# Table of Contents

A. **Organizational Requirements**  
   - Cooperative Sports Agreement 4  
   - Not for Profit Organization Status 4  
   - Liability Insurance Coverage 4  
   - Charter/Bylaws 4  

B. **Meeting Guidelines** 5  
   - Athletic Association’s Annual Meeting 5  

C. **Facility Use and Operation Guidelines** 5  
   - Sports Field Use Plan 5-6  
   - City of Kettering Annual Meeting 6  
   - Facility Use Permits 6  
   - Background Checks 6  
   - Inclement Weather Conditions 7  
   - Procedures for Field Closings 7  
   - Sample Facility Permit 8  
   - Hot Weather Testing 9-10  

D. **Sports Program Guidelines** 10  
   - Parks Manager/Athletic Field Schedulers Role 10  
   - Fees and Charges 10  
   - Master Field Schedule for Practices and Games 11  
   - Practice and Game Schedules 11  
   - Concussion Information 12-15  

E. **Facility Maintenance Responsibilities** 16  
   - Field Maintenance 16-18  

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Parks, Recreation and Cultural Arts Department  
Parks Division
F. Concession and Storage Areas
   - Concession Health Standards
   - Adherence to County Park Ordinances

G. Special Requests
   - Park Improvements and Additions
   - Commercial Activity/Vendors
   - Fundraising
   - Park Significant Events
   - Park Significant Event Form

H. 2018 City of Kettering Athletic Association Calendar

K. Additional Resources for Athletic Associations
   - City of Kettering Parks Maintenance Directory

L. 2018 Manual Acknowledgment Form

M. Sample Cooperative Sports Agreement/Athletic Association Agreement Form

N. Park Ordinances
A. Organizational Requirements

In order to qualify to operate on City of Kettering park property, each Cooperative Sports Athletic organization must adhere to minimum organizational requirements. These requirements are necessary to insure the protection of all members. Violation of any requirement shall constitute cause for revocation of the facility use permit. The minimum qualification requirements include:

City of Kettering Parks facilities were founded and designed for the enjoyment of our citizens. City of Kettering Parks will take all recreational activities into consideration when it comes to scheduling games and practices. City of Kettering does recognize that the Cooperative Sports Programs (EKRC, KABC, BMX, METRO FC, KYFCO) do serve as a viable opportunity to our community to enjoy recreational activities.

Cooperative Sports Field Use Agreement (CSA)

A new Cooperative Sports Field Use Agreement must be approved by the City of Kettering City Manager and City Law Director on a yearly basis re-affirming the partnership between each athletic association and the City of Kettering. The CSA is to be obtained on behalf of the Athletic Association President and on behalf of the City by the Parks Facilitator/Field Scheduler. The CSA issued yearly per Athletic Association, specifically identifies facilities to be used by the Athletic Association and the terms and conditions of said use. Adherence to all requirements outlined in the CSA operating on City of Kettering Park property is a condition and is considered as terms of the permit. Any violation of the CSA by an Athletic Association may be cause for termination of the CSA by the City of Kettering. The Cooperative Sports Field Use Agreement must be signed, dated, notarized by each Athletic Association president or authorized person and submit to the City of Kettering Parks Manager or Facilitator/field Scheduler prior to any Athletic Association Event, practice, activity or game.

Liability Insurance Coverage (CLI)

All Athletic Associations must provide the City of Kettering a comprehensive Certificate Liability Insurance coverage in the amount of $1,000,000. The Certificate of Liability (CLI) must list the City of Kettering as additional insured. All subcontractors and vendors must provide City of Kettering with a comprehensive general liability insurance coverage package in the amount of $1,000,000 which is due to the City of Kettering before services or activities are provided or conducted in the park. An updated copy of the current policy is due February 1 of each year. City of Kettering also recommends that all Athletic Associations obtain board bonding and insurance. This is to ensure protection of the association and its funds. CLI’s must be submitted to the City of Kettering Parks Manager or field Scheduler prior to any Athletic Association Event, practice, activity or game.

Charter/Bylaws/Election of Officers

The umbrella Board of Directors shall be the governing body of each Athletic Association, consistent with the charter and bylaws of the Athletic Associations, to conduct the affairs of the Athletic Associations. An umbrella board is preferred to insure the overall interest of all sports. A copy of each charter must be on file with the City of Kettering and the bylaws must be turned into
the City of Kettering Field Scheduler by February 1 of each year and/or after any amendments or changes occur prior to the issuance of any facility use permit.

B. Meeting Guidelines

Sports Groups/Athletic Associations Meetings

All Athletic Associations must hold at least one annual membership meeting each year at a time and place named by the president of each Athletic Association. The agenda of this meeting shall include the election of the Board of Directors and any other business as deemed necessary by the Athletic Associations. Efforts must be made for all Athletic Association members to be notified 30 days prior to the annual meeting and records maintained of this notification. The City of Kettering Parks Manager and Field Scheduler must be notified of the annual meeting at least 30 days in advance. It is recommended that the annual meeting date be posted on each Athletic Association website.

Mandatory City of Kettering Parks Meetings

Each year the City of Kettering Parks office will host a mandatory meeting in February with all Sports Groups/Athletic Associations that each Athletic Association is required to attend. The purpose of this meeting is to increase communication between both parties so that operations will run smoothly and efficiently. Every effort will be made by the Parks Office to schedule meetings with consideration to Athletic Association’s Board Members availability.

C. Facility Use and Operational Guidelines

City of Kettering Parks requires notification from the Athletic Associations of any and all activities occurring within the City of Kettering Parks property be sent to the City of Kettering Parks Manager and/or Field Scheduler.

Sports Field Use Plan

City of Kettering Parks charged with the management and stewardship of the city’s park system has developed a sports field use plan. In an effort to schedule and permit youth and adult organized programs and serve the general public, while preserving the usability and sustainability of the sports fields, the following initiatives are being implemented:

- Collaborate with Athletic Associations as well as other user groups in managing field use.
- Maintain some open play opportunities in each park for the general public.
- Implement a maintenance regime for City of Kettering Parks sports fields designed to support the turf/grass through various climate conditions to the highest extent possible with full play occurring on some fields and limited play on other fields.
- Continue to manage the schedule/permit of sports fields to youth and adult organized program where possible.
- As the year progresses and conditions dictate:
  - Maintenance staff and Parks Facilitator/Field Scheduler will evaluate field conditions on a regular basis and communicate the status to the Parks Manager
  - Maintain communication with Athletic Associations and other user groups to ensure all are updated on sports field conditions and programming use.
- Continue to implement City of Kettering Parks standard inclement weather procedures on use of sport fields

**Mandatory City of Kettering Meeting**

Annually the City of Kettering Parks Division will host a meeting to assist in the communication with each cooperative sports partner. It is a requirement for all organizations to attend this annual meeting to obtain reservation permits for facilities in which they use to operate their programs.

**Cooperative Sports Field Use Agreement and Facility Use Permits**

Each Athletic Association operating on City of Kettering Parks property must obtain facility use permit form the City of Kettering Parks office, a minimum of 30 days prior to the opening date of each sport season. Any organized athletic association activity must be permitted by the Parks Facility/Field Scheduler prior to any event, practice, game.

This permit is to be obtained on behalf of the Athletic Association President an on behalf of the City by the Parks Facilitator/Field Scheduler. This permit, issued seasonally per sport, specifically identifies facilities to be used by the Athletic Association and the terms and conditions of said use. (a sample “Facility Permit” is shown on the following page)

Adherence to all requirements outlined in the policies and procedures for Athletic Association’s operating on City of Kettering Park property is a condition of facility use permit and is considered as terms of the permit. Field use permits are for the sole purpose of sports fields. Passive and open areas are not available for use at any time for organized practice or play. Use of the walking trails for purposes by the Athletic Associations is strictly prohibited. Athletic Associations may be liable for any incidents related to unauthorized use.

Athletic Associations and their coaches holding facility use permits will have first right of refusal on existing facilities, unless the City revokes the right for cause. **No Athletic Organization/Sports Groups partnering with the City of Kettering parks at any time may sublet city facilities to outside groups or organizations.** Only City of Kettering Parks can issue permits to any person or organization seeking to use city facilities. Violations of this policy will result in an immediate review of the Cooperative Sports Field Use Agreement. Any facility/field not being used by the permitted Athletic Association reverts back to the City of Kettering Parks Manager and/or Facilitator/Field Scheduler to permit out to other groups or rentals.

Athletic Associations must post a copy of the facility/park use permit and provide a copy to every coach each season.

**Background Checks**

City of Kettering recommends that Athletic Associations complete background screenings for all individuals involved within their association programs. This is to obtain the necessary information to determine the eligibility of individuals based on the procedures and disqualifiers each Athletic Association develops.

**Inclement Weather Conditions**
In the event of inclement weather it may be necessary to close fields or park complexes.

**Procedures for Field Closings**

During normal weekday hours (Monday-Friday 7:30am-4:00 pm), City of Kettering Parks staff will monitor and determine the playing condition of all sports fields. If in the opinion of the City of Kettering Parks staff, field conditions are not suitable for play, the staff member will contact the appropriate Athletic Association member.

- A City of Kettering Parks Field Scheduler will notify appropriate Athletic Association member of two options
  - **OPTION 1:** The Athletic Association may choose to cancel all activities. City of Kettering Parks staff will post a “Field Closed” sign.
  - **OPTION 2:** The Athletic Association may inspect the field and determine if it is suitable for play, the Athletic Association then accepts any and all financial liability in the event that damage occurs from misuse or abuse from Athletic Association participants.

During non-City of Kettering business hours it is the responsibility of the Athletic Associations to inspect and determine if the fields are safe and playable. If the Athletic Association determines that the fields are unsafe or unplayable they are to leave a voice mail for the field scheduler that fields are unsuitable for play, and they are to communicate amongst their associations of field closures.

Voice-mail notifications should include the following:

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

**Permit to Close a Field**

City of Kettering may issue a special permit to close one or more sections of park/fields during a specified playing season if the City deems the field not suitable for play for long periods of time.

**City of Kettering reserves the right to cancel any scheduled activity at city facilities/fields when it is determined that such use would severely damage the field condition or endanger the safety of the participants.**

If an Athletic Association or any of its coaches utilizes fields after the City of Kettering closes them because of unsafe conditions, that Athletic Association will be responsible for the cost of any damage to the facilities/fields/surfaces.

These rules are designed to provide residents with safe playable surfaces. Failure to comply or abuse of these procedures by a user group may result in the City of Kettering revoking the use of the fields/facilities.
FACILITY/FIELD PERMIT
(SAMPLE ONLY)

City of Kettering
Parks and Maintenance Division
3170 Valleywood Drive
Kettering, OH  45429
937-296-2486

Customer Type: Athletic Association.
Authorized Superintendent: Gary Schuster

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RESERVATIONS

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Type: Department Functions

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Total Number of Days: 1

Notes:

DISCLAIMERS

No food on field, including gum, candy or sunflower seeds.
No Tobacco products of any kind.
No Pets on fields.
No bicycles or unapproved vehicles. i.e. motorcycles, gators.
No fires.
Upon leaving, all trash must be picked up and deposited in trash containers.
All applicable federal, state and local regulations and ordinances apply to usage of this field/facility.
Guidelines & Procedures – Hot Weather

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, temperature and heat index reading should be taken of the activity location from the [www.weather.com](http://www.weather.com) or comparable source.

If the Heat Index is under 95 degrees: (this is not to be confused with temperature)

*All Sports

- Provide ample amounts of water. This means that water should always be available at regular intervals and athletes should be able to take in as much water as desired.
- Optional water breaks approximately every 30-40 minutes for 5-8 minute duration.
- Ice down towels for cooling
- Watch and monitor athletes carefully for necessary action.

If the Heat Index is from 95-99 degrees

*All Sports

- Provide ample amounts of water. This means that water should always be available at regular intervals and athletes should be able to take in as much water as desired.
- Optional water breaks approximately every 30-40 minutes for 10 minutes duration.
- Ice down towels for cooling
- Watch and 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 2-1/2 hours. Consider moving the practice to the morning or later in the day during evening hours.
- Re-check the temperature and heat index approximately every 30 minutes to monitor increase risks.

If the Heat Index is from 100-105 degrees:

*All Sports

- Provide ample amounts of water. This means that water should always be available at regular intervals and athletes should be able to take in as much water as desired.
- Optional water breaks approximately every 30-40 minutes for 10 minutes duration.
- Ice down towels for cooling
- Watch and 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 practice to cooler parts of the day. Limited conditioning

*Contact Sports and Activities with Additional Equipment*

- Helmets and other possible equipment removed if not involved or necessary for safety.
- Recommendation: No pads for football
- Re-check the temperature and heat index approximately every 20 minutes to monitor increase risks.

If the Heat Index is above 105 degrees:

*ALL SPORTS:*

- STOP all outside activity in practice or play and all inside activity if air condition is unavailable

D. Sports Program Guidelines

City of Kettering Manager/Field Scheduler

- Parks Manager/Field Scheduler is the liaison for the communication between the Athletic Associations and the Parks Manager and/or Parks Superintendent.
- Facilitate agreements and rental permits with Athletic Associations.
- Collect team, board and league rosters from Athletic Associations.
- Collect game, tournament and practice schedules, times, and dates from Athletic Associations.
- Collect Certificate of Liability Insurance from each Athletic Association.
- Regular inspect parks, fields, concession stands and facilities and communicate issues, concerns and problems with support services staff and parks ground maintenance staff on behalf of the Athletic Associations.
- Disseminate information on field and facility closures for inclement weather or renovation
- Notify Athletic Associations of mandatory meetings conducted by City of Kettering Parks Manager and/or Parks Superintendent.
- Ensure Athletic Associations comply with the Policies and Procedures outlined in this manual

Fees and Charges

City of Kettering reserves the right to charge a user fee for the use of city of Kettering Parks Facilities.

All revenues received by the Athletic Associations shall and will be used in accordance with state nonprofit rules and regulations. Money should be used to operate the sports programs or on approved improvements of facilities/athletic fields in the City of Kettering Parks. No Athletic Association at any time, my sublet city facilities to outside organizations or other youth athletic associations.
Practice and Game Schedules

- Athletic Associations must to the City of Kettering Parks Facilitator/Field Scheduler a copy of their practice schedule at least one week prior to the start of practices and a copy of their game schedule one week prior to opening day for any games. Submissions must be made via email.
- Upon review of these schedules, should the Field Scheduler determine that excessive time is allotted for practices, time will be given to other groups in need of space. Unscheduled field time will revert back to the Field Scheduler to schedule as deemed appropriate. Athletic fields will not be dragged until the field scheduler receives a written practice and or game schedule.

When not reserved to Athletic Associations, all fields will be scheduled by the City of Kettering Parks department for organized activities or rental to outside groups.

Camps and Clinics

- Athletic Associations must request in writing to the City of Kettering Parks Field Scheduler the use of any facility, parks, fields for all camps and clinics sponsored by any Athletic Associations.
- Written request must be received by the Field Scheduler 30 days in advance.
- Should an Athletic Association conduct a camp or clinics that require a fee outside the normal league fee must rent field or facilities on which the camp will be held. Normal field and facility rental rates will apply. All fees associated with each rental will be due prior to the first day of any camp or clinic.
INTRODUCTION

Concussions are a common problem in sports and have the potential for serious complications if not managed correctly. Even what appears to be a "minor ding or bell ringer" has the real risk of catastrophic results when an athlete is returned to action too soon. The medical literature and lay press are reporting instances of death from "second impact syndrome" when a second concussion occurs before the brain has recovered from the first one regardless of how mild both injuries may seem. At many athletic contests across the country, trained and knowledgeable individuals are not available to make the decision to return concussed athletes to play. Frequently, there is undue pressure from various sources (parents, player and coach) to return a valuable athlete to action. In addition, often there is unwillingness by the athlete to report headaches and other findings because the individual knows it would prevent his or her return to play. Outlined below are some guidelines that may be helpful for parents, coaches and others dealing with possible concussions. Please bear in mind that these are general guidelines and must not be used in place of the central role that physicians and athletic trainers must play in protecting the health and safety of the student-athletes.

SIDELINE MANAGEMENT OF CONCUSSION

1. Did a concussion take place? Based on mechanism of injury, observation, history and unusual behavior and reactions of the athlete, even without loss of consciousness, assume a concussion has occurred if the head was hit and even the mildest of symptoms occur.  
2. Does the athlete need immediate referral for emergency care? If confusion, unusual behavior or responsiveness, deteriorating condition, loss of consciousness, or concern about neck and spine injury exist, the athlete should be referred at once for emergency care.  
3. If no emergency is apparent, how should the athlete be monitored? Every 5-10 minutes, mental status, attention, balance, behavior, speech and memory should be examined until stable over a few hours. If appropriate medical care is not available, an athlete even with mild symptoms should be sent for medical evaluation.  
4. No athlete suspected of having a concussion should return to the same practice or contest, even if symptoms clear in 15 minutes.

MANAGEMENT OF CONCUSSIONS AND RETURN TO PLAY

Increasing evidence is suggesting that initial signs and symptoms, including loss of consciousness and amnesia, may not be very predictive of the true severity of the injury and the prognosis or outcome. More importance is being assigned to the duration of such symptoms and this, along with data showing symptoms may worsen some-time after the head injury, has shifted focus to continued monitoring of the athlete. This is one reason why these guidelines no longer include an option to return an athlete to play even if clear in 15 minutes and why there is no discussion about the “Grade” of the concussion. Any athlete who is removed from play because of a concussion should have medical clearance from an appropriate health care professional before being allowed to return to play or practice. The Second International Conference on Concussion held in Prague recommends an athlete should not return to practice or competition in sport until he or she is asymptomatic including after exercise. Recent information suggests that mental exertion, as well as physical exertion, should be avoided until concussion symptoms have cleared. Premature mental or physical exertion may lead to more severe and more prolonged post-concussion period. Therefore, the athlete should not study, play video games, do computer work or phone texting until his or her symptoms are resolving. Once symptoms are clear, the student-athlete should try reading for short periods of time. When 1-2 hours of studying can be done without symptoms developing, the athlete may return to school for short periods gradually increasing until a full day of school is tolerated without return of symptoms. Once the athlete is able to complete a full day of school work, without PE or other exertion, the athlete can begin the gradual return to play protocol as outlined below. Each step increases the intensity and duration of the physical exertion until all skills required by the specific sport can be accomplished without symptoms. These recommendations have been based on the awareness of the increased vulnerability of the brain to concussions occurring close together and of the cumulative effects of multiple concussions on long-term brain function. Research is now revealing some fairly objective and relatively easy-to-use tests which appear to identify subtle residual deficits that may not be obvious from the traditional evaluation. These identifiable abnormalities frequently persist after the obvious signs of concussion are gone and appear to have relevance to whether an athlete can return to play in relative safety. The significance of these deficits is still under study and the evaluation instruments represent a work in progress. They may be helpful to the professional determining return to play in conjunction with
consideration of the severity and nature of the injury; the interval since the last head injury; the duration of symptoms before clearing; and the level of play.

SIDELINE DECISION-MAKING

1. No athlete should return to play (RTP) on the same day of concussion.
2. Any athlete removed from play because of a concussion must have medical clearance from an appropriate health care professional before he or she can resume practice or competition.
3. Close observation of athlete should continue for a few hours.
4. After medical clearance, RTP should follow a step-wise protocol with provisions for delayed RTP based on return of any signs or symptoms.

MEDICAL CLEARANCE RTP PROTOCOL

1. No exertional activity until asymptomatic.
2. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
3. Initiate aerobic activity fundamental to specific sport such as skating or running, and may also begin progressive strength training activities.
4. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
5. Full contact in practice setting.
6. If athlete remains asymptomatic, he or she may return to game/play

A. ATHLETE MUST REMAIN ASYMPTOMATIC TO PROGRESS TO THE NEXT LEVEL.
B. IF SYMPTOMS RECUR, ATHLETE MUST RETURN TO PREVIOUS LEVEL.
C. MEDICAL CHECK SHOULD OCCUR BEFORE CONTACT

SIGNS AND SYMPTOMS OF CONCUSSION

Concussions can appear in many different ways. Listed below are some of the signs and symptoms frequently associated with concussions. Most signs, symptoms and abnormalities after a concussion fall into the four categories listed below. A coach, parent or other person who knows the athlete well can often detect these problems by observing the athlete and/or by asking a few relevant questions of the athlete, official or a teammate who was on the field or court at the time of the concussion. Below are some suggested observations and questions a non-medical individual can use to help determine whether an athlete has suffered a concussion and how urgently he or she should be sent for appropriate medical care.

1. PROBLEMS IN BRAIN FUNCTION:
   a. Confused state – dazed look, vacant stare or confusion about what happened or is happening.
   b. Memory problems – can't remember assignment on play, opponent, score of game, or period of the game; can't remember how or with whom he or she traveled to the game, what he or she was wearing, what was eaten for breakfast, etc.
   c. Symptoms reported by athlete – Headache, nausea or vomiting; blurred or double vision; oversensitivity to sound, light or touch; ringing in ears; feeling foggy or groggy; dizziness.
   d. Lack of sustained attention – difficulty sustaining focus adequately to complete a task, a coherent thought or a conversation.

2. SPEED OF BRAIN FUNCTION:
   Slow response to questions, slow slurred speech, incoherent speech, slow body movements and slow reaction time.

3. UNUSUAL BEHAVIORS:
   Behaving in a combative, aggressive or very silly manner; atypical behavior for the individual; repeatedly asking the same question over and over; restless and irritable behavior with constant motion and attempts to return to play; reactions that seem out of proportion and inappropriate; and having trouble resting or "finding a comfortable position."

4. PROBLEMS WITH BALANCE AND COORDINATION:
   Dizziness, slow clumsy movements, inability to walk a straight line or balance on one foot with eyes closed.
IF NO MEDICAL PERSONNEL ARE ON HAND AND AN INJURED ATHLETE HAS ANY OF THE ABOVE SYMPTOMS, HE OR SHE SHOULD BE SENT FOR APPROPRIATE MEDICAL CARE.

CHECKING FOR CONCUSSION

The presence of any of the signs or symptoms that are listed in this brochure suggest a concussion has most likely occurred. In addition to observation and direct questioning for symptoms, medical professionals have a number of other instruments to evaluate attention, processing speed, memory, balance, reaction time, and ability to think and analyze information (called executive brain function). These are the brain functions that are most likely to be adversely affected by a concussion and most likely to persist during the post-concussion period. If an athlete seems “clear” he or she should be exercised enough to increase the heart rate and then evaluate if any symptoms return before allowing that athlete to practice or play. Computerized tests that can evaluate brain function are now being used by some medical professionals at all levels of sports from youth to professional and elite teams. They provide an additional tool to assist physicians in determining when a concussed athlete appears to have healed enough to return to school and play. This is especially helpful when dealing with those athletes denying symptoms in order to play sooner. For non-medical personnel, the Centers for Disease Control and Prevention (CDC) has also developed a tool kit (“Heads Up: Concussion in High School Sports”), which has been made available to all high schools, and has information for coaches, athletes and parents. The NFHS is proud to be a co-sponsor of this initiative.

PREVENTION

Although all concussions cannot be prevented, many can be minimized or avoided. Proper coaching techniques, good officiating of the existing rules and use of properly fitted equipment can minimize the risk of head injury. Although the NFHS advocates the use of mouth guards in nearly all sports and mandates them in some, there is no convincing scientific data that their use will prevent concussions.


References:
National Federation of State High School Associations
PO Box 690 | Indianapolis, Indiana 46206
Phone: 317-972-6900 | Fax: 317.822.5700
www.nfhs.org
Definition

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

Symptoms Reported by an Athlete

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

Signs Observed by Others

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

- City of Kettering Park Maintenance Department is responsible for painting and/or chalking of ball diamonds during the week based on the schedule of provided by each Athletic Associations. Any additional painting/chalking needs during the weekends are the responsibility of the specific Athletic Associations assigned to those fields/facilities.
- City of Kettering Park Maintenance will drag ball diamonds daily and/or weekly as needed provided a practice/game schedule has been provided by each Athletic Association.
- City of Kettering Park Maintenance will cut grass to a height of 2.5'-3 inches on a regular weekly schedule at each field/facility on a weekly basis as needed.
- City of Kettering concession buildings, storage areas or any maintenance out-buildings permitted to be used by the Athletic Associations must be returned to their original condition at the end of each season.
- City of Kettering will provide trash containers at each field/facility. Each Athletic Association is responsible for clean-up of dug-out areas and coaching/team bench areas after each game/practice. (additional trash containers, picnic tables can be requested by the Athletic Associations.)
- City of Kettering will ensure that restrooms are in clean daily. It is the athletic association’s responsibility prior to closing facility each night to pick up trash and facility remnants.
- Athletic Associations provide specific ball diamond and soccer field dimensions for proper lining, field stripping, base locations, and soccer goals locations to the field scheduler.

Soccer Goals

- Partnering Associations are responsible for providing goals. The associations must ensure all soccer goals are anchored to the ground safely during each practice and/or game during the season. Self-weighted goals meeting the anchoring specifications may be used in lieu of weighted anchors, j-hooks, weights (saddle bags) or ground anchors.
- Athletic Association must provide nets for all goals.
- Athletic Association and City of Park maintenance crews will work collaboratively to set up and tear down soccer nets before and after each season.

Field Materials

- Field drying agent may be requested by the Athletic Associations through communication to the field scheduler. These items can be used during inclement weather conditions but must be kept at a minimal use. Overuse may result in damage to the playing surfaces.

Field Maintenance

- During November and March, the City of Kettering Parks will work with each Athletic Association to assess damage and impact to grounds, fences, buildings, fields during the sports season. A preliminary plan of action will be developed to repair damage areas and to re-establishment turf, grass, dirt areas during the spring. The plan of action will include anticipated field closure dates, anticipated re-establishment methods (sod, dirt, rest). Field usage may be impacted by field renovation, rest and grass re-establishment.
o A follow up meeting will be conducted during April or May to re-evaluate the fields and grounds. Field closure and renovation plans may be adjusted depending on the outcome of spring assessments.

o It is the responsibility of the Athletic Associations to monitor field conditions in the evenings and on weekends. Cost for damage caused by play or practice during inclement weather is the responsibility of the Athletic Associations. Should games or practices be cancelled due to inclement weather, the Athletic Associations must leave the Field Scheduler a voice message or email at the time of cancellation, to ensure that the City of Kettering Parks can determine responsibility if damages occur.

o If damage to grass, ball diamonds occurs because of misuse or abuse by the Athletic Associations, the City of Kettering Parks will require the Athletic Associations to purchase replacement sod and incur any other cost necessary to repair the damaged areas and to make the playing fields safe. The Parks Manager will determine sod or any ball diamonds renovation needs. It is important that the Athletic Associations share with the City of Kettering Parks in the responsible management of all sports field areas, specifically relating to extremely wet or dry conditions. Should the Athletic Associations want to supplement the field’s renovations for their assigned fields, they should contact the City of Kettering Field Scheduler. Athletic Associations will not provide supplemental field maintenance without prior approval of the City of Kettering Parks Department.

Baseball, Softball Outfields Football Fields

- Athletic Associations are responsible for teaching their participants the importance of protecting the grass surfaces. Athletic Associations will be billed for purchase and installation of any sod that is required to repair spots in outfields and grass surfaces that are severely damaged by use or result in unsafe conditions.

City of Kettering Parks will purchase and lay sod on fields only in the following instances

- Areas damaged to the extent that they cannot be re-established through sprigging or rest and were not damaged as a result of overuse or unusual use by any Athletic Association holding field use permits/contracts at the parks will be replaced.
- City of Kettering Parks staff member(s) will meet with Athletic Associations in March/April to evaluate the field needs at each park and design a renovation plan that considers the programming needs of the Athletic Associations and the field recovery requirements. Some fields may be closed for periods of time during peak growing seasons for grass. (Mid-April to June or late September to November).
- Athletic Associations may purchase additional sod for installation at parks. A written request must be received by the City of Kettering Parks Field Scheduler or Parks Manager prior to the purchase and/or installation of sod.
- City of Kettering Parks Manager will determine the purchase and installation times.

All sports field will be generally maintained by the City of Kettering Parks and Maintenance Department in the following manner:

- February/March – pre-emerge application.
- April through September – fertilizer and lime application as needed.
• June/July – aerate and top dressing as needed
• May/June/July – sprigging and or sod renovation as necessary
• September – pre-emerge application and aerate
• December and April. Sports field renovation needs assessment.

Safety and Security

• **Incidents involving Vandalism and Accident/Injury:**
  o Vandalism must be reported to the police immediately by calling 911. Athletic Associations are responsible for submitting a general liability loss notice (example on the following page) to the City of Kettering Field Scheduler for any vandalism, injury and serious incidents within 24 hours or next business day after such incidents.
  o Athletic Associations must report damage to the Field Scheduler immediately.

• **Safety and Loss Prevention.** Athletic Associations are responsible for operating programs in a safe environment. All sport equipment should meet national safety standards and regular inspections of equipment condition should be performed.

• **Field Conditions:** All fields should be inspected before each use to insure a safe environment. City of Kettering Parks reserves the right for any parks and recreation staff to close any facility/fields for the safety of participants or conditions of the facilities/parks/fields. After the fields are closed by the City of Kettering Parks, the Athletic Associations may decide to play but will be responsible for all damages and repairs to fields/facilities. If Athletic Associations cancels games or practices due to inclement weather, it is their responsibility to leave the Field Scheduler a voice message at the time of cancellation. The Athletic Associations must immediately notify the Field Scheduler of any damages or hazardous conditions.

• **Weather Safety.** Athletic Associations officials must ensure that all participants play under safe weather conditions. Athletic Association officials must stress with great importance to all coaches, managers and team business managers, the potential life threatening situations created by inclement weather conditions (thunder, lightning, tornadoes, etc.). Potential life threatening situations can also occur under extremely cold conditions as well as extreme heat; precautions should always be taken in these conditions for the safety of the participant.

• **Adult Supervision.** Athletic Associations that conduct youth activities in the City of Kettering Parks facilities must have sufficient number of adults present to supervise all scheduled activities from arrival to departure.

• **Fire Codes.** Adherence to City of Kettering Health and Fire Codes shall be the responsibility of the Athletic Associations. All concession operations must be conducted in a safe and clean manner and concession equipment must be regularly inspected and thoroughly cleaned.

The Athletic Association president should report safety situations and any service request to the Field Scheduler immediately.
Emergency Service procedures – evenings, weekends, holidays.

Park Facilities- For emergencies at City of Kettering Parks fields/facilities concerning problems such as water or flooding, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage etc.

Please call the Parks Manager (Barry Sanders) Cell Phone number at: **(937) 477-7994**

For non-emergencies concerning problems such as park access, inability to open locked doors, gates locked, scheduling conflicts etc.

Please call the Parks Manager (Barry Sanders) Cell Phone number at: **(937) 477-7994 or barry.sanders@ketteringoh.org**

Police: Emergency, please call 911.

Non-emergency dispatch, call City of Kettering police at (937) 296-2555

Fire Department Emergency, please call 911

Fire Department Non-emergency dispatch
General Liability Loss Notice Form

(For injury or property damage to a member of the public)

Department: Parks Maintenance

Contact:__________________________________________________________

Phone:__________________________________________________________

Claimant’s Name: ________________________________________________

Address:________________________________________________________________

Street ___________________________ City ___________________________ State ________ Zip Code ____________

Phone #: Cell:____________________ Home:________________________ Work:___________________________

Date of Loss/Injury________________________ Time of Loss/Injury (indicate AM or PM)________________

Location of Loss/Injury:________________________________________________________________________

Street ___________________________ City ___________________________ State ________ Zip Code ____________

Detailed Description of Loss/Injury: ________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Nature/Type of Loss:

(circle one) Property Damage Bodily Injury Other (Describe)___________________________

Witnesses (include names of county employees):

Name________________________ Address________________________________ Phone #___________

Date First Reported to Department:______________________________________________________________

Completion Date:_______________________________________________________________________________

Comments:____________________________________________________________________________________

Print Name of person Submitting Report________________________________ Signature____________________

******************************************************************************************************

Supervisors Section: (can be completed on separate sheet of paper)

What can be done to prevent this type of loss/injury in the future?

Do you feel further investigation is necessary (if so, please explain)

Print Name of Supervisor:________________________ Signature:________________________ Date:___________
E. Concessions and Storage Areas

City of Kettering recommends that Athletic Associations follow proper State of Ohio health code standards at all times during concession operations.

Concession stands, refrigerators and coolers must be cleaned and food removed after each season. Athletic Associations has accepted the operations responsibility of concession stands per Board of Health Codes and Regulations. It is the sole responsibility of each athletic association's to maintain all permitted concession stands in a clean sanitary and acceptable conditional all times. Unsanitary conditions will not be tolerated and could result in loss of concession operations or collection of monies to return the facility to acceptable standards. During off seasons, all appliances are to be unplugged. This would include, but is not limited to ice machines, coolers, refrigerators and frozen drink machines. Periodically, Park Maintenance employees may assess the cleanliness of these concessions to ensure regulations.

Adherence to City of Kettering Parks Ordinances

Athletic Associations are responsible for adherence to all City of Kettering Codes and Park Ordinances (complete list on pg. 32)

- Propane gas tanks, gas powered carts and cans must be stored in City of Kettering approved areas.
- Storage of materials in or around HVAC and area units adjacent to concession buildings is prohibited. The cost of damage that is caused by storage of materials in HVAC areas by Athletic Associations will be billed to the offending Athletic Associations.

F. Special Requests

Park Improvements and Additions

Athletic Associations may submit to the Field Scheduler any written requests to move, change, add to, construct, paint or detach any part of any facility/field of which they are assigned. Parks staff will review all requests and an approval or denial will be communicated back to the Athletic Associations within 45 working days.

If an Athletic Association is willing to fund and construct a request, City of Kettering guidelines must be followed. After City of Kettering Parks staff written approval, work may proceed. If City of Kettering guidelines are not followed, City of Kettering reserves the right to dismantle and remove unapproved construction, changes, additions, etc. made to the facilities/fields and/or revoke the use of said facilities/fields.

Any proposal submitted by an Athletic Association which has a previously approved project outstanding or unfinished will not be approved.

Commercial Activity/Vendors

To engage in any commercial activity in a recreation park, field, shelter facility unless approved by the City of Kettering Parks Superintendent or their designee shall be unlawful. Athletic
Associations may have vendors in the area permitted by the Athletic Associations only and only during their schedule activities, if the following guidelines are met:

- Authorization for outside vendors must be obtained from the Parks Field scheduler.
- Vendors must provide a $1,000,000 comprehensive general liability insurance policy, naming the City of Kettering as additional insured and insurance certificate holder.
- Certificate of Insurance Liability (CIL) must be submitted 5 business days prior to the vendor operating in the park. The CIL must be submitted to the Parks Field Scheduler. Vendors may be added as a rider to Athletic Associations insurance policy if that option is available from your insurance provider.

**Fundraising**

Athletic Associations must inform the City of Kettering Field Scheduler, in writing/email, of all fundraising activities that take place on city property. This information is used internally to verify the validity of fundraising activities to the public. The City of Kettering Parks Superintendent must approve all fundraising activities that take place of City of Kettering property.

**Donations and Admissions**

- Athletic Associations may ask for donations for admissions fees provided the location of the event can be isolated. (i.e. the general public would have no need to enter the area unless viewing the sporting event.)
- If donation admission fees will be charged for an event, the City of Kettering Field Scheduler must be notified two weeks prior to the event and will approve all set up arrangements. This information is used internally to verify the validity of donations and/or admissions to parks to the public. In the event that a general park user intends to utilize a park, they are not required to pay for admission as all parks and facilities remain open to the general use of the public during athletic association uses.
- Use of walking trails adjacent to athletic fields for purposes by the Athletic Associations is strictly prohibited. Athletic Associations are responsible for ensuring that walking tracks and trails adjacent to sports fields are clear of spectators during Athletic Association activities.

**Park Significant Events**

Athletic Associations must submit a complete “Park Significant Event Request” form to the Parks Field Scheduler within 30 days of any planned special events such as parades, dedications, ceremonies, opening day activities and carnivals.
City of Kettering Parks Athletic Association

Park Significant Event Request

Email to: Jim Wendling. Field Scheduler. [James.wendling@ketteringoh.org](mailto:James.wendling@ketteringoh.org)

<table>
<thead>
<tr>
<th>Event Contact Name/Title</th>
<th>________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone:</td>
<td>________________________________</td>
</tr>
<tr>
<td>Work/Cell:</td>
<td>________________________________</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

Event Information:

Type of Event:

<table>
<thead>
<tr>
<th>Tournament</th>
<th>Festival Jamboree</th>
<th>Opening Day</th>
<th>Other</th>
</tr>
</thead>
</table>

Title: ________________________________

Location: ________________________________

Date: ________________________________

Time: ________________________________ to ________________________________

Estimated Participation: ________________________________

Brief Description of Event:

______________________________________________________________________________________________________

______________________________________________________________________________________________________

______________________________________________________________________________________________________

Event Checklist:

[ ] Vendor Liability Insurance (naming City of Kettering as additional insured (due at least 10 days prior to event).

[ ] Facility Use Agreement (signed)

[ ] Special Requests/Information
## 2018 City of Kettering Parks and Athletic Associations Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
</tr>
</thead>
</table>
| **January** | * Check Ball Field Lights  
* Athletic Mandatory Meetings. |
| **February** | * Due to the Field Scheduler  
* Copy of Liability Insurance.  
* Copy of Cooperate Agreement.  
* Copy of Updated By Laws.  
* Facilities and grounds walk-through.  
* Ohio non-profit certificate due |
| **March** | * Due to Field Scheduler:  
* Sports Board Rosters due.  
* Spring Sports Team Rosters due.  
* Spring sports Permits distributed. |
| **April** | * Due to Field Scheduler  
* Copy of Cooperate Agreement.  
* Facilities and grounds follow-up |
| **May** | * Facility and grounds follow-up |
| **June** | * Grass Renovations begin  
* Soccer Fields.  
* Soccer Fields closed after Metro Try-outs.  
* Soccer Rosters due |
| **July** | * Metro Practices Start.  
* Spring/Summer Baseball Ends.  
* Fall Sports Permits distributed to Soccer, football and fall baseball. |
| **August** | * Football, Soccer and Fall Baseball Rosters Due  
* Football starts up.  
* Fall Baseball begins |
| **September** | * Fall Baseball Rosters due |
| **October** | Fall Baseball Ends  
Football and Soccer Ends |
| **November** | Concessions all closed. |
| **December** | Athletic Field Assessments |
Gary Schussler  Superintendent  garry.schussler@ketteringoh.org
937-296-2486

Barry Sanders  Parks Manager  barry.sanders@ketteringoh.org
937-296-2486

Rebecca Pine  Parks Clerk  Rebecca.pine@ketteringoh.org
937-296-2486

Jim Wendling  Field Scheduler  james.wendling@ketteringoh.org
937-296-3396
City of Kettering COOPERATIVE SPORTS POLICIES AND PROCEDURE MANUAL

2018 Acknowledgement Form

I hereby confirm the reading and full understanding of the City of Kettering Cooperative Sports Policies and Procedure Manual and agree to follow and aide by all the guidelines and stipulations as set forth in this document. I will also ensure that all individuals acting on the behalf of the (Organization Name) ______________________________________________________________

Are aware of and are in full understanding and agreement with the terms and conditions of this document.

(Organizations) President Signature: ________________________________

Date: ____________
This ATHLETIC ASSOCIATION AGREEMENT/COOPERATIVE SPORTS AGREEMENT is made this ____ day of _____, by and between the City of Kettering and ______________________, a non-profit charitable corporation (“Association”).

WHEREAS, the City desires to have an organization provide youth athletic programs on facilities owned and operate by the City of Kettering and the Association desires to provide such programs.

NOW, THEREFORE, in consideration of the mutual benefits flowing to each party, receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. Premises. The City will permit the Association to use the Premises described on Exhibit “A” attached hereto and incorporated herein by this reference, subject to the terms and conditions contained herein, as well as the Policies and Procedures contained in the City’s current Athletic Association Manual and any Facility Permit issued per season by the City in conjunction with this Agreement, all of which are incorporated into this Agreement by this reference.

2. Term. The term of this Agreement shall commence as of the date first appearing above and shall be for an initial term of twelve months from said date, and the initial term shall automatically renew for additional twelve month terms, unless the Agreement is sooner terminated as provided herein. Notwithstanding the foregoing, this Agreement shall not be construed so as to prohibit or otherwise impede on the City from exploring and/or implementing alternative methods of management and operation of the Premises. Either party shall have the right to terminate this Agreement upon thirty days written notice to the other party. The Association understands and agrees that the violation of any of the terms of this Agreement may result in action against the Association up to and including immediate termination of this Agreement.

3. Use of Premises. The Premises will be used solely for the purposes of providing youth athletic programs to the public, as more particularly set forth in Exhibit “B” attached hereto and incorporated herein by this reference. The Association shall operate and maintain the Premises in accordance with this Agreement and all applicable federal, state and local regulations and ordinances and in such a manner so as not to create a nuisance or trespass. The City reserves the right to cancel any scheduled activity on the Premises when it determines that such use could potentially cause unsafe conditions for the Association, spectators, or general public, and or damage to the facility or grounds. Further, the City maintains the authority to close a City facility, including the Premises at any time it deems it to be in the best interest of the public. The City also has the right to administratively review any complaints regarding the Association and its use of the Premises and to access the property for inspection purposes as needed.

4. Documents to be provided

In accordance with the schedules found in the Policies and Procedures Manual, the Association must annually furnish to the City copies of the following information:

(a). Proof of Liability Insurance.

(b). A copy of Secretary of State’s certification as a registered non-profit organization.

(c). Proof of 501 status.

(c). The Organizations By-laws

(d). Current list of all officer’s name, addresses and contact information.
(e). Complete roster of participants to include gender, addresses, age, city of residence

(f). Complete Practice and Game Schedules.

5. Operations, Maintenance and Improvements. The Premises re provided to the Association on an “AS IS” basis and the City makes no representation, promise or warranty as to the condition or suitability of the Premises for the Associations purposes. The Associations shall not make alterations, modifications or additions to the Premises without the prior written consent of the City. Placement of signage by the Association must be approved in advance by the City.

6. Duties of the City. The City agrees to:

(a). Reserve, on a priority-use basis, ties for practice, games, tournaments and special events at the Premises in accordance with the Facility Permit submitted by the Associations and approved by the City of Kettering Parks and Maintenance Department. The Facility Permit will list fields, times and days for practice, games, tournaments and special events for all activities for the term of the Agreement. This Facility Permit may only be changed by written permission of the Parks and Maintenance Department in advance of the proposed changes(s).

(b). With the exception of buildings or structures constructed or built by the Association, maintain the Premises, including athletic fields and surrounding facilities and grounds. These facilities include:

1. All turf areas, clay infields, fences, fence lines and bleachers.

2. All irrigation systems and drainage systems.

3. All ball field lighting systems.

4. All buildings, including plumbing, electrical, mechanical and structural repairs, and routine custodial maintenance, with the exception of the buildings or structures constructed or built by the Associations.

5. All surrounding areas, including parking areas and roads, grounds, picnic facilities and playgrounds.

(c). Conduct routine inspections of the Premises for the purposes of maintenance and safety.

(d). The City, upon written notice provided to the associations prior to the start of a season, may assess additional fees and charges against the Associations including, but not limited to fees related to utilities, concession stands, and non-resident fees.

(e). Coordinate all annual maintenance (i.e. re-seeding, grading, aeration, fertilization, etc.) with the Associations.

(f). Consult with the Associations regarding plans by the City to materially improved, renovate or alter the Premises.

The City will continue to encourage cooperative efforts to improve the Premises.

(g). Schedule use of the Premises at all other times not specified in this Agreement.

(h). Provide the necessary equipment for the provision of the program. Such equipment would typically include bases and pitcher’s rubbers, field marking material, field marking machines, and any other equipment not considered a permanent structure affixed to the facilities.
7. **Duties of the Associations.** The Associations, in consideration of the above, agrees to the following during the periods of priority use by the Associations.

   (a). Provide full organization, administration and supervision of the athletic program listed herein, including scheduling of all practices, games, tournaments and special events.

   (b). Make the program available to the general public, ensuring general access to the public without regard to age, race, color, religion, national origin, sex, disability, school-cluster, or socio-economic standing.

   (c). Develop and maintain any “special” improvements to the facility such as batting cages, press boxes, sound systems, concession stand equipment and such.

   (d). Prepare and sell food and beverages from designated concession areas, should the Associations so desire.

   (e). Abide by an and all county ordinances, all applicable Ohio State laws and any and all policies of City of Kettering and City of Kettering Parks Maintenance Department rules and regulations.

   (f). To not knowingly allow any person to conduct any activity which is illegal.

   (g). Monitor and accept responsibility for the conduct of all participants and spectators.

   (h). Not erect any signs, poles, tents or any structure without prior approval of the City of Kettering Parks and Maintenance Department.

   (i). Remove all litter from field areas, dug-outs and surrounding grounds daily. Collect all trash from concession areas and deposit in trash dumpsters daily.

   (j). Assume responsibility for security of the premises when keys are provide to the Associations by the City.

   (k). Provide the City of Kettering or the agents with written reports, for the purpose of tracking the number of participants in each program.

   (l). Provide the City of Kettering or the agents written practice schedules and game schedules.

   (m). Provide the City of Kettering or the agents written Certificate of Insurance Liability.

   (n). Provide the City of Kettering or the agents written application for field usage forms.

8. **Indemnification.** The Associations shall indemnify, defend and hold harmless the City of Kettering, its agents, employees and public officials from and against any and all claims, damages, losses and liabilities attributable to negligence of the Associations, its agents, contractors or employees or to the use and occupancy of the Premises by the Associations, its agents, employees and invitees.

9. **No Assignment.** The Association shall not assign this Agreement or any interest hereunder without the prior written consent of the City of Kettering.

10. **No Interest Created.** This Agreement is not intended by the parties to convey any property interest in the Premises to the Association and the Premises shall at all times remain solely the property of the City.

11. **Independent Contractor.** The parties acknowledge that the Association is considered to be an independent contractor for the purposes of this Agreement and that no partnership between the parties is intended by this Agreement.

12. **Notice.** Any and all notice or other communication required or permitted by this Agreement shall be in writing, signed, by the party giving the notice or its attorney and shall be deemed duly served, given or delivered when personally delivered to the party to
whom it is directed, or in lieu of such personal service when deposited in the United States Mail, certified with return receipt requested, postage prepaid addressed to the parties at the address below.

If to the City, City of Kettering Parks Maintenance Department, 3170 Valleywood Drive, Kettering, Ohio 45429.

If to the Associations, at or such other address or addresses is hereinafter be designed by notices provided herein.

13. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

14. **Entire Agreement.** This Agreement and any attached addendum constitute the entire agreement between the parties and no oral statements shall binding.

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

**ASSOCIATION**

By: __________________________

Date: _________________________

Print Name and Title of Person Signing

Attest: _________________________

**CITY OF KETTERING**

By: __________________________

Date: _________________________

Approved as to Form:

______________________________

Law Director

State of _____________________

County of ___________________
On the ________ day of ___________ 20____ appeared before me, (insert organization
name)______________________

The (insert title) _______________ of he/she has the power and authority to sign this agreement as a free
and voluntary act of the Organization and intended to bind it to the terms thereof.

____________________________________

Notary Public

My commission expires _________________________