

GWINNETT PARKS & RECREATION

# GWINNETT COUNTY ATHLETIC ASSOCIATION

2026 POLICIES AND PROCEDURES MANUAL

## TABLE OF CONTENTS

<b>ORGANIZATIONAL REQUIREMENTS</b>	<b>4</b>
Athletic Association Agreement	4
Not for Profit Organization Status	4
Tax Exempt Status 501(c)3	4
Liability Insurance Coverage	4
Charter, By-laws, Election of Officers	4
Financial Reports	5
Communication	5
Bonding of GCAA Officers	5
<b>MEETING GUIDELINES</b>	<b>5</b>
GCAA Annual Meeting	5
Executive Meetings	5
Mandatory Gwinnett County Meetings and Educational Opportunities	5
<b>FACILITY USE AND OPERATION GUIDELINES</b>	<b>6</b>
Sports Field Use Plan	6
Facility Use Permits	6
Coolers and Food	6
Friday and Sunday Field Use	6
Batting Cage Guidelines	6
Inclement Weather Conditions	7
Procedures for Field Closings	7
Background Checks	7
Child Abuse Reporting Procedures	8
Live Healthy Gwinnett and Health and Wellness Standards	9
Concession Standards and Tobacco Free	9 – 10
Concussions and Head Injury	10 – 11
Flag Procedures	11
Pets in Spectator Areas	11
Public Address System	11 – 12
Hot and Cold Weather Guidelines	12
<b>GENERAL SAFETY GUIDELINES</b>	<b>13</b>
Electrical Safety	13
Chemical Safety	13
Safety Equipment	14
General Safety Items	14
<b>SPORTS PROGRAM GUIDELINES</b>	<b>15</b>
Designated County Representative	15
Fees and Subletting Permitted Areas	15
Light and Tournament Fees	15
Practice and Game Schedules	16
Sport of Season Guidelines	17
New Sport or League	17
Coaching Certification	17
Camps and Clinics	17
Travel Teams	18
Websites, Signage, and Registration	18

<b>FACILITY MAINTENANCE RESPONSIBILITIES</b>	<b>19</b>
HVAC Temperature Control	19
Storm Water Runoff	19
Facility Upkeep	19
Restrooms	20
Soccer and Lacrosse Goals	20
Scoreboards	20
Field Materials	20
Cleaning Chemicals	20
Turf, Grounds, and Facilities Assessment	21 – 22
Keys	22
Safety and Security	22
Emergency Service Procedures for Evenings, Weekends, and Holidays	23
Material Storage	24
Cooking with Grease	24
Outdoor Cooking and Grilling Structures	24
<b>SPECIAL REQUESTS</b>	<b>28</b>
Park Improvements and Additions	28
Press Boxes for Multipurpose Fields	28
Temporary Rental and Portable Light Use	28
Tent and Temporary Structure Permits	29
Community Buildings and Pavilions Use	29
Commercial Activity and Vendors	29
Field Dedication	30
Fundraising, Donations, and Admissions	30
Park Significant Events	30
<b>PUBLICITY</b>	<b>31</b>
Advertising and Signage	31
School Flyers	31
<b>GWINNETT COUNTY ATHLETIC ASSOCIATION CALENDAR</b>	<b>32</b>
<b>ADDITIONAL RESOURCES FOR GWINNETT COUNTY ATHLETIC ASSOCIATIONS</b>	<b>33</b>
Off-Duty Officers for Special Events	33
Gwinnett Parks and Recreation Directory	33
Park Districts and Maintenance Building Contacts	34
Questions and Assistance Contact List	35
Gwinnett Parks and Recreation Map	36
Gwinnett Parks and Recreation Park Ordinances	37
<b>GCAA POLICIES AND PROCEDURES MANUAL ACKNOWLEDGMENT FORM</b>	<b>38</b>
<b>APPENDIX</b>	<b>39</b>

## **ORGANIZATIONAL REQUIREMENTS**

Gwinnett Parks and Recreation facilities are for our residents' enjoyment. When scheduling games and practices, Gwinnett County Athletic Associations must prioritize recreational teams. While travel and select teams are welcome in our community, recreational teams will always be given first preference in scheduling. This manual undergoes regular review throughout the year and is subject to change at the discretion of the Department Director. Any changes will be communicated to the GCAAs.

To qualify to operate on Gwinnett County Park property, each GCAA must adhere to minimum organizational requirements to ensure the protection of all GCAA members. Violating any requirement shall constitute cause for revocation of the facility use permit. The minimum qualification requirements include:

### **Athletic Association Agreement**

On September 20, 2011, the Gwinnett County Board of Commissioners and our recognized GCAA approved a facility usage agreement that went into effect on January 1, 2012, reaffirming the partnership between each athletic association and GPR.

### **Not for Profit Organization Status**

Each GCAA will incorporate and register with the Georgia Secretary of State's Office as a not for profit organization. Assistance in completing an application for nonprofit status will be provided by GPR upon request to the designated County representative. Proof of not for profit status must be submitted annually to the designated County representative by April 1.

### **Tax Exempt Status 501(c)(3)**

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual. To accept any donations and do any fundraising, you must be in good standing with the IRS.

### **Liability Insurance Coverage**

All GCAAs must provide Gwinnett County with comprehensive general liability insurance of \$2 million. The certificate of insurance must list Gwinnett County Board of Commissioners as additional insured, the Waiver of subrogation must also be included in the policy, and a copy of the form must be submitted with the insurance. All subcontractors and vendors must provide Gwinnett County with a comprehensive general liability insurance coverage package for \$1 million due to GPR before services or activities are provided or conducted in the park. An updated copy of the new policy is due every year on the expiration date of the old insurance policy. The liability insurance coverage should be submitted and approved at least 30 days before the permit start date. Please note that permits will only be issued if the Certificate of Insurance is provided to GPR within 30 days of the first listed date on the permit. The rental insurance requirements document must be provided to the GCAA representative to send to the insurance agent to ensure that the COI covers all requirements.

### **Charter, By-laws, and Election of Officers**

The governing body of each GCAA is the umbrella Board of Directors, which is responsible for conducting the affairs of the GCAA in accordance with its charter and by-laws. The umbrella board is formed to ensure the overall interests of all sports. A copy of the charter must be kept on file with GPR. The by-laws must be returned to the designated County representative by January 1 of each year and after any amendments or changes occur before issuing any facility use permit. The by-laws can only be changed with the approval of the GCAA membership, and they must be consistent with the Official Code of Georgia Annotated Section 14-3-1021.

An election of the Board of Directors should be held annually according to the approved by-laws that govern the GCAA. The following statement must be part of the GCAA By-laws: "The President will appoint a nominating committee consisting of three people from the membership and two from the Board of Directors who will select a list of candidates. These nominations will be in writing and received by the Secretary at least five days before the annual meeting. The names of all nominees for each office will be entered on a single ballot and submitted to the membership present at the annual meeting. A minimum of two-thirds of the Board of Directors members must reside within Gwinnett County." A list of the names, addresses, email addresses, and phone numbers of the newly elected Board of Directors must be sent to the designated County representative within five business days of the election. It is important to adhere to the election process to prevent any irregularities which may result in a review and appropriate action by GPR.

## **Financial Reports**

Official Code of Georgia Annotated Section 14-3-1602 states that all corporate minutes and books of account be held open for inspection by any member of the GCAA at any reasonable time. GPR recommends bonding each GCAA and performing annual audits on all bank accounts.

## **Communication**

The GPR website has links to all the GCAAs. However, any communication by email or phone-tree must be approved by the GCAA president. Members' information can only be accessed if it is relevant to all members, such as tryout dates, registration deadlines, or special events. It is strictly prohibited to use the member database for commercial activities, government elections, business, solicitation, or any other such purposes. During the annual GCAA election period, candidates can use the member database as long as each candidate has equal opportunity.

## **Bonding of GCAA Officers**

All checks signed by the officers of GCAAs should bear two signatures of the appropriate officers of the GCAA. GCAAs are encouraged to acquire a bond for all officers and members who collect and receive monies for the GCAA. GPR recommends bonding each GCAA and performing annual audits on all bank accounts.

## **MEETING GUIDELINES**

### **GCAA Annual Meeting**

All GCAAs must hold at least one annual membership meeting at a time and place named by the president of the GCAA. The agenda of this meeting shall include the election of the Board of Directors and any other business deemed necessary by the GCAA. Efforts must be made for all GCAA members to be notified 30 days before the annual meeting and records maintained of this notification. The GCAA must notify the designated County representative and post the meeting date on the GCAA website at least 30 days before the annual meeting is to occur.

### **Executive Meetings**

GCAAs must provide the designated County representative with a schedule of all meetings of the Board of Directors. GCAAs must contact the designated County representative immediately with changes or updates to the meeting schedule. It is recommended that meeting schedules be posted on the GCAA website.

It is recommended that GCAAs conduct their executive monthly and annual meeting according to the current version of Robert's Rules of Order. Organizations utilizing a parliamentary procedure should follow a fixed order of business:

- Call to order
- Roll call of members present to declare a quorum
- Reading of minutes of last meeting
- Officer reports
- Committee reports
- Unfinished business
- New business
- Announcements
- Adjournment
- Special orders (important business previously designated for consideration at this meeting)

### **Mandatory Gwinnett County Meetings and Educational Opportunities**

Each year GPR hosts two meetings that each GCAA is required to attend. The purpose of these meetings is to increase communication between the parties so that operations will run smoothly and efficiently. Every effort will be made by GPR to schedule meetings with consideration to GCAA members' availability. Meetings may be completed via virtual conferencing.

### **Individual GCAA Meeting**

- Held each year after scheduled annual meeting and board elections
- Required attendance from the GCAA president, vice president and one other officer, as well as association respective sports directors. This requirement must be met in order for facility use permits to be issued for the next year
- Gwinnett County will have in attendance: management staff, park grounds maintenance staff, designated County representative, and project administration staff

### **Annual Grounds and Facilities Assessments**

- Spring assessments in April or May
- Required attendance by GCAA president and sports directors
- GPR and GCAA will assess fields, grounds, and buildings to determine the most effective course of action to repair problem areas, and create a timeline for renovation

## **FACILITY USE AND OPERATION GUIDELINES**

GPR requires notification of any and all activities taking place within GPR property be sent to the designated County representative.

### **Sports Field Use Plan**

GPR, charged with the management and stewardship of the County's park system, has developed a sports field use plan. Follow these guidelines to schedule and permit youth and adult organized programs and serve the general public, while preserving the sports fields:

- Schedule and permit sports fields to youth and adult organized programs where possible.
- Collaborate with GCAAs and other user groups in managing field use.
- Allow public access in each park for open play opportunities.
- Implement a maintenance regimen for GPR sports fields designed to support the turf through various climate conditions to the highest extent possible, with full play occurring on some fields and limited play on other fields.
- As the year progresses and conditions dictate, GPR staff will:
  - Routinely evaluate field conditions and communicate the status to GPR management.
  - Maintain communication with GCAAs and other user groups to ensure all receive sports field conditions and programming use updates.
  - Continue to implement GPR standard inclement weather procedures of sport fields use.

### **Facility Use Permits**

Each GCAA operating on Gwinnett County park property must obtain a facility use permit from Gwinnett County a minimum of 30 days before the opening date of each sports season. The designated County representative must permit any organized association activity before the event. This permit is to be obtained on behalf of the GCAA by the president and on behalf of the County by the designated County representative. This permit, issued seasonally per sport, specifically identifies facilities to be used by the GCAA and the terms and conditions of said use.

Adherence to all requirements outlined in the policies and procedures for GCAAs operating on Gwinnett County park property is a condition of the facility use permit. It is considered as a term of the permit. 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 by the GCAA is strictly prohibited. GCAAs may be liable for any incidents related to unauthorized use.

GCAAs currently holding facility use permits will have first right of refusal on existing facilities unless the County revokes the right for cause. No organization or partnering GCAAs may sublet County facilities to outside organizations at any time. Only GPR can permit any person or organization seeking to use County facilities. Violations of this policy will result in an immediate review of the park use agreement. Grounds and facilities not being used by the permitted GCAA or for public use are reverted to the designated County representative to permit them out to other groups or rentals. Synthetic turf fields will be open to the public when not permitted by GCAA or reserved by a rental group. GCAAs must provide a copy of the facility or park use permit to every coach each season.

### **Coolers and Food**

Park patrons are allowed to bring their own coolers with non-alcoholic beverages for personal consumption. Selling of these personal items is prohibited.

### **Friday and Sunday Field Use**

GCAAs currently holding facility use permits may request permission to utilize specific fields on Friday and Sunday. Requests must be submitted to the GPR staff in writing at least two weeks in advance. All fields may be permitted if needed. GPR reserves the right to utilize synthetic turf field facilities on Friday and Sunday for rental use.

### **Batting Cage Guidelines**

All batting cages, whether funded by a youth athletic association or otherwise, become property of Gwinnett County upon installation at any County park. Gwinnett County policy requires that all batting cages remain unlocked and open for public use when not under contracted and scheduled use by a GCAA. GCAA may close batting cages for safety or maintenance reasons. In the event that cages must be closed, it is the responsibility of the GCAA to provide prior notification to the GPR staff. GCAAs are responsible for the maintenance and upkeep of batting cages.

## **Inclement Weather Conditions**

In inclement weather, closing fields or park complexes may be necessary. During unsuitable playing conditions, signs will display the statement, "Fields Closed." The purpose of these signs is to notify park patrons and police that sports fields are unsuitable for play.

## **Field Closing Procedures**

### **GPR Business Hours**

During regular weekday hours, GPR staff will monitor and determine the playing condition of all sports fields. If, in the opinion of GPR staff, field conditions are not suitable for play, the staff member will contact the appropriate designated County representative. If the GCAA determines that the playing conditions of sports fields are suitable for playing and they allow play on the fields at that time, the GCAA will take full financial and liability responsibility for any sports field damage that may occur due to misuse or abuse by the GCAA.

A designated County representative will notify the appropriate GCAA officer of two options:

- Option 1: The GCAA may choose to cancel all activities. GPR staff will lock all sports field gates and display the closure signage
- Option 2: The GCAA officer may inspect the field and determine if it is suitable for play. If the GCAA determines that playing conditions are suitable for play and play is allowed, the GCAA accepts any and all financial liability in the event that damage occurs from misuse or abuse by GCAA participants

### **GPR Non-Business Hours**

The GCAA is responsible for inspecting and determining if the fields are safe and playable. If the GCAA determines that the fields are unsafe or unplayable, they are to leave a voice mail and send an email to the designated County representative that the fields are unsuitable for play, and they are to lock all sports field gates and display the closure signage.

The GCAA is responsible for inspecting and reopening fields that were closed the previous day if the closure occurs during GPR non-business hours. The inspection and reopening of the field should occur the following morning by 9:00am. Once the fields are deemed playable, the GCAA should reopen the appropriate field gate and display the "Please Don't Litter" side of the signage.

**Voicemail notifications should include the following:**

- Specific date
- Time
- Field(s) affected
- Reason for closure
- Person leaving message
- Phone number to be reached at the next business day

### **Permit to Close a Field**

GPR may issue a special permit upon request of GPR or the GCAA to close one or more sections of a park during the specified playing season.

GPR reserves the right to cancel any scheduled activity at GPR facilities when it is determined that such use would severely damage the field condition or endanger the safety of the participants. If the GCAA utilizes fields after GPR closes them because of unsafe conditions, the GCAA will be responsible for the cost of any damage to the facilities or turf. Failure to comply or abuse of these procedures by a user group may result in GPR revoking the use of the field closure procedures.

### **Background Checks**

GPR recommends that GCAAs complete background screenings for all individuals involved within their association programs. This is to obtain the necessary information to determine the eligibility of individuals based on the procedures and disqualifiers each GCAA develops.

## Child Abuse Reporting Procedures

These procedures are mandatory for all County employees and community volunteers.

As used in this policy, the term:

- Abused means subjected to child abuse.
- Child means any person under 18 years of age.
- Child abuse means:
  - Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child.
  - Neglect or exploitation of a child by a parent or caretaker thereof.
  - Sexual abuse of a child or sexual exploitation of a child.
  - "Child service organization personnel" means persons employed by or volunteering at a Gwinnett County facility or organization that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.

### Reporting Requirements

Child service organization personnel having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made to the person in charge of the facility or the designated delegate thereof. An employee or volunteer who makes a report to the person designated shall be deemed to have fully complied with this policy.

Under no circumstances shall any person in charge of such facility, or the designated delegate thereof to whom such notification has been made, exercise any control, restraint, modification, or make other changes to the information provided by the reporter. However, each of the aforementioned persons may be consulted before completing a report and may provide any additional, relevant, and necessary information when completing the report.

The person in charge of such facility, or the designated delegate thereof, to whom such notification has been made, shall make an oral report immediately but no later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a written report, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

Such reports shall contain the names and addresses of the child, and the child's parents or caretakers if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the reporting person believes might help establish the cause of the injuries and the identity of the perpetrator.

***If a child is in immediate danger***, the police should be contacted immediately:

- The employee or volunteer should dial 911 immediately
- Once the police have been contacted, the employee or volunteer should notify the supervisor of the facility
- The supervisor will complete a Report of Suspected Child Abuse or Neglect and forward it to the Division Director and the Deputy Department Director within 24 hours of notifying police
- The Division Director will send the Report of Suspected Child Abuse or Neglect to the Department Director

***In situations where there is no immediate danger:***

- The employee or volunteer shall notify the supervisor of the facility.
- Within 24 hours, the supervisor will contact the Gwinnett Department of Family and Children Services at 678.518.5630 (or the CPS Central Intake Center at 1.855.422.4453) to make a verbal report.
- The supervisor will then complete a written Report of Suspected Child Abuse or Neglect and forward it to the Division Director within 24 hours of learning of suspected abuse.
- The Division Director and the Deputy Department Director will send the Report of Suspected Child Abuse or Neglect to the Department Director.
- People who call to report suspected abuse do not have to be sure maltreatment has occurred; they report what they have seen or heard. The authorities will investigate and confirm whether or not abuse has occurred. People who call are asked to give the child's name and location and the suspected perpetrator's name. Reports are confidential; those who call do not have to provide their names.

## Live Healthy Gwinnett

Live Healthy Gwinnett launched in 2014 to encourage the Gwinnett community to invest in personal wellness by making simple lifestyle choices, such as eating more vegetables, increasing physical activity, and reducing stress. The partners of Live Healthy Gwinnett engage residents through active programs and events that focus on four areas of wellness: Be Active, Eat Healthy, Get Checked, and Be Positive. For more details about getting your association involved with Live Healthy Gwinnett, email [LiveHealthyGwinnett@GwinnettCounty.com](mailto:LiveHealthyGwinnett@GwinnettCounty.com), call 770.822.3197, or visit [LiveHealthyGwinnett.com](http://LiveHealthyGwinnett.com), or find them on Facebook and Instagram.

## Health and Wellness Standards

In partnership with our residents, Gwinnett Parks and Recreation provides high quality, broad-based parks, facilities, programs, and services creating a sense of community, enabling a safe and secure environment, and enhancing Gwinnett's quality of life.

GPR agrees to provide an environment that promotes healthy habits for adults and children by:

- Offering a variety of planned physical activities for all ages and abilities.
  - Park programming includes physical activities for children, adults, and older adults.
  - Park therapeutic programming includes physical activities for people with disabilities.
  - The creation of new programs to foster healthy lifestyles for our residents and employees.
- Providing access to healthy food and beverage options at parks and facilities.
  - At least 50 percent of products in food and beverage vending machines are healthy options, ensured by regular audits of vending contracts.
  - Bottled water is available in all beverage vending machines.
  - Clean drinking water is available at all facilities and events.
  - Healthy food choices are available at 85 percent of GPR-sponsored events.
  - Healthy food choices at sporting facility concession stands are encouraged.
- Partnering with community members, organizations, and businesses to promote healthy habits and programs.
  - Collaborates with Children's Healthcare of Atlanta to promote healthy habits in summer camps, programming, and health standards.
  - Partners with Clemson University to certify GPR staff in playground maintenance and inspection standards.
  - Partners with Gwinnett United in Drug Education to educate communities about substance abuse prevention.
  - Partners with nonprofit GCAAs to provide space for children to participate in a variety of sports.
  - Partners with Gwinnett Parks Foundation, a 501(c)(3) non-profit, on Park'nership events that encourage citizens to connect with nature and participate in beautification projects at local parks to promote new relationships, feelings of ownership, and increased park use.
- Providing healthy and safe environments for day camp participants.
  - Provide drinking water, with no access to sugary drinks like soda, sports drinks, sweet tea, lemonade, juice drinks, or fruit juice.
  - Encourage parents to provide healthy meals and snacks for their children.
  - Discourage the use of personal electronics to limit screen time.
  - Promote healthy habits.
  - Provide over 60 minutes of daily physical activity.
  - Educate campers on the benefits of healthy eating.
  - Include environmental science and nature hikes in spring break and summer camp curriculum.
- Delivering safe and healthy environments for all park and facility users.
- Ensuring that staff operates in safe and healthy workplace environments.

## Concession Health Standards

GPR recommends that GCAAs follow proper health code standards at all times during concession operation. It is recommended that GCAAs place signs in restroom facilities stating: "Concession workers are required to wash hands before returning to work".

### **Concession stands, refrigerators, and coolers must be cleaned and food removed after each season.**

GPR has accepted the operations of all concession stands per the Board of Health Codes and Regulations. Each athletic association's sole responsibility is to maintain all permitted concession stands in clean, sanitary, and acceptable condition at all times. Unsanitary conditions will not be tolerated and could result in the loss of concession operations or collection of monies to return the facility to acceptable standards. During off-seasons, all appliances are to be unplugged, including but not limited to ice machines, coolers, refrigerators, and frozen drink machines. Quarterly, a designated County representative will assess the cleanliness of these facilities to ensure regulations. Before doing so, the designated County representative will contact the association to notify them when they will be doing the assessment.

## **Concession Products**

Gwinnett County recommends that items resulting in excess trash, such as paper-covered straws, not be available in the concession building. Eliminating these items significantly helps Parks Maintenance and GCAAs keep the parks clean. Discretion is recommended in choosing items for resale in the concession building. Any concession boxes should be crushed and taken to a recycling container or the park dumpster. Sunflower seeds and gum are not recommended for concession sale at locations with artificial turf fields.

## **Environmental Sustainability**

Gwinnett County launched the Gwinnett Environmental Sustainability Program in 2009. This environmentally-friendly initiative promotes protection and restoration of the community's natural resources through water and energy conservation and reduction in air pollution and waste. The County participates in a variety of sustainability-related initiatives to promote efficiency, reduce impact on our environment, and preserve precious natural resources for the generations to come. We expect the GCAAs to be good stewards of GPR facilities, fields, and parks and appreciate all efforts to keep the facilities free of litter.

## **Tobacco-Free**

GPR facilities are tobacco-free following ordinance changes approved by the Board of Commissioners on October 20, 2020. The countywide, tobacco-free policy restricts the use of any tobacco product at any Gwinnett County property, including cigarettes, cigars, pipe, snuff, chewing tobacco, dipping tobacco, bidis, snus, dissolvable tobacco products, electronic cigarettes, and vaping products.

## **Sec. 70-50. - Use of Tobacco prohibited.**

It shall be a violation of this article for persons to use any form of tobacco including e-cigarettes and smokeless tobacco at any County owned or operated indoor and outdoor recreational facilities, including but not limited to the restrooms, athletic fields, beaches, aquatic areas, parks, walking and hiking trails, agency owned vehicles, bodies of water, spectator, and concession areas. (Code 1994, § 78-54; Ord. No. PR-2012, 3-20-2012)

## **Concussion and Head Injury Information**

With the passage of HB 284 – Return to Play Act by the Georgia Legislature in 2013, new requirements to educate coaches, youth athletes, and their parents on the dangers of concussions in competitive youth athletic activities became effective for all competitive sports in January 2014. In following the Georgia Department of Public Health's referral to the Heads Up – Concussion in Youth Sports program offered by the Center for Disease Control, GPR will use this education program for all competitive sports offered on GPR property. GPR recommends this education program to all youth sports partners, Gwinnett County Athletic Associations, and Gwinnett County Summer Swim Leagues that utilize GPR facilities. Visit [CDC.gov/HeadsUp](http://CDC.gov/HeadsUp) to learn more.

## **Definition**

A concussion is a type of brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

### **Symptoms Reported by Athlete**

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

### **Signs Observed by Others**

- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit

## **Guidelines**

The following guidelines and procedures are implemented by GPR with the intent to reduce the potentially serious health risks associated with competitive sports related concussions and head injuries. GPR will educate coaches, referees, site supervisors, parents, and participants of the signs, symptoms, or behaviors consistent with sports induced concussions.

## **Distribution Procedure**

- Parents, coaches, assistant coaches, and site supervisors associated with competitive sport activities should become familiar with and have access to a copy of GPR's Concussion and Head Injury Guidelines.
- Parents, coaches, and assistant coaches are strongly encouraged to view the Heads Up: Concussion in Youth Sports online course at [CDC.gov/HeadsUp](http://CDC.gov/HeadsUp).
- Staff and site supervisors will take the Heads Up: Concussion in Youth Sports online course.
- GPR will provide concussion educational information to all coaches and officials.
- GPR will provide concussion educational information to all youth athletes and their parent or legal guardian. The parent or legal guardian must sign an acknowledgment of receipt.
- GPR will provide concussion educational information to all GCAA and GCSSL who utilize GPR facilities in the GCAA and GCSSL Policies and Procedures Manual. It is recommended that all GCAA and GCSSL provide educational information per HB 284 to all coaches, participants, and their parents.

## **Suspected Concussion Procedures**

- Any participant exhibiting the signs, symptoms, or behaviors associated with a concussion or head injury must be immediately removed from the activity. Remember, when in doubt, sit them out!
- The injured participant's parent or guardian should be immediately notified of the suspected concussion or head injury so an appropriate healthcare professional can evaluate them
- A General Liability Loss form must be completed and submitted to GPR within 24 hours or the next business day following the incident.

## **Flag Procedures**

Occasionally, government entities will require national, state, or local flags to be flown at half-staff to recognize tragedies or to honor the death of public servants or dignitaries. During operating hours, Gwinnett County will lower the flag to the appropriate level and notify the GCAA of the date that the flag will be raised. It is the responsibility of the GCAA to raise the flag at the appropriate time. If an announcement occurs after working hours or on weekends, GCAAs are required to lower flags accordingly. A key must be provided for all locked flag poles in case of an issue in which flags need to be taken down or addressed.

GCAAs are responsible for flag maintenance, etiquette, and protocol in accordance with U.S. Flag Code. Any flags that are displayed overnight must be illuminated. Do not raise a flag that is tattered or torn. If flags do not meet the proper standards, a picture and email will be sent to the designated GCAA for removal. To learn how to properly remove flags, visit [Defense.Gov](http://Defense.Gov). Flags may also be given to Grounds Maintenance staff or the designated County representative for proper disposal.

## **Parking**

According to Park Ordinance 70-36, vehicles must be parked in legal parking spots. Handicapped parking spots are designated for approved handicapped permitted vehicles. GCAAs are not allowed to block off parking spaces with cones, signs, or any other objects for officials, board members, or any other guests without prior approval from the GPR Division Director. GCAAs are not allowed to park vehicles on trails, sidewalks, fields, and walkways. All vehicles will be subject to ticketing or towing if parked outside designated parking spaces.

## **Pets in Spectator Areas**

Leashed pets are allowed on the bleachers by Gwinnett County ordinance. The posted "No pets" sign is to prevent pets from being on the playing fields and near the dugout gate openings. This rule does not apply to service animals.

## **Public Address System**

Public address systems include handheld bullhorns, portable karaoke systems, portable microphone and speaker combinations, built-in or house systems, and as noisemakers, air horns, sirens, or similar devices. The use of public address systems by GCAAs is permitted in Gwinnett County parks but restricted to the following guidelines:

- GCAAs must submit a written request to the designated County representatives to use public address systems at least two weeks in advance. The request must include the days and times of intended use, a description of the public address system and its intended use, and a diagram depicting the fields or directional locations where the amplifiers or speakers will be projected.
- GCAAs are responsible for all expenses associated with the purchase, rental, repair or maintenance, and care of public address systems.
- Any damage to County property due to a public address system's fault or damage is the financial responsibility of the GCAA.
- Before installation, the designated County representative must approve GCAA requests to affix public address systems to County property permanently.

## Use of Public Address Systems

Use will be permitted only on Saturdays from 8:30am to 10:00pm, unless otherwise authorized. Volume is not to exceed a reasonable level for the immediate listening area and must be considerate of adjacent neighborhoods. It shall be unlawful for any person to make any loud noise that disturbs, annoys, injures, or endangers the comfort, repose, peace, or safety of other persons in a recreation area. Failure to abide by these guidelines will result in suspension and or loss of public address system privileges for the remainder of the season.

### General Acceptable Use:

- Opening day ceremony
- Tournament announcements
- Team and player introductions
- Only by adults 18 years and older
- Emergency announcements (e.g., lost and found, weather, etc.)

### Prohibited Use:

- In-depth play-by-play game announcements
- Any use other than on Saturday from 8:30am to 10:00pm, unless otherwise approved
- Promotional announcements (e.g., concessions, etc.)
- Ongoing music of any kind
- Non-activity music of any kind
- By anyone under the age of 18

## Hot Weather Guidelines

The following guidelines outlined by the Georgia High School Association are recommended for coaches and staff. In responding to each situation that arises, coaches and staff should use their best judgment. Approximately 30 minutes before the start of activity, the temperature must be checked at each location using the WetBulb Globe Temperature provided by GPR or Weather.com.

### If the WBGT is under 82 degrees:

Normal activities. Provide at least three separate rest breaks each hour with a minimum duration of three minutes each during the workout.

### If the WBGT is 82 to 86.9 degrees:

Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of four minutes each.

### If the WBGT is 87 to 89.9 degrees:

Maximum practice time is two hours.

- **Football:** Players are restricted to helmets, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts.
- **All sports:** Provide at least four separate rest breaks each hour with a minimum duration of four minutes each.

### If the WBGT is above 90 to 92 degrees:

Maximum practice time is one hour.

- **Football:** No protective equipment may be worn during practice, and there may be no conditioning activities.
- **All sports:** Provide 20 minutes of rest breaks distributed throughout the hour of practice.

### If the WBGT is above 93 degrees:

No outdoor workouts. Delay practice until a cooler WBGT level is reached.

## Cold Weather Guidelines

The following guidelines, as outlined in the 2008 National Athletic Trainers Association's position statement, can be used in planning activity depending on the windchill temperature. Conditions should be constantly reevaluated for change in risk, including the presence of precipitation.

### 30 degrees Fahrenheit and below:

Be aware of the potential for cold injury and notify appropriate personnel of the potential.

### 25 degrees Fahrenheit and below:

Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for rewarming.

### 15 degrees Fahrenheit and below:

Consider modifying activity to limit exposure or to allow more frequent chances to rewarm.

### 0 degrees Fahrenheit and below:

Consider terminating or rescheduling activity.

## **GENERAL SAFETY GUIDELINES**

For Gwinnett County athletes to enjoy the experience offered by GPR and GCAAs, the athletic associations need to operate with safety in mind. Please ensure the following safety rules are followed:

### **Electrical Safety**

#### **Extension cords**

- Use extension cords only for temporary power. Temporary power is defined as less than 90 days of use. If power is required for over 90 days, an outlet should be installed close to the point of need.
- Do not run extension cords through doorways or windows. This is to prevent damage to the insulation, which could lead to electrical shock, injury, or death.
- Do not run extension cords across walkways, paths, or under carpet. This is to prevent people from tripping on the cord and falling. If cords must be run across walkways or paths, use a cord protection device.

#### **Electrical cords**

- Make sure electrical cords are fully plugged into the socket during use. Metal blades on the plug should not be visible.
- Make sure cords are not frayed or damaged. Insulation should not be broken, and cords should be fully connected to the plug with no wires exposed.
- Remove cords from sockets by pulling on the plug. Do not pull on the cord to remove the plug from the socket.
- Unplug electrical cords and safely coil them out of the way when not in use.

#### **Circuits**

- Do not overload circuits by plugging too many items into an outlet. This includes plugging multiple power strips into one another, known as daisy-chaining.
- Do not use circuit breakers as an "on-off" switch.

#### **Electrical rooms**

- Do not store excess combustible or flammable materials in electrical rooms.
- Do not store materials immediately in front of electrical panels or disconnect switches. A 42-inch clearance must be maintained in front of electrical panels and disconnect switches to allow easy access to them.
- Do not store materials on top of transformers in electrical room. Transformers can get hot and cause items to melt or catch fire.

### **Chemical Safety**

#### **Labeling**

- All containers of chemicals must be clearly labeled with easily read labels.
- At a minimum, the container must have on it:
  - Name of the chemical
  - Date the chemical was placed in the bottle
  - Intended use of the chemical
  - Protective equipment required

#### **Storage**

- Store chemicals in a secure location to prevent unauthorized use.
- Store chemicals in properly designed containers only.
- Do not store chemicals next to food-related items where contamination could occur.
- If storage of chemicals in a separate area from food-related items is not possible, store chemicals on lower shelves with food-related items above the chemicals. This will prevent any chemical spills from hitting the food-related items.
- Store flammable chemicals away from heat and flame. It is highly recommended that flammable materials, such as gasoline, be stored in an approved flammable storage cabinet.

#### **Use**

- Follow all manufacturer's directions for use of chemicals and needed protective equipment (e.g., gloves, safety glasses, face mask, etc.) while using chemicals.
- Read safety data sheets for chemicals prior to use.

## **Safety Equipment**

### **Access**

Keep the area clear in front of safety equipment (i.e., fire extinguishers, AED units, first aid kits) to allow easy access to the equipment.

### **Location**

Mount equipment to the wall in plain sight. If equipment cannot be easily seen, mount an indicating sticker or sign above the equipment that can be easily seen. AED signs should be placed on the outside of buildings only when the AED is accessible. This may require a magnetic sign for concession booths that are not open all the time.

### **Fire extinguishers**

- Mount fire extinguishers at least 4 inches from the floor, with the top of the extinguisher between 42 and 60 inches above the floor. Fire extinguishers should be located within 75 feet of the point of need.
- Use the proper type of fire extinguisher.
  - Type ABC extinguisher is appropriate for most concession areas.
  - Type K extinguisher is needed if grease or oil cooking is being done and fires are possible.

### **Inspection**

- Inspect first aid kits regularly to make sure supplies are in good condition and not expired.
- Inspect AED units monthly to make sure that batteries are still good and pads have not expired.
- Visually inspect fire extinguishers monthly to make sure they are charged and in good condition.

### **Protective equipment**

Use proper protective equipment.

- Wear eye protection (i.e., safety glasses or goggles) if there is a potential for splashing of liquids or impact of objects.
- Wear temperature resistant gloves when handling hot or cold objects.
- Wear chemical resistant gloves when using chemicals.
- Wear cut resistant gloves when cutting or handling sharp objects.
- Wear plastic, latex, or nitrile gloves when handling food stuffs.
- Wear aprons and long sleeves when splashing hot oil is possible.

## **General Safety**

### **Electric vehicle charging areas**

- Electrical vehicles should be charged in a well-ventilated area to prevent the potential buildup of flammable gases.
- Vehicle charging areas should have eyewash capabilities in the event of a battery explosion. Batteries contain sulfuric acid which is hazardous to the skin and eyes.
- Vehicle charging should be done according to the manufacturer's directions.

### **Storage**

- Storage areas should be neat, organized, and free of trip hazards.
- Do not store excess amounts of combustible materials in storage areas; these items become fuel in the event of a fire.
- Do not store items closer than 20 inches from the ceiling. This is to reduce the possibility of a fire from reaching the ceiling and burning through.
- Avoid storing heavy items on the top shelves where they could fall and hurt someone while being removed.
- Compressed gas cylinders should be chained to a support while in use or storage to prevent falling and damage to the valve. A broken valve on a compressed gas cylinder will act like a rocket motor and propel the cylinder causing injury.

### **Walkways**

- Walking areas should be kept clean, dry, and free from slip and trip hazards.
- Walkways should be a minimum of 32 inches for ease of movement and emergency exiting.
- Exits should be well marked and capable of being found during a power outage.

### **Equipment**

Broken equipment should be turned off, taken out of service, and secured to prevent use until it can be replaced or properly repaired.

Contact the designated County representative for questions regarding these General Safety Guidelines.

## **SPORTS PROGRAM GUIDELINES**

GCAAs are responsible for providing all sports equipment and all necessary personnel to operate the sports program.

### **Designated County Representative Role**

Each designated County representative is responsible for all communications between their respective GCAAs. The designee will serve as the liaison between their respective GCAAs and GPR administration. Each designee is familiar with the facilities in which each GCAA program is based and effectively ensures maximum utilization of those facilities. When needed, the designee will consult the assistance and guidance of the Recreation Coordinator, who will then determine if further consultation is required by following the appropriate GPR chain of command.

- Facilitate agreements and rental permits with GCAAs for use of GPR facilities and to implement various youth athletic programs, activities, events, community buildings, and pavilions per GPR procedures.
- Assist user groups in setting usage dates and times, securing permits, completing significant event notification, collecting insurance and nonprofit verification documents from GCAAs, collecting nonresident fees, rental fees, and any other fees associated with facility use.
- Collect team or league rosters; practice, game, and tournament schedules; and program participation reports from GCAAs for each season and each sport.
- Attend GCAA monthly board meetings and elections, and serve in an advisory capacity.
- Relay all communication between the GCAA and County Administration.
- Provide coaching education to the GCAAs by offering National Alliance of Youth Sports certifications for each sport.
- Regularly inspect parks, fields, concession stands, and facilities, and communicate issues, concerns, and problems with Support Services and Grounds Maintenance staff on behalf of GCAA.
- Disseminate information on field and facility closures for inclement weather or renovation.
- Post GCAA announcements on park signage per GPR procedures.
- Notify GCAAs of mandatory meetings conducted by GPR.
- Ensure GCAAs comply with the policies and procedures outlined in this manual.
- Facilitate GPR and Board of Education approval and stamp on all fliers for school distribution.

### **Subletting Permitted Areas**

**GCAA organizations may not, at any time, sublet their permitted areas to outside organizations or other GCAAs.**

### **Fees and Charges**

All revenues received by the GCAA shall and will be used in accordance with Title 14, Chapter 3 of the Official Code of Georgia Annotated. Money should be used to operate the sports program or on approved improvements of facilities and athletic fields in County parks.

### **Non-Resident Fees**

All program participants who reside outside Gwinnett County will be assessed with a non-resident fee of an additional \$90 per person, per sport, per season, or double the amount if registration fee is less than \$90. The definition of a nonresident participant is a person who does not reside in Gwinnett County. This fee is to be above and beyond the normal registration fee. It is the responsibility of the GCAA to verify the county of residence of each participant. This nonresident fee is to be submitted to the designated County representative, along with the roster (names, ages, addresses, phone numbers, and school attending) of all GCAA athletes 15 days after the first regular season game for each sport season. Enforcement of this nonresident fee system by each GCAA is mandatory. Violations may constitute revocation of facility use permit. An example of the required GCAA Sports Participation Summary form is provided in this manual. This form must accompany the submitted nonresident fees and a roster.

### **Concession Stand Fees**

GCAAs will be charged an annual \$500 fee per concession stand per park. A concession stand permit will be issued to the GCAA upon receipt of payment. If the GCAA chooses not to pay the concession stand fee, GPR reserves the right to permit with a concession vendor. Different fees will be assessed for different sizes, and fee may be split among sports for groups that have separate boards for each sport.

### **Light Fees**

GCAAs will be charged a light fee to be determined annually. GPR field and administrative staff will consolidate and track all light usage on GPR ball fields. The information will be collected and verified via a spreadsheet that will be sent to appropriate GPR staff.

## **Reporting Procedures**

- The ballfield lighting bill will be emailed by the fifth of each month to the association president and the association designee with a copy to the designated County representative. Payment is due by the first day of the following month.
- An email will be sent to the designated County representative if the ballfield lighting bill is not paid within three days of the first day of the following month. The designated County representative will call and email the association to find why payment is delinquent.
- Delinquency in payment could result in light usage being severely cut back or even suspended until bill is paid. The GPR designated representative will handle correspondence with the associations in regards to non-payment issues.
- Payments can be processed by credit card, electronic checks, or physical checks.
- Light bill payments must be mailed to the designated representative at 75 Langley Drive, Lawrenceville, GA 30046.

## **Tournament Fees**

Tournaments and fundraisers will require a special use permit. The special use permit fee is \$200 per tournament and is due at the time of the permit request. The GCAA's president must submit a Commercial Activity Permit Application form to host a tournament. The special use permit fee, CAPA form, and certificate of liability insurance certificate must be collected prior to a permit being issued. The GCAA that completes the permit will be responsible for the actions of all tournament participants.

## **Pre and Post-Season Tournaments**

GCAAs must send a written request to the designated County representative for post-season tournaments at GPR facilities. This written notification should be sent to the designated County representative two weeks before the GCAA bidding on a tournament, including tournament dates, times, and specific facilities. Upon approval from GPR, the GCAA may proceed with the tournament bid process. Once the GCAA has been notified of the tournament award, they should confirm tournament dates, times, and tournament needs from GPR with the designated county representative. GPR will indicate if assistance can be provided within two weeks of being notified about the awarded tournament(s). The designated County representative reserves the right to request that a GCAA pay for the maintenance staff if necessary. The maintenance staff will assist the GCAA with maintaining the facility throughout the tournament they are scheduled to work. Likewise, the designated County representative may request that a GCAA staff the event with security if deemed necessary.

## **Master Field Schedule for Practices and Games**

Dates for tryouts, practice, and league games at Gwinnett County facilities must be submitted in writing, a minimum of 30 days in advance, to the designated County representative.

- Football game schedules must be sent on or before August 15.
- Fall roller hockey, baseball, softball, and soccer game schedules must be sent on or before September 1, unless the season begins prior to September 1.
- Winter basketball schedules must be sent on or before October 15.
- Spring lacrosse schedules must be sent on or before January 15, unless the season begins prior to January 15.
- Spring roller hockey, baseball, softball, and soccer schedules must be sent on or before March 1, unless the season starts prior to March 1.

## **Practice and Game Schedules**

The GCAA must provide a copy of the practice schedule one week before the start of practices and a copy of their game schedule one week before opening day for any games to the designated County representative. Upon review of these schedules, should GPR determine that excessive time is allotted for practices, time will be allocated to other groups in need of space. Unscheduled field time will revert to GPR to schedule as deemed appropriate. Athletic fields will not be dragged until the designated County representative receives a written practice and game schedule.

GCAAs must prioritize the scheduling of practices and games for recreational teams. Schedules submitted to the designated County representative must identify the recreational and select or travel teams.

## **Sport of Season Guidelines**

GPR reserves the right to administer field and facility permits to GCAAs according to established sport of season priorities. GPR recognizes and prioritizes field and facility use according to specific guidelines, see the GCAA season information on the following page for more information.

**When not permitted to GCAAs, all fields and gyms will be scheduled by GPR for organized activities, rentals to outside groups, or public use.**

## **Spring Sports | February – July 15**

- Soccer is the sport of season at all soccer fields and soccer complexes.
- Lacrosse is the sport of season at all football fields.
- Baseball and softball are the sports of season at all baseball and softball fields and baseball and softball complexes
- Lacrosse and other sports may be conducted on multipurpose fields during the spring season as requested. Multipurpose fields may also be rented to organizations or the public as deemed appropriate by the GPR

## **Fall Sports | July 16 – December**

- Football and cheerleading are the sports of season at parks designated for baseball, softball, and football use. Football and cheerleading teams will have use of baseball and softball fields for practices on Mondays, Tuesdays, and Thursdays. Wednesdays will be reserved for makeup practices that are canceled because of inclement weather. Baseball and softball takes priority on Fridays, Saturdays and Sundays, except on fields necessary for warmup prior to the football games.
- Soccer is the sport of season at all soccer fields and soccer complexes.
- Baseball and softball may be conducted during the fall season, but are not considered the sport of season. Baseball and softball practices and games may be conducted on Fridays, Saturdays, and Sundays.

## **Winter Sports | October – February**

Basketball is the sport of season at all GPR gyms and basketball facilities.

## **New Sport or League**

GCAAs must notify the designated County representative of plans to implement any new sport or league a minimum of six months in advance.

## **Coaching Certification**

GPR encourages GCAAs to require sport coaches to attend National Alliance of Youth Sports coaching clinics or another of choice. NYSCA participation is not required. NYSCA certification can be obtained via a certified clinician with GPR. Contact the designated County representative if anyone is interested in getting certified as a coach.

## **Camps and Clinics**

GCAAs must send a written request to the designated County representative for use of GPR facilities for camps and clinics sponsored by the GCAA. The request should be sent by December 1 of the year prior to the requested date of use.

Failure to provide adequate request and notice of scheduled tournaments, camps, and clinics to the designated County representative could result in conflicts with GPR-sponsored camps and clinics, field turf renovation projects, and rejection of field use permit. Failure to provide notice could also eliminate or reduce park maintenance revisions of your facility needs for GCAA tournaments or camps. All soccer camps or training must be concluded by June 1.

**No camps or tryouts can be held before August 1 on grass turf fields** to ensure that field renovation has adequate time to grow and mature.

## **Fees**

GCAAs that wish to conduct camps or clinics that are open to the public and require a fee in addition to the league fee for a season of play must rent the fields or facilities on which the camp will be held. Regular field and facility rental rates will apply. All fees associated with each rental will be due prior to the first day of camp.

## **Travel Teams**

Travel teams are teams that are formed to participate outside the standard recreational league program. These teams play in leagues that require game schedules that consist of both home and away games. Travel team programs must have open and advertised registration and tryouts. Travel teams must register and conduct tryouts before the GCAA opens registration for recreational players. Children who adhere to the open registration policy may be allowed to try out for a travel team. All participants must register individually at the GCAA website or in person, with each registrant receiving a receipt and their name being placed in the GCAA registration system. Travel team registrations and tryouts must be open to all eligible players. The dates, times, and locations for tryouts and registrations must also be advertised to notify the GCAA membership and the general public. GCAAs must submit a copy of all travel team tryout and registration announcement documents to the designated County representative at least two weeks before the first tryout or registration session.

GCAAs may not register whole teams or independent travel teams. All individuals who do not qualify for the travel program must be offered the opportunity to participate in the GCAA recreational league.

## **Websites**

GCAA websites should be utilized to provide information to the public and to GCAA members regarding the scope and administration of all sports programs. All websites must include the phrase "In partnership with Gwinnett Parks and Recreation" on the home page.

Suggested information includes, but is not limited to:

- Contact information for board members and individual sport commissioners and directors.
- Copy of updated by-laws.
- Dates for registration, first week of practice, first week of games, duration of season, program cost and fees, equipment included in registration cost, equipment provided by players, and awards (if any).
- List of fields and facilities with driving directions.
- Rules for each sport.
- Schedule of executive board meetings, annual membership meeting, and elections.
- GPR marketing information for special events.
- Drug-free initiatives.
- Concussion awareness.

## **Signage**

GCAAs are permitted to advertise GCAA-approved activities on park marquee signs and up to one real estate type yard sign or one registration banner (8 feet x 2 feet maximum allowed) on park property at the main entrance roadway, provided there is an area to safely install.

## **Registration**

Registration will be open to all youth that meet the age requirements set forth in the specific sport rules and regulations. Registrations must be advertised a minimum of 30 days in advance. Registration will be taken until all team roster positions are filled or two weeks prior to the beginning of regular season games.

With the exception of the above, separate registration for returning players will not be allowed. All registration must be conducted on an equal opportunity basis prior to the start of the season. GCAAs should make every effort to maximize participation and use of facilities.

GCAAs utilizing GPR facilities must ensure that no person be denied participation in any park or program based on race, color, national origin, religion, sex, age, Board of Education school cluster designation, or disability. GCAAs must be in compliance with the Americans with Disabilities Act.

GCAAs may not limit participation or otherwise discriminate against participants based on their proximity to or from school clusters. Gwinnett County parks are for the enjoyment of everyone in the community and are not assigned by school cluster.

## **FACILITY MAINTENANCE RESPONSIBILITIES**

### **Facility maintenance and operations responsibilities are:**

- County-provided facilities include concession buildings with restrooms, storage rooms, or meeting spaces.
- GCAA-funded, GPR-approved, and Gwinnett County-permitted storage or grilling facilities include, but are not limited to, storage cargo trailers, storage buildings, job boxes, grill structures, fencing, added irrigation fixtures, batting cages, sports walls, bullpen areas, grassed infields, and scoreboards.

GCAAs have an added responsibility to items that fall under the second category. GCAAs are required to perform routine maintenance tasks, including regular cleaning, neat storage of materials, hazard-free and proper energy management procedures maintaining HVAC temperature, no excessive power or water use, and basic adherence to Gwinnett County codes and regulations.

GCAAs must maintain these facilities in accordance with and as directed by GPR. This maintenance includes affording the associated cost for repairs, painting, roofing, fencing, upgrades, or repairs to electrical, plumbing, and irrigation components. Failure to properly maintain any structure may result in GPR removing the structure from the property.

### **HVAC Temperature Control**

GCAAs are responsible to maintain the County's energy management program. This program includes maintaining the temperature control setting in concession buildings at 70 degrees for heating and 74 degrees for cooling. Abuse of this program (which includes damage to any part of the HVAC system, including the thermostat lock out box, condenser, air handler, and ducts) by the GCAA (upon final determination by County officials) will result in the GCAA being responsible for all repair or replacement costs.

### **HVAC emergencies or serious operational issues involving the heating or air conditioning systems:**

- During business hours, contact your designated County representative.
- On weekends, evenings, or outside regular hours, call the Gwinnett Parks Emergency Line at 678.333.6267.
- Please provide the following information:
  - Specific location
  - Nature of the problem
  - Contact name
  - Contact phone number

### **Storm Water Runoff**

Storm water runoff is defined as any water that drains naturally into the ground or that is diverted from parking lots and sidewalks via curbs and gutters into an underground diversion system.

### **GCAAs must abide by Gwinnett County storm water regulations as follows:**

- Washing of GCAA vehicle and equipment may be done only on grassy surfaces, not on gravel or exposed ground.
- GCAA vehicles and other motorized equipment are to be maintained in good working condition. These vehicles will not be allowed to leak oils, chemicals, or contaminants into the park grass, soil, and paved or concrete surfaces. GCAA vehicles and other motorized equipment that require fossil fuels including oil, gasoline, kerosene, or diesel may be serviced on site; however, all used fuels and oils may not be disposed or dumped anywhere on park property. A professional collection and disposal plan is required and a contract must be provided to GPR.

### **Facility Upkeep**

GCAAs are responsible for all field lining, including painting and chalking; GPR must approve all paint used. Do not use chalk to line the grass as it will cause humps that can lead to trip hazards. Parks maintenance will drag ball fields (as long as a schedule has been provided) and maintain the grassed turf regularly. Infields will only be prepped if the GCAA removes trash from the dugouts and spectator areas. The GCAA is responsible for routine field prep after inclement weather and on non-GPR workdays and for dragging the ballfields on weekends and County recognized holidays. Soccer GCAAs are responsible for field preparation for games and practices. Football and lacrosse fields designed for game day play at GPR parks will be painted by GCAAs. The GCAA is responsible for maintaining and manicuring any skinned infields with grass to ensure safety for play.

The GCAA must return the maintenance buildings, concession buildings, storage areas, and other park facilities used during a sports season to their original condition by the end of each season.

## Restrooms

GCAAs must ensure the restrooms are clean and sanitary during and after each scheduled day. All toilets must be flushed, paper removed from the floor, and tissue replaced. It is recommended on weekends that the restrooms are monitored and checked two to three times per day. A mop and mop bucket will be placed in an accessible area for the GCAA to use to maintain a sanitary restroom floor.

GCAAs are responsible for collecting litter daily from fields, dugouts, press boxes, restrooms, concession areas, and breezeways and placing it into trash receptacles. Trash and cleaning supplies, including refuse bags left in the areas outlined, violate the facility use permit and may hinder field preparation. Full trash can bags should be removed from trash cans and taken to the designated park dumpster for disposal.

## Soccer and Lacrosse Goals

GPR provides two full size soccer goals. GCAAs are responsible for providing additional goals. The following procedures will be based on the group that is using, storing, removing, and securing goals within a GPR facility.

**Use:** All goals will be properly anchored using counter weights (i.e., saddle bags) or semi-permanent locking mechanism at turf field locations. GCAAs that utilize portable goals with permanent counter weighted bars are exempt from the use of saddle bagged counter weights as long as they meet the minimum weight requirements in anchoring goals. GCAAs that utilize saddle bag counter weights must meet ASTM standard of six 40-pound counter weights for any full or mid-sized portable goal. In the event that soccer goals are not properly anchored, each goal will be removed from the playing field and secured without access by the GCAA. The Grounds Maintenance foreman will notify both their respective Grounds Maintenance coordinator and the designated County representative that they have secured the unanchored goals. The designated County representative will then be responsible for contacting the GCAA representative to allow access to goals and to ensure goals are anchored for future use.

**Storage and Removal:** At the completion of each season all GCAA soccer goals must be removed and stored off of playing surfaces. During soccer season, each GCAA may keep goals on playing surfaces. During growing seasons (June 1 – September 1), each GCAA must remove goals at a minimum of two times a week to assist Grounds Maintenance staff in maintaining sports field turf. Each Grounds Maintenance foreman will be responsible for communicating with GCAA to determine the two days in which the GCAA is to remove goals to accommodate for maintenance during growing season.

**Security:** GCAAs will be issued common padlocks and cables to secure goals when they are removed and stored off of playing surfaces when soccer is not the sport of season. Each goal will need to be facing the other goal and locked or to a perimeter fence post.

## Scoreboards

GCAAs are responsible for all scoreboards and score brains. Scoreboard questions need to go through your designated County representative. If the green LED light (located near or on the back of the scoreboards) is on, power is going to the scoreboard. If there is no power to the board, which may be a timer or electrical problem, the GCAA must submit a service request to the designated County representative.

## Scoreboard Purchasing

GCAAs are able to purchase and install scoreboards by a variety of different means. If the GCAA wishes to install a scoreboard on park property, the GCAA president must submit the request in writing to their designated County representative for approval. Scoreboards may contain spacing that offers the opportunity for advertising sponsors, which may aid with costs, provided that a GCAA adheres to the advertising guidelines listed in this manual.

## Field Materials

Sand, clay, and other GPR-approved material(s) used during inclement weather conditions must be kept at minimal use. Overuse of these types of materials may result in damage to the playing surface and result in closure of the sport field until it can be repaired. The park foreman must be notified of all deliveries of materials to ensure storage at proper staging areas. GCAAs are responsible for the purchase of brick dust and infield mix for the purposes of replenishment of stock onsite.

## Cleaning Chemicals

GCAAs are supplied with cleaning chemicals and trash can liners by Grounds Maintenance staff to assist in the maintenance of facilities. These items are to be used by GCAAs outside of business hours and on weekends at the facilities. Please reference the posted SDS posters within each facility regarding the guidelines for using those chemicals.

## **Sports Turf, Grounds, and Facilities Assessment**

In April, GPR will work with each GCAA to assess damage and impact to grounds, fences, buildings, and scoreboards during the sports season. A preliminary plan of action will be developed to repair damaged areas and reestablish turf grass during the summer, and will include anticipated field closure dates, anticipated reestablishment methods (i.e., sod, sprig, rest), and estimated division of cost for reestablishment. GCAAs must consider turf grass reestablishment plans when programming summer camps, clinics, and tournaments. Field use permits may be impacted by field renovation and turf grass reestablishment. A follow-up meeting will be held in April or May to reevaluate fields and grounds. Field closure and turf renovation plans may be adjusted depending on spring turf and grounds assessments. The GCAA must adhere to renovation schedules set at the spring assessment; if not, GPR cannot guarantee field reestablishment for the fall season.

## **Field Conditions and Maintenance**

Fields should be inspected before each use to ensure a safe environment. GPR reserves the right to close any facility for the safety of participants or conditions of the facility. If a GCAA cancels games or practices due to inclement weather, the GCAA must immediately notify the designated County representative by phone and email, as well as reporting any damage or hazardous conditions.

The GCAA is responsible for monitoring field conditions in the evenings and on weekends during permitted use.

If turf grass damage is due to misuse or abuse by the GCAA (e.g., failure to rotate goals, practice or play in inclement weather conditions, etc.), the GCAA will be required to purchase replacement sod and incur any other cost necessary to repair the damaged area and make the playing fields safe.

The GPR Grounds Maintenance manager will determine sod renovation needs. Contingent upon available funding and assessment, GPR staff will re-sod or sprig barren or damaged turf areas that cannot regenerate, except in circumstances due to misuse. Sufficient minimum time must be scheduled for the turf grow-in period, where no play on the renovated areas is allowed for six to eight weeks. GCAAs must collaborate with GPR staff in managing sports field turf grass areas, specifically relating to extremely wet or dry conditions. As funding allows, GPR staff will provide turf grass management programs to support the best possible playing surfaces.

## **Synthetic Turf Rules**

GPR has installed artificial turf fields at several facilities. The fields come with a warranty of at least eight years and require a set of rules of use. Any violation of these rules listed below may void the warranty:

- Molded cleats or athletic shoes are only allowed on artificial turf.
- Approved athletic equipment only on artificial turf. Any other sporting equipment is not allowed on the field without preapproval from GPR management. Examples: blocking sleds, additional soccer goals, etc.
- All gates must be secured and locked upon leaving the facility.
- Items NOT allowed on artificial turf:
  - Pets
  - Sharp objects, including tent stakes, corner flags, javelins, or other items that can penetrate the surface of the field
  - Food – including gum, candy, sunflower seeds, sports drinks, or liquids other than water
  - Tobacco products of any kind
  - Bicycles or unapproved vehicles
  - Gators or other motorized vehicles

## **Turf Grass**

GPR shares the responsibility with GCAAs for establishing, maintaining, and renovating turf grass for sports fields. Turf grass maintenance may be modified due to weather or soil conditions. GCAAs that wish to supplement the routine maintenance of turf grass their designate County representative. GCAA supplemental turf maintenance will only occur with prior approval. Sports fields will be maintained by GPR in the following manner:

- February to March: preemergent application
- April through September: fertilizer and lime application as needed
- June to July: aerate and top dressing
- May, June, and July: sprigging or sod renovation as necessary
- September: preemergent application
- December and April: sports field renovation needs assessment

## **Turf Grass Renovation**

GPR will only purchase and install sod for field renovation purposes. GPR will replace areas damaged to the extent that they cannot be reestablished through sprigging or rest and were not damaged as a result of overuse or unusual use by the GCAA holding field-use contracts at the park.

GPR staff will meet with GCAAs in April or May to evaluate the turf needs at each park and design a renovation plan that considers the programming needs of the GCAA and the field recovery requirements. In order for the process to be effective, fields should be closed for a period of at least six to eight weeks during the peak-growing season for Bermuda grass (May through August).

GCAAs may purchase additional sod for installation at parks. A written request must be sent to the designated County representative and the Grounds Maintenance manager, then approved by the Grounds Maintenance manager before the purchase or installation of sod. GCAAs are encouraged to schedule as few activities as possible during the months of late May, June, and July to provide the best conditions for turf grass reestablishment.

GCAAs are responsible for teaching baseball players the importance of protecting the outfield turf, and GCAAs will be billed for purchase and installation of any sod that is required to repair spots in baseball outfields that are severely damaged by baseball use or result in unsafe conditions.

## **Keys**

Six sets of park facility keys will be provided to each GCAA president at no charge. A set is defined as a full complement of keys to open all doors the GCAA needs to access. The president may disburse them to board members, as necessary. Requests for the purchase of additional keys may be made to a designated County representative. An additional \$50 fee will be assessed for each key that is lost or not returned; key audits will be conducted each season. Each association will have no more than 50 keys issued for any given park.

For requests above 50 keys, the GCAA will be required to re-core the facility and incur the complete cost. Any key request will be \$10 per key and \$125 per padlock replacement (including a new core); fees must be paid to GPR. If the GCAA requests to re-core a facility, they will be responsible for the complete cost charged by Gwinnett County's annual preferred contracted vendor, with payment made directly to the contracted vendor. GPR will ensure the correct cores are ordered and installed the cores at the park.

To initiate a re-core, a request must be submitted to the designated County representative who will then solicit a quote from Support Services. If the GCAA approves the quote, to the designated County representative to begin the process and arrange payment for the re-core fee to the contractor and key fee to GPR. The lead time to purchase specialized cores is three to four weeks; the entire process could take up to six weeks from the initial date of the request.

## **Safety and Security**

A designated adult (preferably a board member) must make sure the entire permitted area is secure before leaving the park. All buildings must be vacated, secured, and locked. Overnight camping is not permitted per county ordinance Sec. 70-49. Continued failure to secure the facilities overnight may result in revoked building access. All lights and scoreboards must be turned off. All gates must be closed.

## **Vandalism and Accident or Injury Incidents**

Vandalism must be reported to police immediately by calling 911. The GCAA is responsible for submitting a General Liability Loss Notice form to the designated County representative of any vandalism, injury, and serious incidents within 24 hours or next business day after the incident. GCAAs must report damage to GPR facilities or buildings to the designated County representative immediately. Damaged facilities must be secured to prevent further damage or loss.

## **Police, Fire Department, or Ambulance Incidents**

Immediately call your designated County representative if at any time emergency services are called to the park, and email the Recreation Manager to provide notification and details of the incident as soon as possible. A general liability loss notice form completed with incident details must be sent to the designated County representative within 24 hours of the incident.

## Safety and Loss Prevention

GCAAs are responsible for operating programs in a safe environment. All sports equipment should meet national safety standards and undergo regular inspections.

## Weather Safety

GCAA league officials must ensure that all participants play under safe weather conditions. League officials must stress the potential life-threatening situations created by inclement weather conditions (e.g., thunder, lightning, tornadoes, etc.) to all coaches, managers, and team business managers. GCAAs must ensure immediate evacuation to a covered, safe location in inclement weather. Potential life-threatening situations can also occur under extremely cold conditions and extreme heat; precautions should always be taken in these conditions for the safety of the participants.

## Adult Supervision

GCAAs that conduct youth activities in GPR facilities must have enough adults present to supervise all scheduled activities from arrival to departure.

## Fire Codes

The GCAA is responsible for adhering to Gwinnett County Health and Fire Codes . All concession operations must be conducted in a safe and clean manner and concession equipment must be regularly inspected and thoroughly cleaned.

The GCAA president must report safety situations and any service requests to the designated County representative immediately. The designated County representative will process the request internally with GPR staff.

## Emergency Service Procedures for Evenings, Weekends, and Holidays

### Park Facilities

Call GPR emergency phone at **678.333.6267** for GPR facility problems, such as water or flooding, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage, etc. (Scoreboard concerns are **not** considered an emergency. Each scoreboard has a green LED light near the disconnect on the pole of the scoreboard. If the light is not on, it indicates you don't have power going to the scoreboard.)

For non-emergency situations, such as park access, gates locked, scheduling conflicts, etc., contact the GPR staff for your area:

Best Friend Park  
678.277.0222

George Pierce Park  
678.277.0910

Pinckneyville Park  
678.277.0920

Bethesda Park  
678.277.0891

Lenora Park  
770.978.5271

Rhodes Jordan Park  
678.277.0890

Bogan Park  
678.277.0850

Lucky Shoals Park  
678.277.0860

Shorty Howell Park  
678.277.0900

If the GPR staff cannot be reached, email the Recreation Manager:

### Bethesda Park | Lenora Park | Lucky Shoals Park

Manda Groff – Manda.Groff@GwinnettCounty.com

### Bogan Park | George Pierce Park | Rhodes Jordan Park

Chris Moore – Christopher.Moore@GwinnettCounty.com

### Best Friend Park | Pinckneyville Park | Shorty Howell Park

Tina Pangle – Tina.Pangle@GwinnettCounty.com

## Police or Fire and Emergency Services

Call or text 911 to report any incident that requires immediate dispatch of police, fire, or an ambulance.

## **Material Storage**

Storage of materials in or around the HVAC units and areas adjacent to concession buildings is prohibited. The cost for damage caused by GCAAs storing materials in HVAC areas will be billed to the offending GCAA.

## **Cooking with Grease**

GCAAs cooking with deep-frying greases and oils are required to contract a professional removal service to dispose of all used cooking greases properly. A contract with a professional removal service must be provided to GPR before the beginning of each season. No grease and oil can be disposed of or dumped anywhere on the park property. Please note that any grease trap issues in the GCAA-permitted concession stands may result in the GCAA paying for the grease trap to be cleaned out and unclogged.

GCAAs cooking outside the concession building are required to protect the ground surface (no matter the surface type) from contamination by cooking greases and oils. Spill pans or mats must be used and properly cleaned and maintained according to the above guidelines.

Indoor frying with grease is prohibited, except in buildings that contain cooking units with ventilated hoods and a fire suppression system.

## **Outdoor Cooking and Grilling Structures**

All outdoor cooking and grilling must be conducted in a GPR-approved location. The cooking and grilling location must be at least 15 feet from all heating and air-conditioning units.

## **Grilling Structure Construction Procedures**

Requests to construct outdoor cooking and grilling structures must be submitted to the designated County representative. The designated County representative will coordinate structure discussion meetings with the GCAA and proper GPR personnel and seek proper approvals. The GCAA is required to obtain a building permit with the Gwinnett County Planning and Development office. Once all permits are gathered, the GCAA will be responsible for constructing the structure per GPR standards. The GCAA is also responsible for any electrical needs, cleanliness, and maintenance of such structures.

After final locations and construction plans are approved by GPR, the site plans and building permit applications are generated by GPR Project Administration for the GCAA and will be available for pick-up at the Gwinnett Parks and Recreation office located at 446 W Crogan Street, Suite 100 in Lawrenceville.

GCAAs will then submit a building permit application to the Building Permit Review Section for authorizations in person Planning and Development office located at 446 W Crogan Street, Suite 300 in Lawrenceville.

An information route sheet must be completed and attached to the building plans. The deadline for plan review drop-off is Tuesday at noon. Walk-through plan reviews may be possible and done in person. Gwinnett Planning and Development plan review is not available on Fridays. For further information, contact Gwinnett Planning and Development at 678.518.6000.

- Once all plan review authorizations have been obtained from Gwinnett Planning and Development, the GCAA will be required to obtain the building permit card from Gwinnett Planning and Development and display it at the construction location at all times. All required inspections must be obtained (notifications of the required inspections will be sent during the permitting process). All Gwinnett Planning and Development procedures must be followed according to the instructions received during permit approval process and in general per ordinance or law.
- GCAA contractors are required to obtain a \$2 million certificate of liability insurance policy for concession operators. Gwinnett County Board of Commissioners shall be named as the certificate holder and as additional insured. It is advised that the GCAA also be listed as additional insured. The Waiver of Subrogation must also be included in the policy and a copy of the form must be submitted with the insurance. Fax or email the certificate of insurance before working to the designated County representative. The rental insurance requirements document must be provided to the GCAA representative to send to the insurance agent to ensure that the COI covers all requirements.



GWINNETT COUNTY  
FIRE & EMERGENCY SERVICES  
**COMPRESSED GAS CYLINDERS  
FOR GRILLS**

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Safety Bulletin #98-9

Distribution:

Elected Officials  
County Administrator  
Department Heads  
Safety Committee Chairman

Whether on the job or at home, there are some key issues related to the dangers of the propane gas cylinders, which are used with barbecue grills. The primary danger of course is fire or explosion. Gas grills may routinely be present at shops, barns, warehouses, field offices, and where groups such as GCAA's or large gatherings use county facilities such as concession stands.

The March 1997 edition of Gwinnett Safety, our Risk Management newsletter covers the issues related to transporting, storing and use of propane gas cylinders. This bulletin relates only to the storage of the cylinders. Please note and observe the following with regard to all propane gas cylinders including those that are connected to grills or those thought to be empty:

Always store them outside, not inside, of our buildings where gas can leak, collect and explode. If necessary, build a cage for extra cylinders, which allows full ventilation and protects them from theft and direct sunlight.

- At home, do not leave them in storerooms, garages or inside the house
- Do not allow non-employees or others to store propane cylinders inside of County buildings
- Always store cylinders in an upright position
- Keep the cylinders out of the reach of children
- If you smell gas, get away from the cylinder and call the fire department
- Close the cylinder valve when you are not using the gas

Steven Secara, Safety Officer

**Please Post**



GWINNETT COUNTY  
FIRE & EMERGENCY SERVICES  
**COMMERCIAL KITCHEN  
VENTILATION SYSTEMS**

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Any commercial establishment that produces grease-laden vapors or smoke requires a kitchen ventilation system. A permit shall be obtained from the Gwinnett County Fire Marshal's Office before the installation of a system. This permit will be issued to an appropriate licensed contractor. Any drawings submitted with architectural or engineered building plans are for reference only and not for permitting. The system shall meet the requirements of the 2002 Edition of National Fire Protection Association 17A Code and 2001 Edition of NFPA 96 Code along with the 2003 State of Georgia modifications and the 1995 Gwinnett County Ordinance for Fire Protection and Life Safety. Listed below is general information only and does not contain all information, provided by the codes. The kitchen ventilation system generally consists of five parts: The hood, the ductwork, the fans, the fire extinguishing equipment and the cooking appliances.

**Hood:** A Type I kitchen hood is required for the capture and removal of grease laden vapors and smoke. A Type I hood is constructed from a minimum of 18-gauge steel or 20-gauge stainless steel or other approved material. It shall be of liquid tight-welded construction. The hood shall be sized to capture and remove grease-laden vapors. The hood shall be installed no higher than 84 inches above the finished floor, 18 inches from any combustible material, 3 inches from limited combustible material, and may touch non-combustible material under certain circumstances. Clearance to combustible materials may be reduced if protected per approved exceptions. A listed hood assembly shall be installed in accordance with the terms of their listing and the manufacturer's instructions. Listed grease filters, baffles or other approved grease removal devices shall be provided. Mesh filters shall not be used. Each hood shall have a drip tray beneath the lower edge of the filters. The tray shall be pitched to drain into an enclosed metal container having a capacity not exceeding 1 gallon.

**Ductwork:** An exhaust duct shall be constructed from a minimum of 16-gauge steel or 18-gauge stainless steel. It shall be liquid tight welded. An exhaust duct shall be connected to the hood and terminate either through a roof or wall. The outlet shall not be within 10 feet of any air intake, operable window, door, walkway, property line or adjacent building. Horizontal exhaust ducts shall slope back toward the hood. Listed access panels with signs shall be every 12 feet on horizontal and every change of direction on vertical ducts. Access panels shall be large enough to permit inspection and cleaning of the duct. The same clearance criteria for hoods pertain to duct work. Supply air ducts, where required in the Kitchen Ventilation System, shall be constructed and installed per the 2000 Edition of the International Mechanical Code with 2004 State of Georgia modifications. However, there are some instances when NFP A 96 will supersede. If a supply air duct penetrates the hood, a fire damper is required. An access panel shall be provided to clean, test or repair the damper.

**Fans:** Exhaust fans shall be up blast, inline or utility type. All fans shall have an approved listing to be used for grease-laden vapors. Up blast fans shall be hinged type. The exhaust fan shall move the required cubic feet per minute per the Mechanical Code. The supply fan shall provide the required CFM makeup air per Section 508 of the Mechanical Code. The manufacturer of the hood may modify each CFM. There shall be an accessible work area provided to allow for inspection, maintenance and cleaning.

**Fire Extinguisher Equipment:** Equipment shall include both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary backup. The automatic system shall comply with standard Underwriters Laboratories 300. The system shall be installed by a contractor licensed by the Georgia State Fire Marshal's Office and shall meet the requirements of NFP A 17 A. Upon activation of the system the fuel source must automatically shut off. A manual activation device must also be provided. A portable Type K fire extinguisher with required signage shall be mounted within 30 feet of the hazard. The top of the fire extinguisher handle shall not be more than 48 inches above the floor.

**Appliances:** Cooking equipment shall be approved based on either a listing by a testing laboratory or test data acceptable by the Gwinnett County Fire Marshal or designee. Appliances using solid fuel (i.e., wood, charcoal, etc.) shall meet the requirements of NFPA 96 Chapter 14, 2001 Edition.

**Note:** *The information provided is general in scope and does not take the place of any of the listed codes.*

## Owner/Operator Responsibility for Operation and Maintenance of Commercial Kitchen Ventilation Systems

1. Cooking equipment shall not be operated while its fire extinguishing system or exhaust system is non-operational.
2. Exhaust systems shall be operated whenever cooking equipment is turned on.
3. All filters shall be in proper placement when exhaust system is in operation.
4. Instructions for manually operating the fire extinguishing system shall be posted conspicuously in the kitchen and shall be reviewed with employees by the management.
5. The entire suppression system shall be inspected by a properly trained, qualified, and certified person or company, semi-annually. A copy of the report shall be kept on-site.
6. Inspection and/or repair of the suppression system shall be conducted whenever the system has been damaged, or discharged or when appliances, hood, or ducts have been replaced, modified, or relocated.
7. Hoods, grease removal devices, ductwork, and fans shall be inspected by properly trained owner/operators according to the following schedule:
  - High volume cooking: (i.e., charbroiling, woks, or 24-hour cooking) quarterly
  - Moderate volume cooking: semi-annually
  - Low volume cooking: (churches, senior centers, or occasional use) annually
8. Owner/Operator inspection shall include, but shall not be limited to:
  - Cleanliness of the exhaust system, especially the filters
  - Grease filters are in proper position and all exhausted air passes through the filter system
  - Appliances have not been moved and are clean and in proper working order
  - Suppression system nozzles are cleaned and have a protective cover in place
  - The cylinders of the suppression system and any portable fire extinguishers shall display a yellow tag dated within the last six months (within the last 12 months for portables) and an approved licensed contractor shall sign the tag
  - All suppression systems and portable fire extinguishers shall be fully charged as indicated by its pressure gauge
  - If hood, grease removal devices, ductwork or fans are found to be damaged
9. If non-operational, the system shall be taken out of service until proper cleaning and repairs are completed. Hoods, grease removal devices, and fan ducts must be cleaned to bare metal at frequent intervals prior to surfaces becoming heavily contaminated with grease or oily sludge.

## **SPECIAL REQUESTS**

### **Park Improvements and Additions**

GCAAs must submit to their designated County representative any written requests to move, change, add to, construct, paint, or detach any part of any facility (including shelving and electrical). The GCAA president will receive confirmation of receipt of the request within five 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 approval of the Gwinnett Department of Planning and Development. Work may proceed only after approval of the plans. Work will be monitored and inspected by Gwinnett County. All contractors are required to obtain a \$1 million certificate of liability insurance policy, naming Gwinnett County Board of Commissioners and the GCAA as additional insured. It is advised that the GCAA also be listed as additional insured. Certificates of Insurance should be submitted to the designated County representative before work begins.

If a GCAA is willing to fund a request, the guidelines in this document must be followed. After approval, work may proceed. If a GCAA fails to follow procedures, GPR reserves the right to dismantle and remove unapproved alterations, additions, changes, etc., made to the facilities and to revoke the use of facilities. Only one capital improvement project at a time can be requested. Only proposals submitted by a GCAA with a previously approved project that is outstanding or completed will be approved. The continued investment by GCAA is appreciated; however, because these structures add to County liability and risk to park patrons, it is important to follow procedures. GPR is not exempt from Planning and Development permitting where required. GPR must approve any windscreen-type material that the GCAA would like to install on fencing before work is done. Once installation is approved, the vendor must provide insurance for installing the material. The GCAA must remove all windscreens at the end of the season.

### **Press Boxes for Multipurpose Fields**

GCAAs have the opportunity to build press boxes for multipurpose fields and will need to fund the entire project. A request to build such a feature will need to be sent to their designated County representative. GPR will contact the GCAA regarding the requirements to proceed with the press box. Any changes to the press box, such as but not limited to the addition of any electrical items, painting of the press box, or hanging of anything on the sides, must be approved by GPR beforehand. Any items approved will be the sole responsibility of the GCAA to maintain.

### **Temporary Rental and Portable Light Use**

GPR may, under limited circumstances, permit GCAAs to contract for rental and portable light fixtures for use on unlighted sports fields in County facilities and complexes, excluding baseball and softball complexes. The GCAA president shall submit in writing the following:

- A request, including the need for a rental or portable light fixture permit, a diagram of the proposed light layout, brand, kilowatts, lamp size, number of lamp fixtures per fixture and rental company.
- A \$1 million certificate of insurance is required for any vendors and contractors naming Gwinnett County Board of Commissioners as additional insured and insurance certificate holder. It is advised that GCAA also be listed as additional insured.
- The GCAA will adhere to the following guidelines when lights are permitted. Any violation will void the permit.
- Delivery and pick up must be previously scheduled with the designated County representative and park foreman and are not permitted while the fields are deemed wet or unsafe by park staff. Any additional expenses incurred due to a delay in delivery and pick up is the financial responsibility of the GCAA. Any field, facility, or other damage caused during delivery and pick-up is the financial responsibility of the GCAA.
- Fixtures are to be located per the approved and permitted layout of GPR Support Services staff and are to be chained and locked where appropriate to a fence post or pole. A safe, lit environment will be required; fixtures may be added to ensure safe conditions per the advice of the Support Services staff.
- Any vandalism or incidental damage to permitted light fixture(s) while under a GCAA permit is the financial responsibility of the GCAA.
- The permit will dictate a specific time frame of dates and hours of use from beginning to end.
- Protection barriers and signage may be required for the safety of participants if deemed necessary by GPR.
- Coaches, participants, and parents are to be notified of the use of fixtures (i.e., no leaning, resting, or sitting on fixtures).
- Temporary lights are prohibited for use on baseball and softball fields.

## Tent and Temporary Structure Permits

A permit application is required to erect a Temporary Tent, Membrane Structure from the fire code official when the tent area exceeds 400 square feet. A tent and temporary structure permit is not required if the tent complies with

**ALL** of the following:

- Individual tents that are open on all sides that do not exceed 700 square feet in area
- The aggregate of multiple tents placed side by side without a fire break clearance of 12 feet exceeding 700 square feet total
- A minimum clearance of 12 feet to all structures and other tents

If the tent does **not** comply with all of the above requirements, a permit to erect a tent is required from the fire code official.

To complete the tent and temporary structure permit application, complete the following steps:

- Visit **GwinnettZIP.com**
- Create or log into your user account
- Click **Fire Services**, then select **Temporary Fire Permits**
- Choose the **Tent and Temporary Structure Permit**
- Complete the application steps and submit

## Community Buildings and Pavilions Usage

Requests for use of community buildings and pavilions must be approved and processed by the designated County representative. Contact the designated County representative first, who will then handle the reservation. Use of pavilions, activity rooms, and community center rooms at no charge is allowed only one day per month and must be used for registration, board meetings, general annual elections, league drafts, uniform distribution, picture days, and any informational meeting that benefits all members of the GCAA. Pavilions and community rooms may be rented for additional meetings.

GPR facilities may be rented to GCAAs for team parties, banquets, team meetings, and other GCAA activities. GCAAs are responsible for setting up and taking down and ensuring that the facility is left in the same manner as found. Community recreation center rooms are available during operational hours at regular rental rates. Contact the appropriate GPR staff with questions concerning the use of GPR facilities.

## Commercial Activity and Vendors

Per Ordinance-Sec. 70-38: It is unlawful for any person to sell or offer for sale any merchandise or operate or attempt to operate a concession or engage in any commercial activity in a park or recreation facility unless approved by permit, or by the director or the director's agent. GCAAs may have vendors in the area permitted by the GCAA only and only during their scheduled activities, if the following guidelines are met:

- The designated County representative must approve by permit the use of outside vendors.
- Vendors must provide a \$1 million certificate of liability insurance policy, naming Gwinnett County Board of Commissioners as additional insured and insurance certificate holder. It is advised that the GCAA is also listed as additional insured. The certificate of insurance must be emailed to the designated County representative two weeks prior to the vendor operating in the park for authorization and verification. Vendors may also be added as a rider to your existing insurance policy if that option is available from your insurance provider.
- Vendors should be supportive of the GCAA.
- Any vendor that would like to be on GPR property must follow these procedures:
  - The GCAA president, or designee, must email the designated County representative stating that arrangements have been made between the GCAA and the vendor.
  - The vendor must provide a copy of a \$1 million certificate of liability insurance policy to GPR. The certificate of insurance must list Gwinnett County Board of Commissioners as additional insured and as the certificate holder.
  - The vendor will pay \$100 to GPR per season.
  - Upon receipt of \$100 and approval of the insurance policy, the designated County representative will issue a vendor pass to the vendor listing the specific parks, areas, times, and dates the vendor is allowed to be on the property.

## **Field Dedication**

- The president of a GCAA must submit a written request to the designated County representative at least one month in advance.
- The request must include a biography of the person honored with their outstanding contribution to the GCAA, park, field, or county.
- The request must be approved before any action is taken to formally dedicate a sports field.
- Sign size can be no larger than 8 inches x 24 inches with lettering up to 4 inches.
- Two signs may be placed on the field at locations approved by the GPR designated County representative.
- Signs are to be maintained by the GCAA for the life of the sign.
- If at any time a sign becomes excessively worn or unreadable, it will be removed by GPR.
- Replacement signs must be at the original location unless an alternate location is approved by GPR.

## **Fundraising**

The Division Director must approve all fundraising activities. All GCAAs must notify their designated County representative about any fundraising activities held inside or outside the park by completing the Camp, Clinic, Tournament Application. This is necessary for internal verification of fundraising activities for the public. Raffles are an approved means of fundraising by the Georgia Constitution.

## **Donations and Admissions**

Gwinnett County Parks are public parks. Although GPR allows GCAAs to charge fees, if someone cannot or will not pay, they cannot be denied access.

- GCAAs may ask for donations and may charge admission fees for football games and all sports tournaments, provided the location of the event can be isolated (i.e., the general public would have no need to enter the area unless viewing the sporting event).
- If admission fees will be charged for an event, the designated County representative must be notified two weeks before the event and will approve all set up arrangements. This information is used internally to verify the validity of donations and admissions to parks to the public.
- GPR designated County representative must be aware of specific areas that GCAAs wish to use in collecting fees. Areas must be approved by GPR before the start of the activity in question.
- Use of walking trails adjacent to athletic fields for purposes by the GCAA is strictly prohibited. GCAAs are responsible for ensuring that walking tracks and trails adjacent to sports fields are clear of spectators during GCAA activities.

## **Park Significant Events**

GCAA will submit a complete Park Significant Event Request form to the GPR designated County representative within 30 days of any planned special events, such as parades, dedications, ceremonies, opening day activities, and carnivals.

## **PUBLICITY**

### **Signage Advertising**

Outfield distance signs may be placed on baseball and softball outfield fences that display the distance from home plate to each area of the field under the following guidelines:

- Sign may not be larger than 18 inches x 24 inches.
- Sign must be green with white lettering, and lettering must be at least two inches wide.

### **Scoreboard Sign Advertising Approval**

- Requests to display seasonal signs at sports facilities require approval from the GPR designated County representative.
- Sign requests are due 30 days before installation.
- Requests to display one camp sign for camps being hosted by a GCAA at Gwinnett County sport facilities requires completion, submission, and approval of the sign request to the GPR designated County representative. Signs placed in facilities for camps must be removed at the conclusion of camp.
- The location of signs must be specified on the request with specific installation procedures.
- GCAA must choose between banners on approved fenced area or an approved sponsorship board, not both.

### **Format**

- Signs will be approved on an individual basis. The background of each sign must be white. Lettering may be any color.
- Signs may not exceed a size of 8-feet in width or 4-feet in height on fencing 6-feet in height or above.
- Fencing that is less than 6-feet in height will be restricted to a height of no more than 3 feet.
- Corrugated plastic material (flute polypropylene) or high quality vinyl is required for all banners. All corrugated plastic banners must have rounded edges and be a minimum 4-millimeters thick. There must be a sufficient number of reinforced grommets on each banner to insure all signs are secured. It is recommended that lettering be high performance vinyl.

### **Installation**

- Once a sign is approved, the GCAA is responsible for installation based on specifications outlined by GPR.
- Signs may be displayed on a seasonal basis. However, if upon GPR routine inspection it is determined that signs are not visually appealing (e.g., letters missing, faded, torn, etc.), contain improper content, or are a safety hazard, the sign will be removed and stored at the maintenance facility until it is retrieved by the GCAA.
- Team signs may be displayed for games as long as they are removed each day or evening.
- Sign location for football and soccer facilities will be determined on an individual basis. Football and soccer signs should generally be located along the sideline facing the field.
- Signs for baseball and softball facilities signs must be placed in fair territory along the left field and right field outfield fence. To avoid impairing the batter's vision, no signs should be in center field. Signs must be placed in approved areas only.
- Signs must be centered on the respective 10-foot fence paneling. Banners may not be placed on consecutive fence panels. One empty panel must be left between each sign. All banners must also be installed in a way that does not impair the play on any field.
- Signs may not cover the top support pole of fencing or the bottom of fencing.
- Signs must be attached with heavy-duty plastic cable zip ties.

### **Political Advertising**

Banners advertising political candidates may be displayed if written in the form "\_\_\_ supports \_\_\_ GCAA." Banners that request park visitors to vote for a particular candidate (e.g., "Vote for \_\_\_") are prohibited.

### **Prohibited Advertising and Signage**

- Advertising for alcohol, drugs, or tobacco products.
- Signs advertising religious or controversial public issues.
- Signage indicating an automated external defibrillator on premises is prohibited, unless AED is available and accessible.

### **School Flyers**

GPR must review all GCAA flyers distributed to Gwinnett County Public Schools and include the Board of Education stamp. Email the flyer to the designated County representative in its original electronic file format. Accepted files are Microsoft Word and Publisher; Adobe InDesign, Illustrator, Photoshop; and Canva (through a shared link on an editable file). A PDF, PNG, JPG can be attached for reference only; please allow two weeks for the flyer to be processed. GCAA flyers are not allowed to have the Gwinnett County logo.

# GWINNETT COUNTY ATHLETIC ASSOCIATION CALENDAR

<p><b>January</b></p> <ul style="list-style-type: none"> <li>• Check ball field lights, scoreboards and score brains.</li> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Check insurance for due date</li> <li>°Updated By-laws</li> <li>°Lacrosse rosters and schedule</li> </ul> </li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>• Mandatory GCAA annual meetings begin</li> <li>• Spring sports facility permits processed and distributed</li> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Spring sports practice schedules</li> <li>°Copy of grease removal</li> </ul> </li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Spring sports game schedule</li> <li>°Spring sports rosters and non-resident fees</li> </ul> </li> </ul>
<p><b>April</b></p> <ul style="list-style-type: none"> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Updated Georgia nonprofit registration certification</li> <li>°Post-season tournament schedules</li> </ul> </li> <li>• Summer camp and clinic updated schedules</li> <li>• Mandatory follow-up walk-through of facility and grounds for sports fields renovations</li> </ul>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Soccer and football tryout schedules</li> </ul> </li> </ul>	<p><b>June</b></p> <ul style="list-style-type: none"> <li>• Turf grass renovations begin</li> <li>• Most soccer and football fields closed</li> <li>• Summer sports camp field rental fees due</li> </ul>
<p><b>July</b></p> <ul style="list-style-type: none"> <li>• Turf grass renovations proceed; most soccer and football field closed</li> <li>• Check ball field lights, scoreboards, and score brains</li> <li>• Fall sports facility permits processed and distributed</li> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Fall sports practice schedules</li> </ul> </li> </ul>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>• Fall sports facility permits processed and distributed</li> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Fall sports practice and game schedule</li> </ul> </li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Fall sports rosters and non-resident fees</li> </ul> </li> </ul>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>• Winter sports facility permits processed and distributed</li> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Winter sports practice schedules</li> </ul> </li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Winter sports game schedules</li> </ul> </li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>• Due to designated County representative:             <ul style="list-style-type: none"> <li>°Winter sports rosters and non-resident fees</li> <li>°Summer camp and clinic requests</li> </ul> </li> </ul>

## ADDITIONAL RESOURCES

### Off-Duty Officers for Special Events

GPR recommends that GCAAs hire off-duty police officers for security and safety at special events. GPR reserves the right to require the GCAA to hire an off-duty for special events. Contact your designated County representative to provide name of the off-duty officer and the dates the officer will provide security. Contact the appropriate police department listed below to inquire about hiring an off-duty officer.

Gwinnett County Police Department  
770.513.5820

Gwinnett County Sheriff's Office  
770.619.6500

Duluth Police Department  
770.476.1790

Lawrenceville Police Department  
770.277.7402

Lilburn Police Department  
770.921.2211

Norcross Police Department  
770.448.2111

Snellville Police Department  
770.985.3548

Suwanee Police Department  
770.945.8995

### Gwinnett Parks and Recreation Directory

Gwinnett Parks and Recreation Emergency Phone  
678.333.6267

#### Department Director

Chris Minor | 770.822.8868  
Chris.Minor@GwinnettCounty.com

#### Deputy Department Director

Sarah Barlow | 770.822.8804  
Sarah.Barlow@GwinnettCounty.com

#### Grounds Maintenance Division Director

Eric Horne | 770.822.8844  
Eric.Horne@GwinnettCounty.com

#### Grounds Maintenance Manager

Josh Harris | 678.277.0950  
Joshua.Harris@GwinnettCounty.com

#### Grounds Maintenance Manager

Fernando Duarte | 678.277.0913  
Fernando.Duarte@GwinnettCounty.com

#### Recreation Division Director

Kerri O'Kelley | 678.407.8817  
Kerri.O'Kelley@GwinnettCounty.com

#### Operations & Logistics Division Director

Don Utes | 678.277.0940  
Don.Utes@GwinnettCounty.com

### Recreation Managers

Manda Groff | 678.277.0898

Manda.Groff@GwinnettCounty.com

- Bethesda Park
- Bryson Park
- J. B. Williams Park
- Lenora Park
- Lilburn Activity Building
- Lions Club Park
- Lucky Shoals Park
- Mountain Park Park
- South Gwinnett Park

Chirs Moore | 678.277.0856

Christopher.Moore@GwinnettCounty.com

- Bay Creek Park
- Bogan Park
- Collins Hill Park
- Dacula Park
- Duncan Creek Park
- E. E. Robinson Park
- George Pierce Park
- Harbins Park
- Peachtree Ridge Park
- Rabbit Hill Park
- Rhodes Jordan Park

Tina Pangle | 770.822.7697

Tina.Pangle@GwinnettCounty.com

- Best Friend Park
- Cemetery Field
- Jones Bridge Park
- Pinckneyville Park
- Shorty Howell Park

## Parks Operations Districts, Coordinators, and Maintenance Building Contacts

<b>North District</b> John Rowe   678.277.0913 John.Rowe@GwinnettCounty.com		<b>South District</b> Chris Little   678.277.0978 Christopher.Little@GwinnettCounty.com	
Bogan Park	770.614.2068	Harmony Grove Soccer Complex	770.931.2457
E. E. Robinson Park	678.277.0856	J.B. Williams Park	770.564.4653
George Pierce Park	770.932.4441	Lenora Park	770.978.5264
Peachtree Ridge Park	770.814.4925	Mountain Park Park	770.564.4653
Rock Springs Park	770.904.3991	South Gwinnett Park	770.982.5338
<b>Northeast District</b> Trae Stephens   678.277.0868 Kenneth.Stephens@GwinnettCounty.com		<b>Southeast District</b> Daniel Lang   678.277.0953 Joseph.Lang@GwinnettCounty.com	
Collins Hill Park	770.822.5142	Bay Creek Park	770.554.0661
Dacula Park	770.822.5411	Harbins Park	770.237.5662
Duncan Creek Park	770.614.2092	Ronald Reagan Park	770.237.5657
Rabbit Hill Park	770.822.5027		
Rhodes Jordan Park	678.277.0890		
<b>Northwest District</b> Rob Porchik   770.417.2296 Robert.Porchik@GwinnettCounty.com		<b>Southwest District</b> Jared Sherman   678.277.0909 Jared.Sherman@GwinnettCounty.com	
Jones Bridge Park	770.417.2214	Best Friend Park	770.417.2242
Pinckneyville Park	770.417.2296	Bethesda Park	770.564.4658
Shorty Howell Park	770.497.4003	Bryson Park	770.931.2457
West Gwinnett Park	770.417.2296	Cemetery Field	770.417.2242
		Graves Park	770.270.5458
		Lions Club	770.931.2457
		Lucky Shoals Park	770.270.5458

## Questions and Assistance

Contact the sites listed below for:

- GCAA board meetings
- GCAA by-laws
- GCAA officers list
- Banner, field, and facility schedules
- Coaching certifications
- Field closings
- Facility rentals
- Insurance requirements
- Nonresident fees
- Not for profit verification
- Park facility use agreements
- Participation and registration summary
- Participation rosters
- Pavilion and building use
- Public address request
- Publicity and marketing
- Registration information
- Sign request
- Work requests

### Bay Creek Park | J. B. Williams Park | Lenora Park | South Gwinnett Park

Contact: Lenora Park Gym at 770.978.5271

### Bethesda Park | Mountain Park Park

Contact: Bethesda Park Adult Softball Complex at 678.277.0891

### Bogan Park | Duncan Creek Park

Contact: Bogan Park Community Recreation Center at 678.277.0850

### Bryson Park | Lions Club Park | Lucky Shoals Park

Contact: Lucky Shoals Park Community Recreation Center at 678.277.0860

### Cemetery Field | Best Friend Park

Contact: Best Friend Park Gym at 678.277.0222

### Collins Hill Park | E. E. Robinson Park | George Pierce Park | Peachtree Ridge Park

Contact: George Pierce Park Community Recreation Center at 678.277.0910

### Dacula Park | Harbins Park | Rabbit Hill Park | Rhodes Jordan Park

Contact: Rhodes Jordan Park Community Recreation Center at 678.277.0890

### Jones Bridge Park | Pinckneyville Park

Contact: Pinckneyville Park Community Recreation Center at 678.277.0920

### Shorty Howell Park

Contact: Shorty Howell Park Activity Building at 678.277.0900

## Field and Facility Maintenance and Prep

Contact your designated County representative for questions regarding:

- Fencing
- Janitorial issues
- Trash removal
- Turf grass renovation

## Facility and Building Support Services

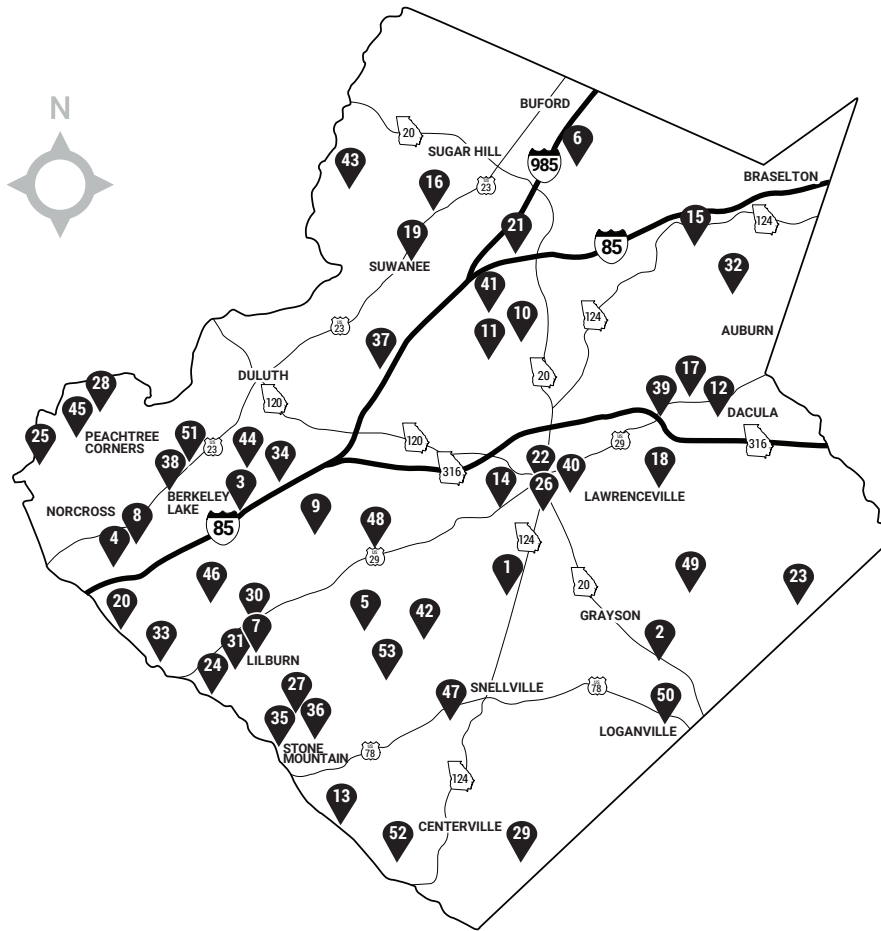
Contact your designated County representative for questions regarding:

- Carpentry
- Electrical
- Irrigation
- Locks and keys
- Repairs
- Painting
- Plumbing

## Concession Stand HVAC

- During regular business hours, contact the sites listed above
- Outside regular business hours, contact 678.333.6267

## Gwinnett Parks and Recreation Map



1. Alexander Park, Lawrenceville
2. Bay Creek Park, Loganville
3. Best Friend Park & Pool, Norcross
4. Bethesda Park & Aquatic Center, Lawrenceville
5. Bogan Park & Aquatic Center, Buford
6. Bryson Park, Lilburn
7. Cemetery Field, Norcross
8. Club Drive Park, Lawrenceville
9. Collins Hill Golf Course, Lawrenceville
10. Collins Hill Park Lawrenceville
11. Dacula Park & Pool, Dacula
12. DeShong Park, Stone Mountain
13. Duncan Creek Park, Dacula
14. E. E. Robinson Park, Sugar Hill
15. Elisha Winn Site, Dacula
16. Freeman's Mill Park, Lawrenceville
17. George Pierce Park, Suwanee
18. Graves Park, Norcross
19. Gwinnett Environmental & Heritage Center, Buford
20. Gwinnett Historic Courthouse, Lawrenceville
21. Harbins Park, Dacula
22. Harmony Grove Soccer Complex, Lilburn
23. Holcomb Bridge Park, Peachtree Corners
24. J. B. Williams Park, Lilburn
25. Jones Bridge Park, Peachtree Corners
26. Lawrenceville Female Seminary, Lawrenceville
27. Lenora Park & Pool, Snellville
28. Lilburn Activity Building, Lilburn
29. Lions Club Park, Lilburn
30. Little Mulberry Park, Auburn
31. Lucky Shoals Park, Norcross
32. McDaniel Farm Park, Duluth
33. Mountain Park Park, Lilburn
34. Mountain Park Aquatic Center & Activity Building, Stone Mountain
35. Peachtree Ridge Park, Suwanee
36. Pinckneyville Park, Berkeley Lake/Norcross
37. Rabbit Hill Park, Dacula
38. Rhodes Jordan Park & Pool, Lawrenceville
39. Rock Springs Park, Lawrenceville
40. Ronald Reagan Park, Lawrenceville
41. Settles Bridge Park, Suwanee
42. Shorty Howell Park, Duluth
43. Simpsonwood Park, Peachtree Corners
44. Singleton Park
45. South Gwinnett Park, Snellville
46. Sweet Water Park, Lawrenceville
47. Tribble Mill Park, Grayson
48. Vines Park, Loganville
49. West Gwinnett Park & Aquatic Center, Berkeley Lake
50. Yellow River Park, Stone Mountain
51. Yellow River Post Office Site, Lilburn

## **Gwinnett Parks and Recreation Park Ordinances**

GCAAs must adhere to all County Public Codes and Park Ordinances. Visit [GwinnettParks.com](http://GwinnettParks.com) or scan the QR code below for a complete up-to-date list of ordinances.

### **Sec. 70-28. – Discharging weapons prohibited.**

It shall be unlawful for any person to discharge any weapon or similar device in a park or recreation facility. (Code 1994, § 78-32; Ord. No. PR-2012, 3-20-2012; Ord. No. GCID 20140579, § 1, 7-15-2014)

### **Sec. 70-30. – Improper use of sound producing devices**

It shall be unlawful for any person to operate or use any sound producing or motorized equipment, including, but not limited to, generators and vehicles, or play or operate any sound amplification devices, including, but not limited to, radios, television sets, stereos, musical instruments, public address systems and the like, in such a manner as to unreasonably annoy, disturb, injure, or endanger reasonable persons, or to otherwise destroy the comfort, repose, peace or safety of other reasonable persons in a park or recreation facility. (Code 1994, § 78-34; Ord. No. PR-2012, 3-20-2012)

### **Sec. 70-34. – Possession, use, or consumption of alcoholic beverages.**

It shall be unlawful for any person to possess, use, or consume any alcoholic beverage in a park or recreation facility, other than at the leased Vines Mansion and grounds, a publicly-owned golf course, an indoor publicly-owned civic and cultural center/arena or publicly-owned stadium or when approved, by permit, at the Gwinnett Historic Courthouse, Pinckneyville Community Recreation Center, Lawrenceville Female Seminary, Isaac Adair House and Preservation Lawn, Simpsonwood Park Chapel and Grounds, or the Gwinnett Environmental and Heritage Center. (Code 1994, § 78-38; Ord. No. PR-2012, 3-20-2012).

### **Sec. 70-37. – Parking limited to park and recreation facility users.**

It shall be unlawful for any person to park in a park or recreation area if the owner of the vehicle is not utilizing the park or recreation facility unless authorized by the director or the director's agent. It shall be unlawful for persons to congregate within a parking area of a park or recreation facility so as to disrupt traffic or other persons, or so as to create a safety hazard.

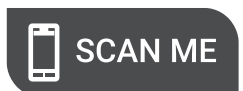
(Code 1994, § 78-41; Ord. No. PR-2012, 3-20-2012)

### **Sec. 70-48. - Use or possession of controlled substance.**

No person shall possess or use any drug or any other controlled substance, as defined in the laws of this state, except as permitted by the laws of this state, in any park or recreation facility. (Code 1994, § 78-52; Ord. No. PR-2012, 3-20-2012)

### **Sec. 70-50. - Use of tobacco prohibited.**

It shall be a violation of this article for persons to use any form of tobacco including E-Cigarettes and smokeless tobacco at any County owned or operated indoor and/or outdoor recreational facilities, including but not limited to the restrooms, athletic fields, beaches, aquatic areas, parks, walking/hiking trails, agency owned vehicles, bodies of water, spectator and concession areas. (Code 1994, § 78-54; Ord. No. PR-2012, 3-20-2012)





**GCAA POLICIES AND PROCEDURES  
MANUAL ACKNOWLEDGMENT FORM**

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I hereby confirm that I have read and fully understand the Gwinnett County Athletic Association Policies and Procedures Manual and agree to follow and abide by all the guidelines and stipulations as set forth in this document. I will also ensure that all individuals acting on the behalf of the GCAA organization are aware of and are in full understanding and agreement with the terms and conditions of this document.

GCAA organization name: \_\_\_\_\_

GCAA President signature: \_\_\_\_\_ Date: \_\_\_\_\_

Park: \_\_\_\_\_

Return completed acknowledgment form to the designated County representative or mail to:  
Gwinnett Parks & Recreation  
ATTN: Recreation Division Director  
75 Langley Drive  
Lawrenceville, GA 30046

## APPENDIX

Significant Event Request	40
Sign and Advertising Agreement	41
Camp, Clinic, and Tournament Application	42
Sample GCAA Flyer	43
Sports Participation Summary	44
Park Enhancement Request	45
GCAA License Agreement Sample	46
General Liability Loss Notice	47
Banners on Outfield Fences	48
GCAA Checklist	49
GCAA Agreement	50 – 51
Rental Insurance Requirements	52 – 53
Facility Permit Sample	54
Musco Lighting Access Request	55
Concussion Information	56 – 61
Concussion Statement and Agreement	62
GPR SDS Reference Sheet Sample	63
Strong4Life Healthy Choices Information	64 – 67



GWINNETT COUNTY  
PARKS & RECREATION

**GWINNETT COUNTY ATHLETIC ASSOCIATION  
SIGNIFICANT EVENT REQUEST**

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Gwinnett County Athletic Association: \_\_\_\_\_ Date: \_\_\_\_\_

Event contact name and title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event type (check one):  Festival     Jamboree     Opening day     Tournament     Other

Event name: \_\_\_\_\_

Event location: \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_ to \_\_\_\_\_ Estimated participation: \_\_\_\_\_

Event description: \_\_\_\_\_

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**Event Checklist**

Vendor General Liability Insurance naming GCAA and Gwinnett County Board of Commissioners as additional insured. Due 10 days before event.

Signed Facility Use Agreement

Special requests and information: \_\_\_\_\_

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Return completed form to the designated County representative or mail to:  
Gwinnett Parks & Recreation  
ATTN: Recreation Division Director  
75 Langley Drive  
Lawrenceville, GA 30046





**GWINNETT COUNTY ATHLETIC ASSOCIATION  
CAMP, CLINIC, OR TOURNAMENT APPLICATION**

Event: \_\_\_\_\_ Sport: \_\_\_\_\_

Event date: \_\_\_\_\_ Time: \_\_\_\_\_

Group fundraiser benefits: \_\_\_\_\_

Gwinnett County Athletic Association Board Member Event Coordinator:  
\_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Tournament entry fee?  Yes  No Amount: \$\_\_\_\_\_ Number of teams: \_\_\_\_\_

Gate fee to be collected on site?  Yes  No Amount: \$\_\_\_\_\_

Gate location: \_\_\_\_\_ GPR approved:  Yes  No

Event description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant must sign and return the attached documents:

- Insurance coverage for any additional vendors
- Registration forms
- Event flyers
- Schedule of events
- Tournament fee if applicable

Gwinnett Parks and Recreation prohibits items deemed inappropriate, including alcohol-related products, products that advertise drugs, or items that may be used with an illegal substance.

GCAAs must inform Gwinnett Parks and Recreation of all fundraising activities in or out of the park by completing and submitting this form to the designated County representative.

This information is used internally to verify the validity of fundraising activities to the public. The Division Director must approve all fundraising activities. The Georgia Constitution authorizes raffles as a means of fundraising. (A sample "Nonprofit Organization Fundraiser Permit" is available).

In partnership with Gwinnett Parks & Recreation

# North Gwinnett Lacrosse Association

## 2024 Spring Registration and TriLAX Clinics



**FREE TriLAX Clinics for new players – January 20**

Equipment is provided by NGLA – just bring water

Location: George Pierce Park Turf Field

Girls Clinic 9:00am – 10:30am | Boys Clinic 10:30am – noon

Spring Season late fee waived for those who attend TriLAX

Register at [NorthLax.com](http://NorthLax.com)

Spring season registration opens December 2

Teams fill quickly! Register early to ensure a spot on a team.

Price increase of \$25 after January 14

Boys and Girls teams & fees:

Brand new player discount – \$25

Family multi-player discount – \$25 per player after the first child

Out of county player fee – \$90

K/1<sup>st</sup> Grade – \$149

Co-ed team focused on stick skills. Our goal with this age is to introduce them to the game where they can learn the basics and have fun in the process.

Boys Elementary: 2<sup>nd</sup>/3<sup>rd</sup> Grade and 4<sup>th</sup>/5<sup>th</sup> Grade: \$179

Girls Elementary: 2<sup>nd</sup> – 4<sup>th</sup> Grade: \$179

Boys Middle School (with paid coaches): \$349

Girls Middle School: 5<sup>th</sup>/6<sup>th</sup> Grade and 7<sup>th</sup>/8<sup>th</sup> Grade (with paid coaches): \$349

Boys Equipment Rental Program: \$50 rental fee for the season with a \$200 deposit

Girls Helmet Rental Program: \$25 rental fee for the season with a \$100 deposit

**Uniform Fitting – January 20**

George Pierce Park Turf Field: 9:00am – noon

Uniforms: \$140 for full uniform or \$25 for K/1 pinnie

New players must order a uniform

**Register at [NorthLax.com](http://NorthLax.com)**

Gwinnett County Department of Community Services Date: 11/16/2023 Initials: L.J		APPROVED FOR 23-24 DISTRIBUTION DATE: 11/21/23 BY: JG EXECUTIVE DIRECTOR
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GWINNETT COUNTY  
PARKS & RECREATION

## GWINNETT COUNTY ATHLETIC ASSOCIATION SPORTS PARTICIPATION SUMMARY

Submit this form with the rosters and all non-resident fees no later than 15 days after the first game is held.

Gwinnett County Athletic Association: \_\_\_\_\_ Date: \_\_\_\_\_

Park: \_\_\_\_\_ Season: \_\_\_\_\_

- |  |   |   |
|--|---|---|
| Sport: <input type="checkbox"/> Baseball<br><input type="checkbox"/> Basketball<br><input type="checkbox"/> Cheerleading<br><input type="checkbox"/> Football<br><input type="checkbox"/> Lacrosse<br><input type="checkbox"/> Roller hockey<br><input type="checkbox"/> Soccer<br><input type="checkbox"/> Softball<br><input type="checkbox"/> Special Needs | Season: <input type="checkbox"/> Spring<br><input type="checkbox"/> Fall<br><input type="checkbox"/> Winter | Type of team: <input type="checkbox"/> Recreation<br><input type="checkbox"/> Travel<br><input type="checkbox"/> Select<br><input type="checkbox"/> Academy |
|--|---|---|

Age division	Number of participants	Number of teams

Total Gwinnett County participants: \_\_\_\_\_ Total non-Gwinnett County participants: \_\_\_\_\_

Total participants: \_\_\_\_\_ Number of participants receiving scholarships: \_\_\_\_\_

Payment for non-Gwinnett residents by check made payable to Gwinnett Parks & Recreation.  
 Submit payment to the designated County representative or mail to:  
 Gwinnett Parks & Recreation  
 ATTN: Recreation Division Director  
 75 Langley Drive  
 Lawrenceville, GA 30046

I, \_\_\_\_\_, certify that the above information is correct. Date: \_\_\_\_\_



GWINNETT COUNTY  
PARKS & RECREATION

## GWINNETT COUNTY ATHLETIC ASSOCIATION PARK ENHANCEMENT REQUEST

---

Gwinnett County Athletic Association: \_\_\_\_\_

Date of request: \_\_\_\_\_ GCAA point of contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requested location or facility: \_\_\_\_\_

GCAA proposed date of construction/installation: \_\_\_\_\_

GCAA proposed contractor/installer: \_\_\_\_\_

Proposed enhancement: \_\_\_\_\_

By signing, I understand that this is a request, and that construction or installation cannot begin until Gwinnett Parks and Recreation provides written approval of construction or installation. I understand that all approved enhancements will be funded by the GCAA, and it is the responsibility of the GCAA to maintain all approved enhancements.

GCAA authorized agent: \_\_\_\_\_

---

**Gwinnett Parks and Recreation use only**

- |   |                                   |                                       |
|---|-----------------------------------|---------------------------------------|
| Facility Supervisor review and recommendation     | <input type="checkbox"/> Approved | <input type="checkbox"/> Not approved |
| Support Services review and recommendation        | <input type="checkbox"/> Approved | <input type="checkbox"/> Not approved |
| Grounds and Maintenance review and recommendation | <input type="checkbox"/> Approved | <input type="checkbox"/> Not approved |
| Division Director review and recommendation       | <input type="checkbox"/> Approved | <input type="checkbox"/> Not approved |

Date: \_\_\_\_\_

Recreation Division Director signature \_\_\_\_\_



GWINNETT COUNTY  
PARKS & RECREATION  
**GWINNETT COUNTY ATHLETIC ASSOCIATION  
LICENSE AGREEMENT**

THIS LICENSE AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between GWINNETT COUNTY, GEORGIA, hereinafter referred to as "Owner", and the \_\_\_\_\_ (GCAA), hereinafter referred to as "Licensee." The parties agree as follows:

1. **PURPOSE OF LICENSE:** Owner grants to Licensee the right and privilege to install sports field scoreboard(s) at \_\_\_\_\_ Park and to monitor and maintain the same. The scoreboard(s) shall be installed within one year from the date of this License Agreement and shall be similar to the scoreboard and control devices as shown and described in Exhibit "A" attached hereto and incorporated herein by this reference.
2. **OWNER APPROVALS:** Owner must approve the following prior to installation:
  - a. Type of scoreboard to include size, general mechanical/electrical components, electrical requirements, appearances (color, artwork/graphics, logos, etc.). The scoreboard must be new or recently refurbished.
  - b. Scoreboard installation and erection specifications.
3. **MAINTENANCE AND MONITORING:** The Licensee shall be solely responsible for monitoring, maintenance and repair of the scoreboard(s) and control devices and the Owner shall have no responsibility in this regard. Should the scoreboard be deemed unusable, inoperable or a nuisance, for any reason, it will be the responsibility and cost of the Licensee to remove the scoreboard and restore the site to its original condition.
4. **COSTS, FEES AND EXPENSES:** The Licensee shall be solely responsible for all costs, fees and expenses associated with the exercise of the privilege granted by this License Agreement, including but not limited to, those costs, fees and expenses associated with the purchase, installation and maintenance of the scoreboard(s) and control devices, and the Owner shall have no responsibility whatsoever in this regard.
5. **ADVERTISEMENTS ON SCOREBOARDS:** The Licensee shall have the right to install advertisement on the installed scoreboard(s) and to realize any revenues generated from these advertisements. All advertisement language, wording, pictures, logos, graphics must be approved by Owner prior to installation of any advertisement on any scoreboard(s). Types of advertisements that are prohibited: promoting sale/use of alcohol, drugs, tobacco products, religious or controversial public issues.
6. **COMPLIANCE WITH LAWS:** Prior to exercising any of the privileges granted by this License Agreement the Licensee shall make application for and obtain all necessary licenses, permits and variances required by federal, state, and local law and shall provide the Owner with copies of the same. The Licensee shall otherwise fully comply with all federal, state, and local laws, rules and regulations.
7. **REVOCABLE LICENSE:** The permission is given to Licensee as an accommodation with no monetary consideration and is revocable at any time by the Owner. If this License Agreement is revoked the scoreboard(s) will be removed from the park by the Licensee, at its sole cost and expense, within 30 days of notice of the revocation from the Owner. Licensee acknowledges the legal title of Owner to the park and agrees never to deny this title or to claim title in Licensee's name.
8. **INDEMNIFICATION:** Licensee will exercise the granted privilege at Licensee's own risk, and agrees that Licensee will never claim any damages against Owner, its agents, officers or employees, for any injuries or damages suffered on account of the exercise of such privilege, regardless of the fault or negligence of the Owner, and that the Licensee will indemnify, defend and hold Owner, its agents, officers and employees, harmless from and against any and all liability for damages, costs, penalties, attorney's fees and expenses, including claims of third parties to this License Agreement, resulting from, arising out of, or in any way connected with, the exercise of the privilege by Licensee, and Licensee's assignees or permittees, or other persons entering the park at the invitation of the Licensee.
9. **INSURANCE:** At least ten days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide the Owner with proof of liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. Additionally, any contractor that the Licensee uses for the installation of the scoreboard(s) must also provide the Owner with proof of liability insurance limits commensurate with those stated above. All certificates of insurance will name Gwinnett County as additional insured.
10. **NOTICE TO OWNER:** At least 10 days prior to exercising any of the privilege granted by this License Agreement the Licensee shall provide written notice to the Owner of the estimated dates of commencement and completion of the installation of the scoreboard(s) at the park.
11. **NOTICES:** All notices required to be given under this License Agreement shall be deemed properly given if mailed by first class postage to the following addresses:

If to owner: Gwinnett County Department of Community Services Attn: Director of Department of Community Services 75 Langley Drive, Lawrenceville, GA 30046	If to Licensee: GCAA name Attention: President Address
--	--

12. **IMPROVEMENTS:** Other than as stated above, the Licensee agrees not to erect or to cause or permit to be erected at the park any other improvements, devices or structures, whether permanent or temporary.
13. **CHOICE OF LAW:** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Georgia.
14. **ASSIGNMENT:** The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.
15. **MODIFICATION:** Any modification of this Agreement or additional obligation assumed by either party in connection with the Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.
16. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.



GWINNETT COUNTY  
COMMUNITY SERVICES AND PARKS & RECREATION  
**GENERAL RELEASE OF CLAIMS AND WAIVER  
OF LIABILITY AND INDEMNITY AGREEMENT**

This General Release of All Claims and Waiver of Liability and Indemnity Agreement (hereinafter the "Release") made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and among Gwinnett County, Georgia (hereinafter the 'County') and \_\_\_\_\_ of \_\_\_\_\_.

*name* *street address*

City of \_\_\_\_\_, State of \_\_\_\_\_, (hereinafter referred to individually and hereinafter referred to individually and collectively as the 'Releasor' as follows:

In consideration of the mutual promises and covenants contained herein and the recitals hereto which are contractual and an integral part of this release and waiver of liability and indemnity agreement, the County and the Releasor (hereinafter collectively referred to as the "Parties") hereby agree as follows:

For and in consideration of Releasor being permitted to \_\_\_\_\_

*action or use*

located at \_\_\_\_\_, owned by Gwinnett County Board of Commissioners,

*facility address*

Releasor does hereby for Releasor and Releasor's heirs, executors, administrators, successors, and assigns, now and forever, fully and finally, RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the County and each and every of the County's agents, officers, and employees, from any and all claims and demands, whatsoever in law or in equity, and from any and all actions and causes of action, damages, claims for injuries, both known and unknown, including future developments thereof, cost, business losses, expense and compensation on account of, or in any way growing out of, any and all known and unknown personal injuries and property damage resulting or to result from the use of said property.

1. Releasor hereby expressly stipulates and agrees, in consideration of the use of said property, to indemnify and hold harmless the County, and each and every of the County's agents, officers, and employees and all others directly or indirectly liable to any other person, firm or corporation charged with responsibility or person, firm or corporation charged with responsibility or liability, their heirs, administrators, executors, successors and assigns, with respect to any additional sum of money that any of them may hereinafter be compelled to pay on account of the injuries to Releasor. Releasor further agrees to reimburse and make good to the County any loss, damages or costs the County may have to pay as a result of any such action, claim or demand.
2. This Release contains the entire agreement between the Parties. No promise, inducement, or representation other than herein set forth has been made, and the terms of this Release are contractual and not a mere recital. It is further agreed that the undersigned have fully and completely read this Release in its entirety, and that each signed it as their own free act.

**IN WITNESS WHEREOF, the undersigned have set their hands hereto on the date, month, and year indicated.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

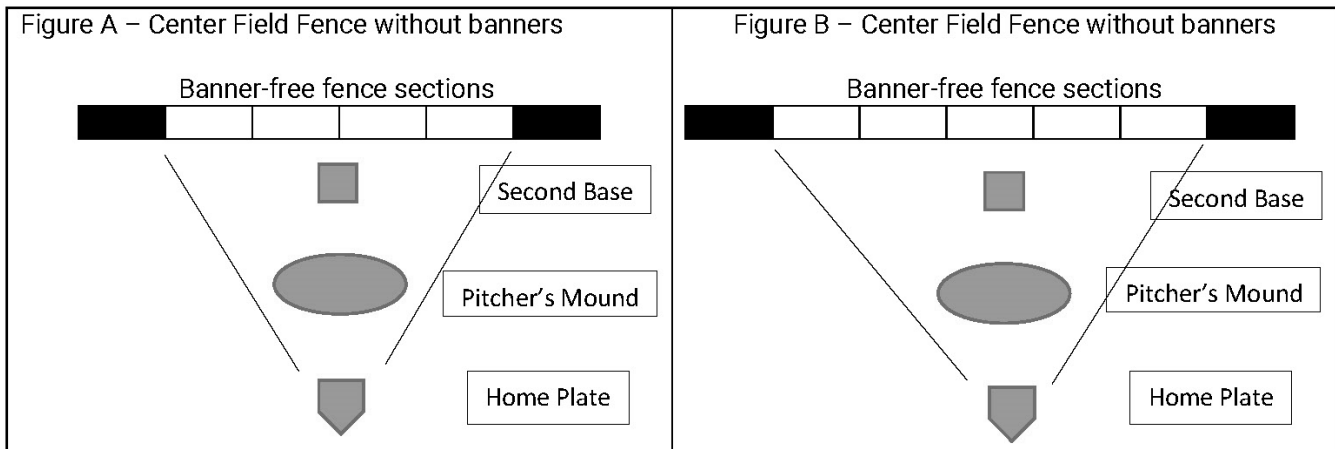
Signed \_\_\_\_\_  
*Releasor*

Signed \_\_\_\_\_  
*Witness*

Most persons who play baseball are familiar with the reasons that professional baseball parks do not allow spectators to be seated in dead center field. It is so that the batter can have a contrasting background that allows them to visually identify the ball quickly so that they can hit, hold their swing or move out of the path of the ball. Young batters should also be allowed to see the ball well and not have to contend with a background of signs and banners in their line of sight when they hit.

Please ensure that in each of our baseball and softball parks:

- The fences in dead center field are free of any banners that might confuse the hitter’s vision.
- In straight away center field:
  - There should always be at least four (4) sections of fence (two (2) on each side of the center that are free of banners. (See Figure A.)
  - If the line from home plate through the pitcher’s mound and second base should end on a fence panel, as opposed to a fence post, that panel plus two (2) panels on either side of it (a total of five (5) panels) should be free of banners. (See figure B.)
- Please ensure that GCAAs comply with this configuration. If banners are incorrectly placed move the banner to an acceptable location not in the line of sight of hitters.





GWINNETT COUNTY  
 PARKS & RECREATION  
**GWINNETT COUNTY ATHLETIC ASSOCIATION**  
**PARK CHECKLIST**

Gwinnett County Athletic Association: \_\_\_\_\_

Park: \_\_\_\_\_ Season: \_\_\_\_\_

	YES	NO
<b>Baseball and Softball</b>		
Fields appearance		
Fencing		
Batting cages		
Warm-up areas		
<b>Playgrounds</b>		
<b>Banners and Signs</b>		
<b>Concession Stands and Restrooms</b>		
<b>Turf and Multipurpose Fields</b>		
Trash, sunflower seeds, etc.		
Soccer goals		
Lacrosse goals		
Football equipment		
<b>Marquees and Kiosk</b>		
<b>Trails and Walking Paths</b>		
<b>Lights</b>		

Staff performing checklist: \_\_\_\_\_ Date: \_\_\_\_\_



GWINNETT COUNTY  
PARKS & RECREATION  
**GWINNETT COUNTY ATHLETIC ASSOCIATION  
AGREEMENT**

This ATHLETIC ASSOCIATION AGREEMENT ("Agreement") is made this \_\_\_\_ day of \_\_\_\_\_, by and between GWINNETT COUNTY, a political subdivision of the State of Georgia ("County") and \_\_\_\_\_, a non-profit charitable corporation ("Association"). WHEREAS, the County desires to have an organization provide youth athletic programs on facilities owned and operated by the County and the Association desires to provide such programs; NOW, THEREFORE, in consideration of the mutual benefits flowing to each party, receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. PREMISES. The County will permit the Association to use the premises described on Exhibit "A" attached hereto and incorporated herein by this reference, subject to the terms and conditions contained herein, as well as the Policies and Procedures contained in the County's current Gwinnett County Athletic Association Manual, and any Facility Permit issued per season by the County in conjunction with this Agreement, all of which are incorporated into this Agreement by this reference.
2. TERM. The term of this Agreement shall commence as of the date first appearing above and shall be for an initial term of 12 months from said date, and the initial term shall automatically renew for additional 12-month terms, unless the Agreement is sooner terminated as provided herein. Notwithstanding the foregoing, this Agreement shall not be construed so as to prohibit or otherwise impede the County from exploring and/or implementing alternative methods of management and operation of the premises. Either party shall have the right to terminate this Agreement upon 30 days written notice to the other party. The Association understands and agrees that the violation of any of the terms of this Agreement may result in action against the Association, up to and including immediate termination of this Agreement.
3. USE OF PREMISES. The premises will be used solely for the purposes of providing youth athletic programs to the public, as more particularly set forth in Exhibit "B" attached hereto and incorporated herein by this reference. The Association shall operate and maintain the premises in accordance with this Agreement and all applicable federal, state, and local regulations and ordinances and in such a manner so as not to create a nuisance or trespass. The County reserves the right to cancel any scheduled activity on the premises when it determines that such use could potentially cause unsafe conditions for the Association, spectators, or general public, and/or damage to the facility or grounds. Further, the County maintains the authority to close a county facility, including the premises, at any time it deems it to be in the best interest of the public. The County also has the right to administratively review any complaints regarding the Association and its use of the premises and to access the property for inspection purposes as needed.
4. DOCUMENTS TO BE PROVIDED. In accordance with the schedules found in the Policies and Procedures Manual, the Association must annually furnish to the County copies of the following information: Proof of liability insurance in accordance with the requirements set forth in Exhibit "C" attached hereto and incorporated herein by this reference,
  - a. A copy of Secretary of State's certification as a registered non-profit organization,
  - b. The Organization's By-laws,
  - c. Current list of all officers' name, addresses, and contact information; and
  - d. Proof of 501(c) (3) status.
5. OPERATIONS, MAINTENANCE, AND IMPROVEMENTS. The premises are provided to the Association on an "AS IS" basis and the County makes no representation, promise, or warranty as to the condition or suitability of the Premises for the Association's purposes. The Association shall not make alterations, modifications, or additions to the premises without the prior written consent of the County. Placement of signage by the Association must be approved in advance by the County.
6. DUTIES OF THE COUNTY. The County agrees to:
  - a. Reserve, on a priority-use basis, times for practice, games, tournaments and special events at the premises in accordance with the Facility Permit submitted by the Association and approved by the Parks and Recreation Division. The Facility Permit will list fields, times, and days for all activities for the term of the Agreement. This Facility Permit may only be changed by written permission of Gwinnett Parks and Recreation Division, in advance of the proposed changes(s).
  - b. With the exception of buildings or structures constructed or built by the Association, maintain the premises, including athletic fields and surrounding facilities and grounds. These facilities include:
    - i. All turf areas, clay infields, fences, fence lines and bleachers.
    - ii. All irrigation systems and drainage systems.
    - iii. All ball field lighting systems.
    - iv. All buildings, including plumbing, electrical, mechanical, and structural repairs, and routine custodial maintenance, with the exception of buildings or structures constructed or built by the association.
    - v. All surround areas, including parking areas and roads, grounds, picnic facilities and playgrounds.
  - c. Conduct routine inspections of the premises for the purposes of maintenance and safety.
  - d. The County, upon written notice provided to the Association prior to the start of a season, may assess additional fees and charges against the Association including, but not limited to, fees related to utilities, concession stands, and non-resident fees.
  - e. Coordinate all annual maintenance (i.e. re-seeding, grading, aeration, fertilization, etc.) with the Association.
  - f. Consult with the Association regarding plans by the County to materially improve, renovate or alter the premises. The County will continue to encourage cooperative efforts to improve the premises.
  - g. Schedule use of the premises at all other times not specified in this Agreement.

7. DUTIES OF THE ASSOCIATION. The Association, in consideration of the above, agrees to the following during the periods of priority use by the Association:
  - a. Provide full organization, administration and supervision of the athletic program listed herein, including scheduling of all practices, games, tournaments, and special events.
  - b. Make the program available to the general public, ensuring general access to the public without regard to age, race, color, religion, national origin, sex, disability, school-cluster, or socio-economic standing.
  - c. Provide the necessary equipment for the provision of the program. Such equipment would typically include bases and pitcher's rubbers, goals, field marking material, field marking machines, and any other equipment not considered a permanent structure affixed to the facility.
  - d. Develop and maintain any "special" improvements to the facility, such as grassed infields, batting cages, press boxes, sound systems, concession stand equipment and such.
  - e. Prepare and sell food and beverages from designated concession areas, should the Association so desire.
  - f. Abide by any and all municipal and county ordinances, all applicable State laws, and any and all policies of Gwinnett County and the Gwinnett Parks and Recreation division. This includes enforcement of the ban on smoking within County buildings.
  - g. To not knowingly allow any person to conduct any activity which is illegal.
  - h. Monitor and accept responsibility for the conduct of all participants and spectators.
  - i. Not erect any signs, poles, tents, or any structure without prior approval of the Gwinnett Parks and Recreation Division.
  - j. Remove all litter from field areas, dug outs and surrounding grounds daily. Collect all trash from concession areas and deposit in trash dumpsters daily.
  - k. Assume responsibility for security of the premises when keys are provided to the Sponsor by the County.
  - l. Provide the Gwinnett Parks and Recreation division with written reports, for the purpose of tracking the number of participants in each program.
8. INDEMNIFICATION. The Association shall indemnify, defend, and hold harmless the County, its agents, employees, and public officials from and against any and all claims, damages, losses and liabilities attributable to the negligence of the Association, its agents, contractors or employees or to the use and occupancy of the premises by the Association, its agents, employees and invitees.
9. NO ASSIGNMENT. The Association shall not assign this Agreement or any interest hereunder without the prior written consent of the County.
10. NO INTEREST CREATED. This Agreement is not intended by the parties to convey any property interest in the premises to the Association and the premises shall at all times remain solely the property of the County.
11. INDEPENDENT CONTRACTOR. The parties acknowledge that the Association is considered to be an independent contractor for the purposes of this Agreement and that no partnership between the parties is intended by this Agreement.
12. NOTICE. Any and all notice or other communication required or permitted by this Agreement shall be in writing, signed by the party giving the notice or its attorney and shall be deemed duly served, given or delivered when personally delivered to the party to whom it is directed, or in lieu of such personal service when deposited in the United States Mail, certified with return receipt requested, postage prepaid addressed to the parties at the address below:
  - a. If to the County, at Gwinnett County, Parks and Recreation Operations, 446 W Crogan Street-Lawrenceville, GA 30046
  - b. If to the Association, at or to such other address or addresses as may hereinafter be designed by notices provided herein.
13. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.
14. ENTIRE AGREEMENT. This Agreement and any attached addendum constitute the entire agreement between the parties and no oral statements shall be binding.

By execution of their signatures below, the undersigned hereby agree to abide by the provisions contained herein and attached hereto certify that they are authorized and empowered to legally bind their organization.

ASSOCIATION

GWINNETT COUNTY, GEORGIA

By: \_\_\_\_\_

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Chairwomen-Board of Commissioners

Attest: \_\_\_\_\_  
County Clerk

**Insurance:**

Renter shall provide evidence of insurance for at least the coverage and amounts set forth below. All insurance shall be maintained in the form and with a company (or companies) satisfactory to the Gwinnett County Board of Commissioners. The Renter or their Subcontractor's/Vendor's Certificate of Insurance shall require that the County be notified in writing thirty (30) days prior to cancellation, modification or non-renewal of any insurance policy listed on Certificate. Upon request, the Renter shall provide the County with certified copies of all required insurance policies.

**A. Minimum Coverage**

Commercial General Liability (Occurrence Form):

General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000
Each Occurrence	\$1,000,000

- Gwinnett County Board of Commissioners to be named as Additional Insured
- Additional Insured Endorsement must include Ongoing Operations and Completed Operations and must be provided with the Certificate of Insurance
- Primary and Non-Contributory Endorsement to be included
- Includes property in your care, custody, and control
- Include Waiver of Subrogation in favor of Gwinnett County Board of Commissioners
- If inflatables are provided, general liability coverage must not contain an exclusion for bodily injury or property damage arising from use of inflatable(s).

Liquor Liability (Applicable if vendor is distributing, selling, or serving alcoholic beverages):

Each Occurrence	\$1,000,000
-----------------	-------------

- Gwinnett County Board of Commissioners to be named as Additional Insured and the Additional Insured Endorsement must be provided with the Certificate of Insurance.
- Waiver of subrogation endorsement in favor of Gwinnett County Board of Commissioners should be included. The Waiver of Subrogation endorsement must be provided with the Certificate of Insurance.

**B. Certificate Holder should read:**

Gwinnett County Board of Commissioners  
75 Langley Drive  
Lawrenceville, GA 30046-6935

**C.** Insurance Company must have an A.M. Best Rating of A-7 or higher. European markets including those based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the renter's or renter's subcontractor's/vendor's broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best rating of A-7 or better.

**D.** The Renter shall incorporate a copy of the insurance requirements as herein provided in each subcontract with every Subcontractor in any tier and shall require each and every Subcontractor of any tier to comply with all such

requirements. Renter agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Renter at Renter's expense.

- E. The Renter, Renter's Subcontractor and/or vendor and its insurer(s) shall agree to waive all rights of subrogation against the County, the Board of Commissioners, its officers, officials, employees, and volunteers from losses arising from use of rented premises.
- F. Renter, Renter's Subcontractors and/or Vendors are responsible for insuring all owned, used, and leased equipment, tools, supplies, and contents required to perform the services at the facility. The coverage must be on a replacement cost basis.
- G. The Renter, Renter's Subcontractors, and Vendors shall make available to the County, through their records or the records of their insurer(s), information regarding any specific claim related to any County project or County property. Any loss run information available from the Renter, Renter's Subcontractors, and Vendors or their insurers relating to a County project must be made available to the County upon its request.
- H. Compliance by the Renter and Subcontractors with the foregoing requirements shall not relieve them of liability under the Contract and any applicable law.
- I. The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- J. The Renter, Renter's Subcontractors, and/or Vendors shall advise the County if limits of required insurance become eroded or impaired.



**Gwinnett County Athletic Association**

**Facility Permit, Rules, and Usage**

**PERMIT #52110**

Authorized On: 10/24/2019 09:22 AM

Title: Sample Permit

<b>Location</b>	<b>Permit Holder</b>	<b>Authorized Agent</b>
Collins Hill Park 2225 Collins Hill Rd Lawrenceville, GA 30043	Chris Minor 75 Langley Drive Lawrenceville, GA 30046	Chris Minor 75 Langley Dr Lawrenceville, GA 30046

**RESERVATIONS**

<b>Location</b>	<b>Facility</b>	<b>Date</b>	<b>Time</b>	<b>Hours</b>	<b>Estimate</b>
Collins Hill Park	Baseball/Softball Field #1-200 ft	Tue, Oct 29th 2019	09:00 AM-05:00 PM	8.00	\$120.00
<b>TOTAL:</b>					\$120.00

1. The association agrees to abide by the regulations herein provided and understands that the violation of any of the following regulations would cause the organization to be barred from the use of the facility. Prior to negotiation of this permit, the organization must meet the requirements as issued in the youth athletic association Policies and Procedures Manual
2. Gwinnett County Athletic Associations that utilize Gwinnett County Parks and Recreation facilities must ensure that no persons be denied participation 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
3. Gwinnett County Athletic Associations may not limit participation or otherwise discriminate against participants based on their proximity to or away from school clusters. Gwinnett County's parks are for the enjoyment of everyone in the community and are not assigned by school clusters
4. The association's activities on Gwinnett 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
5. The association is responsible for any damage incurred to the facilities while in use. Persistent damage could result in revocation of a portion of or the entire permit
6. The association is responsible for spectators, parents, coaches and participants. A display of conduct that is unbecoming while said association is using County facilities could result in written reprimand or revocation of usage privileges
7. The association must not and cannot reassign this permit at any time
8. Gwinnett County Parks and Recreation reserves the right to alter this permit at any time
9. The organization must provide Gwinnett County staff with written, itemized practice and game schedules prior to any authorized use of fields and/or facilities. Failure to do so will result in loss of usage privileges.
10. All applicable federal, state, and local regulations and ordinances apply to usage of this facility or facilities
11. The association must clean up the general area used when finished
12. The association must properly put away any tables, chairs, or other equipment that was used
13. The association must adhere to any facility rules
14. Only scotch or masking tape may be used for decorations and signage. Nothing may be hung from the rafters, light fixtures, window blinds, or curtains



Name: \_\_\_\_\_ Date: \_\_\_\_\_

User code: \_\_\_\_\_

Only use two to 20 alpha or numeric characters, do not use special characters.

Password: \_\_\_\_\_

Only use eight to 15 characters with at least one letter and one number, do not use special characters.

Address: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Security question: What is your favorite sports team? \_\_\_\_\_

Gwinnett County Athletic Association:  N/A \_\_\_\_\_

Park location: \_\_\_\_\_

**Security Level**

**Scheduling**

Phone call

Web and phone call

Phone call changes

**Fields**

Baseball

Football

Hockey

Lacrosse

Soccer

Softball

# Concussions

## What you need to know



**Children's**<sup>SM</sup>  
Healthcare of Atlanta

### What is the law?

**Schools:** The Return to Play Act of 2013 requires all public and private schools to create a concussion policy that, at a minimum, includes these standards:

- Prior to the beginning of each athletic season, an information sheet that informs parents or legal guardians of the risk of concussions must be provided.
- If a youth athlete (ages 7 to 18) participating in a youth athletic activity exhibits signs or symptoms of a concussion, he must be removed from play and evaluated by a healthcare provider.
- Before a youth athlete can return to play, he must be cleared by a healthcare provider trained in the management of concussions.

**Recreational leagues:** The law requires recreational leagues to provide an information sheet on the risks of concussion at the time of registration to parents or legal guardians of youth athletes (ages 7 to 18).

### What is a concussion?

A concussion is a type of brain injury caused by trauma. It can be caused by a hard bump on or a blow to or around the head, which causes the brain to move quickly inside the head.

You do not have to lose consciousness to sustain a concussion. If a concussion is not properly treated, it can make symptoms last longer and delay recovery. A second head trauma before recovery could lead to more serious injuries.

### What are the signs and symptoms?

There are many signs and symptoms linked with concussion. Your child may not have any symptoms until a few days after the injury. Signs are conditions observed by other people and symptoms are feelings reported by the athlete.

#### Signs observed by others

Athlete:

- Appears dazed or stunned
- Moves clumsily
- Forgets plays
- Answers questions slowly
- Is unsure of game or opponent
- Shows behavior or personality changes

### Symptoms reported by athlete

- Headache
- Fuzzy vision
- Nausea
- Feeling foggy
- Dizziness
- Concentration problems

Visit [choa.org/concussion](http://choa.org/concussion) for a full list of signs and symptoms.

### What should you do if you suspect a concussion?

- Do not let your child play with a head injury.
- Check on your child often after the injury for new or worsening signs or symptoms. If the symptoms are getting worse, take him to the nearest emergency department.
- Take your child to the doctor for even one symptom of a concussion.
- Do not give your child pain medicines without talking to your child's doctor. Your child should stop all athletic activity until his doctor says it is OK. Your child must stay out of play until he is cleared by a licensed healthcare provider.
- Educate your child on concussions and why he cannot play until the symptoms are gone. Your child will need a gradual return to school and activities.
- Tell your child's coaches, school nurses and teachers if he has a concussion.


*In case of an urgent concern or emergency, call 911 or go to the nearest emergency department right away.*

### Warning signs

#### Call your child's doctor right away if he has:

- New signs that his doctor does not know about
- Trouble recognizing people or places
- Existing signs that get worse
- Slurred speech
- Headaches that get worse
- Loss of consciousness
- A seizure
- Blood or fluid coming from nose or ear
- Neck pain
- A large bump or bruise on scalp, especially in infants younger than 12 months
- Tiredness or is hard to wake
- Continued vomiting
- Weakness in the arms or legs

### Where can I find more information?

 Call **404-785-KIDS (5437)**

 [choa.org/concussion](http://choa.org/concussion)

*This is general information and not specific medical advice. Always consult with a doctor or healthcare provider if you have questions or concerns about the health of a child. This piece was created by the concussion team at Children's Healthcare of Atlanta.*

# A Fact Sheet for COACHES

## HEADS UP CONCUSSION

One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

### HOW CAN I HELP KEEP ATHLETES SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

#### **Talk with athletes about the importance of reporting a concussion:**

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

#### **Create a culture of safety at games and practices:**

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
  - › Striking another athlete in the head;
  - › Using their head or helmet to contact another athlete;
  - › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
  - › Trying to injure or put another athlete at risk for injury.



- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

#### **Keep up-to-date on concussion information:**

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).
- Download CDC's HEADS UP app or a list of concussion signs and symptoms that you can keep on hand.

#### **Check out the equipment and sports facilities:**

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no "concussion-proof" helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during a play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

#### **Keep emergency contact information handy:**

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care for an injured athlete, provide them with details about how the injury happened and how the athlete was acting after the injury.

## HOW CAN I SPOT A POSSIBLE CONCUSSION?

Athletes who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

### SIGNS OBSERVED BY COACHES OR PARENTS:

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the 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 or after a hit or fall.

### SYMPTOMS REPORTED BY ATHLETES:

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right”, or “feeling down”.

**NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.**

## WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or ensure an athlete is taken to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

## CONCUSSIONS AFFECT EACH ATHLETE DIFFERENTLY.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete’s parents if you notice their concussion symptoms come back after they return to play.

## WHAT SHOULD I DO IF I THINK AN ATHLETE HAS A POSSIBLE CONCUSSION?

As a coach, if you think an athlete may have a concussion, you should:

### REMOVE THE ATHLETE FROM PLAY.

When in doubt, sit them out!

### KEEP AN ATHLETE WITH A POSSIBLE CONCUSSION OUT OF PLAY ON THE SAME DAY OF THE INJURY AND UNTIL CLEARED BY A HEALTH CARE PROVIDER.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider 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 right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

### INFORM THE ATHLETE’S PARENT(S) ABOUT THE POSSIBLE CONCUSSION.

Let them know about the possible concussion and give them the HEADS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

### ASK FOR WRITTEN INSTRUCTIONS FROM THE ATHLETE’S HEALTH CARE PROVIDER ON RETURN TO PLAY.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

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## WHY SHOULD I REMOVE AN ATHLETE WITH A POSSIBLE CONCUSSION FROM PLAY?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

### SOME ATHLETES MAY NOT REPORT A CONCUSSION BECAUSE THEY DON'T THINK A CONCUSSION IS SERIOUS.

They may also worry about:

- Losing their position on the team or during the game.
- Jeopardizing their future sports career.
- Looking weak.
- Letting their teammates or the team down.
- What their coach or teammates might think of them.

## WHAT STEPS CAN I TAKE TO HELP AN ATHLETE RETURN TO PLAY?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, 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:

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

**An athlete should only move to the next step if they do not have any new 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 weightlifting 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 (less time and/or less weight than a 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:

An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

### STEP 5:

An athlete may return to competition.

## REMEMBER:

It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she 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 the okay from the athlete's health care provider, the athlete can begin at the previous step.



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TO LEARN MORE GO TO [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)

Content Source: CDC's HEADS UP campaign. Customizable HEADS UP fact sheets were made possible through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

# HEADS UP CONCUSSION ACTION PLAN



## IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

▶ **"IT'S BETTER TO MISS  
ONE GAME THAN THE  
WHOLE SEASON."**



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## CONCUSSION SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### 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 is "feeling down"

### 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

# HEADS UP

TO LEARN MORE GO TO >> [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

# CONCUSSION FACTS



Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

## 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 is "feeling down"

## 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

## IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

### HEADS UP ACTION PLAN:

1. Remove the athlete from play.
2. Keep the athlete out of play the day of the injury.
3. Obtain permission from an appropriate health care professional that states the athlete can return to play.

## IMPORTANT PHONE NUMBERS:

### EMERGENCY MEDICAL SERVICES

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

### HEALTH CARE PROFESSIONAL

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

### STAFF AVAILABLE DURING PRACTICES


NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

### STAFF AVAILABLE DURING GAMES

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

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TO LEARN MORE GO TO >> [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

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GWINNETT COUNTY  
PARKS & RECREATION  
**CONCUSSION STATEMENT OF  
AGREEMENT AND ACKNOWLEDGEMENT**

---

Student/athlete name: \_\_\_\_\_ Date: \_\_\_\_\_

Student/athlete signature: \_\_\_\_\_

Parent/guardian name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

I have read and understand the CDC and the Gwinnett Parks and Recreation concussion guidelines and protocol.

*Complete and return to the program supervisor of the facility you are participating in activities.*

For more concussion information, visit **CDC.gov/concussion**.

**POISON CONTROL: 800.222.1222**
**LABELING CONTAINERS:** If you place a chemical in a container other than its original, please clearly label new container with its contents and date to which it was placed in new container.

**REFERENCE:** GC Workplace > My Department > Community Services > Forms, Guidelines & Procedures > Safety Manual and MSDS

PRODUCT	MANUFACTURER	CHEMICALS	HEALTH HAZARDS	EMERGENCY/FIRST AID	MIXING RATIO
Pure Bright Ultra Bleach (Germicidal)	KIK International LLC 33 Macintosh Blvd. Concord, Ontario Canada L4K 4L5 1.800.479.6603	Sodium Hypochlorite	May cause severe skin and eye irritation or chemical burns to broken skin. Vapors are extremely irritating to eyes and respiratory tract. Harmful and potentially fatal if swallowed.	<b>Ingestion:</b> DO NOT induce vomiting. Drink large quantities of water or milk. Call a physician or poison control immediately. <b>Inhalation:</b> Move to fresh air and seek medical attention if cough or other symptoms develop. <b>Eye contact:</b> Flush eyes with cool, running water for at least 15 minutes. Seek medical attention. <b>Skin contact:</b> Wash skin with soap and water. If symptoms persist, call a physician	One part chemical to three parts water. Add to dispenser.
NABC Non-Acid Disinfectant	Spartan Chemical Company, Inc. 1110 Spartan Drive Maumee, OH 43537 888.314.6171	Alcohol Ethoxylate Dialky Dimethyl	Causes moderate eye irritation. Harmful if absorbed through the skin. May be harmful if swallowed. Inhalation may cause respiratory irritation.	<b>Ingestion:</b> DO NOT induce vomiting. Drink large quantities of water. Call a physician or poison control immediately. <b>Inhalation:</b> Move to fresh air and seek medical attention if irritation persists. <b>Eye contact:</b> Rinse slowly with water for 15 – 20 minutes. Call poison control or seek medical attention for treatment advice. <b>Skin contact:</b> Wash with plenty of water. If irritation persists, get medical attention.	One part chemical to three parts water. Add to dispenser.
Abrasive Cleanser, AJAX Cleaner Powder-Oxygen Bleach	Colgate-Palmolive Co Commercial Consumer Group 191 East Hanover Ave Morristown, NJ 07960-3151 1.800.468.6502	Limestone Sodium Carbonate	May irritate the skin and eyes. Dusts may irritate respiratory tract. May be harmful if swallowed in large quantities.	<b>Ingestion:</b> Drink 8 ounces of clear water. Get medical attention <b>Inhalation:</b> Move to fresh air. <b>Eye contact:</b> Flush eyes immediately with water for 15 minutes. Get medical attention. <b>Skin contact:</b> Wash with plenty of water. If irritation persists, get medical attention.	One part chemical to three parts water. Add to dispenser.
Citrus cleaner	Zep Inc. 11627 178 <sup>th</sup> Street Edmonton, Alberta T5S 1N6 877.428.9937	Monoethanolamine D-Limonene Propylene Glycol Ethylene Glycol	Toxic in contact with skin and if swallowed.	<b>Ingestion:</b> DO NOT induce vomiting unless directed to do so by medical personnel. If affected person is conscious, give plenty of water to drink. Get medical attention immediately. <b>Inhalation:</b> Remove to fresh air. Get medical attention if symptoms appear. <b>Eye contact:</b> Immediately rinse eyes with water and continue for 10 minutes. Get medical attention immediately. <b>Skin contact:</b> Rinse affected area with water. Seek medical attention if irritation persists.	One part chemical to three parts water. Add to dispenser.
GOJO Gold & Klean Antimicrobial Lotion Soap	GOJO Industries, Inc. 1 GOJO Plaza, Suite 500 Akron, OH 44311 800.424.9300	Ethanolamine Oleic Acid	May cause eye irritation. May cause upset stomach and/or nausea.	<b>Ingestion:</b> DO NOT induce vomiting. Contact physician or poison control. <b>Inhalation:</b> Not applicable <b>Eye contact:</b> Do not rub eyes. Flush with water for 15 minutes. Seek medical attention if irritation persists. <b>Skin contact:</b> Not applicable	One part chemical to three parts water. Add to dispenser.
Pine Disinfectant	Harvard Chemical Research, Inc. Atlanta, GA 404.761.0657	Alkyl Dimethylbenzyl Ammonium Chloride	Harmful if swallowed. Causes severe skin burns and eye damage. Toxic to aquatic life.	<b>Ingestion:</b> Get IMMEDIATE medical attention. DO NOT induce vomiting unless instructed to do so by poison control or physician. <b>Inhalation:</b> Move to fresh air and seek medical attention if cough or other symptoms develop. <b>Eye contact:</b> Flush eyes with cool, running water for at least 15 minutes. Seek medical attention. <b>Skin contact:</b> Remove contaminated clothing. Flush area with water. Seek medical attention	One part chemical to three parts water.
Champion Sprayon Vanilla Bean Air Freshener	Chase Products Company 2727 Gardner Road Broadview, IL 60155 708.273.1121	Propane N-Butane Flammable Aerosol Gases Under Pressure	Contains gas under pressure; may explode if heated.	<b>Ingestion:</b> Unlikely to occur. <b>Inhalation:</b> Move person to fresh air. Restore respiration if necessary. Get medical attention if injury develops. <b>Eye contact:</b> Flush from eyes with plenty of water. If irritation develops, consult a physician. <b>Skin contact:</b> Wash skin with soap and water.	One part chemical to three parts water.
Alcohol Glass Cleaner	Victoria Bay Dade Paper & Bag Company 9601 NW, 112 Avenue Miami, FL 33178 800.535.5053	Water Propylene Glycol n-Propyl Ether Isopropyl Alcohol	Causes eye irritation.	<b>Ingestion:</b> Get immediate medical attention. Do not induce vomiting unless instructed to do so by poison center or physician. <b>Inhalation:</b> Remove victim to fresh air and monitor. Seek medical advice if irritation persists. <b>Eye contact:</b> Immediately flush eyes with plenty of water. Get medical attention, if irritation persists. <b>Skin contact:</b> Wash with soap and water. Get medical attention if irritation develops or persists.	One part chemical to three parts water.
Urinal Screen with Para Block (Cherry)	Interline Brands, Inc. 701 San Marco Blvd. Jacksonville, FL 32207 800.424.9300	p-Dichlorobenzene	Contains small amounts of chemicals that are hazardous to health and the environment.	<b>Ingestion:</b> Rinse mouth thoroughly with water. <b>Inhalation:</b> No acute effects expected. If person is feeling unwell, remove to fresh air. <b>Eye contact:</b> Wash thoroughly with water or approved eyewash. <b>Skin contact:</b> Wash with soap and water.	One part chemical to three parts water.
Spray Disinfectant	Chase Products Company 2727 Gardner Road Broadview, IL 60155 800.255.3924	Ethyl alcohol Propane N-Butane	Causes serious eye irritation Flammable Aerosol Contains gas under pressure; may explode if heated.	<b>Ingestion:</b> Unlikely to occur. <b>Inhalation:</b> If overcome by vapor, move person to fresh air. <b>Eye contact:</b> Rinse slowly and gently with water for 15 – 20 minutes. <b>Skin contact:</b> Wash with soap and water. If irritation develops, consult a physician.	One part chemical to three parts water.
Soft Care Defend Foam Antibacterial Hand Wash	Diversey, Inc 1300 Altura Rd., Suite 125 Fort Mill, SC 29708 1.888.352.2249	Ethyl Alcohol Propane-1,2-diol Ammonium Lauryl Sulfate Ammonium Laureth Sulfate Chloroxylenol	May cause eye irritation. May cause upset stomach and/or nausea.	<b>Ingestion:</b> DO NOT induce vomiting. Contact physician or poison control. <b>Inhalation:</b> Not applicable <b>Eye contact:</b> Do not rub eyes. Flush with water for 15 minutes. Seek medical attention if irritation persists. <b>Skin contact:</b> Not applicable	One part chemical to three parts water. Add to dispenser.
KaiBloey Restroom Cleaner	Kaivac Inc. 2680 Van Hook Ave. Hamilton, OH 45015 800.287.1136	Alcohols, C12-15, ethoxylated Citric Acid Sulfamic Acid Dipropylene Glycol Monomethyl Ether Phosphoric Acid Methyl Salicylate	May cause severe eye irritation or burns with possible corneal damage and blindness. Skin contact may cause severe irritation or burns. Vapors or mists may cause irritation mucous membranes and respiratory tract with possible pulmonary edema. Ingestion may cause gastrointestinal corrosion, abdominal pain, nausea, shock or death.	<b>Inhalation:</b> Remove to fresh air. Restore respiration if necessary. Get medical attention. <b>Skin Contact:</b> Immediately flush skin thoroughly with water for 15 minutes. Wash area with soap and water. Remove contaminated clothing and launder before reuse. Get immediate medical attention. <b>Eye Contact:</b> Immediately flush eyes with water for at least 20 minutes while lifting the upper and lower lids. Get immediate medical attention. <b>Ingestion:</b> If conscious, give 1 glass of water or milk to dilute. DO NOT induce vomiting. Never give anything by mouth to a person who is unconscious or convulsing. Get immediate medical attention.	Sixty-Four-part chemical to one part water. Add to dispenser
KaiO Multipurpose Cleaner	Kaivac Inc. 2680 Van Hook Ave. Hamilton, OH 45015 800.287.1136	Alcohols C9-11 Ethoxylated Alcohols C10-14, Ethoxylated Hydrogen Peroxide Cold Pressed Orange Oil/d-Limonene	May cause serious eye irritation, redness and tearing. May cause slight skin irritation. Inhalation of mists may cause upper respiratory irritation. Swallowing may cause gastrointestinal irritation.	<b>Eye Contact:</b> Flush eyes with plenty of water for at least 15 minutes while lifting the upper and lower lids. Get medical attention if irritation develops or persists. <b>Skin Contact:</b> Wash with soap and water. Remove contaminated clothing and launder before reuse. If irritation develops and persists, get medical attention. <b>Ingestion:</b> If conscious, rinse mouth with water and give 1 glass of water to dilute. Do not induce vomiting unless directed to do so by a medical professional. Never give anything by mouth to a person who is unconscious or convulsing. Get medical attention. <b>Inhalation:</b> Move person to fresh air. Seek medical attention if irritation or other symptoms persist.	Sixty-Four-part chemical to one part water. Add to dispenser
KaiBosh Disinfectant Cleaner	Kaivac Inc. 2680 Van Hook Ave. Hamilton, OH 45015 800.287.1136	Water Surfactant Sodium Carbonate Tetrasodium Ethylene Diamine Tetaacetate Alkyl Dimethyl Benzyl Ammonium Chloride Ethanol	May cause severe eye irritation or burns. Permanent damage may occur. Inhalation of mists may cause upper respiratory irritation. Swallowing may cause gastrointestinal irritation. Prolonged skin contact may cause irritation and dryness.	<b>Eye Contact:</b> Immediately flush eyes with water for at least 20 minutes while lifting the upper and lower lids. Get immediate medical attention. <b>Skin Contact:</b> Wash off with water for 15-20 minutes. Remove contaminated clothing and launder before reuse. If irritation develops and persists, get medical attention. <b>Ingestion:</b> If conscious, rinse mouth with water and give 1 glass of water to dilute. Do not induce vomiting. Never give anything by mouth to a person who is unconscious or convulsing. Get immediate medical attention. <b>Inhalation:</b> Move person to fresh air. Seek medical attention if irritation or other symptoms persist.	Sixty-Four-part chemical to one part water. Add to dispenser

# Healthy Choices for Healthy Kids



Make *half* your plate  
***veggies & fruits***

***Be active***



***Drink*** more water  
& limit sugary drinks

Limit  
***screen time***



# Bring Healthy Habits Home!

A habit is something you do over and over again, sometimes without even thinking about it. Healthy habits keep you and your family feeling good—now and in the future!

**Here are some ways to help your family use the Strong4Life<sup>SM</sup> Healthy Habits:**

**Get Your Whole Family to Join In** – Set goals, like eating right or moving more, with your whole family. Then, work on them together to help everybody get healthier, faster!

**Be Their Healthy Hero** – Kids love to copy adults! Show them just how important healthy habits are by using them yourself. Nobody's perfect, but try to make healthy choices whenever you can.

**Make One Small Change at a Time** – The best way to make big changes with your family is to make one smaller change at a time. It's a lot easier and more likely to work than trying to change everything at once.

**Ask for Help** – Start by visiting [Strong4Life.com](http://Strong4Life.com). We give you easy ideas you can use right away.

**Ready, Set, Go!** – Ready to set your first goal? Explain the idea of goals to your family. Pick a goal that works for everyone in the family (like drinking water or 1% [low-fat] or fat-free milk instead of sugary drinks)—then, go for it! Tip: Write down the goal and tape it to the fridge as a reminder.

**Use these ideas to make your family's habits healthier:**



## **Make half your plate veggies and fruits**

- Try to include several different colors.
- Make sure to eat breakfast every day.
- Eat meals together as a family.



## **Be active**

- Try to be active for at least 60 minutes during the day (it doesn't have to be all at once!).
- Remind kids to go outside and play as often as they can.
- Take a family walk around the neighborhood or play at a park.
- Play sports, dance, play tag ... the choice is yours, just have fun!



## **Drink more water and limit sugary drinks**

- Carry a water bottle with you.
- Drink water or 1% (low-fat) or fat-free milk at meal and snack times.
- Choose water (instead of sports drinks or soda) at sports activities and playtime.



## **Limit screen time**

- After 30 minutes of screen time (phones, computers, TV), get 30 minutes of activity.
- Turn TV and video games off and play!

**STRONG<sup>4</sup>LIFE<sup>SM</sup>**

# Strong4Life Team Mom Game Plan

Kudos to you for being a Team Mom for your child's team! You are doing a great job by supporting your young athlete. With the Strong4Life Team Mom Game Plan, we will help you fuel up the team with the right snacks and drinks they need to be superstars. Get started with the Strong4Life Team Mom Game Plan by following the steps below.

## 1. Study the Opponent

No, the opponent is not the other team! It's the traditional foods and drinks served as snacks all too often at childrens' sports practices and games. Think sports drinks, juice, fruit punch, cupcakes, cookies, and granola bars with candy and chocolate. Strong4Life says:

- Avoid soda, juice, juice drinks, flavored water and sports drinks. These add extra sugar and calories to your child's diet, and provide minimal nutritional value. Sports drinks

should only be considered for children who are participating in very vigorous aerobic exercise in hot and humid weather for longer than 60 continuous minutes.

- Avoid cupcakes, cookies, chips, fruit snacks and candy. These foods provide empty calories instead of the long lasting energy your kids need to finish the big game, or their homework.

## 2. Know the Game

Healthy food provides the fuel our bodies need to be physically active and strong. Strong4Life says:

- Water is the best source of hydration for children before, during and after physical activity. We can make water fun for kids by providing special re-usable water bottles (think fun team colors), or asking a sibling to decorate plastic water bottles for the team.
- Fresh fruits, vegetables, whole grains, lean proteins and low-fat dairy provide the healthy carbohydrates and protein kids need to re-

fuel after the big game. Aim for snacks that include two different food groups, like fresh apple slices with peanut butter, or whole wheat crackers with cheese.

- Be sure to ask if any teammates have food allergies or medical conditions that could affect the foods they can eat.
- Sports should be fun, and celebrating big wins or the end of the season is all part of it. Try to limit celebratory ice cream or pizza outings to one per season.

## 3. Be the Cheerleader

You cheer your child on from the sidelines, but now it's time to cheer on the rest of the moms and dads. Strong4Life says:

- That's right, it's up to you to communicate your new, healthy game plan to all of the parents on your child's team.

- You can print and distribute our easy-to-follow Strong4Life Game Plan for Healthy Kids flier at the next practice or game, or you can email the flyer directly to parents.

# Strong4Life Game Plan for Healthy Kids

Help our kids develop healthy habits by providing nutritious snacks for our team. When it's your turn to bring snacks and drinks, use the following guidelines.

WHAT'S HOT	WHAT'S NOT	WHAT...WHY NOT?
<p>Water (yes, just plain water!)</p> <p>Fruits, veggies, and other healthy snacks (suggestions listed below), which you can purchase or make yourself</p>	<p>Sports drinks,* soda, fruit juice, juice drinks or flavored water</p> <p>Sweets like cookies, cupcakes, power bars, and granola bars with candy or chocolate</p>	<p>Water is the best source of hydration. Sweet drinks—including juice and sports drinks*—contain unnecessary sugars.</p> <p>Healthy food provides the fuel our bodies need to be physically active and strong.</p>

\* SPORTS DRINKS SHOULD ONLY BE CONSIDERED FOR CHILDREN WHO ARE PARTICIPATING IN VERY VIGOROUS AEROBIC EXERCISE IN HOT AND HUMID WEATHER FOR LONGER THAN 60 CONTINUOUS MINUTES.

## Strong4Life Snacks to Buy

- Individual containers of hummus served with fresh cut vegetables or whole wheat pita bread
- Whole wheat mini bagels with nut butter or low-fat cream cheese
- Low-fat string cheese with fresh fruit or wheat crackers
- Low-fat yogurt tubes or squeezable applesauce (look for brands that are “no sugar added”)
- 1% milk box and a granola bar (choose bars without chocolate or candy pieces)
- Individual fresh fruits that are easy for kids to eat such as clementines, apples and bananas

## Strong4Life Snacks to Make

- Spread nut butter on celery sticks, apple slices or between graham crackers.
- Create trail mix using unsalted pretzels, dry cereal (whole grain), nuts and dried fruit.
- Roll up a whole wheat tortilla filled with deli turkey, fresh veggies and mustard. Cut into snack sized pieces.
- Make a sandwich on whole wheat bread using deli turkey, peanut butter, or reduced fat cheese and veggies. Serve a half sandwich to each child.
- Freeze low-fat yogurt tubes or fresh grapes for a cold, refreshing snack!

For more information about Strong4Life, go to [Strong4Life.com](http://Strong4Life.com).

**STRONG<sup>4</sup>LIFE<sup>SM</sup>**

