



**Athens-Clarke County
Leisure Services Department**

**PARTNERSHIP AGREEMENT
Youth Athletic Associations**

Athens Little League
Athens United Soccer Association
East Athens Little League
Northeast Georgia Youth Football
Sirius Track

January 2023

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CHAPTER I - INTRODUCTION

A. Purpose of the Partnership Agreement

The purpose of this Agreement is to establish terms of the partnership between The Unified Government of Athens-Clarke County (ACCGov) Leisure Services Department (ACCLS), and partnered Youth Athletic Associations that utilize ACCGov facilities for their programs. For simplicity in the Partnership Agreement, the Athens-Clarke County Leisure Services Department shall be referred to as “ACCLS” and the youth athletic associations shall be referred to as the “YAA.”

The Partnership Agreement will be reviewed and signed annually by each YAA and by ACCLS, and parties agree to work diligently to uphold all terms of the Agreement.

B. Partnership Definition

In this Agreement, the term “partnership” shall be defined as a coordinated and collaborative venture between two or more parties who combine diverse, yet complementary, skills and resources toward a shared vision and compatible goals that the parties could not realize by themselves. The partnership allows the ACCLS to offer new services, enhance current services or maintain services through an equitable distribution of benefits and costs.

C. Partnership Expectations

To maintain a quality partnership, each partner is expected to adhere to the following expectations:

- Have clearly defined roles and responsibilities within the partnership
- Share Information and actively listen
- Communicate regularly through identified channels
- Follow through on agreed upon actions
- Show respect for one another in words and actions
- Demonstrate a solid, visible and continuous commitment to the partnership
- Evaluate the partnership together on an annual basis

D. National Standards for Youth Sports

The *National Standards for Youth Sports* were compiled by the National Alliance for Youth Sports and provide a framework for the design and execution of a quality youth sports program. The document includes nine standards and targeted information for parents, volunteer coaches and participants. ACCLS strongly encourages each YAA to adopt and follow the four core areas as described in the 2017 edition of the *National Standards for Youth Sports* (www.nays.org).

CHAPTER II – GENERAL INFORMATION

A. Key Roles and Responsibilities – ACCGov Staff

- 1. Facility Supervisor – Youth Athletics & Tennis:** ACCLS staff person responsible for staff and programming at Holland Youth Sports Complex, Southeast Clarke Park, Walker Park, and Satterfield Park. Liaison for all YAA's to include soccer, baseball, and football. *All requests by YAA's go through this position.*
Keith Strong – Keith.Strong@accgov.com – 706-614-0031
- 2. Field Prep Supervisor:** ACCLS staff person responsible for lining/marking fields, basic field work like pitcher's mound rebuilding, dragging, raking, etc. Receives work assignments from the Facility Supervisor – Youth Athletics & Tennis.
Jesus Ozuna – jesus.ozuna@accgov.com – 706-248-2140
- 3. Park Assistants:** Part-time ACCLS staff persons responsible for unlocking and locking parks and facilities, supervising activities in the park, performing light custodial work and trash removal, and performing last-minute, light field prep tasks as assigned by their ACCLS supervisor.
- 4. Maintenance Supervisor:** ACCLS staff person responsible for general maintenance, park improvement projects, and correcting safety and risk issues. Receives work order requests from the Facility Supervisor – Youth Athletics & Tennis.
- 5. Facilities Management Division:** Central Services Department staff responsible for electrical and facility repairs, water fountains, plumbing, and similar types of service. Receives work order requests from the Facility Supervisor – Youth Athletics & Tennis.
- 6. Landscape Management Division:** Central Services Department staff responsible for mowing grass, weed control, fire ant control, irrigation, field general repairs, field renovations, and similar types of service. Receives work order requests from the Facility Supervisor – Youth Athletics & Tennis.
- 7. Recreation Division Administrator:** ACCLS staff person supervising Facility Supervisor – Youth Athletics & Tennis. Acts as a backup should the Supervisor be unavailable or unreachable in an emergency situation.
Trevor Ross – trevor.ross@accgov.com – 706-521-2123

B. Partnership Contact Person

To help ensure clear communication and prompt service, official YAA/ACCLS communication shall be made through the Facility Supervisor- Youth Athletics & Tennis, identified in this document as the **ACCLS Contact**. This includes emails, texts, phone calls and meetings concerning normal day-to-day operations of the parks and facilities. Emails, texts, or phone calls regarding emergency related issues will be responded to by the ACCLS Contact as quickly as possible, but not to exceed within one hour of receipt. Non-emergency emails texts, and phone calls will be responded to by the ACCLS Contact within two business days. In order to avoid the possibility of mixed messages, each YAA will designate specific point(s) of contact to communicate with the ACCLS Contact, unless otherwise agreed upon by both parties. The ACCLS Contact will request to attend a minimum of one board meeting per year of each YAA to make introductions, answer any questions, and address any concerns.

C. Regulations of Use

Each partner agrees that it will not engage in any activity on ACCGov property or do anything in connection therewith which shall be in violation of any state, federal and/or local law, rule, requirement, regulation, code and/or ordinance.

D. Program Hours

Each YAA will schedule all activities and ancillary services only during the normal seasonal park hours posted, unless prior approval is given by the ACCLS Contact. Weekday programming between the hours of 7:00 a.m. and 3:30 p.m. is not permitted unless authorized by the ACCLS contact, as routine maintenance such as mowing and fertilization occur during this time.

YAA's will make every effort to maintain their practice and game schedules to ensure that they have vacated the fields no later than **9:30 pm** nightly so ballfield lights may be turned off. Extended times may be granted by ACCLS only if both parties agree that all other options have been exhausted.

Field lights are turned on by ACCLS staff 30 minutes prior to sunset and turned off by ACCLS staff at the conclusion of activity (practices/games) Monday through Friday. Field lights will not be turned on Saturday and Sunday unless prior arrangements have been made. Field lights used on weekends are billed at \$25/hour/field and fee must be paid prior to using lights.

E. Admission Fees

YAA's are prohibited from charging parking fees on ACCGov property. Collection of admission fees are only permitted at designated field entry gates or areas only; not in other areas of the parks. Signage will read "Admission Fee" so there is no confusion about the purpose of the fee. Admission fees may only be charged to those attending the activity or event, not to general park users.

F. Scholarships

YAA's are encouraged to promote and provide scholarships for youth needing assistance. Scholarship program oversight is the responsibility of each YAA; however, the total number of scholarships must be included as part of the YAA's Year End Report.

G. Program Publicity/Advertisement

YAA program advertisements, publications and public notices will include the following statement: "This program is offered through a partnership with Athens-Clarke County Leisure Services Department." YAA program and contact information will be listed on the ACCLS website.

H. Year End Report

By December 31st of each year, each YAA shall provide ACCLS with a written annual report for the calendar year. The report shall include the following information: List of current board members; number of program participants designated as residents and non-residents; number of volunteers; fees charged; number of scholarships given; donations; expenses, and revenues. A 990 Non-profit Form should be attached to the Year End Report for each YAA. See **Appendix for a copy of the Year End Report Form.**

I. Liability Insurance Coverage

All ACCLS Youth Athletic Associations must provide to Athens-Clarke County a "Commercial General Liability" must be written on an "Occurrence" basis, providing \$1,000,000 coverage per occurrence with an aggregate of \$2,000,000. The certificate of insurance must list Athens-Clarke County Unified Government as additional insured. An updated copy of the current policy is due every year on the expiration date of the current insurance policy. Liability Insurance **Coverage must be submitted and approved 30 days prior to permit start date.** (Sample copy in the Appendix)

CHAPTER III – PLAYER SAFETY

A. Definition – Volunteer

For purposes of this Agreement, a volunteer is defined as any individual with regular, access or contact with children in the respective YAA. Anyone having contact with more than their own child for YAA activities is considered a volunteer.

B. Background Screenings

All YAA coaches and volunteers must successfully pass a criminal history background screening each year based on disqualifiers set by the YAA. Each YAA must submit to the ACCLS Contact a statement signed by the YAA President and additional board member verifying that all participating volunteers and coaches have successfully passed a criminal history background screening within the past year or use ACCLS Background Screening form (see Appendix). The statement must include all passing names of the volunteers and coaches, and the name of the background screening company. **This document must be submitted to the ACCLS Contact no later than two weeks prior to the season's first team activity, and updates must be provided prior to any new appointments.** Final field permits will be issued only after the background screening document has been received by the ACCLS Contact. Additional coaches and volunteers selected after the first deadline should complete their background screenings and training within two weeks of their selection. **Volunteers will not be able to begin their duties until successful completion of the background screening has been received by ACCLS staff.**

YAA's are strongly encouraged to conduct background screenings at both the state and national level. The ACCLS Volunteer Coordinator may assist YAA's by providing a list of disqualifiers used for criminal background checks conducted for ACCLS, and more information about national standards for implementing backgrounds screenings found in the NAYS Background screening in Youth Sports 2019 updated 3rd edition. (www.nays.org).

C. Child Abuse Reporting

As it pertains to the Child Abuse Reporting Law, Georgia Code Section 19-7-5, Department of Family and Children Services (#5), the YAA's in this Agreement are considered a "child service organization." As such, "child service organization personnel" are defined as persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children". As required by ACCLS, all YAA coaches and volunteers must go through training to identify and report signs of child abuse. The YAA must submit a document signed by the YAA President stating that all volunteers have completed the reporter training or use ACCLS Mandated Reporter Form (see Appendix). **This document must be submitted to the ACCLS Contact no later than two weeks prior to the season's first practice, and updates must be provided within two weeks of new appointments.** Final field permits will be issued only after the child abuse reporting document has been received by the ACCLS Contact.

D. Concussion Training

As recommended in the Georgia Return to Play Act of 2013, Code 20-2-324.1, Sections C & D (<http://www.legis.ga.gov/Legislation/en-US/display/20132014/HB/284>), ACCLS requires that all coaches (paid or volunteer) are to be trained to ensure they can recognize the signs and symptoms of a concussion and can take steps to ensure the safety of athletes. The YAA must submit a document signed by the YAA President stating that all coaches have completed concussion training or use ACCLS Concussion Training form (see Appendix). **This document must be submitted to the ACCLS Contact no later than one week prior to the season's first practice, and updates must be provided within two weeks of new appointments.** Final field permits will not be issued until the concussion training document has been received by the ACCLS Contact.

E. Non-Discrimination

ACCLS is an equal opportunity agency and does not exclude or discriminate with regard to its services, programs and activities regardless of race, color, religion, sex, national origin, age, or disability. YAA's are also required to abide by this rule. YAA's must provide equal access and cannot have registration preferences and/or fee differences that are discriminatory.

F. Adult to youth requirement

In accordance with the National Standards for Youth Sports; there should always be 2 adults present with participants of a YAA. This is best practice to protect the youth participants and also the adult volunteers and coaches.

G. First Aid Training

In accordance with the National Standards for Youth Sports; at least one adult at practices and games should be trained and currently certified in CPR and First Aid in addition to the proper operation of an AED.

CHAPTER IV - FACILITIES USE

A. Facility Furnishings

ACCLS will furnish the YAA's with field space, bleachers, press boxes or scorer stands, goalposts, spectator areas, dugouts, fencing, scoreboards and controllers, lights, bases, outdoor storage space during the regular season, restrooms, concession stand, batting cages, parking areas, and other such basic amenities already in existence and deemed necessary to conduct the program, and mutually agreed upon by the YAA and the ACCLS. ACCLS will appropriately maintain these items at all times during the regular season play of the YAA, as financial resources allow.

YAA's are prohibited from permanently altering ACCGov facilities and fields without written permission from the ACCLS Department Director (see *Park Improvement Requests* below).

ACCLS shall be responsible for the normal support and preventive maintenance of the premises, including general repairs, plumbing, electrical repairs and trash removal.

ACCLS shall provide public utilities (water and electricity) during regular season play only, and ACCLS will have sole control over watering schedules. ACCLS and the YAA shall reach a mutual agreement as to when ballfield lights will be turned on and off during the regular season play.

The YAA President or designee and the ACCLS Contact shall conduct an inspection of the facilities together immediately prior to the scheduled season and immediately following the season of each year. Resolution of any issues will be mutually agreed to, and will be addressed in a timely manner.

B. Facilities Upkeep

YAA's are to ensure air conditioners are left at 70 degrees, and they must properly secure ACCLS's supplies and buildings prior to leaving the park.

Coaches are asked to instruct players to not kick or throw balls, bats, etc., into the field fencing, overplay or dig into the grass.

Vehicles must be parked in designated parking spaces or designated overflow parking areas only, and are not allowed on grassed road sides, general grassed areas or sports fields due to the damaging effects of compaction, and potential damage to sidewalks and curbs.

YAA parents/coaches/volunteers should be familiar with the Park Ordinance information related to parking. For reference:

Sec. 1-10-18. - Parking.

(a) No person shall park a vehicle on park property at any place other than in the expressly designed space provided for that particular type of vehicle, unless directed otherwise by a law enforcement officer or department employee, or by official signs or markings.

(b) The following meanings shall be given to designate curb marking and parking lot

requirements, and prohibitions governing parking and stopping:

1. White shall indicate the areas within which vehicles shall be parked

2. Yellow shall indicate places where vehicles shall not be parked

(c) No driver or operator of any vehicle shall leave a vehicle parked on park property after posted closing hours without permission of the Director. Such permission shall be posted in a conspicuous location while the vehicle is parked after hours.

(d) Vehicles parked in unauthorized areas that pose a threat to patron safety may be towed at the owner's expense.

(e) No vehicle shall be parked on park property when the parked vehicle is for the purposes of sale or repair.

C. General Field Use

Prior to all play, coaches are responsible for inspecting fields to ensure the area is free of debris and safe for play. If unsafe conditions exist, it is the responsibility of the coaches to cancel play and to report the conditions to the ACCLS Contact or ACCLS staff on site.

D. YAA Equipment at Park

YAA's are responsible for the safe-keeping of their personal equipment they leave on-site. Goals, pitching screens and other athletic field items must be inspected and kept in a safe condition. Any damaged equipment must be immediately removed from the park

E. Litter Control

YAA's are responsible for litter control during scheduled activities and events in any areas used by players and/or spectators. Areas for litter control include the play areas, facilities, dugouts, fences, backstops, bleachers, concession stands, and adjacent grounds.

F. Keys

ACCGov facility keys are the property of ACCLS. They are provided to YAA's as needed to allow entrance into secure areas. Keys will be distributed to the YAA's president. The president may disburse them to board members as necessary. Keys are not to be duplicated or given to unauthorized users. If locks need to be changed or if additional keys are needed, this will be completed at no charge once during the permit time period. Additional key requests will be billable for time and materials. Any additional lock change request will be \$70.00 per core and any additional key request will be \$20.00 per key. All keys must be returned to the ACCLS Contact at the end of the permit period unless otherwise agreed to by the ACCLS Contact. All keys issued to YAA's will be listed on the Field Permit.

G. Concession Stand Use

Concession stands are expected to be kept clean, neat and insect and rodent-free. Concession stand inspections will be made together by a YAA representative and the ACCLS Contact immediately prior to the scheduled season, and immediately following the

season each year. Each party will sign the inspection form that will note any further action required by either party. Concession stand items must be removed at the end of each season.

The minimum age to work in a concession stand is 14 years old under the supervision of an adult at all times. The adult supervisor must have successfully passed the YAA's criminal history background screening.

H. Concession Stand Products

As part of the Georgia Department of Health Non-Profit Food Service Law, ACCLS may allow YAA operation of non-profit food service without a Health Department permit if ACCGov sponsors the organization. ACCGov will sponsor YAA's under the following terms:

- The YAA follows all conditions of Concession Stand Use noted above
- No food prepared off-premises may be sold (potluck food, fried chicken, etc.)
- No food may be cooked and distributed or sold on-site unless the YAA concession manager has successfully completed the classroom or on-line ServeSafe program, and received a Food Handler certificate or a Food Safety certification
- The concession manager must train concession stand volunteers on essential food safety practices when cooking and/or serving cooked products in a concession stand
- The concession manager must post a copy of his/her ServeSafe certificate in the concession stand
- If a YAA sells only pre-packaged foods (which includes hotdogs) and drinks, a ServeSafe certificate is not required
- Tobacco products and chewing gum are prohibited. Nutritional food products with low amounts of refined sugar are encouraged.
- No outside food vendors (restaurant, catering, mobile food vendors, etc.) will be allowed without prior written consent and permitting by ACCLS.

I. Press Boxes/Scorer Stands

YAA's permitted to use press boxes/scorer stands must keep them neat, clean and well maintained. Children under the age of 14 years old are not permitted in press boxes or scorer stands at any time. The ACCGov Ordinance prohibits smoking in any press box/scorer stand, or anywhere on ACCLS property. Food and debris must be removed daily to minimize pestilence. Periodic press box inspections will be made to ensure compliance with the ACCLS standards. Noncompliance may result in the YAA being billed for required work to correct issues.

J. Storage

YAA's will be provided storage space when available. On-site storage is limited, and requests to use existing storage space must be coordinated through the ACCLS Contact. Items with specific storage guidelines must follow proper storage procedures. Flammable items are prohibited from being stored on ACCGov property. YAA's must remove and store all equipment and supplies from the fields after each use. Long-term storage and storage between seasons must be approved by the ACCLS Contact prior to items being stored. No food or other perishable items may be stored long-term or between seasons.

It is the responsibility of the YAA to ensure that all stored items are organized, neatly stored and adequately secured; ACCLS is not responsible for lost, stolen or damaged items that are stored by the YAA, including but not limited to damages caused by acts of God, fire, flooding, or vandalism. YAA could lose access to storage space if the rules are not followed.

Storage/Removal of soccer goals: At the completion of each season all YAA's soccer goals must be removed and stored off of playing surfaces. During the soccer season, each YAA's may keep goals on playing surfaces. During the seasons, each YAA must remove goals at a minimum two times a week to assist Landscape staff in maintaining sports field. Landscape staff will be responsible in communicating with the Facility Supervisor in determining the two days in which the YAA is to remove goals to accommodate for maintenance/mowing of the fields during the season.

K. Indoor Batting Cages

Indoor batting cages are available at Holland Youth Sports Complex and were donated to ACCGov by Athens Little League. Athens Little League retains first priority for use of this amenity; however, usage requests must be made by non-Athens Little League groups for review and scheduling by the ACCLS Contact.

L. Sponsor Signs

Sponsor signs may be displayed for the duration of the season only and must adhere to the following guidelines:

- Signs for programs must be commercially designed and produced
- Advertisement for alcohol or tobacco products is prohibited
- Only one (1) sign may be hung per each 10' section of fence panel
- Little League signs should be no larger than 4' x 6' for Little League fields and 4' x 8' for Jr. and Sr. League fields
- No signs, including sponsor signs, may be placed near the park entrance where they could obscure the view entering or exiting the park
- Signs should be displayed on the field fence only
- Signs should be hung on top rails using plastic cable ties for easy removal
- Signs should be well maintained and attached properly to the fence at all times
- YAA's are responsible for the installation and removal of the signs before and after each year's season
- ACCLS reserves the right to have signs removed at any time if they do not follow the above guidelines, are in conflict with the activity, or are inappropriate in any way.
- All signs must be removed within two (2) weeks after the completion of a permit or athletic season

YAA may hang team/club sign in predetermined space (by ACCLS Contact) for the duration of the season. Sign must be commercially designed and produced. Signs are to be removed no later than two weeks after the season ends.

M. Park Improvement Requests

If the YAA wishes to fund a park improvement project, in part or in full, at an ACCLS facility, a completed Park Improvement Request Form must be submitted to the ACCLS Contact. Until the project has been approved in writing by the ACCLS Department Director, the YAA shall not enter into any contracts, begin any work or make any expenditures toward the project. If the project is not approved and expenditures have already been made, ACCLS will not reimburse the YAA for any expended funds.

For requests fully funded by the YAA, forms may be submitted any time during the calendar year. For requests involving ACCLS funds, project requests must be submitted no later than September 30th of each year to be considered for inclusion in the ACCGov budget proposals for the upcoming fiscal year. **See Appendix for a copy of the Park Improvement Request Form.**

Chapter V – FIELD PERMITTING

A. Field Use Priority Order

All facilities are the property of ACCGov and may be made available for use by all citizens of Athens-Clarke County, in ACCGov's sole discretion. In order to provide fair and equitable field use, the following priority order will be followed when permitting fields:

1. ACCLS organized youth and adult programs
2. Partnering Agencies
 - a. A YAA that has executed this Partnership Agreement* (see below)
 - b. Public school programs
 - c. Non-profit groups serving adults
3. Rentals (includes Travel Ball teams)

*** Beginning with the start of an applicable season in 2017, a YAA must furnish proof to the ACCLS Contact that it has qualified as tax-exempt under Sec.501(c) of the Internal Revenue Code to be entitled to this priority.**

B. Field Permit Requests – Regular Season Play (changing to progressive process to ensure all documentation is received in a timely fashion).

Facility Request Applications must be submitted in writing to the ACCLS Contact no later than:

- Part 1 - 30 days prior to beginning of season
- Part 2 - 7 days prior to beginning of season

Fields are closed December through January and may not be permitted during this time.

Final field requests should be made only for times that are needed for practice and play; not as blanket periods of time covering a number of months. Requests will be reviewed by the ACCLS Contact, and YAA's will be notified of approval within two weeks of their submission. Any conflicts with field permitting will be resolved in meetings with ACCLS staff and the affected YAA's.

Regular season play includes conditioning, tryouts, practices, games, internal league playoffs and All-Stars tryouts and practices which are scheduled as part of the official season for each sport. Camps, clinics and tournaments (including District, Regional, State, and similar types of tournaments) held outside the regular season are not considered part of the regular season.

Prior to being issued a permit, the following requirements must be met by the YAA:

- Copy of a Certificate of Insurance meeting ACCGov insurance requirements. **See Appendix for a list of ACCGov insurance requirements.**
- Authorized proof of required criminal background screenings (*see Chapter III, Section A - Background Checks*)
- Authorized proof of mandated reporter training (*see Chapter III, Section B - Child Abuse Reporting*)
- Authorized proof of concussion training (*see Chapter III, Section C – Concussion Training*)
- List of current Board members

- Ensure that a YAA representative is present at all times during scheduled activities on the property

Final field permits will be issued only when all required documents with appropriate signatures have been submitted.

Failure to follow process may result in loss of field use.

District, Regional, State, and similar types of tournaments require a separate permit that may be applied for through the ACCLS Special Event application process. YAA's will be charged only for the direct costs incurred by ACCGov for the event.

C. Field Permit Requests – Outside of Regular Season

Any YAA wishing to hold a camp, clinic, tournament (including the types of tournaments listed above), or any activity that is outside the regular permitted seasons of play with ACCLS must obtain written approval through the ACCLS Department's Special Event application process. YAA's will be charged fees only direct costs associated with the event/activity. ACCLS will provide a detailed billing outlining any such direct costs and documentation.

The application must be made no later than two months prior to the date of the event/activity. Using the Special Event Application, the organizer must outline the details of the requested event/activity, including a parking plan, and submit to the ACCLS Contact.

Once the application is received, ACCLS staff will review the request for facility availability, staffing and support needs, and all associated costs. Within two weeks of receipt of application, the YAA will be notified by ACCLS staff to discuss terms of moving forward with the event/activity. The YAA will be given an estimated cost of all direct expenses incurred by ACCGov that are associated with the event, along with a timeline for any additional requirements needed to be met to gain final approval. Should additional services or utilities occur the day of the event, ACCLS reserves the right to bill YAA for these additional costs with an itemized bill containing the additional fees and charges. Requirements include, but are not limited to, the following:

1. Certificate of Insurance: Certificate must identify specific event (regular season play will not suffice). **See Appendix for a list of ACCGov insurance requirements and a sample certificate.**
2. Capacity: The assurance that the YAA can provide adequate staffing for the event. ACCLS reserves the right to require off-duty police officers and additional amenities (like portable toilets) if ACCLS deems these services necessary.
3. Concessions: If concessions other than pre-packaged food and drinks will be sold, proof of compliance with ACCLS Department terms as noted in Chapter IV, Section H.
4. Schedules: For tournaments, schedules must be made available to ACCLS staff no later than one week prior to the event.
5. Additional Work Requests: For events and tournaments on athletic fields, work requests for additional field work (e.g. re-building of pitcher's mounds, additional

field lining, edging/cutting of field areas, etc.) must be made available to the ACCLS. Contact a minimum of two weeks prior to the event.

District/regional/state tournaments requiring a bid must be pre-approved in writing by ACCLS before placing the bid to assure that ACCLS can accommodate the necessary responsibilities of the event. Any tournament request which is denied by ACCLS will be made in writing to include reasons for the denial.

D. Non-Permitted Users

YAA's may not permit other YAA's or teams to utilize fields during their permitted times. Unauthorized use of athletic fields adversely affects the integrity of playing surfaces, deprives permitted users of their allotted times and may create safety hazards or other unsafe field conditions for all users. Any damage to athletic fields as a result of use granted by a YAA to another party will be billed to the respective YAA.

E. Subcontractors

All program personnel, including subcontracts, shall conduct themselves courteously in their relations with ACCLS and the general public. All personnel engaged by the YAA shall be fully qualified for the specific service(s) they are to provide, and shall be authorized or permitted to work under applicable state and local laws. If required, the YAA assumes full responsibility for making all required income tax, social security and other deductions and related payments, and shall also file all required returns and forms needed to fulfill these responsibilities.

CHAPTER VI - FIELD MAINTENANCE

A. Field Maintenance Equipment

YAA's are prohibited from using field grooming machines or other motorized equipment on fields without staff authorization. With permission from the ACCLS Contact or other ACCLS staff on site, YAA's may use simple hand tools to rake and tamp field surfaces in order to improve playing conditions. These tools must be provided by the YAA and they must be removed from the field after each use.

B. Field Lining

ACCLS will provide field lining and the materials and supplies necessary to perform the work as agreed upon with each YAA.

Baseball/Softball – ACCLS will groom fields and paint/chalk baseball/softball fields. YAA will provide paint, chalk and field conditioner.

Football – ACCLS will layout and paint game fields immediately prior to season. YAA will provide paint.

Soccer – YAA will layout and paint and fields as needed. YAA will provide paint.

Track – ACCLS will paint starting lines and/or distance lines on fields. ACCLS will provide paint.

Field supplies may be stored in ACC storage. 24-hour notice is required to receive shipments to ACC storage facility.

C. Field Closures – Inclement Weather

Athletic fields may be closed during periods of inclement weather to help preserve the integrity of the fields. ACCLS will allow athletic fields to be used only when field conditions are deemed safe, and when use will not create unacceptable damage to the fields. Fields will be closed when one or more of the following occurs:

- Standing water is present on any portion of the turf grass or clay playing surface
- Turf grass or clay playing surface is saturated and water is displaced when walking
- Any other condition that is deemed unsafe or would create unacceptable damage to athletic fields exists

No later than 3:00 pm weekdays, 8:00 am Saturdays, and 12:00 pm Sundays ACCLS staff will determine if fields will be open or closed. If the fields will be closed, the ACCLS Contact will immediately notify the YAA contact by email and/or telephone. The ACCLS Contact or designee will also update the ACCLS homepage, noting the reason for any field closures.

After the start of a practice or game, if an ACCLS staff is not on site at the time, YAA's will

determine the field opening/closing using the above guidelines. If field damage occurs due to inappropriate use attributable to the YAA, the YAA may be charged for the necessary field repairs.

Because weather conditions around the county are not always the same and each field is unique, some fields may close while others will remain open; determinations are made per field.

D. Field Closures – Scheduled Maintenance

All permitted athletic fields are closed the entire day and evening on the second Friday of each month, unless otherwise agreed upon with YAA's, to allow for regular maintenance and special chemical applications.

E. Field Repairs and Renovations

If field conditions become unsafe and previously unscheduled field repairs are necessary during any permit period, ACCLS reserves the right to close fields or revise the permit to perform the required maintenance. ACCLS staff will make every effort to provide adequate notice, and assistance will be given to locate alternate facilities.

Athletic fields may be renovated throughout the year to provide continued safe playing conditions. Every effort will be made to not impact YAA schedules, as fields closed for renovation must not be used until opened and permitted for use. Every effort will be made to relocate programs to comparable facilities when necessary.

F. Field Rest and Recovery

Turf rest and recovery time is needed during the growing season between June and August each year, when Bermuda grass is actively growing. During this time, activities will be restricted or prohibited, depending on the condition of the turf. Turf recovery time ranges from two to four weeks, and may be scheduled in one four-week block, or two blocks of two weeks each. Fields are also closed for rest and recovery from December through January. ACCLS will determine opening date of athletic fields for each season.

Every effort will be made to schedule turf rest and recovery during non-program periods. If this is not possible due to the condition of the turf, ACCLS will attempt to relocate programs to other sites where fields are available. In case of extenuating circumstances such as excessive, abusive or unauthorized play, adverse weather conditions or disease infected sod, fields may be closed for longer or more frequent periods.

Closed fields are not to be played on until final notice is received from the ACCLS Contact that the fields are available for resumption of play.

G. Field Improvement Requests

Any field improvement requested by YAA's in excess of standard field maintenance or improvement may be considered a "billable" expense to the YAA to include fees for materials and additional staff time necessary to complete the request. Requests must be coordinated through the ACCLS Contact at the time of permitting or as soon as additional

needs become known. All related charges will be discussed and agreed upon between ACCLS and the requesting YAA before the additional work begins. A minimum of two weeks notification is generally needed in order to process work orders and modify maintenance schedules.

H. Field Damage Reporting

Any field damage suffered during any YAA activity should be reported immediately to ACCLS staff either on premises or the designated liaison. Reporting should include the nature of the damage and any contributing factors to assist ACCLS with getting the area repaired.

CHAPTER VII – SAFETY

A. Lightning

Lightning can strike up to 10 miles from an approaching storm, even when the sky is blue. Many lightning strike victims are hit because people do not seek shelter early enough. If a storm is close enough that one can hear thunder, park patrons are already in danger.

YAA's are strongly encouraged to check the weather forecast on-line, on the radio or on a mobile phone. Smartphone apps can provide minute-by-minute, mile-by-mile lightning proximity alerts for the park location. If a storm is on the way, games or practices should be stopped at once, and all park patrons should move to a vehicle with the windows closed. Temporary shelter in pavilions, tents or other open structures is not safe.

People struck by lightning carry no electrical charge, and can and should be safely handled.

ACCLS observes a 30 minute hold on activities from the most recent thunder rumble. This is observed for special events, pools, and other LS programming. It is encouraged that every YAA follow this same 30 minute hold from field activities when thunder is present.

B. Lightning Prediction System

The lightning prediction system at Holland Park is located on top of the baseball concession stand between baseball/softball fields #1-4. Its purpose is to warn park patrons of the threat/possibility of lightning strikes in the area. If lightning is detected, a horn will sound warning coaches, players, umpires, referees and spectators to vacate the fields and spectator areas as noted above. During the lightning threat, a strobe light will remain on. Once the threat of lightning has passed, three 5-second beeps will sound to give the "all clear."

It is important to remember that no system is 100% accurate. Weather conditions should always be assessed and patrons should always prepare to take appropriate action.

C. ACCLS Provided Safety Equipment

At each YAA facility, there is an AED and fire extinguishers located at a central location. These are typically within the concession stand area to allow the equipment to stay safe from misuse or vandalism, but be accessible to YAA partners. Each YAA should be familiar with where and how to access these units for the safety of the program participants. Should any units be found in non-working order, this constitutes an emergency contact to the ACCLS Supervisor for their immediate support.

D. Hot Weather Testing

The following guidelines are recommended for coaches and staff, in responding to each situation that arises, coaches and staff should use their best judgment.

Approximately 30 minutes prior to the start of activity, the temperature and heat index reading should be taken of the location by using the website weather.com or other comparable source.

If the heat index is under 95 degrees:

- Provide ample amounts of water. Water should always be available at regular intervals and athletes should be able to take in as much as they desire.
- Optional water breaks approximately every 30-45 minutes for 10 minutes duration
- Watch/monitor athletes carefully for necessary action

If the heat index is under 95 degrees:

- Provide ample amounts of water. Water should always be available at regular intervals and athletes should be able to take in as much as they desire.
- Mandatory water breaks approximately every 30-45 minutes for 10 minutes duration
- Watch/monitor athletes carefully for necessary action

Contact Sports

- Helmets and other possible equipment should be removed if the participant is not involved in contact or if it is not necessary for their safety.
- Reduce the time of outside activity. Recommended, practice should not exceed 2.5 hours. Consider moving the practice to the morning or later in the day.
- Re-check the temperature and heat index approximately every 30 minutes to monitor increased risks.

If the heat index is under 100 to 105 degrees:

All sports

- Provide ample amounts of water. Water should always be available at regular intervals and athletes should be able to take in as much as they desire.
- Mandatory water breaks approximately every 30-45 minutes for 10 minutes duration
- Watch/monitor athletes carefully for necessary action
- Alter uniforms by removing items where feasible
- Allow for changes to dry t-shirts and shorts
- Reduce the time of outside activity. Recommended, practice should not exceed 2 hours. Consider moving the practice to the morning or later in the day. Limited conditioning

If the heat index is under is above 105 degrees:

- Stop all outside activity in practice and/or play and all inside activity if air conditioning is unavailable.

E. Accident & Incident Reporting

The ACCLS Contact must be notified of all accidents/incidents that require medical attention or when public safety personnel were called to assist with the situation within 24 hours of the accident. Notification may be done by phone or email. A report of the incident must be made either on ACCLS Incident Report forms or an established form by the YAA. This must be submitted to ACCLS within 24 hours.

F. Covid-19 Safety Procedure

The following COVID-19 guidelines are in place to help minimizing the risk of COVID-19 exposure and reduce the spread during youth athletics events. For this reason, ACC Leisure Services request that all participants adhere to the following guidelines to ensure the safety of everyone.

Stay home if sick

- If a player/coach/parent, has [symptoms of COVID-19](#), has been diagnosed with COVID-19, is waiting for COVID-19 test results, or may have been exposed to someone with COVID-19, please stay home.

Minimize sharing of equipment or gear

- Encourage players to bring their own equipment if possible, like gloves, balls, and helmets.
- Limit the use of frequently touched surfaces on the field, court, or play surface.
- Bring their own water to minimize use and touching of drinking fountains.
- Clean and disinfect shared items between uses.
- Don't share towels, clothing, or any items used to wipe your face or hands.
- Avoid sharing food, drink containers (e.g., coolers), and utensils.

Scheduling

- Inter-squad practices/ scrimmage games times should be scheduled to accommodate adequate spacing between practices/ scrimmage games to minimize contact between arriving and leaving groups.
- Players/coaches/ parents should not show up to athletic fields before their designated time – if anyone arrive early, encourage them to stay in their vehicle until it is time for their practice/ scrimmage game.
- Players/coaches/ parents should vacate the athletic fields as soon as it is reasonably possible after the conclusion of their practice/ scrimmage game in order to minimize unnecessary contact with individuals from the next practice/scrimmage game.

Reduce physical closeness between players when possible

- Avoid high fives, handshakes, fist bumps or hugs.
- Encourage social distancing between players in the practice areas, including on the sideline, dugout, and bench.
- Avoid congregating in the parking lot or near the field before or after practices/ scrimmage games.
- If social distancing is not possible, wear a mask to reduce risk of virus transmission.

Spectators

- Stay six feet away from individuals outside their household.
- Spectators are required to wear face coverings, to be in compliance with ACC mask ordinance.
- Bring their own seating/portable chairs when possible.

SIGNATURE PAGE

The Youth Athletic Association (YAA) named below, by executing this document, acknowledges and accepts the terms, conditions and obligations of this Partnership Agreement and agrees to be bound thereby. The YAA also agrees to the following:

1. The term of this Partnership Agreement shall be for a period of one year from and after the date of execution by the YAA. The YAA and ACCLS will review the Partnership Agreement on an annual basis.

2. Execution of this Partnership Agreement has been formally approved by the corporate Board of Directors of the YAA, and the officers signing on behalf of the YAA corporation have been duly authorized to act on behalf of the corporation.

3. The YAA shall take such reasonable actions as necessary to provide that board members, officers, members, participants and patrons will abide by the terms and conditions of the Partnership Agreement. In the event that the YAA shall fail materially to comply with the terms and conditions of this Partnership Agreement, or in the event that any of the YAA's board members, officers, members, participants and patrons fail materially to abide by the terms and conditions of this Partnership, then ACCLS may deem the YAA to be in default and may terminate the Partnership Agreement and revoke the rights of the YAA to use ACCLS facilities. In the event of such termination and revocation, the YAA shall have the right to appeal to the Administrative Hearing Officer for the Unified Government of Athens-Clarke County pursuant to Chapter 1-5 of the Code of Athens-Clarke County, Georgia, provided that such appeal must be filed within 30 days of the giving of notice of termination and revocation by ACCLS. Such an administrative appeal is required before any legal action.

So agreed by the YAA, this day of _____, 20__.

Corporate name of YAA: _____

By: _____

(Printed Name) _____

(Officer Title) _____

Attest: _____

(Printed Name) _____

(Officer Title) _____

ACCEPTED AND APPROVED:

Unified Government of Athens-Clarke County, Georgia:

By: _____

The Honorable Kelly Girtz, Mayor

Date: _____

Attest: _____

Gloria J. Spratlin, Clerk of Commission

APPENDIX

- A. Year End Report Form (ref. page 6)
- B. Park Improvement Request Form (ref. page 12-13)
- C. ACCGov Insurance Requirements and Sample



ATHENS-CLARKE COUNTY LEISURE SERVICES DEPARTMENT

Youth Athletic Association Year-End Report

Name of Organization: _____ Year: _____

ACC Facilities Used: _____ Season(s): _____

Insurance Carrier: _____ Policy #: _____

TOTAL REVENUE \$ _____ # of participants _____ / _____
(not including scholarships) ACC Residents / Non-Residents

Participation Fee: \$ _____ # of scholarships awarded: _____
(see charged to participant)

Amount of Scholarships awarded \$ _____ # of practices: _____

Funds donated to organization: \$ _____ # of games: _____

Total Funds raised by organization: \$ _____ # of clinics: _____

Concession Revenue: \$ _____ # of special events: _____

Admission Fee Revenue \$ _____ # of tournaments: _____

Other Revenue \$ _____ # of volunteers: _____

Other Revenue \$ _____ # of volunteer hours: _____

TOTAL EXPENSES \$ _____

- Insurance _____
Equipment _____
Uniforms _____
Referees/umpires _____
Concessions _____
Other _____
Other _____

COMMENTS:

Signed

Date



Athens-Clarke County
Leisure Services Department
 205 Old Commerce Road, Athens, GA 30607
 706.613.3800

Project Request Form

Project name (specifically):

Project location (specifically):

Organization submitting request (if applicable):

Contact name:

Contact address/phone:

Contact email:

Attach a brief project description (100-150 words) and, if applicable, a project drawing, including project steps and time-line.

Reason for any construction deadline:

Estimated project cost by line item:

Design / Engineering	Permitting	Materials	Labor	Other (describe)
\$	\$	\$	\$	\$
Total:		\$		

Estimated Annual costs, request staffs assistance to complete if needed

Materials	Utilities	Staffing	Replacement
\$	\$	\$	\$
Total:		\$	

Percent of total project cost individual/organization will pay:

Percent of annual costs individual/organization will pay:

Additional confirmed funding sources (list name and amount):

What project assistance is requested of Athens-Clarke County Unified Government?

By submitting this project proposal, I attest that the above information is accurate and the noted organization (if applicable) has approved the proposed project and funding. I understand that this project request does not serve as permission to undertake the project, and that the project request must be approved in writing by the Department Director. I also understand that if accepted, the project will be submitted for approval through the Athens-Clarke County Unified Government Donation Process, when applicable.

Signature

Role in Organization

Date

Project has been approved by the organizations board, No

Date of approval

ACC LEISURE SERVICES STAFF REVIEW

Does the project help meet any maintenance/programming goals of the Leisure Services Department?

Does the project require a change to a park master plan?

Is this request available to the user somewhere else in the park system?

Will the project require:

State or Federal Permits?

Plans review? (Includes Fire; Building Inspections; Public Utilities; Transportation & Public Works (to include storm water); Planning (includes tree management plan, changes to plat)

Environmental areas permit?

Building permit?

Zoning permit?

Health Department approval?

Insurance? If so, what type?

If yes to any of the above, is the permitting included in the project budget and timeline?

How will the project impact:

Staffing?

Maintenance?

Operations?

Programming?

What are the lifecycle costs for the project?

If funding is requested of Leisure Services, where will the funding come from? One-time? Annual? Is this a funding priority of the Department?



Unified Government of Athens-Clarke County Leisure Services Department

PERMIT INSURANCE REQUIREMENTS

Athens Clarke County policies and procedures require that outside organizations/entities holding leagues and events in ACC parks and facilities comply with all of the terms and conditions of the insurance requirements. A Certificate of Insurance represents a "snapshot" of that organization's insurance program as of the date the certificate is issued. **The Certificate of Insurance should be provided on an ACORD form.**

See the attached SAMPLE of the Certificate of Insurance form showing locations, by number, on where to place information on the following requirements:

- 1) The Certificate of Insurance's issue date should not be more than 15 days from the date of its receipt.
- 2) The name of the "Insured" should be the name of the entity requesting the permit, usually the organization holding the league or event.
- 3) Athens-Clarke County requires the use of insurers with a minimum AM Best rating of A and financial Category of VIII and authorized to write insurance in the State of Georgia.
- 4) "Commercial General Liability" must be written on an "Occurrence" basis, providing \$1,000,000 coverage per occurrence with an aggregate of \$2,000,000
 - * If the league or event involves an athletic competition or demonstration, the Certificate of Insurance must clearly indicate that liability for unintentional injuries caused by participants/demonstrators to spectators is included.
 - * The policy must not exclude either Personal Injury/Advertising Injury, Damage to Rented Premises, or Products/Completed Operations.
- 5) Organizers are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
- 6) "Automobile Liability" must be a comprehensive single limit form of at least \$1,000,000 and shall include hired, non-owned, and owned vehicle coverage.
- 7) "Excess Liability / Umbrella Liability" must be written on an "Occurrence" basis, providing \$1,000,000 coverage per occurrence.
- 8) A "Policy Number" or binder number must be indicated.
- 9) The "Effective Date" and "Expiration Date" must cover the entire duration of the event including set-up and take-down periods.
- 10) YOUR limits of liability may be less than those required. If necessary, they may be supplemented with Umbrella Liability, provided the combined limit satisfy the minimum requirement and **Athens-Clarke County** is listed as "Additional Insured" on the General Liability and Umbrella/Excess Policies.
- 11) Special liability coverage such as Watercraft, Aircraft, etc., may be required, if staff indicates such coverage is required, place the details where appropriate on the Certificate.
- 12) "**Athens-Clarke County Unified Government**" must be shown as "Additional Insured" in the Description of Operations section. This section should also include the Name, location and date(s) of the event.
- 13) The 30 day endeavor to notice requirement must be included. If the General Liability Insurance policy is a short-term special events type policy then this section is not applicable
- 14) The "Certificate Holder" must list the following: **Athens-Clarke County Unified Government**
P.O. Box 1868
Athens, GA 30603
- 15) The Certificate **must be signed** by the insurance agent or an insurance company representative. Electronic signatures are acceptable on computer generated certificates.

PROVIDE YOUR INSURANCE AGENT AND ALL LEAGUE OR EVENT PARTICIPANTS WITH A COPY OF THESE INSTRUCTIONS AND THE SAMPLE CERTIFICATE OF INSURANCE TO ENSURE THE SPEEDY PROCESSING OF YOUR PERMIT APPLICATION.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Pullen Insurance Services, Inc. 2560 River Park Plaza, Suite 300 Fort Worth, TX 76116	CONTACT NAME: Sports Division	
		PHONE: (817) 738-6100 FAX: (817) 738-2993	
		E-MAIL ADDRESS: contact@pullenins.com	
		PRODUCER CUSTOMER ID#: GA	
		INSURERS AFFORDING COVERAGE	NAIC #
INSURED	Georgia State Soccer Association 2323 Perimeter Park Drive NE Atlanta, GA 30341	Insurer A: National Casualty Company	11991
		Insurer B: National Union Fire Insurance Company	19445
		Insurer C:	
		Insurer D:	
		Insurer E:	
		Insurer F:	

COVERAGES

CERTIFICATE NUMBER: 14119646

REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	X		KRO 4703900	9/1/2014	9/1/2015	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							PRODUCTS - COMP/OP AGG	\$1,000,000
							PARTICIPANT LEGAL LIABILITY	\$2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			KRO 4703900	9/1/2014	9/1/2015	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	
	DEDUCTIBLE							
	RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under		N/A				WC STATUTORY LIMITS	OTHER
							E. L. EACH ACCIDENT	
							E. L. DISEASE - EA EMPLOYEE	
							E. L. DISEASE - POLICY LIMIT	
B	PARTICIPANT ACCIDENT MEDICAL			SRG 9131661A	9/1/2014	9/1/2015		\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

This certificate is issued on behalf of Georgia State Soccer Association & Athens United Soccer Assoc. Certificate Holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association.

CERTIFICATE HOLDER

Clark County LS
Athens Clarke County Leisure
250 Vincent Dr.
Athens, GA 30606

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE