

HENDERSONVILLE
PARKS & RECREATION
ATHLETIC MANUAL

2018 Spring

Revised 7/26/18

OFFICIAL RULES & REGULATIONS

PARKS BOARD MEMBERS

Chairman: Ken Hesson
Ex-Officio: Hamilton Frost

P.A. Bowler	Paula Bourget
Randy Campbell	Jimmy Head
Bobby Richards	Darren Frank
Nathan White	Mike Pike

The Parks Board meets the fourth Monday of each month at City Hall at 6:00 PM.
Please call Parks Department in advance for schedule changes.

PARKS DEPARTMENT PERSONNEL

Parks Director: Dave LeMarbre - email: Dlemarbre@hvilletn.org
Assistant Parks Director: Keith Bruce – email: Kbruce@hvilletn.org
Parks Manager: Dallas Long – email Dallaslong@hvilletn.org
Parks Maintenance Supervisor: Steven Russell srussell@hvilletn.org
Special Events Programs Supervisor: Andrea Wise- email: awise@hvilletn.org
Part-time Recreation Supervisor: Cindy Hamblen – email: Chamblen@hvilletn.org
Administrative Assistant: Jenny Spannuth – email: Jspannuth@hvilletn.org
Administrative Secretary: Kristen Emerson– email: Kemerson@hvilletn.org

GENERAL INFORMATION

Website: www.hendersonvilleparks.org

The Parks Department is located at City Hall, 101 Maple Drive North

Mailing Address: 101 Maple Drive North
Hendersonville, Tennessee 37075
Business Hours: Monday-Friday - 8:00 AM - 5:00 PM
Business Phone: 822-3898 / 822-1000 x4654
Park Maintenance: 822-6513
Fax: 590-4621

Drakes Creek Park North

Rain-Out Number:	264-5313	Softball Complex:	264-5360
Soccer Concession:	824-6216	Baseball Complex:	264-5346

Memorial Park Tennis Courts: 757-3775

PURPOSE & GOAL

PURPOSE

The purpose of this manual is to set forth rules for all athletic leagues and for recreational activities operated within the city's park system. It is mandatory that all parties concerned adhere to these rules and regulations as set forth in this manual.

Procedural guidelines on all levels will be issued to all leagues and all special interest groups.

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 as a whole. Your efforts in supporting the activities in the parks and in taking care of the facilities will guarantee the finest community recreation possible.

GOAL

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.

GENERAL RULES

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 coach is responsible for informing his players and team spectators of these rules.

Rosters for each league must be filled out completely and signed by each player in order to be eligible to participate.

The Hendersonville Parks Department will rule on all eligibility discrepancies from the original rosters, which have been turned in to the Parks & Recreation Department. Any misrepresentation in names, signatures, addresses, telephone numbers or date of birth will result in forfeiting all games and the player(s) in question will be expelled from the league for the remainder of the season.

Players will be allowed to play in two different divisions or leagues in the Hendersonville Spring/Summer leagues (except one cannot play in Monday Men's Church and Friday Men's Church). This new rule includes leagues run by civic groups or by the Parks Department. This rule is now consistent with the ASA ruling enabling players to participate in two different divisions of play.

Entrance fee is due and payable at sign-ups. Any team that does not pay the required fee by the designated time will not be permitted to continue in the league for the current season.

The Parks & Recreation Department will reschedule cancelled games. It is the duty of each team (or coach) to check with the Parks Department at 822-3898 or 822-1000 for the rescheduled dates and times.

Notice of cancellation will be made on the day of the game (by 4:00 PM Monday – Friday, by 7:00 AM on Saturday and by 12:00 noon on Sunday). Call the rainout number (264-5313) to verify play or check the website www.hendersonvilleparks.org

The Parks & Recreation Department will have complete control of game cancellations. Games will be cancelled if there is a possibility of injury to players or if damage to the fields would occur.

The Parks & Recreation Department will schedule all use of city facilities. This includes all game fields and practice fields for softball, baseball, soccer and football (plus gyms for basketball) for all games and practices.

There will be a combination blanket policy with restrictions on days, times, fields and number of practices per week to be determined by the Parks & Recreation Department.

No charge for practices under the lights.

If a team forfeits 2 games (double-header league 3 games) they may be dropped from league play. No money will be returned.

The City of Hendersonville, Parks & Recreation Department and Sumner County Board of Education will not be responsible for personal injury or thefts.

Uniforms: Only matching jerseys with numbers are required. A player will not be allowed to play without a numbered matching jersey.

Protest fee is \$75.00 **CASH**, checks will not be accepted. If you lose your protest you lose your money. If you win your protest, you will get your money back. Protest for rule interpretations must be in writing and submitted to the Parks & Recreation Department within 1 working/business day after the game. Judgment calls may not be challenged. Notification of decision will be given within 3 working days of protest. Protest for games during the tournaments must be made before the start of either team's next game or 1 working/business day whichever is first.

If the protest is for an illegal player, the protest must be done before the completion of the current game. The umpire must receive the \$75.00 cash and then see a photo ID of the protested player.

**If the player in question shows his/her photo ID and is not the person on the lineup card then the player is ejected for the game in progress and must sit out the next game at a minimum – the current game is a forfeit.

**If the player in question shows his/her photo ID and is the person on the lineup card then the game will then be completed and the Parks Office will rule on the protest (check the roster) the next business day.

**If the player in question does not have a photo ID then he/she is automatically illegal and the game is a forfeit.

No additions or changes to the rosters will be allowed after the dates listed below. To be added, players must have rosters in to the Parks & Recreation Department by 5:00pm day of game for the day that person wishes to play. For games on Saturday/Sunday must be into the office by 5:00pm Friday.

Dates for final additions or changes in rosters:	Spring Softball	-	June 1
	Spring Kickball	-	May 29
	Fall Softball	-	September 15
	Fall Kickball	-	September 15
	Adult Basketball	-	January 11
	Volleyball	-	February 1

If a player wishes to switch teams in a league he/she must get a formal release from the coach of the team in which he/she is leaving and then must follow guidelines pertaining to additions and final registration dates. The player must also get Parks Department approval.

The Parks Department will have authority and authorization for all schedules of Sub-district, district, state, regional and national play-off and/or tournaments. A possibility of cancellation exists to scheduled league, civic and charitable tournaments. If this occurs, a rescheduling will occur.

Each league will turn into the Parks & Recreation Department all coaches' names, telephone numbers, names of players, rules, commissioners and any other pertinent information. This information must be turned into the Parks & Recreation Department before the first game of the season. The league will not be allowed to start without this information.

Each league will turn in a financial statement of income and expenditures at a Parks Board meeting at the end of their season/end of year. The Parks Board meets on the fourth Monday of each month at City Hall.

Only leagues, civic organizations and charitable organizations may sponsor a tournament at a rate of one per athletic season – exceptions may be made by Parks Board. No individual teams may sponsor a tournament. League applications for tournaments must be filed with the Parks & Recreation Department 2 weeks prior to first league game. Civic and charitable organizations must submit a tournament application a minimum of 90 days prior to the requested tournament dates.

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.

Complaints must be filed in writing with the Parks & Recreation Department.

All teams must follow rules in accordance with the particular league in which they play. For example, if a church team wishes to play in an open league, they must meet open league requirements, which are not necessarily the same as church rules.

Eligibility restrictions for participation in City Leagues - **Softball / Baseball / Soccer:** No restrictions for residents or non-residents, open participation per Federal Regulations. **Basketball / Volleyball:** RESIDENTS ONLY; This includes persons living in the Hendersonville city limits or planning region; persons with a Hendersonville telephone or address; children zoned to Hendersonville schools. EXCEPTIONS: Station Camp/Tyree Springs Road area and Cages Bend / Number One area. The Parks and Recreation Department MUST approve any other exceptions. If space is available for non-resident teams and/or individuals they will be allowed to participate on a year-to-year basis.

Dugouts – All teams are required to clean up (throw trash in the barrels) their dugouts at the completion of their game(s).

Regular Season player/maintenance fees: \$10 for Hendersonville Residents/\$15for non-Hendersonville Residents

VIOLATIONS & PENALTIES

Leagues that are run independently, but play their games on city facilities, will be subject to disciplinary action for any misconduct violations in their respective league. The Parks & Recreation Department will rule on these such cases individually as they occur. These rules and codes of conduct apply to all league commissioners, coaches, participants and spectators. These rules are in effect before, during and after a game and all persons must adhere to them.

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 and/or league do not follow eligibility rules set up by either the league or the city, then they will forfeit the game or games which the ineligible person(s) has played in. 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/spectator is ejected from a game by an official, he/she must leave the gym (basketball/volleyball), the field (softball/baseball/football/soccer), and the general area around the field. **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.**

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 park leagues.

Starting Spring 2010 – Adult softball: On an ejected player - the team will NOT have to have a substitute. The ejected spot in the batting order will be an out every time they come to the plate. Note: Teams can only drop to 9 players. If a team only has 9 players and one is ejected then the game is a forfeit.

No smoking/tobacco products on playing fields, in gymnasiums/anywhere on school property and/or other posted park facilities and/or property. No jumping of fencing on any fields. **PENALTY: 1st offense is a team warning, 2nd offense is a player ejection from game in progress.** There shall be no throwing a bat or anything against the backstop or fence before, during

or after a game. **PENALTY: Ejection without warning from the game in progress and also suspension from the next scheduled game.**

No person shall possess beverages containing any alcoholic content in any public park or recreation area/gymnasium/anywhere on school property. No person shall use threatening, abusive or insulting language, either verbally or by using gestures. No person shall deface, abuse or destroy city facilities and/or property as described in City Ordinance 1978-38, Section 3. This also applies to gym facilities. No person shall engage in, instigate or encourage a fight. No person shall disobey the lawful and reasonable order of a police officer or park employee in the discharge of his/her duties or disobey and/or disregard the notices, prohibitions, instructions or directions of any park sign, including rules and regulations posted on the grounds or buildings. No person shall strike, push, manhandle or threaten any official in any way before, during or after a game. Abusive and unsportsmanlike behavior directed toward scorekeepers or gym supervisors will not be tolerated. **PENALTY: The penalty for the above violations will be suspension depending upon severity.** No person or team shall practice on a field that has been closed by the Parks & Recreation Department. **PENALTY: 1st Offense: Coach 1 year probation. 2nd Offense: Suspension of coach and 1 year probation.**