



**PARKS &  
RECREATION**  
Hendersonville

City of Hendersonville  
Athletic Policy and Procedure  
Manual

Revised 9/6/22

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## A. PARKS DEPARTMENT INFORMATION

### PARKS BOARD

The Parks Board is made of 9 voting members that serves as the advisory body to the Parks & Recreation Department. The Parks Board meets the fourth Monday of each month at City Hall at 6:00 PM.

### PARKS BOARD MEMBERS

Chairman: Ken Hesson  
Ex-Officio: Steve Brown

P.A. Bowler	Bubba Perry
Jeremiah Bennett	Jimmy Head
Thom Golden	Mahlon Hellman
Jill Rathert	Mike Pike

### PARKS DEPARTMENT PERSONNEL

Andy Gilley, <b>Parks Director</b>	agilley@hvilletn.org
Keith Bruce, <b>Assistant Parks Director- Facilities</b>	kbruce@hvilletn.org
Dallas Long, <b>Assistant Parks Director- Athletics &amp; Events</b>	drlong@hvilletn.org
Jeremy Grenat, <b>Parks Maintenance Superintendent</b>	jpgrenat@hvilletn.org
Ed Kemper, <b>Assistant Maintenance Supervisor- Athletics &amp; Events</b>	ekemper@hvilletn.org
Wade Evans, <b>Special Events Program Supervisor</b>	wevans@hvilletn.org
Orey Fugate, <b>Recreation Coordinator- Athletics</b>	ofugate@hvilletn.org
Cindy Hamblen, <b>Recreation Coordinator- Programs</b>	chamblen@hvilletn.org
Brannon Jones, <b>Tennis Coordinator</b>	bjones@hvilletn.org
Jaime Barton, <b>Purchasing, Payroll, &amp; Project Coordinator</b>	jbarton@hvilletn.org
Kristen Emerson, <b>Administrative Assistant II</b>	kemerson@hvilletn.org

### PARKS DEPARTMENT CONTACT INFORMATION

Mailing Address: 101 Maple Drive North, Hendersonville, Tennessee 37075  
Business Hours: Monday-Friday - 8:00 AM - 4:30 PM (office hours)  
Business Phone: 615- 822-3898  
Fax: 615-590-4621  
Park Maintenance: 615-822-6513  
Tennis Courts: 615-757-3775  
Rain-Out Number: 615-264-5313  
Website: [www.hendersonvilleparks.org](http://www.hendersonvilleparks.org)  
Rain-Out Website: [www.rainoutline.com](http://www.rainoutline.com)

## **B. PARKS DEPARTMENT- MISSION, PURPOSE & GOALS**

### **MISSION STATEMENT**

The goal of the Parks & Recreation Department is to provide a well-rounded, wholesome program of leisure time activities for the mental, physical and social well-being of the residents of Hendersonville.

### **PURPOSE**

The purpose of this manual is to serve as a reference for the athletic associations and programs that operate in the park, to provide a full understanding of the expectations and rules of the Hendersonville Parks & Recreation Department. It is mandatory that all approved programs and organizations adhere to these rules and regulations as set forth in this manual.

### **GOALS & OBJECTIVES**

It is the intent of the Parks & Recreation Department to aid in the use of the park facilities and to ensure that all special interest groups are treated fairly. The department will strive to see that all use is in the best interest of the community. Your efforts in supporting the activities in the parks and in taking care of the facilities will guarantee the finest community recreation possible.

The Goals & Objectives for the Hendersonville Parks & Recreation Department are as follows:

- To ensure the safety of our participants
- To offer participation opportunities regardless of race, gender, religion, or socioeconomic status.
- To encourage fundamentals, development, and skills be taught through proper educational trainings, rules, and demonstrations.
- To demand fairness from staff, board members, coaches, and volunteers.
- To expect that sportsmanship and fair play is the standard as set through the "Honor the Game Program."

## C. YOUTH ATHLETIC ASSOCIATIONS

The City of Hendersonville is fortunate to have volunteers who execute youth recreational sports programs on behalf of the City's Parks and Recreation department. In this unique partnership, the City provides staff, budget, and resources to construct and maintain quality sports fields, facilities, and parks. Youth Athletic Associations (henceforth referred to as YAA), shall have a board of directors to organize, plan, and administer outstanding youth sports & recreational programs. Together, this partnership ensures that wholesome, healthy, and enjoyable recreation activities are available to the citizens of Hendersonville.

This manual expands on the listed requirements to describe the City's policies and procedures, as well as outlining the responsibilities of both the Parks and Recreation Department (hereinafter "Department") and the organization. This handbook outlines the basic structure of the YAAs to ensure all programs are operated consistently with Department and national recreation program standards. Violation of any requirement may constitute cause for revocation of the use of Parks.

Recognizing that the City provides valuable assets that are funded by tax payers and that these assets are utilized by YAAs, YAAs and their competitive/travel programs are required to provide their services in concert with established City policies, ordinances, and good business practices. In addition, situations may arise requiring the Parks & Recreation Department to be involved in issues related to YAA operations. In these instances, the YAAs are required to cooperate with the Parks and Recreation Department and the Parks and Recreation Board to resolve issues in cases not specifically covered by this manual. All grievances, protests, and ethical issues shall follow the City's Parks & Recreation due process procedures. In the event that the YAA's due process does not resolve the issue, a formal request for consideration shall be forwarded to the Director of the Parks and Recreation Department. The Parks and Recreation Director shall investigate the issue and forward the matter to the Parks & Recreation Board for resolution. All decisions by the Parks & Recreation Board regarding appeals are final. Decisions regarding the appeals will be submitted to individuals involved within five (5) business days.

### 1. Not-for-Profit Organization

Each YAA must register and maintain 501(c)3 status and submit annual reports to stay in compliance with the Tennessee Secretary of State and file an annual 990 form with the IRS. Proof of not-for-profit status must be submitted annually at the January Parks Board meeting.

### 2. Insurance Coverage

All YAAs must provide The City of Hendersonville a comprehensive general liability insurance coverage package in the amount of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. The Certificate of Insurance must list the City of Hendersonville as additional insured. Also required is insurance covering the personal property of the organization including equipment and contents. All subcontractors and vendors hired by a YAA must provide the Parks & Recreation Department a comprehensive general liability insurance coverage package in the amount of \$1,000,000, which is due to Parks Department before any services or activities are provided in the park. The COI (Accident and Liability) must be

submitted annually at the January Parks Board meeting and be on file before the use of facilities can occur.

### **3. Bylaws and Election of Officers**

Each YAA must submit their current by-laws and list of elected officers and/or board members annually to the Parks and Recreation Director.

### **4. Financial Reports**

The YAAs shall assume the financial responsibility for the recreation program it operates. The City assumes no responsibility for maintaining financial stability of the YAAs. Furthermore, the City expressly assumes no responsibility for the financial well-being or outstanding debts of the YAA. The City of Hendersonville Parks and Recreation Department recommends that each YAA is bonded and that annual internal audits are performed on all checking accounts.

The YAAs must submit quarterly financial reports to the Parks Board. Annually the YAAs must submit a full-year financial report based on their fiscal year. The Parks Board and Parks Staff will determine the proper time for each YAA to submit annual financial report and the YAA will appear before the Parks Board to discuss. Both quarterly and annual reports should be submitted via a template provided by the parks staff.

In addition to the quarterly financial reports, all YAA's must submit the following information as it pertains to their ongoing leagues/programs of each quarter:

1. Number of Games Played
2. Any Ejections, Suspensions, Red Cards Given
3. Any other disciplinary action taken by the clubs

The City of Hendersonville Parks & Recreation Department, at its own expense, may have an independent audit conducted for YAA's operations from a financial and management perspective at any time during the term of the YAA's use of the city's parks. The YAA's accounting records shall be made available for audit and inspection by Hendersonville Parks & Recreation within 30 days of a written request. The auditing firm selected to conduct the audit shall be mutually agreed upon by both Hendersonville Parks and Recreation and the YAA. Failure to provide access to YAA records may result in the revocations of the YAA's use privileges of Parks.

The YAAs shall properly maintain records on receipts and disbursements of all funds. The appropriate invoice or documentation shall support all disbursements.

YAAs should strive to avoid obtaining materials, supplies or services from any persons affiliated with the YAA to avoid the appearance of impropriety (this would include family members of such affiliated persons).

### **5. Bonding of Youth Athletic Associations Officers**

All check signed by the officers of YAAs should bear two (2) signatures of the appropriate officers of the YAA. YAAs are encouraged to acquire a bond for all officers and/or members of the YAA who collect and receive monies for the YAA.

## **6. Turf and Grounds Assessments**

The City of Hendersonville Parks and Recreation Department and YAAs will assess fields, grounds, and facilities to determine improvements or course of action needed to repair problem areas or issues of concern. The Department and YAAs will work together annually to create a timeline and financial plan to repair or renovate affected areas. It is expected that YAA will work with Parks Staff to identify ways for YAA to contribute towards improvements of facilities.

## **7. Participation Requirement**

YAAs that utilize Parks, must ensure that no persons be denied participations in any park or programs based on race, color, national origin, religious background, sex, or age, and be in compliance with the Americans with Disabilities Act.

## **8. Facility Use Agreement/Permits**

Each YAA operating in a Park must fill out a Facility Use Agreement & Concession Use Agreement form with the City of Hendersonville Parks and Recreation Department.

- This permit will be obtained on behalf of the YAA by the President and on behalf of the Department by the Parks and Recreation Director.
- This permit, issued per sport, specifically identifies facilities to be used by the YAA and the terms and conditions of said use.
- Adherence to all requirements outlined in the Policies and Procedures for YAA's operating on City park property is a condition of the facility use permit and is considered asterms of use.
- The Parks Board will decide the term (between one and three years) of each permit and issue the permits at its January meeting.

Facility use permits are issued solely for the use of the permittee. Use under the permit is not transferable or assignable. Only the Parks and Recreation Department can issue permits to any person or organization seeking to use a Park. No organization at any time may sublet Park facilities to another organization or permit any separate organization to use a Park under the permittee's name. Violation of this policy will require the forfeiture of any money made as a result of the use of the Park and may result in the revocation of Park use privileges of the permittee.

No organization at any time may set-up or schedule vendors such as food or merchandise to set-up in the Parks without prior approval from the Parks & Recreation Department. All vendors must submit a vendor fee of \$30 to the City of Hendersonville Parks & Recreation Department and be issued a Parks Permit to set-up, sell, and distribute items within the City's parks. Violation of this policy will require the forfeiture of any money made as a result of the use of the Park and may result in the revocation of Park use privileges of both the vendor and YAA. All vendors are responsible for cleaning areas in which they operate at all parks facilities and events.

## **9. Cancellations**

The City of Hendersonville Parks and Recreation Department reserves the right to cancel any scheduled activity on City facilities or property when it determines that such use could potentially cause unsafe conditions for the YAAs, spectators, general public, and/or damage to the facility at any time it deems it to be in the best interest of the public

### **D. FACILITY USE AND OPERATIONS**

#### **1. Parks and Recreation Department Role**

The role of the City of Hendersonville Parks and Recreation Department is to facilitate agreements and permits with those desiring to use the City of Hendersonville Parks and Recreation athletic fields and facilities; to implement various youth athletics programs, activities and events; and to ensure that the recreational assets of the City of Hendersonville are utilized effectively and efficiently to allow maximum participation and citizen access. In addition:

- Assist user groups in setting usage dates and times; securing permits; completing significant event notification; collecting insurance and non-profit verification documents from YAAs; collecting player fees, rental fees, deposits, and any other fees associated with facility use.
- Collect team or league rosters; proposed practice, game, and tournament schedules; and program participation reports from YAAs for each season and each sport.
- Attend YAA Board meetings and elections as needed and serve in an advisory capacity during these meetings.
- Relay all communications from the YAA to Parks Board and vice versa.
- Regularly inspect parks, fields, and facilities and communicate issues, concerns, and problems with support services staff and parks ground maintenance staff on behalf of YAAs.
- Disseminate information on field and facility closures for inclement weather or renovation.
- Post YAA announcements on park signage and other outlets such as social media.
- Ensure YAAs comply with the Policies and Procedures outlined in this manual.

#### **2. Sport of Season Guidelines**

The City of Hendersonville Parks and Recreation Department reserves the right to administer field/facility permits to YAAs according to established sport of season priorities. City of Hendersonville Parks and Recreation recognizes and prioritizes field/facility use according to the sports primary season(s). Other sports or events as requested may be conducted on fields designated for sport specific use with approval from the Parks and Recreation Department.

### **3. New Sport or League**

YAA's must notify the City of Hendersonville Parks and Recreation Department of plans to implement any new sport or league. The YAA then must attend the next scheduled Parks Board meeting and present their plan to the Board for approval. The YAA is cautioned against promoting its plans in the event that its application is rejected by the Parks Board.

### **4. Fees**

Player fees are \$10 per resident and \$15 for non-residents that will be due based on the YAA rosters each season. YAA's will be responsible for submitting league rosters to include all registered players' address by the completion of each season. The Hendersonville Parks and Recreation Department will be responsible for issuing an invoice for the leagues player fees to be paid within 30 days by the YAA. The YAA agrees to allow parks staff access to registration information to audit the list for verification purposes.

Camp fees are \$5 per registered participants that will be due based on the YAA rosters each season. YAA's will be responsible for submitting camp rosters to include all registered participants by the completion of the camp. The Hendersonville Parks and Recreation Department will be responsible for issuing an invoice for the participant camp fees to be paid within 30 days by the YAA.

\*Beginning January 1 2022 – Resident Fees will move to \$15 and Non-Resident \$20

\*Beginning July 1 2022 – Resident Fees will be \$15 and Non-Resident \$25

### **5. Field Scheduling**

Final decisions regarding field scheduling will be vested in the Parks and Recreation Department. Proposed dates for try-outs, camps, tournaments, practices, and league games at Park facilities must be submitted in writing minimum of (30) days and a maximum of one (1) year in advance to the Parks and Recreation Department. Once submitted, the Parks and Recreation Department will allocate field space as deemed in the best interest of the parks usage and Hendersonville residents. First priority will be given to approved YAA and City of Hendersonville Parks and Recreation programs, and then to the general public and other organizations.

#### *Game Schedules:*

YAA's must make the scheduling of practices and games for recreation teams their first priority during the scheduling process. All Practice times and game times must be approved by the Parks and Recreation Department prior to the start of the practices and games. Upon review of these schedules, the Parks and Recreation Department can make changes to the schedule as staff sees fit. Unscheduled field time will be scheduled by the Parks and Recreation Department as deemed appropriate. Unscheduled field time refers to approved practice and game schedules. Athletic fields will not be prepared and/or lined until the Parks and Recreation Department receives a written practice and/or game schedule.

## **6. Practice and Game Schedules**

The YAA will supply to the Parks and Recreation Department a final copy of their practice schedule one (1) week prior to the start of practices, and a copy of their game schedule one (1) week prior to opening day for any games.

## **7. Tournaments**

YAA's must request in writing to the City of Hendersonville Parks and Recreation Department for permission to use Parks for tournaments. This written request should include tournament dates, times, and specific facilities. The YAA then must attend the next scheduled Parks Board meeting and present their plan to the Board for approval. The department reserves the right to impose a fee for use of the facility if it is determined the event is not directly linked to the normal operations of the primary volunteer organization of the park/facility, whether during the allotted time or not. The YAA is cautioned against promoting its plans in the event that its application is rejected by the Parks Board.

All outside organizations wishing to conduct a tournament/event in a park/facility MUST partner with a YAA or another non-profit organization in the city and provide a monetary donation to the organization. Event request must be in writing to the City of Hendersonville Parks and Recreation Department for permission to use Parks for tournaments. This written request should include tournament dates, times, and specific facilities. The outside organization then must attend the next scheduled Parks Board meeting and present their plan to the Board for approval. Outside organizations are subject to a fee charge for the usage of the facility. The department reserves the right to change, alter, or cancel the event based on weather conditions or unapproved changes to the structure of the event.

## **8. Camps and Clinics**

YAA's must request in writing to the City of Hendersonville Parks and Recreation Department the use of Parks for any camps and clinics sponsored by the YAA. The YAA then must attend the next scheduled Parks Board meeting and present their plan to the Board for approval. Failure to provide adequate request and notice of scheduled tournaments and/or camps and clinics to the Parks and Recreation Department could result in conflicts with other City sponsored camps, clinics, programs, events or facility renovations. The YAA is cautioned against promoting its plans in the event that its application is rejected by the Parks Board.

## **9. Advertising and Signage**

YAA's wishing to place signs in the parks for the purpose of announcing program registration and events must obtain approval from the Parks and Recreation Department through written request. If approved, the sign must not be installed earlier than thirty (30) days prior to the event and must be removed no later than seven (7) days after the occasion. Sponsorship signs located within the park should follow the below guidelines but will not require approval from the Parks and Recreation Director.

## **10. Sponsorship Sign Guidelines**

League Sponsorship signs may be displayed on game days but must be removed each day/evening. Sponsorship signs may not be installed and/or displayed on a regular basis without prior approval from the Parks and Recreation Department as well as the Parks Board. Failure to adhere to this could result in the signage being removed by the Parks and Recreation Department. Signs and Sponsorships will be approved by the Parks Staff and Parks Board in accordance with the Parks Sponsorship Guidelines.

## **11. School Gym Usage**

The City of Hendersonville and Sumner County Schools have a long-standing Park/School agreement to help with scheduling and supporting each organizations needs in offering athletic opportunities to the community. The Hendersonville Parks and Recreation Department will provide gym supervisors for all scheduled activities at a school gym or facility. Use of school facilities for parks and recreation activities are permitted and scheduled through the Hendersonville Parks and Recreation Department. School usage schedules for the Parks and Recreation Department activities are subject to change at any time based on the schools' activities and scheduling needs. Abuse of school facilities (vandalism, intentional or unintentional damage, litter, etc.) may result in the suspension of athletic activities and possibly the cancellation of the leagues.

### **E. COACHING REQUIREMENTS**

#### **1. Background Checks**

All registered head and assistant coaches within each YAA must submit an annual background check through the City of Hendersonville Parks and Recreation Department's background screening system prior to approval to coach. The Parks and Recreation Department will have final approval on all coaches based on the Hendersonville Parks and Recreation Background Policy. The YAA President and/or League Director must provide the Parks Staff a list of coaches at the start of each season. The YAA is expected to provide all coaches the necessary information to complete their background screening, as well as work with the Parks Staff on ensuring all coaches background checks are completed prior to coaching. All coaches with outstanding background checks by the start of the season's first game will be removed from coaching and will not be illegible until the check is complete. League Directors will work with Parks Staff to ensure that no practices or games are cancelled or postponed in emergency situations where a background checked coach cannot be present.

#### **2. CPR/AED Training**

All registered head coaches within each YAA must complete a CPR/AED training through a National Licensed Trainer every two (2) years. The YAA must submit the trainer and credentials they plan to utilize in writing for approval to the Hendersonville Parks and Recreation Department prior to beginning CPR/AED trainings. The YAA President must submit a signed document confirming a list of

all coach's current on their CPR/AED training prior to the start of the season's first games to the Hendersonville Parks and Recreation Staff. All coaches that do not complete their CPR training prior to the first game of the season will be removed from coaching and will not be eligible to coach until the training is complete.

The Parks Department will work with the YAA on scheduling and reserving park facilities for the conduction of CPR trainings.

### **3. Certified Coaching Training**

All YAAs must provide their head coaches annual opportunities to participate in coaching training through a National Certified Coaches Training Resource. The YAA must submit the Certified Training and credentials they plan to utilize in writing for approval to the Hendersonville Parks and Recreation Department prior to beginning trainings. Should there be any issues, questions, or concerns regarding the training, the Parks staff will submit the YAA request to the Parks Board for final approval. Each YAA will provide to the Parks Staff a list of training dates and a list of attendees

The Parks Department will work with the YAA on scheduling and reserving park facilities for the conduction of Coaching Trainings as need.

### **4. Private Coaching on Park Property**

The YAAs are required to monitor their coaches and teams to ensure that payment for private coaches, trainers, or instructors does not occur on City facilities without a proper approval and permit from the Parks Board.

## **F. MAINTENANCE AND RESPONSIBILITIES GUIDELINES**

### **1. Facility Maintenance/Operations Standards**

Hendersonville Parks and Recreation will provide maintenance for all park facilities and structures located within its parks. This includes but is not limited to; restrooms, concession stand, maintenance shed, athletic fields, fencing, parking lots, sidewalks, non-athletic fields, bleachers, playgrounds, pavilions, picnic tables, grills, etc. This includes athletic field preparation for game play (mowing, dragging, painting, lining, setting lights, mounds, bases, goals, etc.). Hendersonville Parks and Recreation will also be responsible for proper disposal and bag replacement of garbage in the many trash receptacles located throughout the parks.

### **2. YAA Operations and Maintenance Responsibilities**

YAAs are expected to assist parks staff collecting litter from athletic fields, dugouts, bleachers and placing it in a trash receptacle. This activity should be done at the conclusion of activities on a daily basis. YAAs are not allowed to place athletic field materials (sand quick dry, field conditioner, clay, sod, fertilizer, etc.) on athletic fields unless given specific permission from the

Parks and Recreation Staff.

YAA's are responsible for providing all sports equipment and all necessary personnel to operate its programs.

YAA's are responsible for keeping concessions and meetings rooms clean, organized, and clear of obstruction. All equipment should be put away and stored in an organized fashion between seasons.

Anchoring and/or sandbagging movable goals will be the responsibility of the YAA. This activity should be done prior to activity beginning on a daily basis.

### **3. Incident Report**

City of Hendersonville Parks and Recreation Department must be notified immediately of any serious injury, death, property damage, vandalism, or any other incident of major significance that might occur during a YAA activity at a City of Hendersonville Park. Any such incident must be submitted in writing to the Parks and Recreation Department. This report will help to ensure safety at all parks, as well as provide a written documentation of the incident.

### **4. Scoreboards and Light Bulbs**

Hendersonville Parks and Recreation will be responsible for repair and bulb replacement of all scoreboards and field lighting. Scoreboard repair is not considered to be an emergency repair.

YAA's are responsible for ensuring scoreboard controllers are returned and secured at their designated concession stands at the end of each days scheduled YAA activity.

### **5. Emergency/Safety/Work Request Procedures**

The YAA President should report safety situations and work requests to the Parks and Recreation Staff immediately upon observation.

### **6. Field Closure**

Hendersonville Parks and Recreation reserves the right to cancel any scheduled activity at City parks or facilities when it is determined that such use would severely damage the condition or endanger the safety of the participants.

## **G. PARK IMPROVEMENTS AND ADDITIONS**

The Hendersonville Parks and Recreation Department and YAA's will communicate in January and July annually to pursue and plan for improvements to park facilities that will enhance the program as well as upgrade the amenities in the park. YAA's shall submit in writing to the Parks and Recreation Department any and all requests for permission to move, change, add to,

construct, paint, or detach any part of any facility. Consideration and approval or denial of all written requests will come from the Parks and Recreation Director or if needed will need to go before the parks Board for their final approval. Staff will review all requests and an approval or denial will be communicated as soon as possible. Plans must meet all Federal, State, and local Building Codes and are subject to the approval of the City of Hendersonville Code Inspector. Work may proceed only after approval. All work will be monitored and inspected by the City of Hendersonville. All contractors are required to obtain a \$1,000,000 liability insurance policy, naming the City of Hendersonville as additional insured.

If a YAA is willing to fund a request, the guidelines in this document must be followed. After approval of the request, work may proceed. Any special requests in which Hendersonville Parks and Recreation will be asked to provide funding must be submitted prior to construction approval.

Temporary or permanent equipment cannot be installed without the consent of the Parks Director. If a group requests the installation of equipment (temporary or permanent) and it is installed or placed in the building, it becomes the property of the Parks Department

If a YAA fails to follow these procedures for city park improvements Hendersonville Parks and Recreation reserves the right to remove unapproved changes made to the facilities and revoke the use of these facilities.

#### **H. DISCIPLINARY ISSUES**

All players, coaches and spectators are expected to conduct themselves in a sportsmanlike manner. Everyone is expected to adhere to all rules regarding conduct, which are found in this athletic manual. Each YAA is expected to promote, encourage, and implement the "Honor the Game" Sportsmanship Program as set by the Parks Board and the Hendersonville Parks & Recreation Department.

Any disciplinary issues that occur during a YAA activity amongst players, coaches, spectators, officials, and/or administrators must be reported to the Hendersonville Parks & Recreation Department by 12pm the next day. Parks staff will work with the YAA in determining appropriate disciplinary actions, if required. The Parks Staff will be expected to report all leagues' disciplinary reports to the Parks Board at the next monthly Board meeting.

YAA that utilize city facilities for leagues and programs will be subject to disciplinary action for failure to report disciplinary issues by 12pm the next day on any misconduct violations in their respective league. The Parks & Recreation Department will rule on these cases individually as they occur. These rules and codes of conduct apply to all YAA commissioners, coaches, participants and spectators. These rules are in effect before, during and after a game and all persons must adhere to them.

**In addition to the quarterly financial reports, all YAA's must submit the following information as it pertains to their ongoing leagues/programs of each quarter:**

- 1. Number of Games Played**
- 2. Any Ejections, Suspensions, Red Cards Given**
- 3. Any other disciplinary action taken by the clubs**

## 1. Ejections

The following penalties are minimum and automatic. The Parks Department and/or Parks Board may implement a change of penalty depending on severity of offense. Any misconduct violations not mentioned below will be handled by the Parks & Recreation Department and disciplinary action taken against person(s) involved.

If a team does not follow the following eligibility rules as set by the Hendersonville Parks & Recreation Department, they will forfeit the game or games which the ineligible person(s) has played in, risk the potential of further suspensions with the possibility of the YAA facility usage being revoked. No protest is necessary. **PENALTY: 1st Offense- Forfeiture of games and person(s) put on probation. 2nd Offense- Person(s) suspended from league and probation for 1 year.**

If a player, coach, or spectator is ejected from a game by an official, he/she must leave the playing surface), and the general area around the facility. **PENALTY: Failure of an ejected person(s) to leave will result in his/her team forfeiting the ballgame. Furthermore, any person(s) ejected from a game, at a minimum, will not be allowed to participate in the next one scheduled game. If ejected twice, a player may be suspended for the remainder of the season. Any person(s) that leave the bench and/or stands will automatically be suspended at the parks and recreation departments discretion.**

If ejected from a game, then the "in season" suspension will be in that league. If suspended for the rest of the season the suspension will be in all parks and/or YAA leagues.

## 2. Spectators

Spectators entering the area of an athletic contest before, during or after the contest and/or spectators who are ejected from any YAA event may be subject to suspension, dismissal and/or banishment from Parks Activities pending investigation by Parks Department Staff

## 3. Basketball Specific on Ejections & Suspensions

a. Any player or coach that receives a total of two (2) technical fouls in a season will be suspended for the next scheduled game following the conclusion of the game they were participating in when receiving the second technical of the season. Should a player or coach receive two (2) technical fouls in the same game he or she will be ejected from the current game and suspended for at least one game following at the discretion of the Parks Staff.

b. Any player or coach who had previously been suspended for receiving two (2) technical fouls and subsequently receives a third (3rd) technical in a season will be suspended for two games he or she is scheduled to compete in following the game in which he or she is currently competing.

c. Any player or coach who had previously been suspended for receiving a third (3rd) technical foul in a season and subsequently receives a fourth (4th) technical foul will be dismissed from the league for the remainder of the season.

#### **4. High School Basketball**

a. If a player or coach is given a technical foul in a game that technical foul will be considered as applying to the entire team for that game. Only the individual who receives the first technical foul of the game will have that technical foul go on their record for disciplinary action with the Hendersonville Parks & Recreation Department.

b. Should any player or coach on the same team receive a subsequent technical foul that player or coach will be considered to receive their second technical foul of the game and will be ejected for the remainder of the contest. \*If that is only the first technical assessed to that player or coach for that game then he or she will not be subject to the automatic ejection suspension in the Athletic Manual

### **I. SAFETY AND SECURITY**

#### **1. Incidents Involving Vandalism and Accident/Injury**

Vandalism must be reported to the Parks and Recreation Department immediately upon discovery. Any incidents involving serious accident/injury, immediate personal or park safety, or of an emergent nature must be reported to Hendersonville Police Department by calling 911. YAAs must report damage to City facilities or buildings to the Parks and Recreation Department immediately. Damaged facilities must be secured to prevent further damage or loss.

If damage is the result of YAA's negligence or failure to comply with accepted operational or security measures, the YAA may be held responsible for reimbursing the City of Hendersonville for all or part of repair costs.

#### **2. Safety and Loss Prevention**

YAAs are responsible for operating programs in a safe environment. The YAAs are expected to inspect all fields, anchoring of goals, portable mounds, equipment and other facilities regularly to ensure safe conditions and proper maintenance. All sports equipment should meet national safety standards, and regular inspections of the equipment condition should be performed.

#### **3. Adherence to City Park Rules**

YAAs are responsible for adherence to all Parks & Recreation rules, ordinances, and Municipal Code. Failure to adhere to these policies may result in the revocation of Park use privileges of the YAA.

YAAs are responsible for adherence to all Parks & Recreation policies including, Background Check Policy, Sudden Cardiac Arrest Policy, Concussion Policy, Safe Sports Act Policy, Advertisement in Parks Policy, and Alcohol in Parks Policy. Failure to adhere to these policies may result in the revocation of Park use privileges of the YAA.

#### **4. Emergency Services Procedure**

For any emergency involving Park Facilities (e.g. water or flooding problems, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage, etc.)

Please call:

1. Parks and Recreation Director and Staff
2. YAA President

For any emergency involving severe or life-threatening injuries, loss of life, criminal activity, etc.

1. 911 – Hendersonville Police/ UTV1 Fire Department
2. Parks and Recreation Director and Staff
3. YAA President

For general maintenance needs that do not require immediate attention or an emergency (e.g. soap, toilet paper, locked door, etc.)

Please call:

1. Maintenance On-call
2. Parks and Recreation Director and Staff
3. YAA President

## **J. PARK PROHIBITIONS**

### **1. Littering**

It shall be prohibited for any person to throw or deposit litter on the grounds, streets, parking lot, walking trail, athletic fields, etc., in any park or facility except within the provided public receptacles. In areas where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and shall be properly disposed of elsewhere. It shall be prohibited to take into, carry through, or put into a recreation facility, any litter generated outside the recreation facility.

### **2. Weapons Prohibited**

Weapons are prohibited in all recreational facilities except where allowed by state law. Weapons are also prohibited at all school sponsored events and activities, and all parks activities held on school properties. (Pursuant to TCA 39-17-1309 (2015))

### **3. Personal Conduct**

It shall be prohibited for any person to engage in any violent, abusive, vulgar, obscene, or otherwise disorderly conduct. Individuals will also refrain from disturbing and/or disrupting others, or engaging in any activity that could cause injury to other persons while on or in connection with a recreation facility. No person shall upon or in connection with a recreation facility by act or speech wilfully or unreasonably hinder, interrupt or interfere with any duly permitted activity or unreasonably or wilfully intrude on any areas or into the structures designated for the use of a certain person, persons or YAA. Individuals in violation of the personal conduct policy will be asked to leave the park and face potential suspension for future

activities in the park from the Hendersonville Parks and Recreation Department. Failure to comply will result in further action from the Hendersonville Police Department.

#### **4. Damaging or Removal of any Park Property or Vegetation Prohibited**

It shall be unlawful for any person to deface, graffiti, harm or damage any park buildings, wildlife, property, equipment or signs; or dig up, cut, damage or remove any trees, tree limbs, shrubbery, flowers, rocks, mulch, water, historical artifacts or other vegetation in a recreation facility.

#### **5. Possession, Use or Consumption of Alcoholic Beverages**

It shall be prohibited for any person to possess, use, or consume any alcoholic beverages in a recreational facility unless at an event where alcohol and the sales of alcohol has been approved by the Hendersonville Beer Board and the Hendersonville Parks Board.

#### **6. Tobacco Use**

In many areas within City Parks smoking is prohibited. Violators of this prohibition and violators of state law involving tobacco use may be charged under city and state law.

#### **7. Commercial Activity Restricted**

It shall be prohibited for any person to sell or offer for sale any merchandise, operate, or attempt to operate a concession, or engage in any commercial or charitable activity in a recreational facility unless approved by permit, by the Hendersonville Parks and Recreation Department.

#### **8. Temporary Amusement Activities**

It shall be prohibited for anyone to erect or use any temporary carnival or amusement ride or inflatables in a recreation facility unless approved by permit, by the Parks and Recreation Department.

#### **9. Animals Restricted**

It shall be the duty of every animal owner whose animal is in a recreation facility or park to always have physical control of the animal by leash or lead line unless in designated Dog Park areas where off leash is permitted or approved otherwise, by permit, by the Parks and Recreation Department. It shall be prohibited for any person with an animal, other than a trained service animal, to access areas of a recreation facility which are restricted to animals. It shall be the duty of every animal owner whose animal is in a recreation facility to immediately and properly dispose of waste deposited by the animal.

It shall be the duty of every animal owner of whose animal is in a recreation facility to have current vaccinations for their animal.

## 10. Recreation Facility Restrictions

It shall be prohibited for anyone to enter any closed sport field listed on the city's rainout line for recreation use unless approved by permit, by the Parks and Recreation Department.

## 11. Parking

No parking is allowed on the grass. Parking must be in the parking lot or other assigned areas. Exception: special events/tournaments depending on parking spaces availability.

## K. VIOLATIONS & TERMINATIONS

### Violations

Any YAA who has been approved for facility use by the Hendersonville Parks Board, who violates the guidelines and/or regulations stated within the manual, will be subject to the following disciplinary actions:

**First Violation:** A written warning to the league contact/President with detailed agreement violation(s).

**Second Violation:** A written warning to league contact/President with detailed agreement violation(s), and written notification the YAA must appear before the Hendersonville Parks Board.

**Third Violation:** The YAA will be notified in writing to appear before the Hendersonville Parks Board for possible revocation of their facility use agreement for the remainder of year. The YAA President or his designee must appear before the Hendersonville Parks Board to be reinstated.

Failure to adhere to any provisions within this Agreement by the YAA or YAA'S member may result in termination for cause.

## L. INCLEMENT WEATHER CONDITIONS

The Hendersonville Parks and Recreation Department is committed to keeping all athletes, staff, guests and fans safe, including from the dangers of the weather and environment. It is important to know the harms, risks, and appropriate ways to react to a weather emergency or situation. Knowing when to seek shelter and recognizing a potential weather hazard is essential, especially for sports that do not have a certified athletic trainer present at practices and games. The following are the policies and procedures that should be followed in the event of inclement weather:

**WEATHER RESOURCES:** Weather Service shall be utilized as the determining source for temperature, relative humidity and wind chill factor verification.

### 1. Rain Out Line

In the event of inclement weather, it may be necessary to require a specific field or park complex to be closed. The Hendersonville Parks and Recreation Department has a weather rainout line in place that is designed as a mechanism for the public to access important information regarding weather issues, field closures, program cancellations, etc. This rain line will be updated daily, no later than 4:00 PM on weekdays and 7:00 AM on weekends, with information as soon as the information becomes available and/or decisions about gameplay has been made. The

Hendersonville Parks and Recreation Rain Out Line is 615-264-5313

Rainout Line is the weather-related facility cancellation notification system for Hendersonville Parks and Recreation. This service is easy to use and allows parents, coaches, and league officials to receive cancellation information instantly from a variety of methods.

### **Notification Options**

1. **Website** - Visit the Hendersonville Parks website
2. **Phone Line** - Call 615-264-5313 and follow the extension for your applicable facilities.
3. **Free Mobile App** – Download the free Rainout Line app for Apple or Android to your device, and search for Hendersonville Parks.
4. **E-Mail** – Create a free user account at [www.rainoutline.com](http://www.rainoutline.com). Search for Hendersonville Parks, and select EMAIL ALERTS to subscribe to a notification program.
5. **Text Message** – Create a free user account at [www.rainoutline.com](http://www.rainoutline.com). Search for Hendersonville Parks, and select TEXT ALERTS to subscribe to notifications.

## **2. Monitoring Personnel**

YAA League Director covering the practice/event will work with the Parks Staff as well as game officials to observe and make decisions on weather conditions. The League Director, Umpires, and/or Head Coach shall check the Rainout Line and utilize, if available, lightning detectors, or sling psychomotor/ hand held heat index for current weather conditions. Current conditions shall be monitored minimally 1 hour before, at the time of, and midway through practices/events.

## **3. Lightning Safety Policy**

The following Emergency Lightning Safety plan is based on current recommendations given by the National Weather Service, the National Lightning Safety Institute, and the current NCAA Sports Medicine handbook. The League Director covering the practice/event or the Head Coach, or the umpires in the occurrence that a League Director is not present, shall be the individual(s) responsible for weather observation, including using available lightning detectors and evacuation plan implementation. In the situation where an observation of 30 seconds (or less) between seeing the lightning flash and hearing its associated thunder, the following shall occur:

- a. The ThorGuard Lightning Detection system will alert all participants in the park when conditions become hazardous and lightning is detected within a 2-mile radius of the park. **When lightning is detected, a 15 second Warning Horn will sound and the strobe lights will flash. When it is safe to return to the fields, a 3 consecutive horns will sound and the strobe light will turn OFF.**
- b. Leave site immediately and seek safe shelter which is considered any fully enclosed building that involves plumbing and/or electrical wires that act to electrically ground the structure. Equipment should be left on the field and retrieved once deemed safe.
- c. If such a shelter cannot be found, take shelter in any vehicle with a hard metal roof and closed windows.

d. While indoors, stay away from any of the walls, windows, plumbing and electronic devices attached to the walls (including landline telephones). If in a vehicle, avoid contact with the metal frame and avoid radio use.

e. If lightning is observed prior to the ThorGuard system horns sounding, or activity is being held at a facility that does not have a ThorGuard system, then all play should stop immediately, and all parties should seek shelter. Activity should remain paused until 30 minutes past the last lightning strike that was witnessed.

**The following should be considered when developing a strategy of safety during a lightning storm:**

1. Multiple means of monitoring weather are encouraged for large outdoor athletic events. A longer time to clear the venue should be anticipated due to congestion.

2. Avoid being near the highest point of the venue.

3. Individuals who feel their hair stand on end should assume the lightning safety position crouched on ground, weight on balls of their feet, head lowered, and ears covered. Avoid lying flat on the ground.

#### **4. Management of Lightning Storm-Induced Injuries**

Individuals that are struck by lightning do not carry residual charge and may be handled without danger to the medical or assisting personnel. The medical or assisting personnel should:

a. Evaluate whether the scene is safe. On-going lightning may still be a threat.

b. Safely move the injured individual to a safe shelter.

c. Activate emergency medical response systems if deemed necessary.

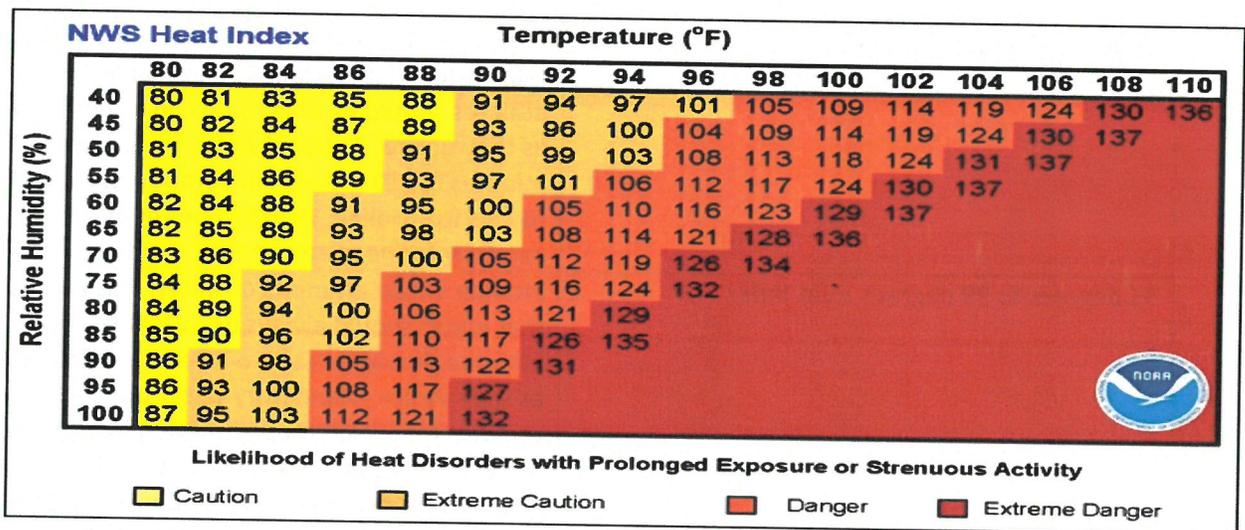
d. Apply any first aid necessary.

e. Call **911**.

#### **5. Hot Weather Policy**

All YAA's outdoor athletic events within Hendersonville Parks and Recreation operate under guidelines highlighted in the following table. The YAA's are responsible for communicating to all coaches, officials, and employees these guidelines. In the event a League Director is not present, it is the responsibility of the coaches, officials, parents, and athletes to adhere to the following table to determine the guidelines recommended for your practice conditions.

Under 95 degrees Heat Index	Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire. Optional water breaks every 30 minutes for 10 minutes in duration. Ice-down towels for cooling. Watch/monitor athletes carefully for necessary action.
95 degrees to 99 degrees Heat Index	Provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire. Mandatory water breaks every 30 minutes for 10 minutes in duration. Ice-down towels for cooling. Watch/monitor athletes carefully for necessary action. Contact sports and activities with additional equipment. Helmets and other possible equipment removed if not involved in contact. Reduce time of outside activity. Consider postponing practice to later in the day, Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.
100 degrees to 104 degrees Heat Index	All sports- provide ample amounts of water. This means that water should always be available, and athletes should be able to take in as much water as they desire. Mandatory water breaks every 30 minutes for 10 minutes in duration. Ice-down towels for cooling. Watch/monitor athletes carefully for necessary action. Alter uniform by removing items if possible. Allow for changes to dry t-shirts and shorts. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. Postpone practice to later in day. Contact sports and activities with additional equipment. Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity. Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.
Above 104 degrees Heat Index	Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.



**Recognition: Signs and Symptoms of Common Heat Injuries**

<i>Heat Cramps</i>	<i>Heat Syncope</i>
<ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Thirst</li> <li>• Sweating</li> <li>• Transient muscle cramps</li> <li>• Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Fatigue and Dizziness</li> <li>• Lightheadedness</li> <li>• Pale/sweaty skin</li> <li>• Tunnel vision</li> </ul>

<i>Exercise (heat) exhaustion</i>	<i>Exertional heat stroke</i>
<ul style="list-style-type: none"> <li>• Core temp (97.0 -104.0°F)</li> <li>• Dehydration</li> <li>• Dizziness</li> <li>• Lightheadedness</li> <li>• Syncope</li> <li>• Headache</li> <li>• Nausea</li> <li>• Intestinal cramps/diarrhea</li> <li>• Pallor</li> <li>• Profuse sweating</li> <li>• Cool, clammy skin</li> <li>• Weakness</li> <li>• Hyperventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Core temp (&gt; 104.0°F)</li> <li>• Dizziness</li> <li>• Drowsiness</li> <li>• Irrational behavior</li> <li>• Confusion/disorientation/irritability</li> <li>• Loss of consciousness</li> <li>• Dehydration</li> <li>• Weakness</li> <li>• Hot and wet/dry skin</li> <li>• Tachycardia (100-120 bpm)</li> <li>• Hypotension</li> <li>• Hyperventilation</li> <li>• Vomiting</li> <li>• Diarrhea</li> </ul>

<i>Exertional hyponatremia (Over-hydration/insufficient sodium level)</i>
<ul style="list-style-type: none"> <li>• Core temp (&lt;104.0°F)</li> <li>• Nausea</li> <li>• Vomiting</li> <li>• Swelling of extremities</li> <li>• Low sodium level</li> <li>• Progressive headache</li> <li>• Confusion</li> <li>• Lethargy</li> <li>• Seizures/coma</li> </ul>

# Emergency Action Plan for Hendersonville

## Parks and Recreation

101 Maple Dr. North  
Hendersonville, TN 37075  
615-822-3898

Park Director: <u>Andy Gilley</u>	Phone: <u>615-604-9165</u>
Assistant Parks Director: <u>Keith Bruce</u>	Phone: <u>615-681-2337</u>
Assistant Parks Director: <u>Dallas Long</u>	Phone: <u>615-756-1669</u>
Recreation Coord: <u>Wade Evans</u>	Phone: <u>615-681-5065</u>
Recreation Coord: <u>Cindy Hamblen</u>	Phone: <u>615-500-6590</u>

Emergency Medical Services Phone Number: 911

### EMS Protocol

When you call EMS, provide your name and title or position, current address, telephone number; number of individuals injured; condition of injured; first aid treatment; specific directions; additional information if requested

Scene Control: Limit scene to first aid providers and move bystanders away from area.

Drakes Creek Park Addresses: 191 Conway Twitty Lane, Hendersonville, TN 37075

Veterans Park Addresses: 144 Scotch St. North, Hendersonville, TN 37075

Practice Facility: Same as above

Game Day Facility: Same as above

Other (Describe): Same as above

Hospital Name: TriStar Hendersonville Medical Center  
355 New Shackle Island Rd. Hendersonville, TN 37075

Hospital Directions: From Drakes Creek Park – turn right onto E Main St, turn right onto Old Shackle Island Rd, turn left onto Savely Dr., Turn right onto New Shackle Island Rd, The destination is on the left (2.7 miles total)

From Veterans Park – turn left onto Wessington Pl., turn right onto New Shackle Island Rd., The destination is on the left (1.9 miles total)

Emergency Room Number: 615-338-1000

<b>Emergency Task Assignments</b>	<b>Assigned to (Staff, coaches, parents, etc.)</b>
<u>Immediate care of the injured or ill participant</u>	<u>Head Coach</u>
<u>Emergency equipment retrieval</u>	<u>Assistant Coach</u>
<u>Call EMS</u>	<u>Assistant Coach or Parent</u>
<u>Unlock and open doors for EMS</u>	<u>Parent</u>
<u>Flag down EMS and direct to scene</u>	<u>Parent</u>

8 Areas to Examine When a Player Is Injured

1. Pulse:
  - Normal Range: 60-80 beats per minute in children; 80-100 beat per minute in adults.
  - Note that a rapid, weak pulse indicates SHOCK
  - Absence of a pulse indicates CARDIAC ARREST
2. Respiration:
  - Normal 12-20 breaths per minute in children; 13-17 breaths per minute in adults.
  - Shallow breathing indicates shock
  - Irregular or gasping indicates there is an air obstruction
  - Frothy blood from mouth indicates as chest injury
3. Temperature and Skin Reaction:
  - Normal Temperature is 98.6 F
  - Temperature changes are caused by disease or trauma
  - Skin
    - Hot, Dry = Infection
    - Cool Clammy= Shock
4. Skin Color:
  - Red - Lack of Oxygen, Heat Stroke, High BP
  - White - Shock, Heart Disease
  - Blue - Air not being carried adequately, Airway Obstruction
5. Pupil Size:
  - Injuries can alter the size of pupils:
  - Dilated Pupils: May indicate an unconscious athlete
  - Unequal Pupils: May indicate neurological problems
  - Note: some athletes may have naturally unequal pupils (should be noted in pre-season screening)
6. Movement Ability: Inability to move a muscle part may indicate a serious Central Nervous System Injury.
7. Pain Reaction:
  - Pain or lack of pain can assist the athletic trainer in making a judgement:
    - Immovable body part with severe pain, numbness, or tingling can indicate a Central Nervous System injury
    - Injury that is extremely painful, but not sensitive to touch may indicate lack of circulation
8. Level of Consciousness: AVPU
  - **Alert:** Evaluate the level of alertness
  - **Verbal:** Is the person able to respond verbally?
  - **Pain:** What is the response to pain?
  - **Unresponsive:** The patient does not respond to eye, voice, and motor or pain stimulus.

Adopted by Hendersonville Recreation and Parks  
June 2019

Adapted from National Alliance for Youth Sports  
Karen Lew, Med., ATC, LAT for the National Alliance for Youth Sports



### FACILITY USE AGREEMENT FOR ATHLETIC LEAGUES

The CITY OF HENDERSONVILLE through its PARKS AND RECREATION DEPARTMENT ("CITY") and the \_\_\_\_\_ ("LEAGUE") being a duly legal and authorized corporation, organized pursuant to the laws of the State of Tennessee hereby enter into an agreement for use of \_\_\_\_\_ facility beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ for the purpose \_\_\_\_\_ activity.

The LEAGUE will be granted use of said facility for this period of time and will be responsible for reporting any unsatisfactory use or conditions, which affect the LEAGUE and the CITY. LEAGUES that operate multiple seasons may be required to submit a new agreement each season for review.

The LEAGUE agrees to conduct their activities in strict and complete compliance with the Hendersonville Municipal Code, Hendersonville Parks Athletics & Procedure Manual and other Regulations deemed necessary by the Department and Parks Board. Violation of these policies may result in the revocation of Hendersonville Park use privileges of the LEAGUE.

The LEAGUE agrees to promote, encourage, and implement the "Honor the Game" Sportsmanship program. The LEAGUE must craft a culture through the education of coaches, players, parents, and officials and develop opportunities to recognize and acknowledge individuals that demonstrate the character, spirit, and sportsmanship established within the program and deemed necessary by the Department and Parks Board.

The LEAGUE further agrees to exercise sound financial management principles in accordance with local, state and federal laws. The CITY reserves the right to review and / or audit any or all financial records of the LEAGUE, including but not limited to bank statements, invoices, receipts, etc. when it is deemed necessary to assure that said principles are in place.

The LEAGUE agrees to provide the City's Parks and Recreation Department with the information required in its Regulations including but not limited to their Certificate of liability Insurance, proof of non-profit status with the Tennessee Secretary of State and proof of non-profit status with the IRS.

I/We have read and understand the policies and regulations as stated by the CITY and agree to abide by them. I/We understand that failure to abide by these policies and regulations may be cause for the revocation of the agreement for facility use.

I/We further waive any claim against the CITY and assume all risks and hazards incidental to the use of the facilities of the conduct of the activities and transportation to and from the activities. I/We further hereby release, absolve, indemnify, and hold harmless the CITY from and against any loss, liability, claims, causes of action, and expenses, including attorney's fees and damages, arising out of or related to the facilities, the condition of the facilities, the activities, or the programs contemplated by their agreement.

The LEAGUE shall maintain at all times during the term of this agreement, at its sole expense and at no expense to the CITY, liability insurance in the amount of One Million Dollars and shall cause the CITY to be named as an insured and shall furnish a duplicate original to the CITY to cover injury to any one person or any number of persons from the same occurrence and for property damage. This policy of insurance shall contain an endorsement indicating that it will be primary as to any other insurance the CITY may have and that such coverage of insurance shall not be cancelled or reduced without the insurance carrier first giving thirty (30) days notice in written form to the CITY.

This contract was executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in duplicate original.

LEAGUE

CITY OF HENDEROSNVILLE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Required Information

All items below are required to be on file with the Parks and Recreation Department

Required Each Season	Enclosed/Attached	Item Description
Yes	Yes _____ No _____ Yes _____ No _____	<b>Schedules – provide field, team(s), date, time</b> Practice Schedule Game Schedule
Yes	Yes _____ No _____ Yes _____ No _____	<b>Financial Information (for all accounts)</b> January Financial Statement July Financial Statement
Yes	Yes _____ No _____	<b>List of Current Officers &amp; Board of Directors</b> Names Telephone numbers Addresses Email addresses
Yes	Yes _____ No _____ Yes _____ No _____ Yes _____ No _____ Yes _____ No _____	<b>Proof of Insurance</b> (Accident and Liability) Certificate of Insurance Lists City as Additional Insured Letter from Insurance Carrier
Only if changes have occurred	Yes _____ No _____	Association Charter & By-Laws
Must be on file	Yes _____ No _____	Proof of Non-Profit Status with the IRS and State of Tennessee
Yes	Yes _____ No _____	Coaches list and background check completion
Yes	Yes _____ No _____	Coaching training certifications
Yes	Yes _____ No _____	<b>Rosters of Players including:</b> Address
Yes	Yes _____ No _____	Player Fees

## Program Proposal

### SPRING SEASON - Schedule of Operation

Activity	Start Date	End Date
Registration		
Evaluations		
Practice Dates		
Game Dates		
Picture Date		
End of Season Tournament		
Tournament Dates		
Camp Dates		

### SUMMER SEASON - Schedule of Operation

Activity	Start Date	End Date
Registration		
Evaluations		
Practice Dates		
Game Dates		
Picture Date		
End of Season Tournament		
Tournament Dates		
Camp Dates		

### FALL SEASON - Schedule of Operation

Activity	Start Date	End Date
Registration		
Evaluations		
Practice Dates		
Game Dates		
Picture Date		
End of Season Tournament		
Tournament Dates		
Camp Dates		



### CONCESSION USE AGREEMENT FOR ATHLETIC LEAGUES

The CITY OF HENDERSONVILLE through its PARKS AND RECREATION DEPARTMENT (“CITY”) and the \_\_\_\_\_ (“LEAGUE”) being a duly legal and authorized corporation, organized pursuant to the laws of the State of Tennessee, hereby enter into an agreement to operate the \_\_\_\_\_ concessions beginning on January \_\_\_\_, 20\_\_ and ending on December \_\_\_\_, 20\_\_. The LEAGUE agrees to operate the concession facilities in good faith and in accordance with the conditions listed below:

The LEAGUE will be granted use of said concession facility for this time and will be responsible for reporting any unsatisfactory use or conditions, which affect the LEAGUE and the CITY. LEAGUES that operate multiple seasons will be required to submit a new agreement annually in January for review.

The LEAGUE agrees to conduct their activities in strict and complete compliance with the Hendersonville Municipal Code, Hendersonville Parks Athletics & Procedure Manual and other Regulations deemed necessary by the Department and Parks Board. Violation of these policies may result in the revocation of Hendersonville Park use privileges of the LEAGUE.

The LEAGUE further agrees to exercise sound financial management principles in accordance with local, state and federal laws. The CITY reserves the right to review or audit any or all financial records of the LEAGUE, including but not limited to bank statements, invoices, receipts, etc., when it is deemed necessary to assure that said principles are in place.

The LEAGUE agrees that all improvements to the concession facilities, including the additions, purchases, and installations of appliances or equipment, shall become the property of the CITY and may not be removed following the conclusion of this agreement without the expressed written consent of the city.

I/We further waive any claim against the CITY and assume all risks and hazards incidental to the use of the concession facilities of the conduct of the activities and transportation to and from the activities. I/We further hereby release, absolve, indemnify, and hold harmless the CITY from and against any loss, liability, claims, causes of action, and expenses, including attorney’s fees and damages, arising out of or related to the concession facilities, the condition of the concession facilities contemplated by their agreement.

