

Camden County Parks & Recreation and Camden County Schools

Memorandum of Understanding

I. Purpose

This document embodies the policies and procedures which govern facility use and users in order to insure optimal maintenance of athletic fields and other recreational facilities, owned by Camden County and by the Camden County Board of Education (BOE) and to assure fair and efficient access to those facilities.

The primary use of county recreation areas and facilities is for public recreation activities. The primary uses of school recreational facilities are (a) during school hours for school use exclusively (generally 8:30 a.m. to 5:35 p.m. on days school is in session and (b) during non-school hours, and on non-school days, for school and community use.

Factors to be considered in determining permission for use, as well as permission for type of use, are: current capital improvements or rehabilitation, regular maintenance, facility condition, extent of wear and tear to be caused by use, coordination of uses, efficient scheduling, location of facility, and availability of services at a facility.

All parties must comply with Federal and State anti-discrimination laws. All facility users shall comply with all applicable federal, state and local laws; such user shall pay all the costs, expenses, fines, penalties, and damages which may be imposed upon the owner of the property by reason of, or arising out of, the user's failure to fully and promptly comply with all legal requirements and observe all the provisions of this policy.

II. List of Facilities Governed

The outdoor athletic fields and outdoor and indoor facilities within Camden County are legally controlled as follows:

A. Board of Education Athletic Fields and Recreational Facilities

<u>School</u>	<u>Field/Facility</u>
Grandy Primary/Intermediate	Gymnasium
Camden County Middle School	Baseball Field Basketball Courts (outdoor) Football/Soccer Field Gymnasium Softball Field
Camden County High School	Baseball Field Football Field Gymnasium Softball Field (Central Office Complex)

B. Camden County Recreation Areas

<u>Locations</u>	<u>Field/Facility</u>
Camden Community Park	Baseball/Softball Field 1 Baseball/Softball Field 2 Baseball/Softball Field 3 Baseball/Softball Field 4 Baseball/Softball Field 5 Baseball/Softball Field 6 Baseball/Softball Field 7 Basketball Court (outdoor) Football/Soccer (existing) Football/Soccer (expansion) Pavilion Open Space Tennis Court Track and Field Walking Trail Walking/Biking Trail Great Dismal Swamp

III. Priority of Use by Category

Permits for field/facility use are issued by category in which the organization or event is placed. Category I user/event has priority over Category II and lower user/event. Within a category; Subcategory A has a priority over B, B over C, etc. If there is a dispute within a category, the facility representative will decide priority.

Category I Permit Use

BOE Public School Activities for grades Pre-K – 12
These activities include physical education and academic activities, Camden County Schools' extra-curricular and co-curricular programs as well as school parent/teacher athletic organization.

Category II Permit Use

- A. Parks and Recreation Directly Sponsored Activities
These activities include programs run by the Recreation Department, such as day camps, after school programs, program offerings and special events.
- B. Recognized sports organizations comprised of 100% Camden County Participants
- C. Recognized sports organization comprised of highest number of Camden County Participants

D. Recognized Sports Organizations

The following volunteer sports organizations are recognized by Camden County Parks and Recreation Department, according to the rules noted below:

Camden Youth League
Camden Youth Football & Cheerleading
Camden C.A.R.E.

- E. A written roster, copy of the registration forms and proof of insurance (Section IV (A) below) must be submitted annually at the time of application to the issuing entity. No permits will be issued unless this criterion is met.

Category III Permits

- A. Camden County Service Agencies/Community Partners
These groups include Camden 4-H, Boy Scouts and Girl Scouts.
- B. Other volunteer sports organizations requesting use of field space and/or facilities. Such volunteer sports organizations must also provide to the Camden County Parks and Recreation Department (and Camden County Board of Education when requesting use of School fields and/or facilities) written rosters, copies of registration forms, and proof of insurance as required in Section IV (A).

Category IV Permits

- A. Private Group Field/Facility Requests
These groups are made up of citizens of Camden County, or businesses based in Camden County, who request the use of facilities on an occasional basis when space is available.
- B. Privately Operated Programs
Camden County Parks and Recreation Department and Board of Education facilities will not be made available for organizations, entities, individuals or groups for the purpose of providing recreational services to youth or adults if the event to be operated is on a for-profit basis.

NOTE: All "Category II through IV permits will provide the notice that a program carried on by a "Category I" organization can claim priority in unusual circumstances. The Parks & Recreation Department and Camden County Board of Education reserve the right to request written copies of all team rosters, and registration forms complete with names, addresses, places of employment and insurance requirements.

IV. Procedure and Criteria for Parks and Recreation Recognized Status

- A. A county organization, whose primary function is to provide recreational activities within the community, may seek to obtain recognized status with the Recreation Department and where applicable Camden County Board of Education (BOE) by satisfactorily fulfilling the following requirements:
 - o A demonstrated need for providing the activity is evidenced and capacity/field space exists to meet that need.
 - o Activity is provided strictly on a non-profit basis. In support of such, each organization shall provide written documentation in the form of either a Determination Letter issued by the Internal Revenue Service and a copy of its non-profit corporation Articles of Incorporation filed with the Corporations Division of the Secretary of State's Office.
 - o All participants must reside in either Camden County or Pasquotank County.
 - o All participants, including instructors, coaches, officials and players are covered under a liability and accident insurance plan approved by the Recreation Department and by the Camden County Board of Education or its designee where Camden County School facilities are requested. The approved insurance plan shall list the County, and Camden County Board of Education where School facilities are used, as additional co-insured and a copy will be maintained on file with the Recreation Department and Camden County Board of Education where applicable. The amounts of such insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000.00) bodily injury each occurrence/aggregate and ONE MILLION DOLLARS (\$1,000,000) property damage each occurrence/aggregate or ONE MILLION DOLLARS (\$1,000,000) bodily injury and property damage combined single limits each occurrence/aggregate. Further, such policy shall provide that any termination, cancellation, or reduction in coverage shall immediately be reported by the insurer to the County.
 - o All coaches training, screening and certification programs, which are required by organizations affiliation, are properly enforced.
 - o The organization is a member of, or affiliated with a local, state, regional or national organization recognized as such, which provides rules and regulations governing play and organization requirements.
- B. If an organization, other than those listed, seeks recognized status, it must complete the required form and explain its compliance with the above criteria. The organization must be approved by the Recreation Department, Recreation Advisory Board, BOE, and Board of Commissioners (BOC).

V. Allocation of Fields and Facilities

A. Supervision

The Camden County Schools' Athletic Director and the Parks and Recreation Coordinator will collaborate, coordinate and schedule the allocation of the fields and facility for Category 1 – 2 uses.

The primary responsibility of Camden County Schools' Athletic Director will be to oversee the athletic facilities of the schools and coordinate the

allocation of such with their respective principal and the County Parks and Recreation Coordinator. The primary responsibility of the Parks and Recreation Coordinator will be to oversee the County's park facilities and will coordinate with the School System's Athletic Director and principal. All applicable user groups will receive a copy of the Facilities Use Application and fee schedule. A copy will be posted on the Parks and Recreation Department website and a hard copy will be made available to any resident who requests one from the Parks and Recreation Department and/or at the school the request is being made. It is recognized that each group may further subdivide the time among its entity; conflicts among such teams and groups are not addressed by this policy. For users other than Category 1 and 2, a formal application and permit are required signed by both the County Parks Director and the County's Schools' Athletic Director and Principal.

B. Priority Assignment

Priority of assignment within Category 3/4 permits will be granted equitably to applicants who have submitted all required information and paperwork on dates of assignment. Requests for the same facility at the same time will be scheduled on a first come/first serve basis.

Certain field users maintain an "affiliation" with recognized organizations. Each recognized organization may determine whether it will provide fields from its allotted time to affiliated programs. Affiliated users may not gain a priority over other recognized organizations by virtue of such affiliation.

Any assigned user must notify the Recreation Coordinator and/or Athletic Director of expected non-use of a particular athletic facility, at a particular time. Every effort should be made to do so at least seven (7) calendar days in advance. This non-use does not apply to weather cancellations.

Notes Concerning Scheduling

Scheduling assignments will be made based upon the categories established in section III above.

C. Game Delays

CCHS, CCMS and Camden youth sports activities are often subject to delays due to late arriving opponents and/or officials, or emergencies. In such cases, use may extend beyond the normal time. Likewise, overtime and extra innings can require additional time. Other users take their starting time subject to CCHS, CCMS sports' right to complete their games.

D. Makeup Schedule

Under unusual circumstances, CCHS and CCMS sports, including makeup games, have the right to bump a previously scheduled activity. Every effort should be made to limit such late rescheduling. Other school

system use (for example, elementary school fairs, campouts, intramurals, etc.) are known well in advance and have priority provided at least 30 days notice is given of the event. Parks and Recreation Director and Athletic Director will make every effort to notify affected users as soon as possible of all cancellations.

E. Field Closings Due to Weather

All users of athletic fields are subject to the determination of field playing conditions on a daily basis. The school system Athletic Director will make all decisions concerning CCHS and CCMS athletic events. For all other user groups, determination is made on week-days at 2 pm by the Recreation Coordinator, or his designee, for both Camden County and BOE fields; the Recreation Coordinator will consult with the school system Athletic Director or principal concerning the impact upon CCHS and CCMS athletics and any special consideration to be given. Generally, all users are subject to the same standard for closure. Nevertheless, determination will be made on a field-by-field basis, as well as a user-by-user basis where conditions are such that some fields may be playable while others are not, and some users may do less damage by use than others. At later times and weekends, each organization is required to close its fields if injury may result to participants or if damage to the playing surface, affecting not only its continued use by this user but also use by others in this season and in the following season, will occur. If in doubt, the field will be closed. Users must notify the Recreation Coordinator, or designee, if they have closed the field so other users questioning whether to close their fields can be so advised.

F. Athletic Camps/Clinics

This category will include instructional activities that extend beyond one day and for which a separate fee or tuition is charged. Camps must be open to all youth regardless of skill level. Sports camps will be limited to one week (five days) duration for any given age group or similar category (gender, ability, etc.). Camps may be scheduled at Camden County and BOE facilities. All sports camps are limited to two camps per organization each year. Organizations may only conduct programs within their sport. All camps, no matter on which facility, must be scheduled through the Parks and Recreation Director and comply with facility owners other requirements. This regulation only applies to non-school sponsored activities.

G. Special Events

Every effort should be made to accommodate such events (for example, sports tournaments, parades, fireworks, festivals, Relay for Life, etc.) no matter what priority is assigned. Exceptions to stated policy may be granted for such special events.

VI. Field Modification

Modifications are prohibited unless expressly authorized in writing by the owner. Any substantial proposed changes to fields or parks should be submitted to the school system's Athletic Director, principal and Parks and Recreation Director to consider the impact upon facility use. Those requested changes, along with a recommendation, will then be forwarded to the BOE, and or BOC for consideration.

This would include the development of active recreation areas from property not currently used for this purpose. It would include the installation of fences, structures, scoreboards, permanent stands and permanent lighting.

It would not include the replacement of any current structure (an old backstop with a new one of roughly the same size) or the repair or replacement of existing fencing. These types of items will be the responsibility of the Recreation Coordinator, Athletic Director, or a designee.

The placement location of all movable items (portable stands, port-a-johns, soccer goals, batting cages, blocking sleds, temporary fencing, etc.) will be the responsibility of the Recreation Coordinator, Athletic Director, or a designee. They may delegate seasonal authority to co-sponsored organizations regarding the management of these items.

VII. Facility Use Rules and Regulations

- A. Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.
- B. Please have a copy of the permit with you at all times while on the field or at the facility.
- C. User groups may not give their permitted time to another group. All changes must be made through the Recreation Coordinator, Athletic Director, or a designee.
- D. Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent and abusive language is prohibited.
- E. Any user who abuses the fields/facilities shall have the privilege revoked, pay for any damages and/or fees incurred and may have future requests denied. The fields/facilities will be carefully monitored for proper usage.
- F. The Parks and Recreation Coordinator, Athletic Director, School administrator reserves the right to cancel or restrict the use of fields and facilities by any user group should we determine it is in the best interest of the county, schools, citizens of the county, or our fields and facilities.
- G. Use of amplifiers for music, announcements or otherwise is not permitted to be unreasonably loud. The limit to such volume must be so that it is barely audible 30 yards from the limits of the playing area. No loudspeaker use is permitted before 8:00 a.m.

- H. Athletic fields/facilities may not be used before 8:00 a.m. or after dusk, except where lights are utilized. Practices and games should be scheduled to end by 10:00 pm with the lights to be turned off as soon as clean up and pick up of participants allow.
- I. Use of portable lighting by any group shall require an on-site meeting at the beginning of every season to determine the placement of the portable lights. Those locations shall be recorded by the Parks and Recreational Coordinator and the user group. It will be the User Groups responsibility to ensure the lights are maintained in the correct locations. Every effort shall be made that the lights used will only light the playing surface and not exceed the field area.
- J. All trash must be placed in proper receptacles. Users are expected to leave the facility in the same condition in which it was found, or better.
- K. Only temporary signs or banners may be posted during events and must be removed at the conclusion of the use of the facility.
- L. No one shall drive a motorized vehicle of any kind onto recreational fields.
- M. Parking is allowed in designated areas only. It is the responsibility of the user group to enforce all parking regulations and to make sure vehicles are parked properly.
- N. No concession privilege will be extended by virtue of facility use. Concession privileges must have the approval of the Parks and Recreation Coordinator and Athletic Director.
- O. There will be no open fires on Camden County and BOE property.
- P. Warm-ups for the next scheduled event must be performed so as not to interfere with existing event and so as not to endanger the welfare of all participants, spectators and facilities.
- Q. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. It is the responsibility of the user group to inform all parents, spectators, and coaches of the field/facility rules.
- R. In the event of problems with the equipment or facilities, the Recreation Coordinator, and or Athletic Director, or designees must be contacted immediately.
- S. No public urination or defecation. Any user group that desires a "port-o-john" at a site must gain approval from the Park and Recreational/Athletic Director for it. They will also be responsible for the site location and screening of the facility if appropriate.
- T. Clothes must be changed in rest rooms and/or locker rooms only.

- U. No first aid or medical supplies are available at fields; they should be provided by the user group. The user must have communication for emergency situations or law enforcement.
- V. No animals except those which are trained to assist the disabled will be allowed on or inside Camden County and BOE property.

VIII. Memorandum Renewal/Amendment

This memorandum of understanding will be renewed annually at the joint meeting between the Camden County Board of Education and Camden County Board of Commissioners. If either party wishes to change this policy they must give written notification to the other party 30 days prior to this date. Amendments to this memorandum require written approval by both parties.

 Clayton D. Riggs, Chair
 Camden County Board of Commissioners

Date: _____

 Christian Overton, Chair
 Camden County Board of Education

Date: _____

 Dr. Joe Ferrell
 Superintendent of Schools

Date: _____

 Kenneth Bowman
 County Manager

Date: _____