

Marianna Parks and Recreation Department



Policy and Procedures

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OBJECTIVES

Notice of Objectives of Marianna Parks and Recreation Department Staff

Introduction

This “Notice of Objectives” is an intra-departmental notice to employees/staff who work within the Marianna Parks and Recreation Department. It is intended to provide basic objectives to staff and is not intended to alter policy and procedures set out in the Employee Manual of the City of Marianna. If there is any conflict between this notice and the policy and procedure manual applicable to all City employees, the manual applicable to all employees shall govern.

The recreation department is the base for a year-round recreation program. The director and his/her staff are primarily responsible for accomplishing the recreation program, athletic events and its facilities. To be effective, the recreation staff must be thoroughly committed to the public, which they serve. They must have a real interest in their community and be knowledgeable about the community’s interest, problems and needs.

The recreation staff members are most effective when they are devoted and dedicated to active and positive leadership rather than a passive approach to programming. The staff should strive to provide a program of diversified activities with effective leadership for their community.

I. OBJECTIVES

In considering the individual recreation complex entity, the following are adequate objectives of which the department staff should be ever mindful:

1. To develop creativity in the community.
2. To develop athletic prowess through instruction of basic game skills.
3. To create an atmosphere conducive to adult recreation, as well as for the young.
4. To instill ideals of good sportsmanship, fair play and the rewards of participation.
5. To develop the best possible public relations between the department and the community.
6. To promote the best of good manners and social grace.
7. To keep the entire recreation facilities clean and in proper order so that it will offer aesthetic value to the community.
8. To develop a well-rounded and effective schedule of recreation opportunities for all ages, both sexes, and with regard to accessibility for all disabilities.
9. To maintain a hazard-free complex for recreation.

When considering the total function of the Marianna Parks and Recreation Department as a public agency in relation to the entire City, the objectives of the department could be incorporated into a statement similar to the following.

To provide a well-rounded recreation program conducted in safe, clean and attractive environments. This program should be geared to reach all citizens without regard to race, color, sex, age, or disability.

To further qualify this general objective, the term "recreation" should be defined. George D. Butler defines "recreation" in his book, Introduction to Community Recreation, as "...any form of experience or activity in which an individual engages from choice because of the personal enjoyment and satisfaction which it brings directly to him."

Satisfactions which people seek through recreation, according to Butler, include the joy of creation, fellowship, adventure, a sense of achievement, physical well-being; use mental powers, emotional experiences, enjoyment of beauty, a sense of service and relaxation.

Recreation activities may be classified in categories similar to the following:

1. Active Games and Sports
2. Social Activities
3. Music and Dance
4. Arts and Crafts
5. Service Activities

6. Nature and Outings

II. POLICIES

After establishing objectives for the parks and recreation department, the next step is to determine policies; the rules by which one strives to reach these objectives.

The Marianna Parks and Recreation Department sets policies governing recreation. These policies may be categorized in the following classifications:

1. Program
2. Facilities

A. PROGRAM

1. It is a policy of the Marianna Parks and Recreation Department to carry out a well-balanced and well-planned program. Each activity should be carried through to a satisfying culmination with the guidelines and rules remaining consistent throughout the activities' entirety.
2. Emphasis should be placed on meeting the needs of the entire City of Marianna and secondly the surrounding outside communities.
3. The recreation department is required to have a Program Coordinator to make plans for all seasonal programs and special events held.
4. Staff should endeavor to formulate a consistent set of rules/guidelines prior to all City-wide events where such rules/guidelines have not formerly been established. These rules/guidelines will be set so that ample time will be given to all participants.
5. Program activities are planned annually. This eliminates overlap in major sport programs and other activities.
6. A request for a private rental affair can only be booked when and where it will not interfere with scheduled program activities.
7. Upon completion and approval, the program for the recreation center must be publicized so that the community will be aware of the recreational opportunities offered.

B. FACILITIES

1. The Marianna Parks and Recreation Department keeps all its facilities safe, clean and attractive.
2. Marianna Parks and Recreation Department operates under the Facility Regulations approved by the City Commission of Marianna and those which have been implemented intra-department.

These regulations are:

- a. The playgrounds, parks, & ball fields, , recreation coming under the jurisdiction of the Parks and Recreation Department are intended for the use of the citizens of Marianna.
 - b. The Parks and Recreation Department operates under the laws of the State of Florida, and the City of Marianna and use of the facilities must comply with said laws except where they may conflict with Federal laws or Federal Court Injunction with which the Parks and Recreation Department must comply.
 - c. The use of any facility and payment thereof must be on an 'as is' basis.
3. Any duly classified non-profit, volunteer service group wishing to meet in the recreation complex during regular open hours may do so without charge if they do not wish to reserve a particular room and will use those facilities which are available at the time of the meeting. This arrangement does not guarantee the service group a place to meet if on occasion all the facilities in the center are in use for program activities and reservations. If the service group wishes to have guaranteed room, they will have to pay the usual charge for a reservation. (Service groups include Scouts, charitable clubs, etc.)
 4. When booking private reservations, the Program Coordinator must keep these reservations within the limit of the facilities available at the center. No reservation should extend past a total of four hours. If a reservation is to extend past of four hours, renter must be charged a per hour rate for the additional time. A Facility Reservation Form must be filled out for all rentals and approved before the event is to take place.
 5. The Program Coordinator is responsible for reserving the outside barbecue shelter, pavilion and picnic tables throughout the city parks. All athletic facilities must be reserved through the Recreation Office. A field Lease Agreement must be signed by renter and must be approved by the recreation director before any activities take place. All charges are established by the Parks and Recreation Department and approved by the City Council or within the department.
 6. When renting any Parks and Recreation facility, if required, the rental attendant is to assure that City property and equipment is protected; to open and close the facility; to assist the renting organization in building information; to make emergency phone calls; to make final fire check; and to assist with parking and crowd control
 7. All rental groups are held responsible for clean-up and removal of all non-departmental property. This includes wiping counters and appliances, sweeping and mopping, removing decorations and trash, and replacing Center equipment to its original location. The rental attendant is responsible for enforcing this policy and conducting an inspection before renter leaves.

8. Cancellation- Staff must inform prospective groups that a 48 hour cancellation notice is required to receive a full refund. If the renting party fails to give a 48-hour cancellation notice, the monies collected for the rental will be retained by the MPR Department. All refunds will be subject to Department Head approval.
9. Any and all Monies collected for rentals, program fees, etc. will be paid in full in advance and must be receipted in the proper receipt book provided by the City of Marianna Administration Office.
10. Absolutely no gambling of any kind, alcoholic beverages, tobacco products usage, drugs or weapons will be permitted in any Parks and Recreation facility.
11. The Parks and Recreation Director retain the right to waive any or all parts of this policy.

Reservation Procedures:

1. Parties interested in reserving a park facility must complete a Field Facility Reservation Form at the Parks & Recreation Department. Requests will be classified and handled on an availability basis with the following categories:

Category I: Programs and activities of the City of Marianna Parks & Recreation Department will receive priority use of any and all facilities.

Category II: Any non-profit group, organization wishing to use an outdoor athletic field, which is available at time of request, may do so without charge. Also, any tournament team whose majorities of the team members are participating in the department's athletic program may reserve a field without charge. Note: This request can only be scheduled 24 hours prior to facility usage. This arrangement does not guarantee the field to be available on the date or time requested if on occasion all the facilities are in use for program activities or paid reservations.

Category III: Any other group or organization not affiliated with the department must pay a field usage fee, and reservation forms must be turned in to the department no later than two weeks prior to requested date. The Recreation Director must approve all reservations and rental fees are due at time of authorization.

All athletic programs have first priority on the use of ball fields/facilities. Any other interested individual/groups must complete a facility reservation form and it must be approved before any use of facilities.

**RENTAL AND REGISTRATION
FEES**

City of Marianna Parks and Recreation Department Rental Fees

<u>Rental-by the hour</u>	<u>Location(s)</u>	<u>First 4 hours</u>	<u>Additional Hours</u>	<u>Refundable Deposit (additional)</u>	<u>Attendant Required</u>	<u>Security Required</u>
Wynn St. Park Pavillion	Wynn Street	\$35	\$10	\$25	TBD	
Jennings Field Pavillion	Hwy 73 S.	\$60	\$10	\$25	TBD	
McLanes Community Center	Clay St.	\$75	\$10	\$25	TBD	

TBD – To Be Determined on an individual reservation basis

	<u>Location(s)</u>	<u>Event Fee</u>	<u>Facility Usage Fee</u>	<u>Refundable Deposit (additional)</u>	<u>Attendant Required</u>	<u>Security Required</u>
MERE Recreational Complex	Caverns Rd.	\$125	\$10 per hr.	\$100	yes	

Marianna Sports Registration Fees

<u>Sport</u>	<u>City Resident</u>	<u>Non-City Resident</u>	<u>Team</u>
Basketball	\$30	\$45	--
Tackle Football	\$45	\$60	--
Flag Football	\$30	\$45	--
Soccer	\$30	\$45	--
Baseball	\$30-45	\$45-60	--
Adult Softball	--	--	\$520
Church league	--	--	\$280

TBD – To Be Determined on an individual reservation basis

NOTE: ANYONE WHO RENTS ANY OF THE MARIANNA PARKS AND RECREATION DEPARTMENT FACILITIES FOR A PROFIT MUST APPLY FOR A CITY BUSINESS LICENSE.

MARIANNA PARKS AND RECREATION DEPARTMENT
FACILITY RENTAL CONTRACT

This contract between the City of Marianna and enables the Organization to reserve space at the Following Recreation facility on dates and times specified below:

SPACE(S) RESERVED FOR USE: _____
SPACE(S) TO BE USED FOR: _____
TIME OF RENTAL: FROM _____ TO _____ DATE: _____
SET-UP TIME (if any): FROM _____ TO _____ DATE: _____
NUMBER OF PERSONS IN ACTIVITY: _____ AGE RANGE: _____
EQUIPMENT TO BE USED: _____
FOOD TO BE SERVED: ___YES ___NO

.....
The following fees have been received by the Department:

Rental fees	\$ _____
Extra Hours	\$ _____ (# hours x \$ _____ per hour)
Clean-up Fee	\$ _____
Security	\$ _____ (# hours x \$ _____ per hour)
Other Charges	\$ _____
TOTAL DUE	\$ _____

AMOUNT PAID	\$ _____	DATE PAID	_____	RECIEPT #	_____
BALANCE DUE	\$ _____	DATE DUE	_____		
BALANCE PAID	\$ _____	DATE PAID	_____	RECIEPT #	_____

.....
Name of person in charge of activity (must be 21 years of age or older):

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

If different from above, provide name and address of person to whom refundable fees are to be returned:

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Refund Amount (if any): \$ _____ Date: _____

Staff Initials: _____

Damage Fee (if any): \$ _____ Date: _____

Staff Initials: _____

**MARIANNA PARKS AND RECREATION DEPARTMENT
MCLANE'S COMMUNITY CENTER RESERVATION CONTRACT**

AGREEMENT

This Agreement entered into this _____ day of _____ 20 ____ by and between the City of Marianna, McLane Community Center, Marianna, Florida hereinafter referred to as the City/McLane Community Center, and _____ hereinafter referred to as the User.

WITNESSETH

That in consideration of the covenants and agreements the City/McLane Community Center do hereby allow the User to use designated facility located at 4291 Clay Street, in the City of Marianna, Florida for the purpose of and for no other whatsoever without the written consent of City/McLane Community Center endorsed on this Agreement for the period commencing at _____ o'clock on the day of _____, 20____ and termination at _____ o'clock.

THE USER AGREES AS FOLLOWS

This Agreement is made and entered into upon the following express covenant and conditions, all and every one of which the User hereby agrees to and with the City/McLane Community Center to keep and perform:

1. The User shall pay a fee of \$ 75.00 per use, payable (10) days in advance. Checks are to be made payable to the McLane Community Center Activity Fund. This fee shall be refunded if User cancels this agreement (3) three days prior to the date of intended use by giving written notice to the Center Director.
2. The User will comply with all laws of the United States and of the State of Florida, all Ordinances in the City of Marianna, and will obtain all necessary permits and license, and will not do or suffer to be done, anything on said premises during the term of this Agreement in violation of any such laws, ordinances, or requirements, and if the attention of User is called to any such violations. Failure to do so after warning shall constitute default of this Agreement and subject the User to appropriate legal action under the Florida law.
3. Damage to said premises or any portion during the term of this agreement would be damaged by the act, default of negligence of User, or of User's Agents, employees, patrons, guests, or any person admitted to said premises by User. User will bear the financial responsibility for repair and/or replacement. The User hereby assumes **FULL RESPONSIBILITY** for the character, acts and conduct of all persons admitted to said premises or to any portion of said building by the consent or negligence of any person acting for or in behalf of the User.

4. The City/McLane Community Center shall not be responsible for any damage or injury that may happen to the User, or to the User Agent, Servants, employees, patrons, guests or property from any cause whatever prior, during or subsequent to the period covered by this Agreement, and the User hereby expressly release the City/McLane Community Center from and agrees to indemnify it against any and all claim for such loss, damage or injury. City/McLane Community Center will not be responsible for articles, furnishing, decorations or equipment brought to the Center.
5. The User shall not admit on the premises a larger number of persons that the seating capacity will accommodate or can safely or freely move about in the utilized area.
6. The User will pay a Security Fee, which is currently (\$15.00) per hour. The Police Department will provide an off duty Officer. The check will be made out to the Officer.
7. The User is responsible for the cleaning of the premises and deposing of all the garbage in the container provided, turning out the lights and locking the doors and returning the key to the Center Director.
8. Two doors are available for emergency exits.

Reserved Date/or Dates _____

Fee Paid _____

User's Name

Security Fee _____

User's Address

Center Director

User's Phone Number

Date Contract Signed

CONDITIONS OF RESERVATION CONTRACT

1. If you cannot have your activity on the date or time indicated in this contract, you should contact the Parks and Recreation Department. Such notification must be provided no later than 48 hours prior to scheduled opening time of the event. All fees will be returned, provided this regulation has been followed.
2. In order to guarantee confirmation of rental, all fees must be paid in full at the signing of the contract and at least two weeks prior to rental date. If attendant is not required, keys may be obtained the last business day prior to reservation at the Administrative Office.
3. All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one (1) chaperon per ten (10) youth. (List names, addresses and phone numbers of chaperons). For large gatherings of 100 or more, we may require at least one uniformed City of Marianna police officer at \$25/hr. each officer (Number of officers required will be determined by P&R Staff). The Parks and Recreation Staff will make arrangements for the officers. Fees are required at the signing of the contract.
4. NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED ON ANY CITY OF ENTERPRISE FACILITY. NO TOBACCO USE IS ALLOWED IN ANY CITY RECREATION FACILITY.
5. Person requesting use agrees to remain until all parties have left the facility, furniture and equipment have been returned to their original place.
6. LESSEE agrees to save, defend, and hold harmless the City of Marianna, Fl, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from Lessee's use of occupancy of any City of Marianna, Fl. property or any activity conducted by LESSEE on that property.
7. If any damages occur during rental, the person signing contract (LESSEE) will be responsible or paying for those damages. Facilities are to be left clean upon completion of the rental. This includes wiping counters and appliances, removing decorations, and trash. The Parks & Recreation Dept. will not be held responsible for any items left on the grounds by the renter, or renter's guest.
8. Music is allowed for rentals. However, renter is asked to maintain a moderate volume during the rental that is in compliance with the City's Noise Ordinance and out of consideration for the residents of the neighborhood nearest the Facility.
9. Violation of any of the contract's terms will result in the suspension of privileges to use any City of Marianna Recreation facility, as well as loss of fees in some cases.
10. The City of Marianna reserves the right to cancel the reservation by written notice 30 days prior to the event and in the event of unforeseen occurrences that either prohibit the use of the facility or require priority of use for City affairs. Fees are also subject to change.
11. Any money due to renter will be returned by mail upon completion of the terms of this contract to the person named above. These monies should be received two weeks after rental date.
12. Non-profit groups or organizations are responsible for the use of facility and will be responsible for payment of the security deposit.
13. I have read and agree to the "Lessee's responsibilities" as set out in the attached document.

Signature of Person Requesting Use Date Entered into Contract Signature of Facility Supervisor

Printed Name Receipt Number
Emergency Contact Number – _____ (indicate rental site)

Help Keep Our Parks & Recreation Facility Clean

LESSEE Responsibilities

Indoor Rentals

- Clean tables and counters.
- Put away all tables and chairs.
- Clean kitchen.
- Sweep floors.
- Spot mop and clean up any spills.
- Do not leave behind any food items, decorations or dirty diapers. Pull trash bags and place in green dumpster located outside the facility.
- Do not attach/tape decorations to painted walls.
- Replace trash bags in trash cans.
- Do not attach balloons or strings to ceiling fans.

Outdoor Rentals

- Balloons used for decorations must be taken home. Do not burst.
- Do not attach balloons or strings to ceiling fans.
- Water balloon games are not allowed. Balloon pieces create dangerous litter.
- Place all trash in proper trash receptacles.

ETHICS

Notice to All Participants, Parents/Care Givers and Coaches

The following contains various codes of ethics that participants should follow if they participate, either as a player or coach involved in any athletic programs sanctioned or sponsored by the City of Marianna Parks and Recreation Department. You must read and agree to follow these codes of ethics in order to participate, or have a child/ward participate, in the Recreation Department programs. By registering a child/ward for Recreation Department athletic programs, the parents/care givers impliedly consent to abide by these rules/codes of ethics. These rules/codes of ethics are not meant to be an exhaustive list of required and acceptable behavior. The City of Marianna employees and Recreation Department staff have the right to temporarily suspend or permanently terminate any player, coach or parents' participation in Recreation Department activities for inappropriate or wrongful conduct in the course of any program.

PLAYER'S CODE OF ETHICS

Coaches and parents have a responsibility to provide the best possible experience for the youth in sports programs. However, the players also have certain responsibilities related to their participation. The Players' Code of Ethics should be read and kept by each participant. A infraction of these rules by a player will warrant a one game suspension for the first incident and a removal from the league on the second offense.

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge.

I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.

I will attend every practice and game that I can, and will notify my coach if I cannot.

I will do my very best to listen and learn from my coaches.

I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed or abilities and I will expect to be treated accordingly.

I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!

I will encourage my parents to be involved with my team in some capacity because it is important to me.

I will remember that sports are an opportunity to learn and have fun.

I will follow the rules and regulations applicable to whatever program I am participating in, including, those rules and regulations which may be applicable to any building, field, court or gym where the program takes place.

PARENT'S CODE OF ETHICS

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Parents' Code of Ethics Pledge.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or to the youth sports events.

I will place the emotional and physical well being of my child ahead of a personal desire to win.

I will help assist my child to play in a safe and healthy environment by making sure he/she does not wear any clothing/jewelry, which may pose a risk of injury to my child or any other participant.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will, as a parent, not use any tobacco, drugs, or alcohol at any sporting event.

I will remember that the game is for the youth not for adults.

I will do my very best to make youth sports fun for my child.

I, as a parent, agree to use no foul language of any form during youth sporting events.

I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, color, creed, or ability.

I promise to help my child enjoy the youth sports experience by doing whatever I can, such as always being a respectable fan, and assisting with coaching or providing transportation when I can.

I will instruct my child that being a good sport means he/she must never fight with other participants or use abusive or inappropriate language during athletic programs.

I will instruct my child to follow the rules and regulations applicable to whatever program he/she is participating in and to instruct my child to follow those rules and regulations which may be applicable to any building, field, court or gym where the program takes place.

COACHES CODE OF ETHICS

As a volunteer coach in any Marianna Parks & Recreation Department athletic program, I will pledge as follows:

I will use absolutely no drugs, alcohol or tobacco.

I will place the emotional and physical well-being of my players ahead of a personal desire to win.

I will use no foul language of any form during any sporting events.

I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.

I will do my best to provide a safe playing situation for my players.

I will promise to review and practice basic first aid principles needed to treat injuries of my players.

I will do my best to organize practices that are fun and challenging for all my players.

I will lead by example in demonstrating fair play and sportsmanship to all my players and players of opposing teams.

I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.

I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.

I will remember that I am a youth sports coach, and that the game is for children and not adults.

I will follow other rules and regulations which may be applicable to specific athletic programs which I am coaching and the rules and regulations for the building, field, court or gym where I am coaching.

RULES

Rules and Regulations of the City of Marianna Parks and other Recreational and Athletic Facilities

The following rules and regulations apply to the City of Marianna parks and other recreational and athletic facilities. These rules and regulations must be observed but they are not meant to be an exhaustive list of every possible permitted or prohibited activity. Applicable law, including, but not necessarily limited to, city ordinance and state and federal law, may provide additional regulations. Also, there may exist additional rules and regulations, which may be applicable to a specific recreational venue.

City Owned Park Facilities Rules

The City of Marianna Park Facilities are for the public's enjoyment, relaxation, and family fun so please follow all park rules. Anyone disobeying park rules will be asked to leave by city authorities and the city reserves the right to take more formal action if necessary.

- *Park hours shall be posted at the individual park facilities.*
- *Be courteous to others.*
- *Protect the wildlife by staying clear of animals which inhabit the park.*
- *Put all trash in the containers provided.*
- *Clean park grills after use.*
- *The playground is designed for children 2 – 12 years, with adult supervision recommended. Parents must be aware that all play is at their own risk!*
- *No alcohol, tobacco, drugs, or profanity is allowed.*
- *No glass containers allowed.*
- *No tobacco usage of any form in the playground area.*
- *No vehicles allowed on walking trails, grass or by the pavilion.*
- *No fireworks.*
- *No pets allowed in the parks*
- *No Bicycles or skateboards in parks.*
- *To reserve the pavilion and picnic tables, please call the Marianna Parks and Recreation Department. If it is not reserved, it is first come, first served.*
- *There shall be no begging or soliciting within any park or recreation area.*
- *There shall be no propelled or flying objects, including but not limited to, model airplanes, rockets, horseshoes, arrows, golf balls or rocks unless in a designated area with the permission of the director.*
- *No soliciting of any kind shall be allowed.*

This list is not meant to be an exhaustive list of prohibited or permitted activities. The City of Marianna reserves the right, as determined by its employees and the staff of the Recreation Department, to terminate or suspend any person from the premises at any time for wrongful conduct as stated above or otherwise.

Important Phone Numbers

Emergency	911
Police Department	850-526-3125
Fire Department	850-482-2414
Parks and Recreation Department	850-482-6228

THANK YOU AND HAVE A NICE DAY AT THE PARK

Athletic Field Rules

We ask your cooperation and compliance with the following rules related to the City of Marianna athletic fields. Your use of the athletic fields means that you voluntarily consent to abide by the following;

- *NO Pets, Scooters, Bicycles, Skates or Skateboards*
- *NO Profanity*
- *NO Tobacco Products Allowed*
- *NO Glass Containers*
- *NO Alcoholic Beverages*
- *NO "Soft Toss" on Fences*
- *NO Climbing Fences*
- *Place all trash in receptacles.*
- *Shirts and shoes must be worn at all times*
- *Only players, coaches and umpires/referees are allowed on the field or in the dugouts.*
- *Adult supervision of all children is required.*
- *All participants and spectators are expected to be on their best behavior at all times.*
- *Participants and spectators assume all risk of injury, damage, or loss sustained on the premises.*
- *Proper conduct is expected. Participants or spectators not complying will be asked to leave, and the City reserves the right to pursue more formal action if necessary.*

This list is not meant to be an exhaustive list of prohibited or permitted activities. The City of Marianna reserves the right as determined by its employees and the staff of the Recreation Department, to terminate or suspend any person's use of any athletic field at any time for wrongful conduct as stated above or otherwise.

NO TOLERANCE RULE

The following activities will not be tolerated and offender may be subject to suspension, expulsion and/or criminal prosecution. These rules apply to all such as: spectators, coaches, players, game officials and parents. Please advise that we are promoting a positive atmosphere and good sportsmanship.

- **TOBACCO USAGE DURING LEAGUE PLAY AND PRACTICES**
- **ALCOHOLIC BEVERAGES**
- **FIGHTING**
- **STEALING**
- **PROPERTY DAMAGE**
- **TRESPASSING**
- **DISORDERLY CONDUCT**
- **HORSEPLAY**
- **ROWDY BEHAVIOR**
- **CRIMINAL DAMAGING**
- **LITTERING**
- **LANGUAGE (foul or inappropriate)**
- **WEAPONS OF ANY SORT**

- OTHER GUIDELINES SET IN OUR SPORTS BY-LAWS UNDER CONDUCT

This list is not meant to be an exhaustive list of prohibited or permitted activities. The City of Marianna reserves the right, as determined by its employees and the staff of the Recreation Department, to terminate or suspend any person from the premises at any time for wrongful conduct as stated above or otherwise.

YOUTH BY-LAWS

MARIANNA PARKS & RECREATION DEPARTMENT YOUTH BASEBALL/SOFTBALL BYLAWS

I. GOVERNING BODY

A. The Parks & Recreation Athletic Review Committee

II. LEAGUE AGES

A. Established by the governing association we are affiliated with.

III. REGISTRATION

A. Registration dates will be established by the department and publicized by means of radio, newspapers, cable and mail.

B. If there are not enough participants registered at the end of required dates, the dates will be extended until teams are filled if time permits. Otherwise, players will be placed on teams in order of registration.

C. Registration fees will not be refunded after the player has been placed on a team.

D. Brothers/sisters who play in the same league will be placed on the same team unless they request otherwise.

E. Any participant who does not supply a valid birth certificate or legal document stating proof of age (passport, I.D. card, drivers' license, etc...) at the time of registration will not be registered until he or she has a copy on file with the department.

IV. SELECTION OF COACHES

** A. All head coaching slots will be considered according to the applications turned into the department. Slots will be filled, in no certain order, by the following criteria; past experience and ability, attitude and knowledge of the game. All applicants must fill out a background check also. Background checks must be turned in and cleared before any participation with teams. The department will have the final authority on selection of coaches.

B. If an individual managed a team the preceding year and decides to step down as manager (head coach) he/she will not be allowed to coach as an assistant on that team and his child must remain on that team. Because, once a child is placed on a team he must remain on that team until he/she changes leagues due to age.

C. Assistant coaches cannot be named until after the draft. They must also fill out an application and background check before any participation.

D. The Parks & Recreation Department reserves the right at any time to remove a coach from his or her position due to misconduct, lack of interest in the team, failure to practice the team reasonably, excessive failure to attend games, etc...

V. COACH'S RESPONSIBILITIES

A. Read thoroughly, understand and abide by the bylaws and league rules.

B. Insure the team has scheduled practice at least twice weekly before the season begins making sure field and accessories are secured and gates are locked.

C. Make sure each player plays six (6) consecutive defensive outs. Shortened games do not count; examples - rain out, run rule, time limits. If a player does not play required number of innings in a shortened game, he or she must start the next scheduled game. A game ending with the home team winning and not batting in the bottom of the last inning is not a shortened game.

D. Coaches have the complete responsibility for team pictures and delivery of them. The department is not involved with this.

E. Coaches are responsible for team parties.

F. Coaches are responsible for filling out lineup cards furnished by the department and giving one copy to the scorekeeper ten (10) minutes before scheduled game time. He or she must give a copy to the head official and the opposing coach at game time. Each lineup must have each player's first and last name and jersey number. Lineups must be filled out neatly and completely.

1. If a team does not have all players present at game time, the absent player's name will be dropped to the end of the lineup and inserted in batting position when they arrive.

G. Coaches must report to the department when a player quits as soon as possible so that the vacancy can be verified and filled. Scorekeepers will turn in absentee reports daily.

H. There will be no batting balls into the fence during practice or pre game warm-ups. If caught, there will be a warning for the first offense; next offense will result in a coach's suspension for his or her team's next scheduled game.

I. There will be NO tobacco products or alcohol used during games, practices or any other time while participating in our program.

** J. Pertaining to All Stars, a coach will not be allowed to participate with two different all star teams as either assistant or head coach.

VI. DRAFT PROCEDURES

A. Coaches will be notified of dates and times of pre-draft practice and draft meetings by phone and/or letter. If a coach fails to attend practice or draft meeting, his or her team will be picked by a department representative.

B. All new players will be placed into the draft.

C. Coaches will draw numbers to determine the order of selection for the draft. They will then pick in this order until all teams are filled. Selection sequence: 1,2,3,4,5; then 2,3,4,5,1; etc...

D. New players who do not attend the pre-draft practice will be placed into the blind draft. No options.

E. Option players (managers sons/daughters and/or siblings) must be picked in the third round. If a team has more than one option player they must be picked one in each round there after until the team has exercised all its rights.

E. Coaches may make trades at draft meeting only. This will be a one time only opportunity for trade after draft and prior to the close of the meeting. Trades cannot be discussed during the drafting of players, but may be done aloud and with all coaches present fifteen minutes before the close of the meeting. Only new players are eligible for trade. Players involved in the trade must be the same age.

F. If possible, the maximum number of players on a team is fifteen (15) and the minimum number of players on a team is twelve (12).

G. Once a team has a total of eight (8) players that team must set out until all teams have a total of eight (8) players before they can return to the drafting process. These numbers will change as the total number of players per team increases. Nine (9) players when there is thirteen (13) per team, ten (10) players when fourteen per team and eleven players when there is fifteen (15) players per team.

H. If an expansion team is needed that team must pick (2) picks of older players and one (1) younger player before the draft starts, if there is only twelve (12) players per team. The expansion team will get one (1) additional older player if there are thirteen (13) players per team. If there are fourteen (14) or fifteen (15) players per team the expansion team gets to pick one (1) addition younger player. If there are uneven numbers of players per team then the team with the highest number of players sets the standard for average number of players per team. At this point the draft starts. However, after the third round is completed the expansion team will pick one (1) player before the fourth round begins.

I. Coaches must turn into the department within time allotted after the draft meeting their coaches' registration form listing assistant coaches, team jersey numbers and sizes and pant sizes.

J. At the close of the meeting the waiting list will go into effect. Guidelines for the waiting list will be followed from this point. If a league is not filled, players will be added to fill teams in order of registration and draft order of teams.

VII. WAITING LIST

A. The waiting list will be established to fill vacancies on each team as they occur. The number of players, names and so forth will be confidential to the department.

VIII. EQUIPMENT

- A. Equipment will be issued at the draft meeting for each league.
- B. All equipment will be received and receipted by the coach.
- C. It is the coach's responsibility to insure the equipment is not abused and is accounted for.
- D. Coaches will receive practice balls with initial issue of equipment. Additional balls will be issued as needed.
- E. Any equipment not returned within fourteen days after close of the regular season will be billed to the coach. All coaches must return their equipment only.

IX. PRACTICES

- A. Practice schedules will be given out at draft meetings. These schedules will pertain to playing fields only and until the regular season begins. Practice fields and any additional practices must be reserved by calling the department.
- B. Practices will be scheduled on first come, first served basis.
- C. Coaches will be responsible for making sure lights are off, fields are secure, trash is picked up and area is clean after each practice. *All field lights must be turned off by 9:00pm. Park security will enforce this.*
- E. BASEBALL: Coaches must contact Recreation Department on Friday to schedule practice for Monday and call Monday to schedule practice for the rest of the week. When scheduling practices by telephone, call 482-6228 only!
- F. SOFTBALL: Coaches must contact Recreation department on Monday to schedule practices for Tuesday through the following Monday. When scheduling by phone, call 482-6228.

X. PARTICIPATION

- A. Teams must start with a least eight players. Seven or fewer players will constitute a forfeit. If a player arrives after the beginning of the game, he or she will be placed in the last position in the batting order.
- B. If a team starts with the required number of players and a player is ejected, an out will be recorded in the spot left vacant in the batting order. No out will be recorded if a player has to leave the game due to injury or sickness.
- C. Once a coach reports a player being sick or injured, he or she may not enter this player into the ball game at all.
- D. Players leaving the game early to go to church will not be recorded as an out at their time at bat. That spot will be skipped and go to the next batter same as injury or sickness. This also applies to practice.

E. Any player who is knocked unconscious will not be allowed to reenter the game under any circumstance. Said player must present a note signed by a physician approving him or her to return to practice following the game in which they were injured.

1. When in the official's judgment a player's health or safety is in jeopardy, said player will be removed from the game.

2. Any player who has missed a game or practice because they are under a physician's care for sickness or injury must present a note to the department signed by the physician approving him or her to return to team practice or game before they may participate.

F. All players must play six consecutive defensive outs. Substitutions must be made no later than the third inning. EXCEPTION: Dixie Boys will make substitutions no later than the fifth inning. Failure to do so will result in forfeiture of the game and suspension of coach for the next game. Rained out games do not count.

G. In all games, girls' softball and baseball through Dixie Youth, teams will bat through their lineup (all 12 or 13 batters will bat). Dixie Boys and up will play nine man rotation. Each player must bat at least once. **THE ONLY EXCEPTION TO THIS RULE IS WHEN ONE TEAM STARTS THE GAME WITH 2 OR MORE PLAYERS LESS THAN THE OPPOSING TEAM. THE TEAM WITH THE MOST PLAYERS WILL HAVE A CHOICE TO EITHER BAT EVERYONE ON HIS/HER TEAM, OR BAT THE SAME AMOUNT AS THE OPPOSING TEAM. IF THE TEAM WITH THE MOST PLAYERS DECIDES NOT TO BAT EVERYONE THEN THE SUBSTITUTES MUST COMPLETE ONE TIME AT BAT AND SIX CONSECUTIVE OUTS IN THE FIELD**

H. There will be ten minutes allowed, five minutes for each team, before game time for infield practice and warming up the pitcher for first game only. Teams playing the second game will warm up outside the fences and must be ready to play when the previous game ends.

I. There will be a ten minute grace period for the first game only if a team does not have enough players to start a game. Teams playing the second game must be ready to play at scheduled game time.

** J. During school there will be no tie breaker innings, all games will end in a tie with each team receiving 1/2 games in the standings. Once school is out for the summer, in case of a tie game, teams will play a maximum of two innings to break the tie. If teams fail to break the tie the game will end.

** K. For leagues who do not have a run rule; there will be a run rule of (Dixie Minor and Youth) 15 runs after 3 innings or 2 1/2 innings if the home team is ahead and 10 runs after 4 innings or 3 1/2 innings if the home team is ahead. (Dixie Boys) 15 runs after 4 innings or 3 1/2 innings if the home team is ahead and 10 runs after 5 innings or 4 1/2 if the home team is ahead.

L. If a game is forfeited, teams may play a scrimmage game. The game time will be one hour. If the forfeit occurs in the first game, it must be ended fifteen (15) minutes before the second game's scheduled game time.

XI. CONDUCT

- A. Team coach and assistant coach will be responsible for the conduct of their team and fans.
- B. No rowdiness, profane language or any display of unsportsmanlike conduct will be tolerated in this league.
- C. A player is ejected from a game for any reason will be suspended for the next scheduled game. They must sit in the dugout, keep quiet and cannot participate in the game in any way. (Rained out games do not count). A second offense will result in suspension of the next two regular season games. If ejected a third time he or she will be removed from the team.
- D. If a coach is ejected from a game, he/she must leave the field immediately. They may sit in the bleachers and be a spectator but, if they are loud or unsportsmanlike they will be asked to leave the park area.
- E. If a coach sits a player out of a game for disciplinary purposes, he/she must notify, in order, the parents, scorekeeper, department representative, opposing coach and umpire.
- F. A coach caught mistreating a player or trying to make a player quit will be suspended for the remainder of the season.
- G. A coach involved in fighting (instigating or taking part) is automatically suspended for one year as coach. A second offense will result in the coach being banned from all facilities.

XII. OFFICIALS AND PROTESTS

- A. In case of inclement weather the department can cancel games prior to the first pitch. The officials and department representative must agree to cancel games after the first pitch. There will be a thirty minute waiting period after game time, depending on the severity, to see if weather conditions permit the game to be played as scheduled.
- B. All game protests must be in writing in a sealed envelope and turned into the Athletic Office located at the MERE complex within forty-eight hours following the game in question. Protests can only be made on a rule or participation.
- C. If a coach or assistant has a problem with an official anytime on our premises, he or she must turn in a written statement to the department.

XIII. UNIFORMS

- A. The Marianna Parks & Recreation Department will purchase all uniforms for teams (socks excluded). Players may keep jerseys and caps, but pants must be returned at the end of the season. There will be no options concerning jerseys and caps.

IMPORTANT: *all uniform sizes and numbers must be turned into the department within allotted time after draft meeting. There will be NO revisions or changes after the deadline.*

- ** B. Absolutely no jewelry will be worn at any time during league games. Only exceptions will be Medical Alert tags or bracelets. Players and coaches not complying will not be allowed to participate until jewelry is removed. If a player is taken out of the game to remove jewelry the substitution rule will apply. Male coaches - there will be no jewelry worn above the neck

XV. GAME SCHEDULES

A. Game schedules will not be altered for anything other than unfavorable weather. Rained out games will be made up if possible.

1. The only reason for rescheduling games will be for major school educational functions.
2. Coaches cannot take it upon themselves to reschedule games.

B. Home/visitor will be on schedule.

XVI. TIME LIMIT

Baseball		Girls' Softball	
Tee Ball	1 hr. 15 min.	Dixie Darlings	1 hr. 15 min.
AA (7&8)	1hr. 20 min.	Dixie Angels	1 hr. 15 min. (6 inns.)
AAA (9&10)	1 hr. 30 min.	Dixie Ponytails	1 hr. 30 min. (6 inns.)
O'Zone	1 hr. 30 min.	Dixie Belles	1 hr. 30 min. (7inns.)
D. Boys	1 hr. 45 min.	Dixie Debs	1 hr. 30 min. (7inns.)

A. The official time will be kept by the umpire. The game's beginning time will be announced once the umpire declares game time.

B. A new inning begins when the last out is made of the previous inning.

C. The game ends when the time limit expires and the inning being played is completed unless the home team is ahead. If the home team is ahead at the top of the inning when time expires and the visitors fail to tie or take the lead before the half inning ends, the game will be considered complete and called at this point.

XV. ALL STAR SELECTION PROCESS

A. Head coaches in each league will turn in a list of the top players in their league (12 - girls, 13 – boys) to the athletic department at the MERE Complex.

B. A master list will be compiled of all players nominated and votes received. Players with unanimous and majority votes (over 50%) will be placed on the team. If any vacancies exist, the head coach of the all star team will be called in to review the list and fill the remaining slots.

C. The head all star coach will be selected by the department, in no certain order, based on performance, knowledge, attitude and/or placement in standings. The head coach will be responsible for selecting their two assistants from the league's coaching list. They must also be approved by the department. Coaches or assistants

will be eligible to participate on one all star team per year. EXAMPLE: if you coach a baseball all-star team you can not coach all stars in girls softball or if you coach all stars in one age group, you can not coach or assist with another age group's team.

D. The department will assist each all star team toward meals, travel and uniforms. All finances will be approved by the Youth Athletic Coordinator and Director

MARIANNA PARKS & RECREATION DEPARTMENT

YOUTH FOOTBALL BYLAWS

I. GOVERNING BODY

A. The Parks & Recreation Department Athletic Review Committee.

II. LEAGUES AND AGES

A. The league age cut off date for football is November 1st of current year. However, if the child's birth date falls within fifteen (15) days after November 1st and the child meets ball carrier weight limit of 130 pounds the child will be considered eligible.

Flag: 6-8 years of age

Pee-Wee tackle: 9 - 10 years of age

Junior Tackle: 11 - 13 years of age

III. REGISTRATION

A. Registration dates will be established by the department and publicized by means of radio, newspapers and flyers sent out to all local schools.

B. If there are not enough participants registered at the end of the required dates, the dates will be extended until teams are filled if time permits. Otherwise, players will be placed on teams in order of registration.

C. Registration fee will not be refunded after the player has been placed on a team.

D. Participates living in the same household who play in the same league will be placed on the same team unless they request otherwise.

E. Any participant who does not supply a valid birth certificate or legal document stating proof of age (driver's license, passport, I.D. card, etc...) at time of registration will not be placed on a team until he or she has a copy on file with the department.

IV. SELECTION OF COACHES

**

A. All head coaching slots will be considered according to the applications turned into the department. Slots will be filled, in no certain order, by the following criteria; past experience and ability, attitude and knowledge of the game. All applicants must fill out a background check also. Background checks must be turned in and cleared before any participation with teams. The department will have the final authority on selection of coaches.

B. Assistant coaches cannot be named until after the draft. They must also fill out an application and background check before any participation.

C. The Parks & Recreation Department reserves the right at any time to remove a coach from his or her position due to misconduct, lack of interest in the team, failure to

practice the team reasonably, excessive failure to attend games, etc...

D. If an individual managed a team the preceding year and decides to step down as manager (head coach) his son/daughter must remain on that team. The new manager (head coach) must select his son/ daughter in the first round of the draft.

IV. COACHES' RESPONSIBILITIES

A. Read thoroughly, understand and abide by the bylaws and league rules.

B. Care for and return all equipment.

C. Weekly, coordinate with the recreation department scheduled practices.

D. Make sure each player plays six (6) plays per half in each game.

E. Coaches have complete responsibility for team pictures and delivery of them. The department is not involved with this.

F. Coaches are responsible for team parties if they want one.

G. Coaches must report to the department when a player quits as soon as possible so that the vacancy can be verified and filled.

H. There will be no Alcohol or Tobacco used during games, practice, or any time while participating in our program.

V. DRAFT PROCEDURES

A. Coaches will be notified of dates and times of pre-draft session and draft meeting by phone and/or letter. If a coach fails to attend practice or draft meeting, his or her team will be picked by a department representative.

B. All new players will be placed into the draft. Players returning to the same league will automatically go back on the same team.

C. Team names and colors will be assigned at the beginning of the meeting.

D. Coaches will draw numbers to determine the order of selection for the draft. They will then pick in this order until all teams are filled. Selection sequence is: 1, 2, 3, 4, 5; 2,3,4,5,1; etc..

E. New players or players going up to the next league who do not attend the pre-draft session will be placed in the blind draft. NO OPTIONS.

F. MINIMUM NUMBER OF PLAYERS PER TEAM IN EACH LEAGUE

Flag: 10

Pee-Wee: 15

Junior: 15

(These numbers are subject to change depending on the total number of players enrolled in each league.)

G. Once a team has a total of eleven players that team must sit out until all teams have a total of eleven players before they can return to the drafting process. These numbers will change as the total number of players per team increases. Twelve players when there is eighteen per team, thirteen players when twenty per team, and fourteen players when there are twenty three players per team.

H. If an expansion is needed that team must pick four (4) older players and two (2) younger players before the draft starts, if there are only Fifteen (15) players per team. The expansion team will get one (1) additional older player if there are eighteen (18) players per team. If there are twenty (20) or more players per team the expansion team gets one (1) additional younger player. If there are uneven numbers of players per team then the team with the highest number of players sets the standard for average number of players per team. At this point the draft starts. However, after the third round is completed the expansion team will pick one (1) player before the fourth round begins.

I. At the close of the meeting the waiting list will go into effect. Guidelines for the waiting list will be followed from this point. If a league is not filled, players will be added to teams in order of registration and draft order of teams.

VI. WAITING LIST

A. The waiting list will be established to fill vacancies on each team as they occur. The number of players, names and so forth will be confidential to the department.

B. Players will be put on the waiting list in order of date and time they sign up which will be written on the card at time of registration.

1. Players on the waiting list do not have the choice of teams to be placed on. If a player refuses to be placed on a team he/she will be considered quit for the season and removed from the waiting list

C. Before a player is placed on a team, verification must be made by the department of vacancy of a said team. This will consist of notification of parent/guardian and confirming if questionable player has quit. When vacancy is confirmed, the approved player at the top of the waiting list will be placed on the team. The department retains up to five (5) days to fill a vacancy. It shall be the coach's responsibility to notify the department of vacancy on team. Players or parents are encouraged to contact the department without delay.

D. Once a player quits a team he will be considered finished for the year unless outstanding circumstances permit him to be placed on the waiting list.

E. Coaches may not pick players from the waiting list. It is mandatory that coach accept players from the waiting list as they are assigned.

VII. EQUIPMENT

A. Equipment will be issued at the first scheduled practices for each league.

B. All equipment will be received and receipted by the coach.

C. It is the coach's responsibility to ensure the equipment is not abused and is accounted for.

D. Any equipment not returned within fourteen (14) days after close of the regular season will be billed to the coach. All coaches must return their equipment only.

VIII. PRACTICES

A. Players cannot practice with league teams in any way until they are registered with a registration card signed by a parent or guardian.

B. Practice schedules will be given out after the draft meeting. These schedules will pertain to playing field only and until the regular season begins. Practice fields and any additional practices must be coordinated by calling the department.

C. After each game and practice, Head coaches will be responsible to make sure players are not left behind at the park, trash picked up, and area is clean.

D. Scrimmage games will count as a practice in number and length.

IX. CONDUCT

A. Team coach and assistant coach will be responsible for the conduct of their team and fans.

B. No rowdiness, profane language, or any display of unsportsmanlike conduct will be tolerated in any league.

C. A player or coach ejected from a game for any reason must leave City property immediately, and will be suspended for the next scheduled game. A second offense will result in an indefinite suspension to be determined by the department.

D. Any coach, or fan ejected from a game must leave city property immediately.

E. If a coach sits a player out of a game for disciplinary purposes, he must notify in order, the parents, Parks & Recreation representative, opposing coach and official before the game begins.

F. A coach caught mistreating a player or trying to make a player quit will be suspended for the remainder of the season.

G. A coach involved in fighting (instigating or taking part) is automatically suspended for one (1) year as a coach. A second offense will result in the coach being banned from all facilities.

X. OFFICIALS AND PROTESTS

A. In case of inclement weather the department can cancel games prior to game time. The officials can cancel games after game time. There will be a thirty (30) minute waiting period after game time to see if the weather permits the game to be played as scheduled.

B. All game protests must be in writing in a sealed envelope and turned in to the Athletic Office located in the MERE complex within forty-eight (48) hours following the game in question.

XI. UNIFORMS

A. The Marianna Parks & Recreation Department will purchase uniforms for teams (socks excluded). There will be no options concerning jerseys. Uniforms will be given out by the department at least two days prior to first scheduled game.

B. All purchasing of equipment and uniforms (except sox) will be made through the department. No individual or coach may authorize any purchase.

** C. Absolutely no jewelry will be worn at any time during league games. Exception: Medical Alert Tags.

** D. No coach or player will be permitted to paint helmets belonging to the department.

XII. GAME SCHEDULES

A. Game schedules will not be altered for anything other than unfavorable weather. Rained out games will be made up if time permits or if it affects the standings.

1. The only reason for rescheduling games will be for major school educational functions involving Marianna Schools.
2. Head Coaches can not take it upon themselves to reschedule games.

B. Home/Visitor will be on the schedule and teams must use sideline that are reflective of the scoreboard.

C. Rain out games will be rescheduled at the end of the season.

XII. Playing Rules

A. The official size of the football will be the required size for each league. Pee Wee and Midget leagues will use the ball stamped Pee Wee and the Junior league will use the Junior stamped ball.

B. Scoring will be 6 points for a touchdown, 1 point for running from the 3-yard line, 2 points for passing from the 3-yard line on extra point attempts and 2 points for a safety.

C. Regulation playing quarters will be 6 minutes for Pee Wee and 8 minutes for junior leagues.

D. PEE-Wee only! There will be no punts. If a team wishes to punt, the ball will be advanced 30 yards and the opposing team will take possession. The ball cannot be spotted within the 20-yard line.

E. No shoes with detachable cleats or street shoes will be worn by players.

F. If the teams are tied after the end of the game, the ball will be placed on the 10-yard line and each team will get 4 plays to score. The team who outscores the other team with the same number of possessions will win the game. There will be a maximum of 2 possessions per team in overtime. If teams fail to break the tie after 2 possessions, the game will end in a tie.

G. The Parks & Recreation Department prohibits the transportation of players or cheerleaders to all league activities in open trucks or vehicles.

H. Teams should be at the playing field at least 15 minutes prior to the scheduled game time.

I. Each team will be allowed 3 time outs per half. Coaches may converse with all players (two time outs for Pee Wee).

J. It is recommended that no player be allowed to continue playing unless he maintains a passing scholastic record.

K. A coach has the right to question an official's interpretation of the rules if he does immediately and before the next official play. The coach can call time out to question said officials. If the coach is correct and the official has misinterpreted the rule the time out will be charged as an official's time out; however, if the coach is wrong, it will be charged as a team time out.

L. Each player on a roster who has not missed practice during the week (without just cause) and in not injured or under disciplinary measures by the coach must play a minimum of 6 plays per half. For any reason a player is to sit out a game or does not play their required playing time, the coach must notify the (1) parents, (2) Parks & Recreation representative, (3) opposing coach and (4) officials before the game begins. This will be investigated only on complaint by a player or parent involved. The coach could be suspended if a team is found in violation of this rule.

M. No time out will be charged for an injury or equipment adjustment. However; a time out will be charged if the coach converses with his players.

1. When a player is injured and a time out is required to check the injury, said player must be removed from the game for at least one play.

2. Any player who is knocked unconscious will not be allowed to reenter the game under any circumstance. Said player must present a note signed by a physician approving him to return to practice following the game in which he is injured.

3. When in the judgment of the Head Official a player's health or safety is in jeopardy, said player shall be removed from the game.

XIV. WEIGHT LIMITS

A. Players weighing more than 110 pounds in the Pee-Wee league and 130 pounds in the Junior league without uniform cannot run the ball. Players will weigh one time prior to the season and this will be the official weight for the season. There is no weight limit for Flag League. Any coach or player trying to change an overweight player status will be removed from the team without warning.

B. The department prohibits the sweating down of players by any method and places the responsibility upon coaches to see that this dangerous practice does not occur.

C. Overweight players cannot run the ball, handle the ball or line up in the backfield. If overweight players receive the ball by fumble, interception, a blocked punt, etc..., the play will be blown dead immediately. If he advances the ball a penalty of 5 yards for delay of game will be marked off at the point of possession.

D. All overweight players must be clearly marked for identification. Failure to do so will result in a 15-yard penalty for unsportsmanlike conduct and the player will be removed from the game until the markings are replaced.

XV. END OF SEASON

A. There will be an end of the season tournament for each league if time permits.

MARIANNA PARKS & RECREATION DEPARTMENT
YOUTH BASKETBALL BYLAWS

I. GOVERNING BODY

A. The Parks & Recreation Athletic Review Committee

II. LEAGUES AND AGES

A. Established by the governing association we are affiliated with.

Mighty Mites:	6,-8 years of age
Pee Wee:	9 - 10 years of age
Midget Girls:	9 - 12 years of age
Junior:	11-13 years of age

III. REGISTRATION

A. Registration dates will be established by the department and publicized by means of radio, newspapers, cable and mail.

B. If there are not enough participants registered at the end of required dates, the dates will be extended until teams are filled if time permits. Otherwise, players will be placed on teams in order of registration.

C. Registration fees will not be refunded after the player has been placed on a team.

D. Brothers/sisters who play in the same league will be placed on the same team unless they request otherwise.

E. Any participant who does not supply a valid birth certificate or legal document stating proof of age (passport, I.D. card, drivers' license, etc...) at the time of registration will not be placed on a team until he or she has a copy on file with the department.

IV. SELECTION OF COACHES

** A. All head coaching slots will be considered according to the applications turned into the department. Slots will be filled, in no certain order, by the following criteria; past experience and ability, attitude and knowledge of the game. All applicants must fill out a background check also Background checks must be turned in and cleared before any participation with teams. The department will have the final authority on selection of coaches.

B. Assistant coaches cannot be named until after the draft. Assistants must complete an application and have background check cleared before any participation with team.

C. The Parks & Recreation Department reserves the right at any time to remove a coach from his or her position due to unruly conduct, lack of

interest in the team, failure to practice the team reasonably, excessive failure to attend games, etc...

V. COACHES' RESPONSIBILITIES

- A. Read thoroughly, understand and abide by the bylaws and league rules.
- B. Make sure each player plays one uninterrupted quarter (mandatory playing time).
- C. Coaches have the complete responsibility for team pictures and delivery of them. The department is not involved with this.
- D. Coaches are responsible for team parties.
- E. Coaches must report to the department when a player quits as soon as possible so that the vacancy can be verified and filled.
- F. There will be NO tobacco products or alcohol used during games, practices or any other time while participating in our program.

VI. DRAFT PROCEDURES

- A. Coaches will be notified of dates and times of pre draft practice and draft meetings by phone and/or letter. If a coach fails to attend practice or draft meeting, his or her team will be picked by a department representative.
- B. All new players will be placed into the draft. Players returning to the same league will automatically go back on the same team.
- C. Coaches will draw numbers to determine the order of selection for the draft. They will then pick in this order until all teams are filled. Selection sequence: 1,2,3,4,5; then 5,4,3,2,1; etc...
 - 1. Teams with fewer players will have a mini draft beginning with the third round of the draft to catch up with other teams.
- D. New players who do not attend the pre draft practice will be placed into the blind draft. No options.
- E. **MAXIMUM NUMBER OF PLAYERS PER TEAM PER LEAGUE:**

All teams in all leagues will consist of eight (8) players per team. (These numbers are subject to change depending on the total number of players enrolled in each league.)
- F. Coaches may make trades at draft meeting only. This will be a one time only opportunity for trade after draft and prior to the close of the meeting. Trades cannot be discussed during the drafting of players, but may be done aloud and with all coaches present fifteen minutes before the close of

the meeting. Only new players are eligible for trade. Players involved in the trade must be the same age.

*** G. Coaches must turn into the department within four (4) days after the draft meeting their team's jersey sizes and numbers.

H. At the close of the meeting the waiting list will go into effect. Guidelines for the waiting list will be followed from this point. If a league is not filled, players will be added to fill teams in order of registration and draft order of teams.

VII. WAITING LIST

A. The waiting list will be established to fill vacancies on each team as they occur. The number of players, names and so forth will be confidential to the department.

B. Players will be put on the waiting list in order of date and time they sign up which will be written on the card at time of registration.

1. Players on the waiting list do not have a choice of teams to be placed on. If they refuse, he or she will be considered quit for the season and removed from the waiting list.

C. Before a player is placed on a team, verification must be made by the department of vacancy of said team. This will consist of notification of parent or guardian and confirming if a questionable player has quit. When vacancy is verified, the approved player at the top of the list will be placed on the team. The department retains up to five days to fill a vacancy. It will be the coach's responsibility to notify the department by telephone of vacancy on the team. Players or parents are encouraged to contact the department without delay.

D. Once a player quits a team he or she will be considered finished for the year.

E. Coaches may not pick players from the waiting list. It is mandatory that a coach accept players from the waiting list as they are assigned.

F. If there are not any players on the waiting list, players will be assigned as registration occurs.

VIII. PRACTICES

A. Players cannot practice with league teams in any way until they are registered with a registration card signed by a parent or guardian.

B. Coaches may contact the department to set up practices on Monday mornings. Due to gym space they may schedule one practice at this time. Coaches may call back on Wednesday afternoon to see if any vacant practice times exist then they may schedule a second one. To schedule practice contact Denise Hope at 348-2681.

IX. CONDUCT

- A. Team coach and assistant coach will be responsible for the conduct of their team and fans.
- B. No rowdiness, profane language or any display of unsportsmanlike conduct will be tolerated in this league.
- C. A player or coach ejected from a game for any reason will be suspended for the next scheduled game. They may sit in the bleachers but cannot participate in the game in any way. Further disruption from the coach will result in being escorted from the building. A second offense will result in an indefinite suspension to be determined by the department.
- D. Any fan ejected from a game must leave city property immediately.
- E. If a coach sits a player out of a game for disciplinary purposes, he or she must notify in order, the parents, scorekeeper, department representative, opposing coach and umpire.
- F. A coach caught mistreating a player or trying to make a player quit will be suspended for the remainder of the season.
- G. A coach involved in fighting (instigating or taking part) is automatically suspended for one year as coach. A second offense will result in the coach being banned from all facilities.

X. OFFICIALS AND PROTESTS

- A. All game protests must be in writing in a sealed envelope and turned into the Athletic Office located in the E.A. "Moose" Hope Gymnasium within forty-eight hours following the game in question.
- B. If a coach or assistant has a problem with an official anytime on our premises, he or she must turn in a written statement to the department.

XI. UNIFORMS

- A. The Marianna Parks & Recreation Department will purchase all uniforms for teams (socks excluded). Players may keep jerseys, but pants must be returned at the end of the season. There will be no options concerning jerseys. *IMPORTANT: all uniform sizes and numbers must be turned into the department within four days after draft meeting. Also, coaches must inform the department if they will be using the department's shorts.*
- B. All purchasing of equipment and uniforms (except socks) will be made through the department. No individual or coach may authorize any purchases.

C. Absolutely no jewelry will be worn at any time during league games. Only exceptions will be Medical Alert tags or bracelets. Players not complying will not be allowed to play until jewelry is removed. If a player is taken out of the game to remove jewelry the substitution rule will apply.

XII. LEAGUE RULES

A. Players who are on school rosters the same year are ineligible to make the all star team.

B. Regulation playing quarters will be six minutes for Pee Wee, Mighty Mites, Midget and Junior leagues.

C. Tennis shoes only will be worn by all players. Shirt tails must be tucked inside pants at all times. No jewelry is to be worn unless a medical alert tag or bracelet.

D. The Parks & Recreation Department prohibits the transportation of team players to all league activities in open trucks or vehicles.

E. Teams should be at the gymnasium at least 15 minutes prior to scheduled game time.

F. In Pee Wee and Midget leagues, there will be no full court press until the fourth quarter. Once the rebound is made, the defense must return to the defensive side of the court. In Mighty Mites league, there is no full court press at any time.

G. Each team is allowed four full time outs per game. Coaches may converse with all players. No twenty second time outs will be allowed.

H. High school numbering system will be in effect for jerseys with number on the front and back of shirts. No number higher than 5 will be allowed. Players may have double numbers like 55, 32, 41, etc... (No 6, 7, 8, or 9).

I. It is recommended that no player be allowed to continue playing unless he or she maintains a passing scholastic record.

J. A coach has the right to question an official's interpretation of a rule if he does it immediately and before the next official play. The coach can call time out to question said official. If the coach is correct and the official has misinterpreted the rule the time out is charged as an official's time out. However, if the coach is wrong, it will be charged as a team time out.

K. Each player on a roster who has not missed practice during the week (or has an excused absence) and is not injured or under disciplinary measures by the coach, must play a minimum of *one uninterrupted quarter*.

1. Penalties for not adhering to the mandatory playing time regulation will be forfeiture of game.

2. If a coach sits out a player for disciplinary purposes, he or she must inform, in order, the parents, a department representative, the opposing coach, an official and scorekeeper.

L. No time out will be charged for an injury. However, a time out will be charged if the coach converses with his or her players.

1. When a player is injured and a time out is required to check the injury, said player must be removed from the game for at least one play.

2. Any player who is knocked unconscious will not be allowed to reenter the game under any circumstance. Said player must present a note signed by a physician approving him or her to return to practice following the game in which they were injured.

3. When in the judgment of the official a player's health or safety is in jeopardy, said player will be removed from the game.

*** 4. If a player misses a game or practice because they have been placed under a physician's care for sickness or injury they must present a note to the department signed by the physician approving them to return before they will be allowed to participate.

M. In the event of a tie game and extra three minutes will be played. No game will end in a tie.

N. If a team gets into foul trouble and does not have enough players to finish the game, the opposing coach has the choice of selecting a player/s to finish the game without a forfeit.

1. If one of the players has already fouled out of the game and commits a foul, it will be an automatic three shot foul and play will continue on the third shot.

O. If a player gets ejected from a game leaving the team with four players, he or she will not return to the game. The team will have to play four on five.

P. Teams must have five players to start a game. If a team has four or fewer players, the game will be a forfeit. If a team has only five players and a player commits his or her fifth foul or ejected for unsportsmanlike conduct, the team must finish the game four on five.

Q. Dunking will be allowed in games only. Dunking will not be allowed during practice or pre-game warm ups. The penalty will be a Technical Foul for dunking during warm up and foul shot will be taken before the game begins.

R. Players entering the game must report to the scorekeeper and wait to be signaled in by the official before stepping onto the court.

S. Starting lineups must be turned in ten minutes before scheduled game time. Failure to do so will result in a Technical Foul with the opposing team shooting the foul shots before play begins.

XIII. ALL STARS

A. All head coaches will be notified of the date to have their nominations turned into the department. Coaches will turn in a list of the top 10 players in their league they feel should comprise the all star team.

B. A master list will be compiled of all players nominated and votes received. Players with unanimous and majority votes (over 50%) will be placed on the team. If any vacancies exist, the head coach of the all star team will be called in to review the list and fill the remaining slots.

C. The head all star coach will be selected by the department, in no certain order, based on performance, knowledge, attitude and/or placement in standings. The head coach will be responsible for selecting their two assistants from the league's coaching list. They must also be approved by the department. Coaches or assistants will be eligible to participate on one all star team per year. EXAMPLE: if you coach or assist with the 12 & Under all stars you can not coach or assist with another age group.

D. The department will assist each all star team toward meals, travel and uniforms. All finances will be approved by the Youth Athletic Coordinator and Director.

MARIANNA PARKS & RECREATION DEPT.
Volunteer Coach's Application

Please check the sport and age group you would like to coach:

Baseball: _____

Softball: _____

Tee Ball: ages 5-6 _____

Dixie Darlings: ages 7-8 _____

Pre Minor: ages 7-8 _____

Dixie Angels: ages 9 – 10 _____

Dixie Minor: ages 9-10 _____

Dixie Ponytails: ages 11-12 _____

Dixie Youth: age 11-12 _____

Dixie Belles: ages 13-15 _____

Dixie Boys: ages 13-14 _____

Dixie Debs: ages 16-18 _____

Dixie Pre Majors: ages 15-16 _____

Dixie Majors: ages 17-18 _____

Basketball: _____

Football: _____

Soccer: _____

Pee Wee: ages 5-7 _____

Ages 5-7 _____

Mighty Mites: ages 6-8 _____

Midget: ages 8-10 _____

Ages 8-10 _____

Pee Wee: ages 9-10 _____

Junior: ages 11-13 _____

Ages 11-13 _____

Ages 14-18 _____

Junior: ages 11-13 _____

Girls

Basketball _____

General Information

Name: _____
Last First Middle

Address: _____

City

State

Zip

Home Ph: _____ Work Ph: _____ Cell Ph: _____

Email: _____

Are you over 18 years of age? Y_____ N_____

How long have you been a resident of the Marianna area?

Convictions

Have you ever been convicted of a felony? Yes _____ No _____

Have you been convicted of a misdemeanor committed within the past five years or were you imprisoned for a misdemeanor which occurred more than five years ago? Y _____ N _____

If yes to either of the above questions, please explain fully and include date of conviction. (This information will not necessarily bar an applicant from coaching.)

Volunteer Coach's Application
(part two)

What is your experience in athletics as a player or coach? _____

Describe any specific skills or training that is directly related to the sport you are volunteering for:

What experience do you have in working with the public? _____

What league did you volunteer in last year? _____

How many years have you volunteered in the sport you are applying for:

Head Coach _____ **Assistant Coach** _____

(please check which coaching position you are applying for)

Are you applying for a specific team, if so what team?

League

Team

APPLICANT CERTIFICATION AND AGREEMENT

I hereby certify that all statements made by me in this application are true and correct to the best of my knowledge. I understand that my attendance at local coaches' clinics is mandatory and I will equally put the best of interest in coaching the fundamentals to each player. I also understand that I must abide by the policies and rules set by the Marianna Parks & Recreation Department. I fully understand and agree to these conditions.

Usual Signature of Applicant

Date Signed

Printed Name of Applicant's Signature

Return your completed application to the Parks & Recreation Department or mail to:

City of Marianna
Parks & Recreation Department
ATT: Recreation Director
P O Box 936
Marianna, Fl. 32446

CONSENT & AUTHORIZATION FOR BACKGROUND INVESTIGATION
For Parks and Recreation Volunteers

I hereby authorize the City of Marianna, and/or its contracted agents to procure background records and reports on me and to make investigation into my background, references, character, past/present employment, education, motor vehicle records, drug screening records, civil criminal and police records, including those maintained by both public and private organizations, and all public records.

I understand that this background investigation is being done because I desire to act as a volunteer related to the Marianna Parks and Recreation department programs/activities. I understand that regardless of what the background investigation reveals, the City of Marianna/Parks and Recreation has the right to deny me the opportunity to participate as a volunteer for any reason, in its absolute discretion, whether now or in the future.

I understand that this consent and authorization is effective as of the date signed below but I further understand this same consent and authorization may be used in the future if it becomes necessary for the City of Marianna, and/or its contracted agents to so use the same to procure any further material/information. A duplicate copy of this consent and authorization shall be just as effective as the original.

I understand that this execution of this form and the related background investigation are pre-requisites to my participation as a volunteer and I do hereby hold the City of Marianna and/or its contracted agents harmless in using this consent and authorization and agree not to contend such is an invasion of privacy or any other legal wrong.

First	Middle (no initials please)		Last	
Maiden Name,	And/Or Any Other Names Used,		Nickname	
Present Address	City/State/Zip	County	List 7 years of residence	How long there?
*Date of Birth	*Sex	*Race	Social Security Number	
Drivers License Number			State Of License	Expiration Date
Former Address	City/State/Zip	County	List 7 years of residence	How long there?
Former Address	City/State/Zip	County	List 7 years of residence	How long there?
Former Address	City/State/Zip	County	List 7 years of residence	How long there?
Applicant's Signature (Required) PLEASE-DO NOT PRINT		Date	Witnessed	

ADULT BY-LAWS

CITY OF MARIANNA PARKS & RECREATION DEPARTMENT

ADULT SOFTBALL BY-LAWS 2007

I. GOVERNING BODY

A. The Marianna Parks & Recreation Department Athletic Review Committee.

II. LEAGUE

A. The adult softball league will consist of any team that wishes to participate in the league.

B. The season will consist of 12-18 regular season games with tee shirts awarded to the league champions and trophies awarded to the top three regular season teams. An end the season tournament will be held with each team eligible to participate. Regular season standings will determine playoff seedings. Trophies will be awarded to the top two tournament teams.

III. ELIGIBILITY

A. Player eligibility is bound by ASA rules and the following league rules:

1. In church league, eligible players must be an active member of that church or an active member of an organization of that church and be 16 years of age.
2. In women's league, players must be 16 years of age.
3. In men and coed leagues, players must be 16 years of age.

B. Players participating with another team in the same league will be suspended for their team's next two scheduled games.

C. Copies of team rosters will be kept by the Park Supervisor along with copies of add-on forms. Rosters will be checked for illegal players. Teams found guilty of playing an illegal player during a league game will be warned on the first offense. A second offense will result in team suspension for the next two (2) games. If a third offense occurs, the team will be suspended for three (3) games. These games, including the first warning, will be forfeits.

D. Teams shall not carry more than twenty (20) players on their roster at any one time. All players, in order to be eligible, must sign an ASA roster. The roster must be filed at the department's Athletic Office located in the MERE Complex.

E. To add a player to your roster you can pick up an add form from the Athletic Office between the hours of 8:00am - 12:00 noon and 1:00pm - 5:00pm, Monday thru Friday or from the Park Supervisor during league game nights. *The add forms must be filled*

out completely, signed by the coach and new player (pastor or priest if church teams) and all copies must be returned to the Athletic Office to be signed.

F. When a player's eligibility is in question it must be reported in a formal written protest to the Athletic Office within forty-eight (48) hours of the game in question. If not reported with the required time frame, the game will be legal and can not be contested.

G. No player may change from one league to another (example: from men's league to church league) or from one team to another. In church league, players may not change teams unless they change membership.

** H. Teams who need to add player/s after mid-season must turn in a written statement explaining why an addition is necessary. Approval must be made prior to player addition.

IV. PLAYER CONDUCT

A. Team manager/coach will be responsible for his/her team.

B. No rowdiness, profane language or display of unsportsmanlike conduct will be tolerated in this league.

C. No alcoholic beverages are allowed on premises, including the parking lot.

D. If a player so much as touches an official in anger or threatens to do him/her bodily harm, the player will be barred from the league for an indefinite period of time to be set by the Athletic Review Committee.

*** E. If a player or coach is ejected from a game, he/she will be suspended for the team's next scheduled game, they may sit in the stands but can not participate in the game whatsoever. If further action is needed, they will be escorted from the park. A second offense will result in indefinite suspension to be determined by the department. Rained out games do not count.

V. LEAGUE PLAYING RULES

A. ASA slow pitch will be strictly adhered to unless contrary to the following by-laws.

** B. The official ball for the softball leagues is any red stitch, white or yellow cover, ASA approved restricted flight softball stamped 375 maximum compressions, 44 cores. If a question arises about the ball, the stamp must be legible or the umpire will throw the ball out. The same ball only 11" will be used in women's leagues. In coed league, the men will hit the 12" ball and the women will hit the 11" ball. **THE SUPER DUPER WORTH SOFTBALL IS NOT ALLOWED.**

C. There will be a one (1) hour time limit for each game. No inning will begin after the time limit expires unless the game is tied. The next inning will begin with the third out of the previous inning.

1. Game times will be 6:30, 7:30, 8:30 and 9:30pm.

D. Ten minutes prior to the scheduled game time each manager/coach is required to submit a copy of his/her lineup to the official scorekeeper, official and opposing coach. *Lineups must consist of each player's first and last name, and jersey number. This should include all players eligible to participate in the game.*

** E. Teams must be able to field at least nine players at game time in order to play. Teams failing to field nine players must forfeit the game. Teams can not play with less than nine players after the game begins. *The 10th spot in the batting order will not be an out. There will be a ten minute grace period for the first game only. This rule is not to be confused with the player ejection rule.*

F. All teams must wear matching colored and numbered jerseys. Any exceptions must have prior approval from the Athletic Office. Players may wear tennis shoes or rubber sole cleats only. **NO STEEL CLEATS!**

** G. A courtesy runner for injured players will be granted in all league games. The runner will be the preceding batter not on base.

H. In the event of rain, five (5) innings will constitute an official game or 4 1/2 innings if the home team is ahead. In case of power failure, when the lights have been out for thirty minutes the game will be treated as a rain out game. Rained out games will be made up if time permits only. *Umpires will be in charge of calling the game after the first pitch. There will be a 30 minute rain delay to see if games may resume before games are cancelled.*

I. A manager has the right to protest over an official's interpretation of the rules provided that the protest is made immediately and before the next official pitch takes place. When the protest is made the umpire-in-chief shall consult with his/her associate umpires. If he/she is convinced that his/her decision is not in conflict with the rules they shall announce that the game is being played under protest. The protesting manager must report in a formal written protest to the Athletic Office within forty- eight hours of the game in question.

1. *Team managers must report all protests to the umpire and scorekeeper at time of protest.*

2. All protests will be handled by the Athletic Review Committee.

J. Home-visitor will be on the schedule. Home team will be in the first base dugout and visitors will be in the third base dugout.

K. There will be a 20 run rule in effect for league play after three innings or 2 1/2 if the home team is ahead, 15 run rule after four innings or 3 1/2 if the home team is ahead, and 10 run rule after five innings or 4 1/2 if the home team is ahead.

** L. No loose jewelry (i.e.: necklaces or chains, bracelets, watches, ear rings, etc..) will be worn in league play for safety. The only exception will be a Medical Alert tag or bracelet.

M. There will be a three (3) home run limit per game in league play. All homeruns after 3 will be an out. *Players hitting home runs do not have to run bases in order to keep the game on time.*

N. The third strike rule will be in effect in league play.

VI. COED PLAYING RULES

A. A team shall consist of players in the following positions: ten players, FIVE MALE AND FIVE FEMALE, same as slow pitch with the following requirements; two males/two females in the infield and outfield and one male/one female as pitcher and catcher.

B. Teams may start and finish with nine players with the following exceptions:

1. If a team fields five male and four female players the 10th batting slot will be an out.
2. If a team fields five female and four male players, the 10th batting slot will not be an out.

C. Extra player rule: Twelve players, six male and six female, including two EPs who bat in the lineup. If the extra player is used in coed all twelve must bat and ten (five male/five female) must play defense. Defensive positions may be changed as long as the coed positioning is followed. The batting order must remain the same throughout the game.

D. The batting order shall alternate the sexes. Coed play will use an 11" red stitch ball for female batters and a 12" red stitch ball for male batters.

E. The ball is dead. On any walk to a male batter the next batter is a female and she has the choice of walking or hitting up until the first pitch. NOTE: should the female runner pass a male runner when choosing to walk, no out shall be called during this dead ball period. A male batter-runner advancing to second base without touching first base shall be called out if properly appealed.

F. All games will have a one hour time limit with no inning beginning after the time limit expires unless the score is tied. The next inning will begin with the third out of the previous inning.

VII. FORFEITS

A. If a team has to forfeit a game but has eight players in attendance, they may play a practice game. The practice game will end 15 minutes before the next scheduled game time. Scorekeepers only will be provided for practice games.

VIII. STANDINGS

A. To determine the standings, percentages will be figured on number of games played. If two teams have identical win/loss records at the end of the season, the season championship team will be determined by:

- 1.) Head to head competition
- 2.) Runs allowed
- 3.) Runs scored

If three teams remain tied after the process, there will be the possibility of a play off game to determine the season champion.