

Town of Huntersville Parks and Recreation Department Co-sponsorship Policy

PRC Recommended: April 2015

[All Changes are on page 5 Section K \(Formulas\)](#)

The main objective of Huntersville Parks and Recreation Department is to offer varied, quality leisure services and recreational facilities to its citizens ensuring that all citizens have equal opportunity and participation opportunity. The Town and the Department recognize that recreational services of benefit to Town citizens are also provided by independent or outside organizations.

In consideration of those independent organizations that address the same objective as stated above, the Town Board of Huntersville and the Parks and Recreation Commission has adopted the following policies on co-sponsoring programs for the citizens of the Town.

A. Guidelines for becoming a co-sponsor program

1. A 'co-sponsor group' is defined as a group, designated as such by the Huntersville Parks and Recreation Commission and Huntersville Town Board, sharing the basic objectives of the Parks & Recreation Department as stated previously and that requests either financial or advertising assistance, or use of Park and Recreation facilities for meeting or events which the Department believes will be mutually compatible with its goals and will further the recreation needs of the Huntersville community in general. Co-sponsor groups must offer a recreational component or offer a recreational service unique in manner to the citizens of Huntersville.
2. Such programs and organizations shall be open to the public and enrollment shall not be unreasonably denied.
3. Co-sponsorship will be considered an enduring relationship. Co-Sponsorship status will not be granted to any organization as a short-term relationship.
4. All new co-sponsors will serve a 3 year probationary period before being eligible to become a fully recognized co-sponsor group. At the end of the 3 year probationary period The Parks and Recreation Commission would review the organization's success during that period and will either recommend the group become a fully recognized co-sponsor, extend probationary period or be dismissed. Probationary groups will get a 50% discount on reservations.
5. No more than two co-sponsors per sport per season if its determined that field space is at capacity based on the field allocation formula. If an applicant for co-sponsorship has more Huntersville residents than one of the two existing co-sponsors in that sport that existing co-sponsor may be replaced by the new applicant.

B. Duties of Co-sponsoring group

1. Abide by all Mecklenburg County, Town of Huntersville and Parks and Recreation rules and regulations pertaining to recreation facilities, **including the Department's Facility Usage Policies.** Notify all participants, spectators and visitors of such rules and regulations.
2. Parks and Recreation staff will allocate facility/field time to co-sponsor and other Group's based on number of Huntersville residents served per group during that particular season and any other considerations that staff deems appropriate. Groups are expected to abide by decisions of staff.
3. ALL co-sponsored groups should make every effort to maintain the 50% membership criteria. Failure to maintain the 50% membership criteria may result in increased fees and/or reduction in field usage time or termination of co-sponsorship status. Determination of the 50% shall be based on the registration list submitted with the request for usage on appropriate due date (see G. 7).
4. The Parks and Recreation logo shall be displayed prominently on all brochures, flyers, registration forms and other advertising materials, not to exclude advertisements in the news media.
5. In addition to the Parks and Recreation Department logo being displayed, the Parks & Recreation Department shall be mentioned in all communications as a co-sponsoring organization.

- 6- Co-sponsoring organizations shall submit an annual financial report along with an annual program report. The annual report should include all fields and courts that the organization used outside of the fields and courts that the group was allocated by the town. The report should also show the program breakdown of the organization by the different levels offered. The organization shall also give information related to how many participants on avg are on each team for each level offered. If there was a waiting list it should be included in the annual report. The annual report should also include successes and issues that the organization experience that year. The annual report should also include goals for the upcoming year. The annual report and the financial report should be submitted to the Parks and Recreation Director by January 15.
7. Co-sponsoring organizations will submit complete rosters or program registrations for the records of the department as follows:
 - a. A program registration list or complete rosters- including names, ages and physical addresses of participants must be submitted with a group's facility usage request
 - b. Any and all teams or groups that are a sub-component of a co-sponsor group will be clearly identified in writing at the time of any facility usage request. Complete rosters will be submitted by the first day of the program or league play. Teams that are not-recreational level teams must be identified in writing as such. The league that each team plays in must be clearly identified in writing. These teams or groups may be considered a non-co-sponsor at the discretion of the department.
 - c. Practice schedules, coach's names, physical addresses, and compliance with background check form (provided by HPRD) should be submitted prior to the first practice; Game schedules should be submitted prior to the first game.
8. Co-sponsored athletic organizations must have **background checks** performed on all coaches. Background checks will be obtained by the co-sponsor organization. Certification of compliance with this requirement will be a component of the co-sponsorship agreement.
9. Any and all signage at facilities or programs, including advertisements, etc. must be approved by Parks and Recreation prior to installation.
10. Limited number of facility keys may be made available to co-sponsoring organizations; keys must be obtained at the HPRD administrative office where a list will be kept of keys given out. Co-sponsor representatives must present drivers license to obtain a key. HPRD reserves the right to deny access to any keys if deemed necessary. Keys must be returned at the end of each season.
11. Organizations shall agree no additional keys to any lock at any Town facility shall be made or assigned without prior knowledge and written approval of HPRD.
12. Co-sponsoring organizations shall utilize HPRD systems in reporting any accidents or incidents. Copies will be provided to each co-sponsor group contact person; that person should copy the form and instructions for use to each coach.
13. Co-sponsoring organizations shall notify HPRD of any damages, hazards, unsafe conditions or significant incidents that occur at any program or facility.
14. Co-sponsoring organizations shall ensure all vehicles are parked in designated parking spaces.
15. No responsibility, expectations or duty assigned to a co-sponsoring group through this policy shall be contracted or conveyed to another individual or organization without prior approval of HPRD.
16. All Co-sponsor organizations must supply the town proof of General Liability Insurance. Lapse in liability insurance may result in loss of co-sponsorship status.

C. **Program Registration**

1. Co-sponsor groups should provide HPRD with registration information prior to advertisement so the department can answer questions of callers and interested participants.

D. **Facility Maintenance**

1. All facility maintenance, including but not limited to HVAC needs, janitorial services, major and minor repair work, and facility upgrades, will be handled by Parks and Recreation.
2. Athletic fields will be prepped and lined for game situations only. However, all fields will be kept in a safe, playable condition.

E. **Special Town Appropriations**

1. A co-sponsor group may be approved for additional Town funding through the Town's External Non-Profit and Government Agency Appropriations Program. Any group interested in applying for these funds should contact Town Hall for procedure information.
2. The philosophy of the Huntersville Parks and Recreation Department is that no child shall be turned away or denied participation in an activity due to lack of ability to pay. Any group that receives the above-listed special funds shall use a minimum of 50% or more of that funding for scholarships. This may be reconsidered/waived if the organization provides adequate documentation and proof (in the judgment of the Parks and Recreation Advisory Commission) of promoting/offering scholarship opportunities without response. The remaining 50% shall be utilized for supplies or the like. Any monies from the 50% not utilized for scholarships shall not go to capital improvements.
3. All monies shall be accounted for through the required financial reports.
4. The organization shall provide a financial report at any time requested by the Town's Finance Director (in addition to the annual financial report required in B.4 of this policy)

F. Revenue from co-sponsored programs

1. The Town of Huntersville will ask each co-sponsor user group to pay a "user fee" for Parks and Recreation facilities used per the Revenue and Pricing Policy established by the Department. The policy states that the user fee will be 25% of the current fee schedule. Exceptions: (1) concession stand usage, which has its own fee schedule and (2) tournaments hosted/held where the minimum 55% of participants (players) are not Huntersville residents*. Such tournaments also require a different contract/agreement. The user fee shall be considered a 75% discount for co-sponsor groups and is charged to help the Town recover a portion of the direct and indirect costs to the Town for this program.
2. Co-sponsor groups will be required to pay a pre-determined concession stand usage fee per the Revenue and Pricing Policy established by the Department. Requests for use of the concession stand should be included with the facility request submitted to the department (see Item G. 6 below). Any changes in co-sponsor plans for using concession stand should be given to the department prior to contract start.
3. An itemized invoice will be sent following the expiration of each contract to each co-sponsor group asking for payment of this user fee(s). The invoice will account for time requested at all facilities. Invoice dates will correspond with facility request dates and incorporate changes and/or time turned back in by the co-sponsor group within the timeframe established by when such dates can be turned back to the HPRD (see G. 5) Invoices should be paid by the co-sponsor group within 30 days of receipt.
4. Fees recovered by the HPRD may be placed in a Capital Reserve Fund to be used to make improvements on Parks and Recreation facilities
5. Records will be kept by the Parks and Recreation Department as to the amounts each co-sponsor group has contributed to the fund.

G. Availability of Town Facilities

1. Priority for usage of Town parks and recreation facilities is as follows:
 1. Huntersville Parks and Recreation Department programs
 2. Huntersville Co-sponsor groups
 3. General Public Youth (based on group's Huntersville participants if space is limited)
 4. General Public Adults (based on group's Huntersville participants if space is limited)
2. Past usage of HPRD facilities is no guarantee of future use or availability of Town facilities.
3. Remaining space in facilities will be available for other user groups that are not co-sponsored programs, after co-sponsoring groups and programs needs have been fulfilled.
4. Co-sponsored groups will be assigned space in facilities based on number of participants that are Huntersville residents. The amount of field time allocated will be determined by the formula in section K. After all co-sponsors are allocated their amount of field/gym time based on the formula the following list of groups will be eligible to reserve fields based on the same formula. If a group does not have enough residents to acquire at least 30 minutes of field/gym time they would be skipped in this process, but may still have an opportunity to reserve time after all other groups are served. All field allocations will be rounded up from 30 minutes.
 Priority list for allocation of field/gym time after co-sponsors are given what the formula allows.

1. General Public youth groups (based on group's Huntersville participants if space is limited)
 2. General Public adult groups (based on group's Huntersville participants if space is limited)
 3. Give co-sponsor groups the additional time they requested.
 4. General Public youth groups (based on group's Huntersville participants if space is limited)
 5. General Public adult groups (based on group's Huntersville participants if space is limited)
5. a) Co-sponsor groups who reserve field space and then determine they do not need fields for any of the times the space is reserved, shall make this known to Parks and Recreation and return those field times for use by other groups and the general public within 4 weeks of the start date of that co-sponsor's contract.
b) Co-sponsors who have reserved facility time must give 72-hours notice to the Parks and Recreation Department if they will be unable to actually use any or all of the reserved time (legitimate emergencies and Department/CMS-oriented closures excepted). Cosponsor groups who fail to do this will be charged regular rates (not cosponsor rates) for their full amount of unused reserved time. Thirty-one (31) minutes of the hour would constitute full use of that hour.
 6. Co-sponsor groups will not reserve space for, or give previously reserved space to, "non-co-sponsor" groups that are sub-components of the co-sponsor group, or not a part of the co-sponsor's organization. All groups that want to reserve space, whether a co-sponsor group or not, need to complete a facility reservation application. Space reserved to 'non-co-sponsored' groups will be invoiced at the retail rate. The department reserves the right to cancel any reservations for groups or teams that are sub-components of a co-sponsor's organization.
 7. Facility requests, including practices, games, concession stand and all tournament usage, should be submitted in writing to the HPRD on a per-season basis. HPRD staff will notify co-sponsor groups in writing of deadline dates by which requests are due, the usage time period requests should cover, and date by which co-sponsor group will receive confirmation. HPRD staff will make all efforts to establish such dates to give co-sponsor groups ample notice and time to plan their programs and schedules. Registration lists including names and addresses of participants must accompany facility requests for season/sport for which usage involves. Co-sponsors are encouraged to schedule their registration so that complete lists may be turned in at the time of field/facility requests.
 8. All facility requests shall be confirmed in writing. **No verbal authorization shall be considered a confirmation.**
 9. HPRD may schedule tournaments or events at any of its facilities at any time prior to confirming usage with co-sponsor or other groups. For example: Prior to confirming a facility request, HPRD may schedule a revenue-generating tournament at a time that falls during the co-sponsor group's season/request period. If so, the co-sponsor group schedule will have to be adjusted to allow for the tournament. This will be included in the confirmation letter to the co-sponsor group so that proper notice is provided to the co-sponsor group. Once the co-sponsor group has a confirmation of its facility requests, the schedule will not be changed to allow for a revenue-producing activity.

H. Marketing for co-sponsoring organizations

1. The Huntersville Parks and Recreation Department (HPRD) may produce program brochures during the fiscal year. If organizations wish to take advantage of marketing from the department, the co-sponsoring organization's representative should contact the department for deadlines for information to be provided.
2. A proof copy of the brochure information will be forwarded to the organization for final approval.
3. Co-sponsoring organizations that take advantage of the brochure deadlines will also have other marketing privileges, such as flyers and news releases.

I. Event Security/Police

1. The Town reserves the right to require police/security for functions as deemed appropriate. Co-sponsor group/User is responsible for arranging and funding police/security and is encouraged to use off-duty Huntersville Police Department Officers.

J. Change of Co-sponsorship Status

1. The decision to terminate or to put on probationary status will require, in part, a simple majority vote of the quorum of the Parks and Recreation Commission. Terminations must have the written recommendation of the Parks and Recreation Director, the Parks and Recreation Commission, and the Town Manager.
2. Reasons may include but are not limited to non-compliance with this agreement, at the written request of the co-sponsor group, or a change in the philosophy of the co-sponsoring organization.

K. Formula for Field Allocations

Field allocation formula per week. All field allocations will be rounded up from 30minutes.

Monday – Friday

Baseball/Softball-	19 18 minutes per resident
Soccer-	7 9 minutes per resident
Lacrosse-	9 minutes per resident
Football-	6 minutes per resident
Basketball-	4 3.5 minutes per resident

Saturday

Baseball/Softball-	7 minutes per resident
Soccer-	3 minutes per resident
Lacrosse-	3 minutes per resident
Football-	3 minutes per resident
Basketball-	5.5 minutes per resident

Sunday

Baseball/Softball-	2 minutes per resident
Soccer-	1 minute per resident
Lacrosse-	1 minute per resident
Football-	1 minute per resident
Basketball-	1 minute per resident

***Resident= (1) has Huntersville address and/or (2) is a Huntersville taxpayer and/or (3) lives within the Huntersville ETJ**

Co-Sponsorship Agreement
Signature page

I have reviewed, on behalf of the organization named below, the Co-Sponsorship Policy of the Town of Huntersville Parks and Recreation Department.

In signing this agreement, I signify that our organization will comply with all procedures and requirements stated in the policy and that I am authorized to sign on behalf of this group.

I also understand that our organization's submitted rosters and reports, as required within the Co-Sponsorship Policy, will be reviewed at least once annually to determine if our organization continues to meet the objectives and criteria of the Policy. I further understand that non-compliance with the Co-Sponsorship Policy is grounds for termination of co-sponsorship status.

Name of Organization

Authorized Representative

Date

Parks and Recreation Director

Date

Report checklist

Due Date	Report
With Facility Usage Request	<ul style="list-style-type: none"> • Registration list and/or complete roster with all participants and their physical addresses (please indicate residents and non-residents) • Any teams that are sub-components of a co-sponsor group with non-recreational teams indicated in writing as well as the league each team plays in (see Policy, B. 6)
7 days prior to start of program	Names of coaches/instructors and their physical addresses
By first practice	<ul style="list-style-type: none"> • Practice schedules –(include coaches names and physical addresses) • Compliance with background checks for coaches
By day of first game	<ul style="list-style-type: none"> • Roster for any teams that are sub-components of a co-sponsor group with non-recreational teams indicated in writing as well as the league each team plays in (see Policy, B. 6) • Game schedules
Within 30 days of end of event/program (If different from those reports previously submitted to HPRD during season)	<ul style="list-style-type: none"> • Attendance records • Number of actual programs held • Rosters of each team/class with ages and physical addresses • Keys to any Town facility
<p>By January 15 of the year following most recent facility request OR At anytime requested by the Town's Finance Director or Parks and Recreation Director</p>	Annual Financial Report & Annual Report

Background Certifications for Coaches of Co-sponsor Groups

In accordance with the Town of Huntersville Parks and Recreation Department's Co-sponsorship Policy under section B. No.7 effective Spring Season of 2003, co-sponsored Athletic organizations must have background checks performed on all coaches.

By signing this agreement, I hereby certify that the Co-sponsor group (named below) has conducted background checks on all coaches who are assisting during the season indicated below. I further certify that checks on all coaches associated with this Co-sponsor group during the season indicated below were satisfactory resulting in those coaches participating in our leagues.

Co-sponsor Group

Co-sponsor Representative Signature / (Title)

Date

Season/sport for which background check was conducted:

_____ Spring Baseball/Softball

_____ Fall Soccer

_____ Spring Soccer

_____ Fall Baseball/Softball

_____ Lacrosse

_____ Basketball

_____ Tennis

_____ Football