



COUNTY OF CHESTERFIELD
DEPARTMENT OF PARKS AND RECREATION
 CHESTERFIELD, VIRGINIA
 ADMINISTRATIVE POLICY

Policy Number:	200
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Last Updated:	12/14/2023
Authorization:	<i>ECD</i>

SUBJECT: Co-Sponsorship

I. Policy	<p>Chesterfield County’s Department of Parks and Recreation seeks to promote family-focused programs, events, and special-interest activities within its parks and park facilities. To maximize the value of its park system for the benefit of Chesterfield residents, it shall be the Department’s policy to co-sponsor not-for-profit organizations located within the County and assist them in facilitating their respective programs, events, and activities by providing use of parks and park facilities, when available, at no charge.</p>
II. Initial Application	<p>Organizations seeking co-sponsored designation from the Chesterfield County Department of Parks and Recreation shall submit an application for review and approval by the Department.</p> <p>Such application shall contain a statement signed by a representative of the organization verifying the organization’s understanding and acceptance of this Policy and the responsibilities and requirements of co-sponsored organizations.</p> <p>The application shall be accompanied by a copy of the organization’s bylaws or organizational guidelines and the current contact information for each member of its current board of directors or leadership.</p> <p>For youth athletic organizations, the application must be accompanied by proof of all background check cards required under Chesterfield County Department of Parks and Recreation Policy 18-1, including the expiration date for each card.</p> <p>The Director of Parks and Recreation or his/her designee shall review all applications and supporting materials and determine whether co-sponsorship designation shall be granted.</p> <p>The term for a co-sponsored designation is one calendar year. Failure to comply with the procedures of this Policy shall result in immediate termination of the co-sponsored designation.</p>
III. Renewal	<p>Co-sponsored organizations may apply annually for continuing co-sponsored designation.</p> <p>Co-sponsored organizations seeking renewal have an obligation to update any required organizational information that has changed since the initial co-sponsorship term.</p> <p>The renewal application must be accompanied by proof of all background check cards required by Policy 18-1, including the expiration date for each card.</p>

	<p>The Director of Parks and Recreation or his/her designee shall review all applications and supporting documentation and determine whether such renewal of the co-sponsored designation shall be granted.</p> <p>Only currently co-sponsorship organizations without any previous violations of this or other Department or Chesterfield County policies or regulations shall be considered for co-sponsored designation renewal.</p>
IV. General Requirements	<ol style="list-style-type: none">1. Chesterfield County co-sponsored organizations must be recreational, community-service oriented, and not-for-profit with a mission and purpose aligned with those of the Chesterfield County Department of Parks and Recreation.2. If a co-sponsored organization is affiliated with a national body or organization, its national policy must not conflict with Chesterfield County Department of Parks and Recreation policies.3. Organizations that are part of a regional or national program based outside of Chesterfield County will be considered for co-sponsored designation based on the extent to which they directly serve Chesterfield residents.4. Co-sponsored organizations shall not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age sexual orientation, gender identity, marital status, disability, or military status.5. Co-sponsored organizations must be primarily comprised of volunteer staff.6. Co-sponsored organizations must abide by Chesterfield County Department of Parks and Recreation policies and are directly responsible for ensuring all groups and participants affiliated with the co-sponsored organization also abide by all applicable policies.7. Co-sponsored youth organizations shall adhere to the requirements of the Chesterfield County Department of Parks and Recreation Concussion Protocols and Procedures. This applies to all co-sponsored organizations providing youth recreation programs, athletic instruction, or events at County facilities. A copy of the procedures is attached to this Policy.8. Co-sponsored organizations must carry general liability insurance in the amount of \$1 million dollars. The certificate of insurance (COI) must be endorsed additional insured and additional insured endorsement is to read: Chesterfield County ISAOA ATIMA. Endorsements must accompany the certificate of insurance and all COIs must be issued within 30 days of any event. No event may be held on Chesterfield County property unless all applicable COIs are received in advance by the Department of Parks and Recreation. Co-sponsored organizations must complete a Department of Parks and Recreation co-sponsorship form, listing all activities for the upcoming calendar year. Such list must be approved in writing by the Director or his/her designee before the first activity on County property takes place. Any changes to the listed activities throughout the term of the co-sponsored designation must be submitted to the Director or his/her designee for written approval.9. Marketing materials for co-sponsored organizations intended for distribution in Chesterfield County Public Schools must be approved in advance by the Department of Parks and Recreation.10. Co-sponsored organizations shall promptly provide any financial reports, volunteer reports, and organizational or board minutes when requested by

	<p>the Department of Parks and Recreation.</p> <ol style="list-style-type: none"> 11. Co-sponsored organizations are encouraged to have, and keep up to date, an organization website. 12. Co-sponsored organizations shall leave all County facilities in a similar state of cleanliness at the conclusion of each use. 13. Co-sponsored organizations shall ensure the vehicles of all participants remain on designated roadways and in designated parking areas when on County property. <p>All co-sponsored organization eligibility criteria and general requirements are subject to change at the discretion of the Department of Parks and Recreation. Notice of any changes will be provided to all current co-sponsored organizations.</p>
V. Special Criteria	<ol style="list-style-type: none"> 1. Athletic co-sponsored organizations must be comprised of at least 85% County residents. 2. Athletic co-sponsored organizations must provide the Department of Parks and Recreation with an electronic copy of their roster no later than four weeks after the first game of each season. Rosters shall be submitted with the appropriate non-resident fee for each enrolled non-resident player or participant.
VI. Facility Rentals	<p>Any user group of Department of Parks and Recreation parks and facilities that is not a co-sponsored organization will be considered a private renter when requesting use of recreational fields and facilities. Such groups are required to follow separate Department rental policies and procedures and will be charged according to the current Department rental fee schedule.</p>