

Tift County Recreation Department

Special Event/Tournament Agreement

GENERAL TERMS

- All events held on TCRD property or facilities remain under control of TCRD, with TCRD having the final word in decisions about whether the event should be held or continued in times of inclement weather, civil disturbance or other conditions deemed unacceptable by the staff of TCRD. Public address systems may not be used before 8 a.m. or after 11 p.m. without the acknowledgment and agreement of TCRD within this document. No event or contest may be scheduled to begin after 10 p.m. on any date, nor before 1 p.m. on Sunday without the written permission of TCRD within this document. Raffles or other contests which are in violation of Georgia Law (G.O.C.A. 26-2701) are not allowed on TCRD property. Legal giveaways or contests must have TCRD approval within the terms of this document. TCRD facilities may not be used for political or religious rallies. No alcoholic beverages or any illegal substances are allowed on TCRD premises.
PETS ARE PROHIBITED – NO EXCEPTION!

This Contract/Agreement must be returned and be in the possession of TCRD Administrative Staff by _____ along with any fees (see financial terms for refund information) or this contract is null and void.

SPECIFIC TERMS

Title of Event: _____

Purpose of Event/Tournament: _____

Type of Event/Activ/Tourn't: _____

Dates Desired: Request #1) _____ Request #2) _____

Proposed Location/Fields Desired: _____

Expected attendance: (youth) _____ (adult) _____ (total) _____

***additional Security may be required based on attendance**

Fee Charged: _____ Date Due: _____ Date Paid: _____

TCRD Supervisor- ASSIGNED BY TCRD: _____

Judges/Umpire Association (to be used): _____

Sponsoring Organization/Team: _____

Event Contact Address: _____

Event Contact: _____

Home Phone: _____ Work Phone: _____ Cell Phone/ Mobile: _____

EMAIL: _____ Emergency Contact Information: _____

Detailed description of event: _____

Security:

Security is required for events more than three hours and/or over 200 people. Arrangements should be made through appropriate Licensed, Bonded Security Agencies or by the retention of any off duty Local Law Enforcement Officer, with the permission of their supervisor provided the same is POST Certified Peace Officer. Fees are payable to security personnel as set forth by security agreement between said party. *Dances or large groups in designated areas will also be subject to security requirements as determined by TCRD in consultation with Local Law Enforcement. Renters are responsible for proper cleanup of equipment and surrounding area.*

Cleanup Deposit/Fees: *A minimum of Fifty dollars (\$50.00) cleanup deposit will be required at time of reservation for rental. The cleanup fee plus additional costs will be assessed for facilities that are not cleaned up properly. This fee may be requested prior to rental and refunded only if facility is cleaned properly. This fee may be requested prior to rental and refunded if facility is cleaned properly.*

Fees and Charges:

In addition of any other fee, use of any facility for profit requires a payment of 20% gross profits be paid to TCRD (includes gate and souvenir unless otherwise stated). *Groups staying longer than reserved time will be assessed additional charges and will be ineligible for rentals/TCRD Programs until all fees are paid in full. Renters are responsible for proper cleanup of equipment and surrounding area. A minimum of Fifty dollars (50.00) will be assessed for facilities that are not cleaned up properly. This fee may be requested prior to rental and refunded if facility is cleaned properly.*

Will admission be charged?: yes no ____ If yes, at what price?: _____

If admission is charged TCRD must agree on admission prices and will retain a predetermined percentage of the gate based on TCRD's Responsibility.

State Percentage of fees retained by TCRD _____ Renting Party _____

Will sponsoring organization join the Food Vendors Association?: yes no _____

Who will administer the event (TCRD, sponsoring organization)?: _____

What are the financial terms of the agreement?: (SEE BELOW FOR MINIMUM)

E. B. Hamilton Complex

Host organization must submit to TCRD a fee of 100.00 per field per day. A deposit of \$250 is due with this contract to secure the rental of fields/play area. FEES MUST BE PAID IN FULL 72 HOURS PRIOR TO EVENT.

Refunds/Cancellations: 21 or more working days-full refund, 15-20 working days-3/4 refund, 10-14 working days-1/2 refund and less than 10 working days-no refund

See other areas for details concerning registration of teams, concessions, souvenirs, and other vendors.

Other cost factors: **Maintenance worker/s (pd to TCRD/TIFT Co)- (1/two fields min)**
 Must abide by TCRD Current Payroll/Overtime Rate
 Security (paid to Security Group/Agency)
 Equipment Operator (pd to TCRD/Tift Co)
 Park Supervisor (pd to TCRD/Tift Co)
 Chalk, Diamond Dry, Sand, etc.
 Lights – 7.50/hour/field

The host organization/team must pay a TCRD supervisor/s to be present during all activity. The rate of pay is determined by Tift County. This is not negotiable between host and supervisor/s.

Optimist Park

Host organization must submit to TCRD a fee of \$250 for the main field/playing area. A \$100 per field per day for use of additional fields. A deposit of \$250 is due with this contract to secure the rental of fields/play area. FEES MUST BE PAID IN FULL 72 HOURS PRIOR TO EVENT. The host organization/team must pay a TCRD supervisor/s to be present during all activity. The rate of pay is determined by Tift County. This is not negotiable between host and supervisor/s.

Refunds/Cancellations: 21 or more working days-full refund, 15-20 working days-3/4 refund, 10-14 working days-1/2 refund and less than 10 working days-no refund.

In Town Facilities

Host organization/team must submit to TCRD \$100.00 per field per day for rental plus other direct costs. Deposit of \$50.00 is due prior to officially securing the rental of fields. Must be paid in full 72 hours prior to event. This also applies to tournament events scheduled on the tennis courts.

Buildings: Special Programs Building: First two hours \$25.00, each additional hour \$10.00
Pavilion: Weekdays: mon-fri prior to 6pm 17.50/hr, more than four hours \$15.00/hour
Evenings(after 6pm) and Weekends(Sat/Sun): 20.00/hr, More than four hrs 17.50/hr
**Minimum fee for pavilion is \$50.00

The host organization/team must pay a TCRD supervisor/s to be present during all activity. The rate of pay is determined by Tift County. This is not negotiable between host and supervisor/s.

Folding Tables: \$5.00 each (limited Quantity)

Folding Chairs: \$1.00 each (limited Quantity)

Gymnasiums: Rentals/ Events:

Mott Park Gym: \$75.00 Minimum per three hours, each additional hour \$10.00

The host organization/team must pay a TCRD supervisor/s to be present during all activity. The rate of pay is determined by Tift County. This is not negotiable between host and supervisor/staff member. (10 tables and 60 chairs included in pricing will be available for setup by user).

Non-league team practice: \$15.00 per hour, includes facility supervisor, based on facility availability.

Non-League Team Games: minimum hourly fees apply plus supervisor fees. Actual amounts determined by TCRD Staff (based on frequency, duration, and direct costs).

TCRD Multi-purpose Building - Gymnasium: \$250.00 MINIMUM FEE FOR THREE (3) HOURS,
** Each additional hour – Minimum charge 25.00 per hour. The host organization/team must pay a TCRD supervisor/s to be present during all activity. The rate of pay is determined by Tift County. This is not negotiable between host and supervisor/s and is assessed per staff member required. Usually two staff per rental- minimum plus security charge depending on number of participants and hours used (security

required-more than three hours or over 200 people at rate set by TPD, TSO, or bonded security agency payable to security personnel upon arrival). Other Setup fees may apply.
Seating included in Gym rental includes bleachers in gym area (8 bleachers @30 people).
Other table/seating needs at prices listed on rental agreement. **(10 tables and 60 chairs included in pricing will be available for setup by user).**

Neighborhood Parks: Depending on usage. User groups may be required to obtain a special event Permit from Tift County or the City of Tifton. Fees are determined by Staff based on Usage.

Copeland Park - 3103 Southern Road and Peachtree

A .46 acre facility on the corner of Southern Road and Peachtree Street. This neighborhood park has a playground and two picnic shelters. The park is open from sunup to sundown.

Haire Park - Eleventh Street and South Ridge

A 1.0-acre area, this facility is used for athletic practice and neighborhood activities. Picnic shelter. The park is open from sunup to sundown.

Puckett Park - Elm and Bellview Avenue

A 0.9-acre facility, this park contains playground equipment, outdoor basketball court and picnic shelters. The park is open from sunup to sundown.

Refunds/ Cancellations

E. B Hamilton & Optimist Park and InTown Fields/Playing area for outside tournament vendor:

Cancellations with 21 or more working days - full refund, 15-20 working days - 3/4 refund, 10-14 working days - 1/2 refund and **less than 10 working days-no refund.**

In Town Fields/Playing Area: (League teams/residents) Cancellations with 14 or more working days notice – Full Refund, 7-13 working days notice - 3/4 refund, 3-6 working days notice - 1/2 refund, **less than 3 days working notice – no refund.**

Special Programs Building, Pavilion, and Gymnasiums: Due to demand, and in consideration of other groups, refunds will be granted as follows for buildings, pavilion, and gyms. 96 hours or more – full refund, 72 hours notice- ½ refund, less than 48 hours – no refund.

TCRD reserves the right to cancel any event with at least sixty (60) days notice or at any time a group or individuals violate the policies of TCRD or Tift County. If TCRD has to cancel the event due to a conflict with the TCRD schedule then refund procedure will be discussed by TCRD with party using facility. **Please note: only cancellations occurring prior to event and not due to breach of agreement. No refunds will be given if agreement is violated/breached by facility user/group.**

Other Guidelines (financial/misc):

- Alcoholic Beverages and/or illegal substances are prohibited on County/TCRD property. Appropriate Law Enforcement agencies will be notified when violations occur and appropriate action against all involved parties will apply.
- **All bookings/rentals must be made 72 hours in advance and paid for at this time.**
- Repeat or multiple bookings must be approved by TCRD.
- Normal hours vary for each facility, check with TCRD for specific times. Lighted areas close at 10:00pm, unlighted areas are closed at Dusk. Request for other hours must be approved by the Recreation Director in writing.
- TCRD shall retain control of the facility. A staff member or employee will be assigned to assist in the supervision of all activities.
- Facilities may not be sublet without written permission of TCRD.
- **TCRD reserves the right to require supervision and security be paid by the facility renter.**

- Specific prior permission is required for decorations or alterations to fixtures, walls, etc. or posting of signs.
- No grills or cookers allowed indoors or on playing surfaces, fields/courts.
- Renters are responsible for proper cleanup of equipment and surrounding area. Amplifiers or devices that produce loud noises are subject to Tift County Noise Ordinance and TCRD prior approval and must complete Public Address Request Form.
- **Host organization/team will be assessed a fee to cover any use of ballfield lights at a fee of \$7.00 per hour per field and**
- **Gymnasium lights for non-league team practices are covered in hourly rental rate of \$15.00/hour.**
- The host organization/team must pay a **TCRD supervisor** to be present during all activity. The rate of pay is determined by Tift County. **This is not negotiable between host and supervisor.**
- Host organization/team must submit to TCRD \$25.00 (Baseball and Softball fee, determined by GA ASA/ GRPA) per team along with each team's name, manager's name and mailing address and turn in at TCRD office within 72 hours of completion.

Sanctioning Body & Officials

Is there a sanctioning organization for the event?: yes no _____

If yes, what is the sanctioning body?: _____

Is there a fee to be paid to sanctioning body?: _____

If yes, what is the fee or terms of the sanction?: _____

Does the event require judges or officials?: _____

Host organization/team must use currently registered asa umpires/ officials. Minimum of two (2) umpire/officials, per game field. *Must go through association assigning secretary.

*Who is responsible for securing officials?: _____

What is the officials fee? _____ Who will pay?: _____

****Tournaments: The officials associations require notice from TCRD Staff on the Tuesday prior to the start of the tournament by 3:00 p.m. This is the schedule they will use to schedule and pay officials. Changes are not advisable, penalties by the associations may occur.***

Publicity/Souvenirs/ Concessions/Vendors

- A) **W/O Commission Paid to TCRD: MINIMUM SOUVENIR VENDOR FEE OF \$125.00/ single date or \$175. 00 for two consecutive dates/ VENDOR payable to TCRD.**
- B) **With Commission Paid to TCRD: Minimum of \$100.00 paid PLUS COMISSION %)**
Negotiable based on percentage of commission to TCRD (\$50.00 - \$100.00 / Vendor minimum if \$1000.00 facility rental for whole site at EBH with consecutive days)
- C) **See Food Vendor Section for Specific Details about Food Vendor Policies.**

Who will handle the event publicity?: _____

Will awards be given at the event?: _____ Who will provide?: _____

Will souvenirs be sold at the event?: _____ Who will sell?: _____

What type souvenirs are to be sold?: (Must be preapproved by TCRD and submitted in list form)

Will concession items be requested to be sold at event? yes no _____ Who will provide and sell? _____ must comply with TCRD food vendor policies, items requested to be sold must be preapproved. (TCRD and Concession Operator Maintains the right to all concessions, other vendors if allowed to be present will not be allowed to duplicate sales of others present)

Items Requested: _____

FOOD VENDOR SUMMARY (see separate sheet for full information):

Concession Operator Contracts take precedent over Food Vendor Requests...

The Tift County Recreation Department permanent concession stands will not be available. In order for your team/organization to sell concessions (food/ softdrinks) on a:

REGULAR BASIS: Your team/organization must become a member of the Tift County Recreation Department food vendors association. Membership fee is **\$100.00 plus 10% of gross sales** per year. Membership fee is due at time of the rental deposit.

SINGLE-EVENT ONLY BASIS: Your team/organization can sell concessions (food and soft drinks) on a daily basis during rental provided the daily/weekend food vendor fee of \$75.00 has been paid and items preapproved. 20% of gross sales are due at the conclusion of the event and must be paid to the park supervisor or recreation staff on duty. (carbonated beverages must be products of the current softdrink provider under contract with tcrd). Food vendor fee of \$75.00 plus 20% of gross sales. The \$75.00 fee must be paid 72 hours in advance with field rental fees.

W/O Commission Paid to TCRD: (MINIMUM SOUVENIR VENDOR FEE OF \$125.00/ single date or \$175. 00 for two consecutive dates/ VENDOR payable to TCRD
ie: Swim Meets and Special Events (non-recurring))

Event Operators Concession Requests are determined on a individual basis. Event operator requests cannot supercede Concession Operator Agreements or Food Vendor Agreements in force.

PLAYING FIELDS/COURTS:

Will special setup of facilities be required? : _____

If yes, please describe: _____

ITEMS NEEDED: (NOT ALL ITEMS AVAILABLE AT EVERY LOCATION)

- ___ ICE (when machines available) ___ PICNIC TABLES (Pavillion Only)
- ___ CHAIRS (Extra Charge) ___ OTHER: _____
- ___ FOLDING TABLES (Extra Charge) _____
- ___ PA SYTEM (Extra Charge) _____

Compliance with the “Return to Play Act of 2013”, effective January 1, 2014, all organizations that deal with youth Sports in any way are required to comply with this Act that became effective Jan 2014. Leagues, organizations, tournament and special event providers are required to provide concussion education material to all youth participants and their parents. The signature of the agency on this agreement affirms the verification of compliance to this law.

As the official responsible for certifying this agreement, I attest that I have carefully reviewed the above requirements and have distributed forms to attendees to inform of return to Play Act of 2013 as required and **all Youth participants/parents have been provided concussion education information.**

RETURN TO PLAY ACT of 2013 – [concussion waiver language that should be included on event form, more info available at www.cdc.gov :] I understand that concussions are one of the most commonly reported injuries in children who participate in sports and recreational activities. I further understand that the risk of long-term, chronic cognitive, physical, and emotional symptoms associated with the development of post-concussion syndrome and chronic traumatic encephalopathy, as well as the risk of catastrophic injuries or even death, is significant when a concussion or head injury is not properly recognized, evaluated, and managed. I further recognize that continuing to play with a concussion or symptoms of head injury leaves a youth athlete especially vulnerable to great injury and even death. I understand and agree that should my child exhibit signs of a concussion I will remove my child from play/activity immediately and not allow my child to participate until a health care professional has released my child to resume activity.

Signature of Parent/Guardian/Participant: _____ **Date:** _____

**GUIDELINES FOR TOURNAMENTS / SPECIAL EVENTS INDEPENDENTLY SPONSORED
ON COUNTY OWNED PROPERTY**

(NOT RUN BY TIFT COUNTY RECREATION DEPARTMENT)

1. Host organization/team must obtain permission from recreation department, reserve fields, list organization handling umpires, name TCRD supervisor to work the event, and sign this form agreeing to stated conditions.
2. The recreation department assumes no responsibility for injuries or problems of any type associated with the tournament/league, but will be happy to assist the host organization/team in any reasonable manner.
3. The recreation department will prepare the fields for the opening game at each park and allow host organization/team use of field equipment, excluding all motorized equipment, for remainder of tournament.

4. Organizations/teams are limited to one event per season and play may be limited due to league schedule.
5. Tift County Recreation Department can demand a deposit to cover lights and cleaning up facility after tournament (min \$50.00). Host organizations / teams are required to help control litter and to clean facility after tournament. *Renters are responsible for proper cleanup of equipment and surrounding area. A minimum of Fifty dollars (50.00) will be assessed for facilities that are not cleaned up properly. This fee may be requested prior to rental and cleanup portion refunded if facility is cleaned properly.*

This agreement is not intended to be all inclusive. All laws, ordinances, and other guidelines/rules of the Tift County Recreation Department and Tift County must be adhered to. Failure to comply will result in cancellation of event with all fees and refunds forfeited as well. The sponsoring organization/individual is liable and responsible for any and all bills/damages resulting from said event.

- **A TCRD Complex Rental Agreement/Complex** will be provided along with this Special Event contract and **must be executed prior to the first event of the calendar year.** After execution of that agreement, this document will serve as the individual event contract. This document must be completed for every subsequent event during the calendar year. This Complex Rental Agreement/Contract document does not supersede or eliminate any other conditions thereto described in the full Tournament/Special Event Agreement. This document is to make subsequent reservations of dates easier to complete.

ADDITIONAL COMMENTS REGARDING EVENT:

INSURANCE OBLIGATIONS: Copies showing Additional Insured Required.

The Organization agrees to indemnify and save TCRD, Tift County and any of its agencies, subdivisions, officials, employees and agents, harmless on account of any and all claims for damages to persons or property which arise from any activity related to the special event held by the Organization or occurring at any park or facility provided to the Organization under this agreement, due in whole or in part to the negligence of the Organization, its agents, customers, employees, event participants or any other person attending the special event or located on the facilities or parks provided to the Organization with the express or implied permission of the Organization. The Organization agrees to reimburse TCRD, the County and any of its agencies and subdivisions for any and all losses incurred by them, including attorney’s fees, expenses and court costs which arise from activities related to the special event or occur on the facilities and parks provided to the Organization. The Organization further agrees to purchase comprehensive liability insurance on the parks and facilities provided to the Organization as

required. The Director has discretion in determining when insurance is required. The insurance would cover the parks and facilities as stated above and on any loss which may arise from activities related to the special event in the following minimum amounts: \$1,000,000.00 property damage; \$1,000,000.00 bodily injury to any one individual and \$2,000,000.00 bodily injury for any one occurrence, and to furnish TCRD at all times with proof that such insurance is in force and the premiums therefor fully paid. Such policy shall either name TCRD and Tift County as additional insureds or shall specifically insure the Organization's obligations under this item of this agreement.

Date and Initial: _____ (read and understood)

Acceptance of Rental Agreement:

I hereby agree to rent the aforementioned facility subject to the rules and regulations of the Tift County Recreation Department which states that the person(s)/organization Desiring the use of said facility will be responsible for all damages to building and/or property. This agreement becomes valid when deposit fee is paid in full. Remainder of rental fee is due and payable 72 hours in advance of rental date. To ensure your reservation please pay fee by deadline so that we can properly plan your event and allow your group to fully enjoy the facility. Due to demand, and in consideration of other groups, refunds will be granted as indicated above for each facility. ***THIS AGREEMENT BECOMES VALID WHEN DEPOSIT FEE IS PAID IN FULL, cleanup fee deposit and proper paperwork has been completed and approval is given by the TCRD (\$50.00 or half of rental fee whichever is greater).***

Note: in cases of severe inclement weather, if the facility is deemed inappropriate for use by TCRD STAFF, the event can be rescheduled or the fee may be refunded.

All Event sites must be vacated by 11:00pm, exception E.B Hamilton Complex with prior approval from Director.

I HAVE READ AND HEREBY AGREE TO ABIDE BY ALL ITEMS/TERMS LISTED IN THE RENTAL POLICY AND TIFT COUNTY RECREATION DEPARTMENT PROCEDURES AS WRITTEN.

SIGNATURE OF USER/TITLE _____ DATE _____

APPROVED BY/TITLE _____ DATE _____

***** FOR TCRD USE ONLY *****

DEPOSIT AMOUNT PAID: _____ DATE PAID: _____ COLLECTED BY: _____

AMOUNT DUE: _____ AMOUNT PAID: _____ DATE PAID: _____ BY: _____

****AMOUNT DUE MUST BE PAID IN FULL PRIOR TO RENTAL DATE****

CANCELLATION DATE: _____ FEE REFUNDED (\$): _____

RENTAL POLICY GIVEN TO USER (Y/N): _____ BY: _____

PARK SUPERVISOR: _____

ASSIGNED BY: _____ DATE ASSIGNED: _____

DATE(S) TO WORK: _____ HOURS TO WORK: _____

DATE(S) WORKED: _____ HOURS WORKED: _____

THE FOLLOWING IS TO BE COMPLETED BY SUPERVISOR ON THE RENTAL DATE:

FACILITY PROBLEMS: _____

OTHER PROBLEMS: _____

COMMENTS: _____

PARK POLICY

- **The Concession Stand(s) are contracted by a private vendor – ABSOLUTELY NO PERSONAL COOLERS! The person and/ or organization responsible must STRICTLY enforce this! One cooler per team will be allowed for player/team use.**
 - **While on the playing surface, sideline, court, or field of play all coaches, volunteers, participants and game officials may not have in their possession a firearm or weapon due to various safety concerns involving the participants, players, coaches, and officials. Post certified peace officers on duty may have a firearm or other weapon on their person while on active duty or acting in a security role.**
1. **ALCHOLIC BEVERAGES ARE PROHIBITED IN ALL AREAS.**
 2. **CLASS CONTAINERS ARE PROHIBITED IN ALL AREAS.**
 3. **PETS, SKATES OF ANY KIND, SKATEBOARDS, AND BICYCLES ARE PROHIBITED IN ALL AREAS.**
 4. **NO PEPPER GAMES BETWEEN DUGOUTS.**
 5. **NO BALL-TOSS DRILLS ON FIELD FENCE.**
 6. **WARM-UP IS AVAILABLE IN OUTFIELD GRASS. PRACTICE AREAS ARE AVAILABLE NEAR GAME FIELDS. NO WARM-UP IS ALLOWED IN THE ALLEY WAYS BETWEEN FIELDS.**
 7. Ice water is provided in the dugouts.
 8. **TEAM SEATING:** Top line of bracket uses first base dugout, unless a team is playing back to back games.
 9. **LINEUPS:** Scorekeepers provide forms. A copy should be turned into scorekeeper at least 15 minutes prior to scheduled game time. Give original copy to umpire, second copy to scorer, third copy to opposing team/manager. The fourth copy is for your records. Give all substitutions to plate umpire.
 10. **COIN TOSS:** Coin toss for home team is fifteen minutes prior to scheduled game time.
 11. **GAME TIME:** Game time is forfeit time. Please be prepared to play at your scheduled time. The decision of the TOURNAMENT COMMITTEE will be final.
 12. **RUN RULE:** Tournaments involving State and National organizations will be conducted in accordance with their specific rules.
 13. **PROOF OF AGE:** Tournaments involving State and National organizations will be conducted in accordance with their specific rules.
 14. **UNIFORMS:** Tournaments involving State and National organizations will be conducted in accordance with their specific rules. Otherwise matching shirts with numbers and caps will be enforced.
 15. **PROTEST:** Please study all rules, especially pitching, equipment, appeals and protest procedures. A PROTEST COMMITTEE will handle all protests. (\$20.00 protest fee-refundable if protest is upheld.)
 16. **HUSTLE:** One minute is the maximum time allowed between innings (Rule 6, section7). This will be enforced. Encourage all your players to hustle on and off the field.
 17. **PLAYER PASSES:** Passes will be issued to persons authorized to be in the dugout (maximum of 24 = 20 players and 4 non-players/based on roster). Everyone, even players in or out of uniforms, must show pass at the gate to receive free admission.
 18. Bats must comply with current ASA and /or tournament governing body's rules and regulations.
 19. Teams and spectators are out guests. Please let us know if we can be of service to you.
 20. Enjoy your stay with us and please come again.

TIFT COUNTY RECREATION DEPARTMENT BUSINESS OFFICE

Business Hours . . Monday through Friday . . 8:30 a.m. – 5:30p.m.

Office Location 316 W. Second Street

Phone Numbers 382-3262

Fax Numbers 382-7246



EMERGENCY SERVICES

During Business Hours (8:30 a.m – 5:30 p.m.) contact business office.

Non-Business Hours (5:30 p.m. on, Week-ends and Holidays)

Emergencies are considered to be

1. Water or flooding problem.
2. Loss of lights – electrical power/surges/shortages (911).
3. Police Emergency – Call 911, the TCRD Staff
4. Fire – Call 911-Fire Department, then TCRD Staff
5. Hazardous Conditions – i.e., storm damage, vandalism

From any touch tone phone:

1. Dial pager number
2. Listen for a series of beeps then enter phone number where you can be reached.
3. Enter the pound (#) key to confirm entry and hang up.
4. The information will then be transferred to the carrier of the pager.
5. This person will then call you at the number you have indicated.

Ballfield Lights not unlocked / turned on, call Office if during normal hours or Athletic Staff First if after hours.

Area of Need	TCRD Contact Staff	Cell Phone #
Recreation Fac. Manager (Maint.)	Chad Mathis	387-1478
Recreation Fac. Coord. (Maint)	Roger Sears	445-1153
Program Manager	Jeff Howard	326-6067
Program Coordinator	Dayvia Marin	402-2031
TCRD Director	Craig Sowell	388-2599

WEATHER UPDATE

VOICE MESSAGE

528-9292

LIST ATTACHMENTS INDIVIDUALLY:

- _____ **E B Hamilton Complex Rules**
- _____ **Optimist Park Rules**
- _____ **General Park Rules**
- _____ **Noise/Loudspeaker Form**
- _____ **Food Vendor Report Form**
- _____ **Team Participation Form (\$ ____ / Team)**
(managers name address and phone number)
- _____ **Emergency Contact List**
- _____ **Concussion Education Information**

Others: (list Separately)

Parent/Athlete Concussion Information Sheet

(This information was taken from CDC Website and CDC Parent/Athlete Information Sheet)

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Did You Know?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

SIGNS OBSERVED BY COACHING STAFF:

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

SYMPTOMS REPORTED BY ATHLETES:

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

CONCUSSION DANGER SIGNS

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

• One pupil larger than the other	• Becomes increasingly confused, restless, or agitated
• Is drowsy or cannot be awakened	• Has unusual behavior
• A headache that not only does not diminish, but gets worse	Remember Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.
• Weakness, numbness, or decreased coordination	
• Repeated vomiting or nausea	
• Slurred speech	
• Convulsions or seizures	
• Cannot recognize people or places	
• Loses consciousness (even a brief loss of consciousness should be taken seriously)	

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

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

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

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

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

Remember:

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

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

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent/Legal Guardian Signature

Date