



JOHNSON CITY
PARKS & RECREATION

ATHLETICS OPERATIONS MANUAL

YOUTH AND ADULT PROGRAMS





Johnson City Parks and Recreation

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Go all out for Athletics!

Thank you for allowing the City of Johnson City, its Parks and Recreation Department and its Athletic Services Division to serve you and your family with quality sports and athletic programs. We strive to meet all of the recreation needs of our participants through these organized programs and appreciate the respectful manner in which you conduct yourselves in these programs.

We are excited to have you and your family as part of our City and program. Success or failure is not measured by wins and losses, but by the thrill of playing the game and the experiences of those who gave their best, win or lose.

With Best Regards,

Johnson City Parks and Recreation Department

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Where It All Starts

Sports What is it all about? Participants and parent or legal guardians lining up to register for teams in recreational play; volunteer coaches emailing or delivering rosters from their team packets to meet deadlines; phones constantly ringing with questions about how to register: What team am I on? What division am I in? When is my first practice? When is my first game? Where do we play? Can you send me information on the program?

The activities of the Athletic Office are non-stop. Serving over 250 youth sports and over 100 adult sports teams representing more than 5,000 participants plus spectators is no small job. The Athletic Division programs generate over \$100,000 in revenue annually for the City to help off-set the cost of equipment, facility use, utilities, awards, officials, part-time staff, as well as clinics and training sessions for coaches, players, and yes, parents or legal guardians.



The initial job of any recreation sports/athletic program entails setting up dates and times, securing facilities, determining budgets, registration forms being printed and the development and review of rules and regulations for the operations and conduct for the sport to be played. Equipment necessary for the programs, such as balls, nets, bases, uniforms and rule books must be ordered in advance and distributed. Contact with volunteer coaches for each sport and training must be scheduled, hiring of qualified officials and training or re-training and information on expected conduct by players, officials, coaches and parents must be reviewed and prepared for distribution. Clinic dates must be determined and scheduled to assure an understanding of why these policies and procedures are in place. Each program has an organizational meeting for coaches and officials once registration is closed. Then scheduling is put into its final phase depending on the number of teams. The Athletic Division sets the schedules and adjusts these schedules based on the guidelines that are included in this manual.

These are recreation programs to encourage the enjoyment of the sport, team fellowship, to build self-esteem, encourage sportsmanship and learn what it is all about, to have FUN, make and meet new friends and to learn to appreciate skills of different sports to allow the participant to perform; and a safe and fun means to socialize with their friends and families. Yes, winning and losing is a part of life, and organized sports/athletics at this level is part of the life lessons that the department and its staff wish to teach these participants how to handle both the joy of winning and the ability to handle losing in a sports/athletic event; but more importantly how to enjoy the ability to play and play with enthusiasm and FUN. The team members of the division asks that each volunteer coach and parent or legal guardian help them make this program a success by setting positive role model examples and the highest level of respect for each other, officials and spectators involved in the program. By signing and acknowledging the *Coaches' Code of Conduct*, one is stating that good sportsmanship and respect for others will remain the most important role of this program, as long as they participate.

Thank you for allowing the department and division to put these programs together for you. Enjoy the game and program as it will keep you young in body, mind and spirit.



“**Teamwork** is the fuel that allows common people to produce uncommon results.”

-Unknown



Johnson City Parks and Recreation

Introduction

The Athletic Services Division offers recreation league and tournament play in youth and adult sports/athletic programs. The division registers approximately 6,000 participants annually. Youth programs include: Basketball, Kickball, Soccer, Softball, Tee-ball, and Tennis. Adult programs include: Basketball, Softball, and Tennis.

A player registration fee or team fee is charged in all athletic programs. A non-city resident fee is assessed to individuals not residing in the City of Johnson City. The fees are set by the Johnson City Board of Commissioners. It is the goal of the Parks and Recreation Department to offer the citizens of Johnson City and the surrounding area quality athletic programming at an affordable price.

The department coordinates numerous user groups such as Little League Baseball; Babe Ruth Baseball; Johnson City Schools' Baseball, Football, Soccer, Softball, Swimming, and Tennis; Johnson City Rugby Club, Mountain Empire Tennis Association, University High Baseball, Soccer, and Softball; Johnson City Football Club and Vitesse Soccer, and Tri-Cities United. The department maintains athletic facilities for both City operated programs and user groups.

In addition to organized play, the department offers numerous free-play opportunities through its athletic facilities. For more information on how YOU can become involved with the athletic programs, contact the Athletic Services Division at (423) 283-5822 for information on leagues, tournaments, and field permitting.



Purpose

The Johnson City Parks and Recreation Department Athletic Services Division is dedicated to providing the highest quality recreation sports/athletic programs and facilities for the citizens of Johnson City. The department and the division strive to maintain the goals of : Everyone in the Youth programs play .. Teaching the basic fundamentals of the particular sports/athletic game .. and Allowing the children to have FUN while participating. In the adult divisions, we strive to offer wholesome competition for all players regardless of skill level.

The Athletic Services Division through the cooperative efforts of the Park Services Division strives to provide safe and quality facilities for our participants in a wholesome family environment for all. *It is understood that profanity, inappropriate actions and conduct by players, officials and spectators will not be tolerated, and appropriate action will be taken by the division to stop this misconduct and properly handle the individual or individuals involved with disciplinary action up to and including suspension periods or suspension from program participation or attendance for an appropriate period of time or indefinitely.*

Do not let the following characteristics of PRIDE spoil the purpose of the Parks and Recreation Department's sports/athletic programs:

- PRIDE can render us un-teachable, if one feels they know everything and they quit searching for life's lessons.
- Letting one's PRIDE stop building a team and enjoying FUN.
- Letting PRIDE close one's mind to good communications of listening (allowing feedback) and letting other speak.
- Letting PRIDE not let one recognize a mistake and work with others to correct it; especially the person the mistake affected most.
- Do not let one's PRIDE keep them from allowing change that will benefit others in the department's programs.
- PRIDE shall not cause a parent, coach or player to make poor character and personal choices.
- Let one's PRIDE help you reach your potential by making honest assessments and prevent fair leadership.
- Do not let one's PRIDE destroy relationships or hinder the development of strong relationships between participants, parents and coaches in the department's programs.

Our purpose in the Athletic Services Division is FUN, Fellowship and Learning about the game.



Johnson City Parks and Recreation

Proud Team Members of the Athletic Division

The Athletic Services Division team members are responsible for planning, organizing, promoting and assuring the proper operating success of the division's sports/athletic programs for the citizens of Johnson City. Team members attend educational classes, seminars and clinics to maintain quality leadership skills in programs and the related functions of programming that they provide. The athletic team members are responsible for observing and monitoring all sports/athletic programming and for reporting maintenance and turf needs to the Park Services Division; and assuring compliance with Athletic policies by players, coaches, officials, and spectators.

The Athletic Services Division consists of one part-time and four full-time employees.

Temporary seasonal personnel are employed by the Athletic Services Division based on program needs. Individuals seeking employment with the Division can obtain an application from the City's Human Resources Department in the Municipal Safety Building or at the Athletic Office located in the Athletic Tower in Winged Deer Park, in the softball complex.

The Athletic Office hours are Monday - Friday, 8:30 a.m. - 5:30 p.m. A team member is on duty after hours weekdays and Saturdays (weekends) depending on program scheduling.



Athletic Facilities

The Athletic Services Division is responsible for scheduling all City athletic facilities. The Division coordinates the use of City facilities with the Park Services Division and the City School System. The *Priority Use Policy* endorsed by the Johnson City Board of Commissioners can be found on Page 10, and a list of the priority use of the facilities under the jurisdiction of the Parks and Recreation Department.

Free-play time is available when facilities are not hosting scheduled events or when facilities are not being; have not been prepared for use; or are not permitted for other group use. In addition to the following list of facilities, the Division schedules the City School gymnasiums for department usage during the basketball season.

Metro-Kiwanis Park Softball Fields 1 & 2	Liberty bell Tennis Center (14 courts)
Mashburn/Arrowood Baseball Field	Lions Park Baseball Fields 1, 2 & 3
Arthur Lady Baseball Field	Keystone Baseball Fields 1 & 2
Indian Trail Softball Field	Kermit Tipton Stadium
Indian Trail Baseball Field	Cardinal Park Baseball Field
Indian Trail Football / Soccer Field	Liberty Bell Soccer Fields
Winged Deer Park Softball Fields 1, 2, 3, 4, & 5	Seaver Baseball Field
Winged Deer Park Soccer Fields 1, 2, & 3	Broyles Baseball Field
Civitan Park Soccer Fields 1, 2, 3, 4 & 5	Roller Baseball Field
Carnegie Park Softball Fields 1 & 2	Metro-Kiwanis Tennis Courts
Memorial Park Community Center	Carver Recreation Center





Johnson City Parks and Recreation

Athletic Facilities Priority Use Policy

The Johnson City Board of Commissioners on July 11, 2002 adopted the following *Priority Use Policy* for athletic facilities under the jurisdiction of the Parks and Recreation Department, and in that action state that cooperative scheduling of use for the Johnson City School System, University High and East Tennessee State University continue through scheduling coordination with the Parks and Recreation Department Athletics Services Division.

<u>Facility</u>	<u>Priority</u>
Winged Deer Softball Complex	JC Parks
Carnegie Park Softball Fields	JC Parks
Metro-Kiwanis Park Softball Fields	JC Park, JC Schools,
Indian Trail Softball Field	JC Parks, JC Schools
Indian Trail Baseball Field	JC Park, JC Schools, Babe Ruth
Indian Trail Football / Soccer	JC Parks, JC Schools,
Powell Square	JC Parks
Winged Deer Park Soccer	JC Parks, JC Schools,
Broyles/Roller/Seaver Baseball	JC Parks, JC Schools, Babe Ruth
Lions/Lady, Neighborhood Baseball	JC Parks, Little League
Civitan Park Soccer Complex	JC Parks, JC Schools
Liberty Bell Soccer / Football Fields	JC Parks, JC Schools,
JC Schools Basketball Gymnasiums	JC Schools, JC Parks
Kermit Tipton Stadium / Track	JC Schools, JC Parks, Community Events as approved
JC Parks Basketball Gymnasiums	JC Park, JC Schools

It is the desire of the Johnson City Parks Department to make our facilities open to other user groups for free-play when available. The Parks and Recreation Department will consider other requests and attempt to accommodate other user groups as possible. This will be accomplished through the Athletic Services Division and the assignment of *Field Use Permits* as facilities and fields are available.

As new parkland is acquired by the City, the Department, Division and the Parks and Recreation Advisory Board will work in conjunction with user groups to assure that facilities are made equally available to all affiliate groups and users, as possible.

Program Registration



Below is a listing of current sports / athletic programs offered through a registration process of organized information for the department's youth and adult programs. In addition to a registration fee, a non-City resident fee is charged to all participants not residing in Johnson City. In the youth athletic programs, the age cutoff date is the player's age as of August 15 of the current school year. For additional information and for specific registration dates, contact the Athletic Services Division at (423) 283-5822. Adult participants must provide proof of ID. Documentation is kept in support of rosters for each season.

Boys and Girls Spring Soccer

Registration begins: mid-January
Ages: 3-5, 6-7, 8-9, 10-11, 12-13, 14-15
Fee: Per participant with non resident fee
Games: March-May

Adult Slowpitch Spring Softball

Registration begins: February 1
Divisions: Co-Ed , Men's Open/Church
Fee: Team & individual non-resident fee
Games: April-June

Girls Tee-ball

Registration begins: March 1
Ages: 4-6
Fee: Registration fee per participant
Games: April - June

Girls Coach-Pitch Softball

Registration begins: March 1
Ages: 7 - 8
Fee: Registration fee per participant
Games: April - June

Girls Fastpitch Softball

Registration begins: March 1
Ages: 9 - 10
Fee: Registration fee per participant
Games: April - June

Boys and Girls Fall Soccer

Registration begins: May 1
Ages: 3 -5, 6 - 7, 8 - 9, 10-11, 12 - 13, & 14-15
Fee: Registration fee per participant
Games: September-November

Boys and Girls Tennis Lessons

Registration begins: May 1
Ages: 6 and older
Fee: Registration fee per participant
Lessons: 6- weeks June and July

Adult Tennis

Registration begins: May 1
Men/Women
Fee: Registration fee & individual non-resident fee
Lessons: June and July

Adult Slowpitch Fall Softball

Registration begins: mid-July
Divisions: Co-Ed , Men's Open/Church
Fee: Team & individual non-resident fee
Games: August - October

Boys & Girls Basketball

Registration begins: October 1
Ages: 6-7 , 8 - 9, 10 - 11, 12 - 13, & 14 - 15
Fee: Registration fee per participant
Games: November - February

Adult Basketball

Registration begins: October 1
Divisions: Men/Women (Open/Church)
Fee: Team & individual non-resident fee
Games: November - February

Adult Volleyball

Registration begins: July 1
Divisions: Co-Ed , Men's Open/Church
Fee: Team & individual non-resident fee
Games: September-October

Youth Volunteer Coaches / Assistants

The Athletic Services Division relies on volunteers from the community to serve in the capacity of coaches and assistant coaches for the youth sports /athletic teams that participate in the Parks and Recreation programs. Over 21,000 volunteer hours are donated annually in the youth programs by these volunteers.

The Division will provide or arrange for training and educational opportunities when possible for the volunteers who are interested in becoming a youth coach. This training is a requirement for all coaches to participate in each sport / athletic program. Division team members will make necessary arrangements to provide personnel from local high schools, colleges, and universities as well as those persons with local, state, regional, and national associations to assist in providing such training and clinics. Additionally, training aids, supplies, and materials are distributed as they become available for each sport / athletic program to keep coaches current in the rules, codes of conduct and policies of the department for each sport / athletic program and its participants.

Persons interested in becoming a youth volunteer coach must complete a Volunteer Coach Application, a Background Check form with the Athletic Services Division, a sudden cardiac arrest training, and concussion training. These individuals must agree to a background check. The team members of the Athletic Services Division select the volunteers who coach in the program on an as-needed basis. The policy is that once a volunteer is assigned to a team, that individual can continue to coach said team through the various age groups and leagues, if the individual desires or is not re-assigned by the division in the best interest of the program in the sole discretion of the department.

The Coach's Code of Conduct must be on file for all individual volunteers who serve in the capacity of coach or assistant coach. Coaches are responsible to the Parks and Recreation Department for their work assignments, uniform code and adherence to the Code of Conduct, required training or clinics and meeting work schedule assignments. Volunteers are subject to disciplinary action up to and including removal from the program.

According to Tennessee State law, all coaches will complete an approved Concussion and Sudden Cardiac Arrest training.



Volunteer Background Screening Policy

Description: In order to preserve the safety and well-being of participants in the Parks and Recreation Department's youth programs, the City of Johnson City, TN has selected a third-party independent contractor to conduct background checks on all volunteer coaches for youth athletic programs and certain other programs and events involving youth.

Volunteer head coaches will be required to sign an authorization form which will provide date of birth, Social Security Number, and current address, authorizing the City through its Parks and Recreation to order an individual criminal background check. All authorizing forms and results of screening must be received prior to the start date of volunteer duties unless so noted.

This policy will include all volunteer(s) who wish to be chosen as a coach, who may in the course of their volunteer service have the opportunity to be along with children during activities scheduled for Johnson City Parks and Recreation youth athletic programs and certain other programs and events involving youth. All other team personnel are subject to background screening in the sole discretion of Athletic Manager or her/his designee. The City through its Parks and Recreation Department reserves the right to conduct random checks of all volunteers periodically.

The City or its third-party independent contractor will conduct the background checks on volunteers. All information received as a result of the screening will be kept confidential in accordance with Tennessee law. All authorization forms, records, or reports shall be maintained in accordance with Tennessee public records laws and kept for a fixed period of time as set by the City's record retention policy.

If any disqualifying information is found that prevents an applicant from being accepted, the Parks and Recreation Department will be responsible for notifying the applicant of disqualification. In the event the applicant feels a mistake has been reported in his or her criminal background check, it is the applicant's responsibility to contact the reporting agency to resolve any issues. The City of Johnson City, TN and its employees are not responsible for errors or omissions that may be reported on the background checks.

Frequency of Background Checks: Background checks will be conducted bi-annually for all volunteer youth coaches and other volunteers for certain programs and events as deemed necessary. Only one background check is necessary bi-annually, regardless of the number of different sensitive positions a volunteer may fill during this time.

Continued Page 14.



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Background Screening Policy continued ...

Criteria for Exclusion: Disqualifying Factors ... A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following crimes or has pending charges as identified: (Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt conviction) or a withholding of guilt.

Disqualification Based On Offense:

Sex Offenses: Regardless of the amount of time since offense. Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

Felonies: All Felony Violence: Regardless of the amount of time since offense. Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, child endangerment, etc.

All Other Felony Offenses within the past 10 years. Examples include: drug offenses, theft, embezzlement, fraud, etc.

Misdemeanors: All Misdemeanor Violence offenses within the past 7 years. Examples include: simple assault, battery, domestic violence, hit and run, animal cruelty, etc.

All Misdemeanor Drug and Alcohol Offenses within the past 5 years or more than one offense in the past 10 years regardless of whether the offense involved a minor. Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any Other Misdemeanor with the past 5 years that would be considered a potential danger to vulnerable populations.

Any Felony or Misdemeanor Pending Charges which involve a crime against a member of the vulnerable population or pending charges of felonies or misdemeanors as listed within this procedure.

Pending Cases: Any applicant who has been charged with any of the disqualifying offenses will not be allowed to volunteer until disposition of the charge. A serving volunteer who has been charged with any of the disqualifying offenses will have his or her service suspended until disposition of the charge.

A volunteer must immediately inform the Parks and Recreation Department of any charge (s) that has been filed against the volunteer which, if convicted, would cause them to be disqualified as a volunteer as stated in this policy. Failure to do so may result in further penalties including permanent disqualification.

The Background Check Process is an ongoing process and is subject to review and changes as determined necessary by the City of Johnson City, TN in administering its volunteer program.

Sports Officials / Scorekeepers



The City of Johnson City through the Parks and Recreation Department accepts applications from individuals interested in employment as a sports / athletic program official or scorekeeper. The Athletic Services Division is responsible for recommending the hiring of such persons through the Parks and Recreation Director to the City's Human Resources Department, in accordance with the City's Personnel Policy. All such employees are temporary seasonal employees of the City of Johnson City in the Parks and Recreation Department. It is the responsibility of these employees to enforce the rules and regulations that govern the recreation sports/athletic programs.

It is the desire of the Athletic Services Division to offer the highest level of training for the officials and scorekeepers. The athletic staff schedules organizational meetings and clinics for all employees per sport. All employees are required to attend these training workshops, clinics and information meetings. When available, the Division offers local, state, regional and national exams to assist in better educating the officials and scorekeepers. All officials required, at their expense, to obtain the uniform and necessary accessories required to perform the assigned tasks they have been hired to perform.

In order to strengthen the programs and the officials who work the games, the following policy was adopted:

Assignment Policy (Adopted 1986)

Any official who accepts assignments and cancels a total of three (3) times during the season that is being play, at that time, will be subject to having future assignments revoked. Prompt notification, no less than five (5) hours prior to the start of the game, is required when canceling assignments. Any employee who does not provide prior notice of cancellation will be issued a period of suspension and discipline up to and including termination.

In order to be consider for a position as an office or scorekeeper, such persons will have substantial knowledge of the playing rules of the sport in which the individual has applied to be employed to officiate in. The individual will have previous experience as a player, coach or official in the sport and will have attended the clinics, workshops and informational meetings provided by the Division prior to the start of the season.





Johnson City Parks and Recreation

Site Personnel

The City of Johnson City accepts applications from individuals interested in employment as a site supervisor. The Athletic Services Division is responsible for recommending the hiring of such persons through the Parks and Recreation Director to the City's Human Resources Department. All such employees are temporary seasonal employees of the City of Johnson City. It is the responsibility of these employees to enforce the rules and regulations that govern the program, in accordance with the policies of the Johnson City School System, if the event is taking place in a school facility, or the Parks and Recreation Department, if the event takes place and is scheduled in a City Parks and Recreation facility.

The Parks and Recreation Department in coordination with the Johnson City School System hires school personnel to assist in the supervision of the City's school facilities during the recreation basketball program. These persons are employees of the Parks and Recreation Department during this time and will take their directions from the Division Manager or his /her designee; and will remain in the gymnasium of the assigned school facility for the duration for the Parks and Recreation basketball program.

Site Personnel are responsible to assure that the facility is left clean and all trash and debris are picked and placed in receptacles; clothing is bagged and turned into the Athletic Office with appropriate information on the facility it was left in; and incident reports are completed and turned into the Athletic Division within twelve (12) hours of the occurrence with all pertinent information provided. Orderly conduct of the crowd is also the responsibility of Site Personnel and the game officials to include the team coaches. If assistance is needed the Site Personnel will call 911 and request assistance from the City of Johnson City Police Department.



Special Sporting Events

The Parks and Recreation Department schedules special sports /athletic events developed, coordinated, scheduled and operated by the department and events operated by other user groups. All dates, times, and facility assignments must be approved by the Parks and Recreation Athletics Manager or his / her designee. Rental charges for use of the City's facilities are charged to outside user groups. Such rental fees are approved by the Parks and Recreation Advisory Board and the Board of City Commissioners. *Facility Use Agreements* and *Facility Use Field Permits* must be obtained at the Athletic Office. **Outside user's must provide proof of liability insurance in the amount of one million dollars (\$1,000,000.00) naming the City of Johnson City as additional insured.** The Athletic Services Division is responsible for the coordination of all schedule requests for special events with the user groups and will coordinate preparation needs for the event with the Park Services Division. The department is host to numerous invitational, local, district, state, regional and national events.

Athletic Facility Use Permit

Facility reservations are taken for individuals and organizations interested in hosting tournaments, exhibitions, and athletic special events. The rental fees are set by the Johnson City Board of Commissioners on an annual basis. In addition, the City requires the host to provide Liability Insurance naming the City of Johnson City as the Additional Insured in the minimum amount of one million dollars. Additional rules, regulations, and guidelines are listed in the form. *Facility Use Permit Forms* are available at the Athletic Office.

Facility Use Agreement

This form must be completed for authorized use of any City of Johnson City Parks and Recreation Department Sports / Athletic facility. If a user does not have a *Field Permit* and the facility has been prepared for use, scheduled for use by another group or restricted except for "competitive play" the unauthorized user will be removed.



Johnson City Parks and Recreation

Youth Athletic Policies

- I. **Scheduling:** It is the policy of the Parks and Recreation Department to schedule all of the department's sports / athletic programs (league games, tournament games, makeup games, and special events) at the discretion of the Division Manager or his / her designee. There will be no scheduled practices or games during the Johnson City School System Spring and Fall Break. Teams may practice on their own.
- II. **Assignment Policy (Adopted 1986):** Any official who accepts assignments and cancels a total of three times during the current season is subject to future assignments being revoked. Prompt notification is required when canceling assignments (minimum of five (5) hours prior to scheduled game starting time). Any employee who does not provide prior notice of cancellation is subject to a suspension period and disciplinary action up to termination.
- III. **Youth Age Cut Off Date:** The Department's age cutoff date is the child's age as of August 15 of the current school year for all youth sports / athletic programs.
- IV. **Formation of Athletic Teams:** The formation of the department's youth athletic teams is administered by City Elementary schools, school districts or closest school to your residence. Team placement preferences are not guaranteed, so early registration is encouraged.
- V. **Special Requests:** All special consideration requests are to be addressed to the Athletic Office in writing. The request will be reviewed by the Athletic staff, and if needed, the Athletic Manager. If necessary the department's Assistant Director or Director will confer with the City Attorney on apparent or potential legal issues: recommendations of or for disciplinary action will be internal to the department. A determination in writing will be made to the requestor within twenty-four (24) hours of the completion of the fact finding procedure and input from the involved party or parties by the Athletic Manager or his / her designee. Any appeal to the Department Director must be in writing. The decision of the Department Director will be administratively final.
- VI. **Athletic Facilities Priority Use Policy:** The Priority Use Policy is listed on page 10.
- VII. **Athletic Division Cancellation Policy:** It is the policy of the department that the Athletic Services Division will determine if and when the department's sports / athletic programming are cancelled. The Athletic Services Division will coordinate such decisions with the Park Services Division when necessary.
- VIII. **City Schools Cancellation Policy:** When City Schools close due to inclement weather or other causes beyond their control, the Athletic Services Division will cancel events scheduled at school facilities.

Youth Athletic Policies continued ...

- IX. Coaches Responsibilities:** It is the responsibility of the coaches to secure his/her teams' schedules. This includes the regular schedule, make-up schedule, tournament schedule, etc. The coaches shall contact their team members parents of cancellations, make-up games or other changes in the program schedules upon notification from the Athletic Services Division.
- X. Tournament Formulation:** It is the responsibility of the Athletics Manager or his / her designee to formulate all tournament schedules and to utilize a seeding procedure for all leagues where scores are not recorded. This schedule will then be made available to the coaches who are responsible for notifying their players and players' parents or guardian.
- XI. Player Participation:** It is the purpose of the department's sports / athletic programs to provide enjoyable environment with as much playing time as possible. The department requires that every child participate in every game. The department directs each coach to play every child a minimum of an equivalent of one (1) quarter of the playing time allotted for each sport that is provided under the jurisdiction of the department's Athletic Services Division, as equal as possible during the regular season. If the department receives a concern addressing playing time, the staff of the Athletic Services Division will monitor game (s), notify the coach, and schedule a meeting with the involved coach and parent (s) or guardian bringing forth the formal inquiry. The Athletics Manager will determine how this concern should be resolved. The programs provided by the Parks and Recreation Department are "recreation sports / athletic programs." This means the participants are of a mid skill level to an advanced beginner's skill level on teams formed in the program. Teams will use basic fundamentals for teaching the game for offense, defense, teamwork and sportsmanship. This is a FUN environment for the children.
- A five (5) minute waiting period will be allowed for any team (s) that are short players at the starting time listed on the "official written schedule" for the game. At the end of the waiting period, the games will be declared a forfeit against the team without the proper number of players to start the game.



Youth Athletic Policies continued ...

XII. Rosters:

1. Rosters shall be limited to a specific number of players and this number is set by sports / athletic season by the Athletic Services Division. The Division will make every effort to assure each team has a full roster of players from the appropriate school district.
2. Rosters will remain open until the date specified by the Athletic Services Division. All changes must be made in writing by the head coach in person in the Athletic Office. Absolutely no verbal changes will be accepted. A PLAYER'S NAME MUST APPEAR ON THE OFFICIAL ROSTER IN THE ATHLETIC OFFICE BEFORE HE OR SHE IS ELIBIBLE TO PLAY. No roster or roster additions will be accepted over the telephone and will not be accepted at the game locations.
3. Any team that uses players not listed on the official roster for that team will forfeit all games in which the illegal player (s) participated. Penalty for any rule violation of team roster or player eligibility will be forfeiture, on proper written protest by the violated team's coach. Responsibility for correcting a roster and /or player eligibility shall rest with the team coach. The violating team coach will be suspended for two(2) games .Flagrant violation of this rule shall result in the team being suspended from the program for the balance of the season and the coach (s) called before the Athletics Manager for issuance of discipline up to and including one (1) year suspension from coaching that team.
4. A player may play on only one (1) team in the department's program and his/ her name may appear on only one (1) team's official roster. Players cannot transfer from one team to another once the official rosters have been set by the Athletic staff.
5. When completing the line-up for program games the coach (s) must use the player's name as it appears on the official roster and jersey number as appears on uni. No nicknames or other names will be allowed. Any coach (s) failing to follow this rule will automatically receive a one (1) game suspension.

Youth Athletic Policies continued...

6. No more than two (2) “travel team” players shall be rostered on any youth recreation program team. Coaches shall declare the names of the “travel team” players on the official roster so that it can be verified by the Athletic staff through the State, National, Regional, or Local Association that controls that particular sport. Any non-declared player (s) on the roster that is confirmed by the Athletic staff shall be immediately removed from the team roster by Athletic staff. This is a recreation program and not a “grooming program” for travel players. If it is verified that a coach (s) is using travel players, more than two (2), at a time during the sports / athletic program season - all games to that point will be forfeited and the coach (s) will receive an automatic one (1) game suspension from the date of verification.
7. No player can be added or requested to be added to the roster for tournament play.
8. A player participating on a school team may participate in the recreation program after the school season has concluded and provided the player was registered prior to the end of the registration period. These players will be placed according to school district if possible. The Athletic Manager may realign player placement to assist with providing parity in the league.

Ejection and Suspension Policy

PLAYER EJECTION OR SUSPENSION POLICY

The officials and division staff have the authority to handle all unexpected situations.

1. Any player ejected from a game by an official for a physical or major offense, i.e., fighting, flagrant fouls, profanity will be suspended for at least two (2) games, depending on the gravity of the offense.
2. Any player ejected from a game by an official for a non-physical or minor offense, i.e, verbal abuse of an opponent, official or spectator, will be suspended for one (1) game depending on the gravity of the offense.
3. In addition, any player ejected twice in any program play during the same season will be suspended from the program for one (1) year.
4. Any player who is ejected three times within a period of three (3) years, will be suspended for the rest of that season in which the third infraction occurred, plus the entire following season.
5. Any player who is suspended twice for a major offense including confrontation of officials twice during the course of his / her playing without regard to seasons, the player is subject to an indefinite or permanent suspension dependent upon the gravity of the offenses.

Athletic Policies continued ...

PLAYER EJECTION OR SUSPENSION POLICY continued ...

6. Players may only play for one (1) team in the department's sports/athletic program season.
7. Any player, team or coach guilty of unsportsmanlike behavior as judged by the game officials or department staff, shall be suspended from play for the present game. Depending on the gravity of the situation, stages of penalties involving unsportsmanlike behavior have been addressed in the policy manual. Unsportsmanlike behavior includes, but may not be limited to: verbal harassment, profanity, threats, posturing, body language or physical abuse.
8. Any rostered player who does not attend school on a given game day is not permitted to participate in a department provided sports / athletic game. Any coach that allows a player to play in a game on a day that the player has missed school will be suspended for the next two (2) games following that game in which the allowance occurred; and the suspension will include participation as a coach or a spectator. Any coach that does not allow a player participation in a game is to make a notation on the official score-sheet stating the reason for not playing the child.
9. The team captain (s) is the only player who can question or approach the game officials. The team coach (s) is the only other participant who can question a game official.
10. If a team forfeits three games in succession in a season for not having the required number of players, the team will be suspended from further seasonal play. Any remaining players may be assigned to other teams in the league at the sole discretion of the Athletic Services Division.



Youth Athletic Policies continued ...

COACHES EJECTION AND SUSPENSION

1. Any coach (s) ejected from a game by an official for a major offense, i.e., fighting, profanity or confrontation with a player, spectator or department employee will be suspended for at least two (2) games, depending on the gravity of the offense. This applies, also, to actions after a game in the facility, on the field or in a parking lot.
2. Any coach (s) ejected from a game by an official for a non-physical or minor offences, i.e., verbal abuse of an official, player, spectator or department employee, will be suspended for at least one (1) game depending on the gravity of the offense.
3. Any coach (s) ejected twice in any program during the same season will be suspended from play for the entire season, and up to a calendar year from the date of the infraction.
4. Any coach (s) ejected three (3) times within a period of three years, will be suspended for the balance of the season and the following calendar year.
5. Any coach (s) suspended twice for a major offense including confrontation with an official, spectator or department employee during a season is subject to an indefinite or permanent suspension dependent upon the gravity of the offense.



Youth Athletic Policies continued ...



SPECTATOR EJECTION AND SUSPENSION POLICY

1. Any spectator who verbally abuses, uses profanity or comes onto the playing field or court to address an official, player or department employee and is physical or makes physical contact will be suspended from any Parks and Recreation facility for a minimum of one (1) month.
2. Spectators are not to question any call or action of a game official - spectators may be ejected from the game facility for such a violation.
3. Any spectator ejected from a game facility by an official or department employee for a non-physical or minor offense, i.e, consistent verbal harassment of an official, player, another spectator or a department employee after being warned by an official or department employee, will be suspended from participating as a spectator for a minimum of two (2) weeks.
4. Any spectator ejected twice in any program during the same season will be suspended permanently from play for the entire season and up to a calendar year.
5. Any spectator ejected three (3) times within a two (2) year period, will be suspended for two (2) years in the department programs.
6. Any spectator suspended twice for a major offense is subject to indefinite or permanent suspension dependent upon the gravity of the offenses.

Youth Athletic Policies continued ...

HELPFUL HINTS FOR PARENTS AND SPECTATORS

YOU do not have to be a party to “Silence on the Sideline” by simply adhering to the following Advice for Parents / Spectators

- **Cheer for the other team’s players** - As a parent or spectator, I sometimes cheer for plays by the opponents. “Sometimes I get strange looks,” sports psychologist, Shane Murphy says, “But I see other parents do it.”
- **Compliment officials** - Referees have often stated that positive feedback, ‘rare as it is’, keeps them going.
- **Talk to parents of opposing players** - Something as simple as shaking hands and exchanging kind words, win or lose, can ease feelings.
- **Participate** - ‘We should do something where parents / spectators get out and play and the children stand and cheer, ‘Get the ball Hustle.’

In order to help protect your children, the department recommends the following actions be in place:

- Background checks will be done by the City on all officials, employees and volunteer coaches of the city involved in youth and recreation programs.
- Do not turn your child’s coach into a babysitter.
- Do not fall for flattery - be wary of any coach who says he is the one person who can help your “oh-so-gifted” child develop into a star or who spends an unusual amount of time with the child “because he is such a wonderful kid.”
- Talk to your child and then listen.
- Beware of coaches bearing gifts.
- Stay Informed - some coaches do not want parents to know where the team will be practicing. These coaches often say the presence of parents hinders team development. Bad sign! Demand to know, it is your child.



Youth Athletic Policies continued ...

XII. Zero Tolerance

The Johnson City Parks and Recreation Department has adopted a “zero tolerance” policy for the youth and adult sports / athletic programs operated by the department. There will be zero tolerance for inappropriate conduct in accordance with the Parent’s and Coach’s Code of Conduct documents contained herein; with any department operation rules and regulations Ordinance number 3839, adopted by the Board of City Commissioners; the use of abusive or disrespectful language, gestures or acts towards an official, a coach, a player, a spectator or a City employee, agent, official of the City of Johnson City.



Note:

For any disciplinary action not specifically listed in the Operations Manual; the Athletics Manager or his / her designee may issue such disciplinary action as deemed appropriate providing all the rules, regulations, and policies have been followed.

The City of Johnson City will not tolerate any type of abuse or neglect of a child or adult participant or spectator, physical abuse, physical neglect, emotional abuse of any report of sexual abuse. These acts are to be reported immediately to the Johnson City Police Department for proper reporting and proper procedural investigation by the department.

In addition; the City of Johnson City’s Park System is “Tobacco Free.”



Youth Athletic Policies continued ...

XIII.Placement of Players

Players will be placed with the City Elementary School team where the player attends school or the City Elementary School district in which he/she resides. Any player that does not have a Johnson City address and/or does not attend a City of Johnson City Elementary School will be placed with teams at the discretion of the Athletic Services Division.

Every effort will be made to fill each team’s roster to the specific number of team members per sports / athletic program as addressed in Section XII, per this policy as reviewed and adopted by the Parks and Recreation Advisory Board.

Roster Limits - The following roster limits have been adopted by the Johnson City Parks and Recreation Advisory Board:

<u>Program</u>	<u>Ages</u>	<u>Limit</u>
Youth Basketball	All Ages	10
Youth Soccer	3 - 4 - 5	16
	6 - 7	12
	8-9/10-11	14
	12-13/14-15	14
Youth Tee-ball	5 - 6	14
Youth Softball	7 - 8 / 9 - 10 / 11-12	14

The Johnson City Parks and Recreation Department reserves the right to fill each team’s roster to the above limits when necessary and to balance the number of players of each team when possible.

XV. Protests

1. The game official must be made aware of the call for a protest during the game. The official has the authority to expedite the conflict-resolution during the game time.
2. The official may call the assigned Athletic Services Division staff to the site, if not present to discuss the protest, but the only protests this staff member will consider is player eligibility and/or unsportsmanlike behavior based on the interpretation of the game official. Protests may be submitted in writing to the Athletic Office within twenty four(24) hours of the game or incident. Monday for Saturday games.
3. Judgment calls will not be considered for protest.



Johnson City Parks and Recreation

Youth Athletic Policies continued ...

XVI. Inclement Weather Policy

Purpose: To provide consistent and uniform guidelines for staff, volunteers, and participants to follow in the event of inclement weather for the public, health, safety, and well-being of staff, volunteers, participants, and facilities.

Guidelines: In the event of inclement weather, thunder or lightning, the Recreation Department recommends patrons at outdoor recreation areas find shelter and wait at least 30 minutes before resuming activities. The 30 minute time limit re-starts with each sound of thunder or flash of lightning.

The Recreation Department reserves the right, as issued by the National Weather Service or Public Safety Department in the event of tornados or other severe storm watch or warning to close facilities and cancel all activities for public safety. If a tornado warning is issued, all outdoor activities will be cancelled.

Cancellations / Postponements: Athletics Division / Outdoor Events

- When City Schools close due to inclement weather or other causes beyond their control, the Athletics Division will cancel events scheduled at school facilities.
- Outside temperature of 35 degrees or below
- Outside temperature of 95 degrees or above
- Rain, wind, lightning, snow, and/or severe weather conditions such as thunder-storm, blizzard, or tornado warnings. All individuals participating in or observing an outdoor event are responsible for their safety and should monitor threatening weather conditions. During practices the coaches and staff are the designated “weather watcher.” During pre-game warm-up time, or during the game, the official shall be the designated “weather watcher.” The official will make the call to stop play and inform the coaches to remove the players from the field and to go to their vehicles, and announce to the parents/spectators that play is suspended due to lightning. Some place are safe than others and the department cannot dictate to parents/spectators, officials, coaches and players where the safest place is to be, but on open outdoor fields is not the place to be. Parents need to take responsible action to assure their children or the children of others are in a safe place, if they are responsible for the other child or children by request of the parent or because the parent is not on the site. No lightning safety guidelines can guarantee absolute safety. It is the responsibility of parents, guardians, and spectators to be aware of weather and take appropriate safe action to be out of harm’s way. The determination of play will be made by the Recreation Department.

Youth Athletic Policies continued ...

XVII. Guidelines for Dealing with Blood

If a player obtains injury that causes bleeding, the game shall be stopped immediately and the injured player will leave the playing surface or court for evaluation. If the player is able to return to the game, the injury must be cleaned and covered. If the player cannot return, a substitution can be made. Measures must be taken to clean and clear the contaminated area, and if determined action will be taken to have the player attended to at a local medical facility.

XVIII. Equipment

1. The Athletics Division will provide game balls, nets, helmets, bases and other facility equipment for each youth program.
2. Teams and players are responsible for personal belongings

XIX. Complaint Filing Procedure

It is intended that all participants and spectators in the department programs conduct themselves in a respectful and courteous manner according to the regulations, rules and policies of the City of Johnson City and its Parks and Recreation Athletics Operations Manual and any other procedures established by the department for the enjoyment and use of our participants; and the stipulations of the City's Parks and Recreation Ordinance #3839.

The youth athletic / sports programs are designed to provide our users a recreation opportunity to receive basic instructions, achieve exercise, participate in socialization, to enjoy maximum participation opportunities and to build self-esteem through the designated purpose of the programs, and this is for the participants to have FUN.

Reporting a Concern: The following complaint procedure shall be utilized by the department:

1. An Official or Formal Complaint Form shall be completed and filed within twenty-four (24) hours of an incident. A complaint form may be obtained by contacting the Athletic Office located in the Winged Deer Park Tower. The form includes: a) Names and addresses of involved parties; b) The cause for the filing, i.e., a rule or alleged policy has been violated. c) Supporting documentation must be given to substantiate or justify the complaint with specific events or actions causing the alleged violations shall be provided. d) Names and statement from witnesses to the event or actions.
2. Documentation substantiating the alleged violation must accompany the Complaint Form (witnesses, statements, date and time of the incident and the name of the park or facility the incident occurred in or at). Witnesses to the violation must be named and their addresses and telephone numbers are to be included in the complaint filing document.

Youth Athletic Polices continued ...

Witnesses for or against the offender will be asked to speak at a meeting with the athletic staff that will conduct a preliminary fact finding hearing. Written statements from the witnesses will be acceptable and will be verified by athletic staff. Once the complaint form is received the athletic staff will begin their fact finding and forward its findings and recommendation to the Athletics Manager for consideration and possible request for additional information. The Athletics Manager will make a decision based on the information provided by staff and render the same to the party or parties involved within twenty-four (24) hours of this review and final informational fact finding procedure.

3. The complaint will be acknowledged by a letter sent through the United States Postal Service with-in five (5) working days of the City of Johnson City, if all information is complete and the recommendation of staff is verifiable. If a meeting is necessary with staff, the parties involved and the Department Director, the meeting will be scheduled by the Athletics Manager within five (5) working days of the request of the Department Director to schedule a meeting for further clarification and input from the involved parties.
4. Either party (complainant or alleged offender) may request no more than one (1) postponement to the scheduled meeting. A new meeting date will be set for all parties and written notice will be given.
5. If a meeting is scheduled, a total of no more than three (3) witnesses for the complainant or the alleged offender may appear to support their involved party.
6. Should the complainant fail to appear on the meeting date, the complaint may be dismissed at the discretion of the department through conversation of the Athletic staff and the Department Director.
7. Should the alleged offender fail to appear without notice and/or cause, the meeting shall proceed with proper action being taken and a recommendation by the Athletic staff being sent to the Department Director to be discussed as to the justification of the recommendation.
8. The City of Johnson City Parks and Recreation Department shall in its sole discretion conduct fact finding investigations into complaints that are filed accordingly as a means of substantiating or proving non-substantiation to any allegations before, during and after meetings with the complaint or the alleged offender.
9. Any employee of the City of Johnson City Parks and Recreation Department that witnesses or has evidence to substantiate a violation of the Athletic Operations Manual guidelines and rulings may remove a play, manager, coach, team or spectator from the event site or facility immediately and file a formal complaint form to have appropriate action taken by the department for this violation.

Youth Athletic Policies continued ...

Removal from a facility means: gymnasium to the adjacent parking lot, athletic field to the adjacent parking lot or from the premise to include the parking lot or any portion thereof.

- 10.** Any person disqualified from the department program will forfeit all rights and privileges granted by the rules of the sport and the policies set forth in the Athletic Operations Manual of the Athletics Services Division of the department. This procedure shall include, but not be limited to:
 - a.** Representing him/herself as an eligible member of any athletic team registered for department programs and events.
 - b.** Practicing, managing, coaching or participating as a spectator at any time in or at an event conducted by the department or hosted by the department in a City park or recreation facility.
 - c.** Such person(s) may not be allowed on an athletic field, court; to keep score, to be in or around a dugout or players bench in order to relay any means of verbal or other types of directions or communications to the team or an individual team members and in some cases may not be permitted in the facility or venue.
 - d.** The recommendation of discipline for any violation is based on the facts gathered by the Athletics Manager and the recommendation and justification of facts presented to the Department Director. The Department Director will concur or request further information to substantiate the recommendation of the Athletics Manager.
- 11.** Action will be taken against any person(s) who files a false complaint form. A report can be determined false if after review and fact finding investigation by the department staff that no verifiable proof of the allegation can be discovered, validated or substantiated by witnesses.
- 12.** A written notice of the findings or discipline required will be attached to each complaint at the conclusion of the process stating the outcome of the fact finding procedure and input hearing. These documents shall be maintained by the department for a period of three (3) years or in accordance with Federal, State, and local regulations related to the maintenance of files and paperwork. (See attached Complaint Form) Located on page 43.



Johnson City Parks and Recreation

Youth Athletic Policies continued ...

Appeal Process:

Appeals of actions or decisions of the Athletic Services Division must be sent in writing to the attention of the Athletics Manager with twenty-four (24) hours of the division's determination. The Athletics Manager shall review and consider all appeals. Should the action or decision be sustained, the Athletics Manager shall automatically forward the appeal to the Parks and Recreation Director stating his reasons the applicable policies and his reasons. The Director shall consider the basis for the appeal, review the statement presented, applicable policies and procedures and determine if further information is required. Should the Department Director determine that the rules, regulations, and policies have been uniformly and consistently applied, the decision of the Athletic Services Division shall be upheld. The decision of the Department Director is administratively final.

No paperwork will go in an individual coach, player or spectator file in the Athletic Services Division as a result of a formal Complaint being filed and it shall stay in consolidated files of the division and not in an individual file on that individual in the division or the department in accordance with established record keeping practices of the City. The Athletic Services Division will not destroy nor fail to file all formal complaints brought to its attention is a "User/Participant Complaint File." Unsigned concerns will be investigated by Athletic staff and brought to the attention of the Department Director with a recommendation as to how to proceed or to terminate without findings to justify.

Insurance:

The department strongly urges that each team in the league have insurance to cover each player appearing on the roster for every game, practice or practice game and travel to and from each program game; and each player be covered by personal health insurance. The City's Risk Management Department has determined that the City is properly and adequate insured for liability exposures presented by sports programs under the City's policy with TML Risk Management Pool. Therefore, it is at the discretion of each team as to whether they wish to have additional insurance for their participants.

Youth Codes of Conduct:

In an effort to strengthen the youth athletic programs, the department implemented a Coaches Code of Conduct and a Parents Code of Conduct for all youth athletic programs. These are available in the Athletic Office and are distributed during registrations and organizational meetings.

Sportsmanship as a Part of the Program

Sportsmanship The concept of “good sportsmanship” is ethical behavior and integrity shown through respect for the opponent, officials, coaches and spectators. This concept is a continuum for all parties involved and not just related to the players in the game. This concept should and must permeate the culture of sports/athletic play and programs. The values of good citizenship and acceptable behavioral qualities apply equally to all society, including sports/athletics. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are commonly characterized by genuine concern for others.

Awareness is expected of the impact of an individual’s influence on the behavior of others. Good sportsmanship is viewed as a measurement and commitment of the understanding of fair play, ethical behavior (acceptable) and integrity (feeling of trust between those involved in the sport/athletic game or program. It is the duty of all persons involved in recreation sports/athletic programs to create a positive experience for all involved by:

- **Cultivating** an awareness that participation in recreation play is part of the total educational process and life learning;
- **Recognizing** that the purpose of recreation sports/athletics is to allow the participants to develop an interest, build self-esteem, create friendships, learn the meaning of teamwork, to learn the emotions of winning and losing while having FUN. These programs also promote the physical, mental, moral, social and emotional well-being of individual participants, the team, the coach(es), the spectators and department employees;
- **Emphasizing** the proper characteristics of sportsmanship through appropriate individual and team conduct, and fair play as it relates to the life learning process impacts on the participant, spectators and department employees.
- **Avoiding** any practice or technique which would endanger the present or future welfare of the participants;
- **Treat** opposing team members and coach(es) with respect and encourage positive behavior and a positive relationship between the two teams. Sportsmanship always has the expectation of the individual participants being respectful to the officials under all circumstances.
- **Exemplifying** proper self-control at all times; accept adverse decisions without displaying emotional dissatisfaction or anger toward a player, coach(es), official(s), spectators and department employees.

“One man practicing good sportsmanship is far better than 50 others preaching it.”

~ Knute K. Rockne



Johnson City Parks and Recreation

Adult Athletic Policies

I. Scheduling

It is the policy of the Parks and Recreation Department to schedule all of the department's sports/athletic programs (league games, tournament games, makeup games and special events) at the discretion of the Division Manager or his/her designee.

II. Assignment Policy (Adopted 1986):

Any official who accepts assignments and cancels a total of three times during the current season is subject to future assignments being revoked. Prompt notification is required when canceling assignments (minimum of five (5) hours prior to scheduled game starting time). Any employee who does not provide prior notice of cancellation is subject to a suspension period and disciplinary action up to termination.

III. Formation of Adult Teams and Leagues

The formation of the adult athletic leagues is administered by the Athletic Services Division. Teams may enter in the following division of play for each sport: Men/Women/Co-ed (Open, Church, Industrial). The Athletic Services Division will compile a list of individual payers who express interest in participating and will make such list available upon request from teams looking for additional players.

IV. Special Requests

All special consideration request are to be addressed to the Athletic Office in writing. The request will be reviewed by the Athletic staff, and if needed, the Athletics Manager. If necessary the Department Director will confer with the City Attorney on apparent or potential legal issues: recommendations of or for disciplinary action will be internal to the department. A determination in writing will be made to the requestor within twenty-four (24) hours of the completion of the fact finding procedure and input from the involved party or parties by the Athletics Manager or his or her designee. Any appeal to the Department Director must be in writing. The decision of the Department Director will be administratively final.

V. Athletic Facilities Priority Use Policy

The Priority Use Policy is listed on page 10

VI. Refunds

After schedules are made, no refunds will be issued.

Adult Athletic Policies

VII. Athletic Division Cancellation Policy

It is the policy of the department that the Athletic Services Division will determine if and when the department's sports/athletic programming are cancelled. The Athletic Services Division will coordinate such decisions with the Park Services Division when necessary.

VIII. City Schools Cancellation Policy

When City Schools close due to inclement weather or other causes beyond their control, the Athletic Services Division will cancel events scheduled at school facilities.

IX. Coaches Responsibilities

It is the responsibility of the coaches to secure his/her teams' schedules. This includes the regular schedule, make-up schedule, tournament schedule, etc. The coaches shall contact their team members of cancellations, make-up games or other changes in the program schedules upon notification from the Athletic Services Division. The coach is responsible to assure the players follow the park rules in reference to:

- No alcoholic beverages are allowed in a City park, illegal drugs or weapons may not be brought on City park property.
- No profanity is allowed, before, during, or after a game.
- No player shall confront a game official, except for the team captain in a respectful manner, and argue a call; no player or coach shall speak disrespectfully to an official, city or department employee.
- No player or coach will become involved in a verbal or physical disagreement with an official, city or department employee or spectator.
- Businesses or organizations are not eligible for sponsorships if they manufacture and/or produce alcohol, tobacco, firearms or pornography.

X. Tournament Formulation

It is the responsibility of the Athletics Manager or his / her designee to formulate all tournament schedules and to utilize a seeding procedure for all leagues. These schedules will then be made available to the coaches who are responsible for notifying their players.



Johnson City Parks and Recreation

Adult Athletic Policies continued ...

X. Player Participation

It is the purpose of the department's sports/athletic programs to provide every opportunity to play in a chosen sport in a fun, safe and enjoyable environment with as much playing time as possible. The programs provided by the Parks and Recreation Department are "recreation sports/athletic programs."

XI. Rosters

1. Rosters shall be limited to a specific number of players and this number is set by sports/athletic season by the Athletics Manager.
2. Teams that begin a season without an official roster on file with the Athletic Services Division will forfeit all games until the official roster is received and accepted by the Athletic Services Division.
3. Rosters are to be printed or typed and submitted on the official roster form. Player/Coaches must be listed as both on the roster. All rosters will be available for inspection upon request.
4. Rosters will remain open until the date specified by the Athletic Services Division. All changes must be made in writing by the head coach in person in the Athletic Office. Absolutely no verbal changes will be accepted. A player's name must appear on the official roster in the Athletic Office before he or she is eligible to play. No roster or roster additions will be accepted over the telephone and will not be accepted at the game locations. For Church League play; the player must bring a statement on Church letterhead which states that the player meets the attendance requirements as listed in the league rules. For Industrial League play; the player must bring a statement on Company letterhead which states that the player meets eligibility requirements as listed in the league rules.
5. Any team that uses players not listed on the official roster for that team will forfeit all games in which the illegal player(s) participated. Penalty for any rule violation of team roster or player eligibility will be forfeiture, on proper written protest by the violated team's coach. A player that plays illegally shall be suspended for two (2) games. That includes players who play on more than one team in a particular program. Responsibility for correcting a roster and/or player eligibility shall rest with the team coach. The violating team coach will be warned that his/her team is in violation of the Athletic Policy. Flagrant violation of this rule shall result in the team being suspended from the program for the balance of the season and the coach(es) called before the Athletics Manager for issuance of discipline up to and included a one (1) year suspension from coaching that sport. sports/athletic team.

Adult Athletic Policies continued ...

6. A player may play on only one (1) team in the department's adult basketball program and on one (1) men's or women's team and one (1) co-ed team in the department's adult softball program. If a women's only league is not offered, women will be allowed to play on one co-ed open and one co-ed church league team.
7. When completing the line-up for program games the coach(es) must use the player's name as it appears on the official roster. No nicknames or other names will be allowed. Any coach(es) failing to follow this rule will automatically receive a one (1) game suspension.
8. No player can be added or requested to be added to the roster for tournament play.

Ejection and Suspension Policy

Player Ejection or Suspension Policy

The officials and division staff have the authority to handle all unexpected situations.

1. Any player ejected from a game by an official for a physical or major offense, i.e., fighting, flagrant fouls will be suspended for at least two (2) games, depending on the gravity of the offense. The penalty could be more if warranted.
2. Any player ejected from a game by an official for a non-physical or minor offense, i.e., verbal abuse of an opponent, official or spectator, profanity will be suspended for one (1) game depending on the gravity of the offense.
3. In addition, any player ejected twice in any program play during the same season will be suspended from the program for one (1) year.
4. Any player who is ejected three time within a period of three (3) years, will be suspended for the rest of that season in which the third infraction occurred, plus the entire following season.
5. Any player who is suspended twice for a major offense including confrontation of officials twice during the course of his/her playing without regard to season, the player is subject to an indefinite or permanent suspension dependent upon the gravity of the offenses.
6. Any player, team or coach guilty of unsportsmanlike behavior as judged by the game officials or department staff, shall be suspended from play for the present game. Depending on the gravity of the situation, stages of penalties involving unsportsmanlike behavior have been addressed in this policy manual. Unsportsmanlike behavior includes, but may not be limited to: verbal harassment, profanity, threats, posturing, body language or physical abuse.



Johnson City Parks and Recreation

Adult Athletic Policies continued ...

Ejection Policy continued ...

Player Ejection or Suspension Policy continued ...

The team captain(s) is the only player who can question or approach the game officials. The team coach(es) is the only other participant who can question a game official.

If the team forfeits three games in succession in a season for not having the required number of players, the team will be suspended from further seasonal play with no refunds being issued. Any remaining players may be assigned to other teams in the league at the sole discretion of the Athletic Service Division.

Coaches Ejection or Suspension Policy

1. Any coach(es) ejected from a game by an official for a major offense, i.e., fighting, profanity or confrontation with a player, spectator or department employee will be suspended for at least two (2) games, depending on the gravity of the offense. This applies, also, to actions after a game in the facility, on the field or in a parking lot.
2. Any coach(es) ejected from a game by an official for a non-physical or minor offense, i.e., verbal abuse of an official, player, spectator or department employee, will be suspended for at least one (1) game depending on the gravity of the offense.
3. Any coach(es) ejected twice in any program during the same season will be suspended from play for the entire season, and up to a calendar year from the date of the infraction.
4. Any coach(es) ejected three (3) times within a period of three years, will be suspended for the balance of the season and the following calendar year.
5. Any coach(es) suspended twice for a major offense including confrontation with an official, spectator or department employee during a season is subject to an indefinite or permanent suspension dependent upon the gravity of the offense.

Adult Athletic Policies continued ...

Spectator Ejection or Suspension Policy

1. Any spectator who verbally abuses, uses profanity or comes onto the playing field or court to address an official, player or department employee and is physical or makes physical contact will be suspended from any Parks and Recreation facility for a minimum of one (1) month.
2. Spectators are not to question any call or action of game official—spectators may be ejected from the game facility for such a violation.
3. Any spectator ejected from a game facility by an official or department employee for a non-physical or minor offense, i.e., consistent verbal harassment of an official, player, another spectator or a department employee after being warned by an official or department employee will be suspended from participating as a spectator for a minimum of two (2) weeks.
4. Any spectator ejected twice in any program during the same season will be suspended permanently from spectatorship for an entire calendar year.
5. Any spectator ejected three (3) times within a two (2) year period, will be suspended for two (2) years of spectatorship in the department programs.
6. Any spectator suspended twice for a major offense is subject to indefinite or permanent suspension dependent upon the gravity of the offenses.

XII. Zero Tolerance

The Johnson City Parks and Recreation Department has adopted a “zero tolerance” policy for the youth and adult sports/athletic programs operated by the department. There will be zero tolerance for inappropriate conduct in accordance with the documents contained herein; with any department operation rules and regulations; the use of abusive or disrespectful language, gestures or actions towards an official, a coach, a player, a spectator or a City employee, agent, official of the City of Johnson City.



XIII. Placement of Players

Players will be placed on each team by the team coach or player/coach.

Adult Athletic Policies continued ...

XIV. Roster Limits

The maximum roster limits are 20 for adult softball and kickball, and 15 for adult basketball. Any special requests pertaining to roster limits must be addressed in writing to the Athletics Manager.

XV. Protests

1. The game official must be made aware of the call for a protest during the game. The official has the authority to expedite the conflict-resolution during the game time. For a rule interpretation protest; the intent to protest must be made known to the official before the ball is put back into play.
2. The official may call the assigned Athletic Services Division staff to the site, if not present to discuss the protest, but the only protests this staff member will consider is player eligibility and/or unsportsmanlike behavior based on the interpretation of the game official. Protests may be submitted in writing to the Athletic Office within 24 hours of the game or incident. Monday for Saturday games.
3. Judgment calls will not be considered for protest. All protests must be in writing to the Athletic Offices within 24 hours of the game or incident. The following violations will be considered before rendering a decision: policy, official roster, coach, spectator, player, zero tolerance.

XVI. Equipment

Teams and players are responsible for personal belongings.

These expectations and guidelines for sportsmanship apply to all participants, coaches and spectators in the Johnson City Parks and Recreation Department's adult sports/athletic programs. Violations of these expectations and guidelines will result in actions being taken to correct the offenses by a player, coach, spectator, or official by the department.

Thank you for allowing the department and division staff to put these programs together for you. Enjoy the games and programs in a good sportsmanlike manner.





Johnson City Parks & Recreation Department Athletic Services Division Complaint Form

Johnson City Parks & Recreation

Athletic Office

4137 Bristol Highway

Johnson City, TN 37601

Phone: (423) 283-5822

Fax: (423) 283-5823

Email: wdpathletics@johnsoncitytn.org

Complainant Information

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Alternate Phone/Fax: _____ Email: _____

Alleged Incident Offender

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Alternate Phone/Fax: _____ Email: _____

Date/Time/Event/Location of Alleged Violation:

Summary of Incident: (If more space is needed-Please indicated ("see attached"))

Witness Information of Those Who Viewed or Heard Incident:

<u>Name</u>	<u>Phone</u>	<u>Were You Present on the Date of Incident</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

By signing below, I the complainant do hereby attest that I have read and understood the compliant procedure as published by the Johnson City Parks and Recreation Department, and the statement(s) provided herein is true and accurate to the best of my knowledge.

Signature _____
Date



JOHNSON CITY
PARKS & RECREATION

Johnson City Parks and Recreation

Athletic Division

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Johnson City, Tennessee 37601

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