning is not available and the heat index indoors is 105° or greater. Re-check heat index every 30 minutes.

The Following are recommended guidelines for YAA's and Atoka Parks and Recreation activities.

- Approximately thirty (30) minutes prior to the start of activity, temperature and heat index reading should be taken at the activity site using a reliable weather reporting source such as www.weather.com or a comparable source.
- Practices and games should be held early in the morning and/or in the evening to avoid times when environmental conditions are generally more severe.
- An unlimited supply of water shall be available to participants during practices.
- Coaches should be made aware of the water source location at each facility prior to activities.
- YAA coaches and board members shall make certain participants are aware water is always available, and they will be given permission anytime he/she asks for water.
- Hydration and fluid replacement is a daily process. Participants and parents should be informed to hydrate themselves before, during, and after any activity. Participants and parents should also be informed that meals should include an appropriate amount of fluid intake in addition to a healthy diet. Teach participants about the dangerous heat illness signs and symptoms and how to monitor each.
- Give adequate rest periods. Remove appropriate equipment or clothing when possible. Exposed skin cools more efficiently. Remind participants to wear clothing that is light in weight and color.
- Gradually acclimatize participants to the heat.
- Research indicates 80% acclimatization may be achieved in seven to ten (7-10) days, but could take up to fourteen (14) days. In some cases, it may take several weeks to become fully acclimated.
- The length and intensity of activity should be adjusted according to the Heat Index until acclimatization occurs.
- Participants that coaches need to carefully monitor include:
 - Participants who have recently had a flu illness (e.g. intestinal viruses).
 - Participants who are overweight or have weight control problems.
 - Participants whose parents have informed coaches that they are taking over-the-counter and/or prescription medication/supplements.
 - Participants who have done absolutely no exercise at all or participants who you know little about.

4. Cold Weather Recommendations

- The wind chill factor should be used to determine the severity of the cold temperatures, NOT just the temperature alone.
- Warm-up and properly stretch participants until immediately before the activities.
- Participants and parents should be informed.
- Clothing should be selected for comfort.
- Do not overdress.
- Multiple layers provide good insulation.

- Properly cover the head, neck, legs, and hands. Extreme cold blocks some sensations of pain. Thus, frostbite can easily affect the fingers, toes, ears, and facial areas.
- Drink plenty of water or warm fluids if possible.
- Avoid caffeine and alcohol.
- Stay active to maintain body heat.
- Have high-energy foods available, such as a chocolate bar. Sugar stimulates shivering which is the body's mechanism for re-warming itself.
- Do not start an activity in an extremely wet and cold environment.

5. Tipton County Board of Education Facilities and Activities

When Tipton County Board of Education Schools are CLOSED due to weather conditions, then all Atoka Parks and Recreation activities scheduled for the same day will be cancelled as well. Weekend activities will be decided on a case-by-case basis, consulting with YAA and Atoka Parks and Recreation staff.