



Lancaster County Parks and Recreation
**Standard Operating
Procedures Manual**
FY 2019-2020

Lancaster County Parks and Recreation Standard Operating Procedures Manual

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Forward

Lancaster County Parks and Recreation (LCPR) has conducted organized team sports activities for its constituents since 1982. LCPR administers athletic competition through the South Carolina Recreation and Park Association Athletic Programs Branch and LCPR's local rules as adopted for each program. LCPR operates parks within the limits of Lancaster County for the enjoyment of its citizens. Park properties are by ordinance under certain rules and regulations concerning activities. Use of park amenities may require fees to recover costs of operation and supervision. These policies are available for review upon request.

Lancaster County Parks and Recreation has recognized the need for activities of a competitive nature and has sought to provide them under the proper standards of fair play. These standards of fair play apply not only to the actual competition, but extend and must be followed in behavior before, during and after the competition. The welfare of the youthful participant shall be the focus of the youth sports program and LCPR shall strive to provide trained competent adult leadership, proper equipment, and an atmosphere conducive to having fun rather than winning at all cost. The adult programs shall focus on providing activities that will be fun and relaxing. Adult recreational hours are important to the physical and mental health of an individual, and LCPR shall strive to provide a worthwhile program.

Each participant in the youth program must be recognized as an individual with certain abilities and limitations. Special consideration must be given to his/her physical, mental, emotional, and social development and every precaution must be taken to insure the wholesome development of each of these. Youth sports are accepted as beneficial when the welfare of the youthful participant is the first and foremost consideration. The program shall stress the benefits of a healthy lifestyle so the participants will continue to participate in recreational activities, as they become adults. It shall be a positive influence in the life of the youthful participant to prevent undesirable behaviors an opportunity to take root and grow.

The adult program will strive to be an outlet for leisure hours to be spent in an atmosphere of friendly competition and healthful relaxation of the body and spirit. It shall be made up of activities that relate to previous learned team sports and a place to relieve everyday tensions along with interpersonal relationships between the participants in a wholesome activity.

Lancaster County Parks and Recreation has and will promote the aforementioned aims and objectives. LCPR calls upon everyone associated with the program to observe rules, help raise the standards of programs, and in all ways provide a wholesome climate for youth and adults that participate in our programs.

Mission Statement

Lancaster County Parks and Recreation shall provide quality recreational facilities and leisure activities. Provide organized youth programs lead by dedicated volunteer that assist in the socialization of individuals by stressing participation, sportsmanship, competition and fun that lead to a life of continued involvement. Be an agent to combat obesity. Respond to quality of life issues that promote Lancaster County as a great place to live.

Objectives

The objectives of Lancaster County Parks and Recreation shall be to promote, develop, supervise and voluntarily assist in the operation of activities sponsored by the Commission. To develop the qualities of citizenship, sportsmanship, and fair play through the disciplines of the activities operated by LCPR. To develop character, self-reliance, physical efficiency, courtesy, honesty, and cooperation through supervised activities. Develop individual sacrifice and social association with participants of a like mind. Above all, to have activities that will be fun and participatory that hopefully leads the individual to stay active as they progress in age and reside in Lancaster County.

Advisory Board/Structure

The purpose of the Recreation Advisory Board for Lancaster County, the appointed body, shall be to make recommendations to the County Council for the parks and recreational needs of the county and the implementation of plans established by Council as well as promote parks and recreation activities within the entire county. In conjunction with the Director of Parks and Recreation, the advisory board will oversee the expenditures of monies appropriated by the County Council for parks and recreation purposes.

The Board shall be composed of seven (7) members, all of whom shall be Lancaster County residents. Each Council member shall have one (1) appointment. It shall be necessary that the appointee reside in the district of the council member making the appointment. The term of office for all Board members is four (4) years, commencing on July 1 and ending on June 30. A person who had served two (2) consecutive terms on the Board is ineligible for an additional appointment. Time served in filling a vacancy shall not be included in the term limitation. Members do not continue to serve until their successor is appointed. Vacancies shall be filled in the same manner as the original appointment.

The Lancaster County Parks and Recreation Director shall be responsible for forming policy, budget management and ensure department directives/policies are carried out by department staff. However, in an event where the outcome of following policy is detrimental to LCPR's programs, volunteers, and/or program participants, LCPR's director and staff shall make a decision based on what is in the best interest of the department, programs, etc.

Employee/Coaching

Any employee deemed to be in a supervisory position directly related to a sports program (i.e. program supervisors, area coordinators) will not be allowed to coach in any of our programs. Any appeals can be made to the Director.

Athletic Registration Procedures

Each participant shall register each year during posted registration dates. Persons are not guaranteed slots on a team due to prior participation. LCPR will set registration dates and times. All athletic participants will be drafted to a team by the league coaches which will be directed by the Athletic Program supervisors. LCPR sets registration fees each budget year. Registrants must present proof of age with a birth certificate.

Coordinators shall gather birth certificates with copies to be kept on file in the LCPR office. Original birth certificates will be returned to the parents. After this procedure an eligibility list will be generated. Should a child's name not appear on this list then their birth certificate will need to be recorded on file at the LCPR office and the eligibility list. Once a participant has signed up for a program, unless the program is not offered, there shall be no refund unless granted by the Director for extenuating circumstances.

Registration period defined as when a registration window opens for seasonal programs. Should it be necessary to extend a registration window due to low participant turnout the Director may approve additional dates and will also determine if late fees will apply. When a registration window is open participants may sign up at any LCPR site holding registration or online by going to our website www.mylancasterc.org/parks. If they are registering at a site other than the one their child will be participating it shall be selected during the registration process so that participant may be routed to play in the appropriate area (ie. Lancaster, Buford, IL, etc.).

In the event a participant wishes to register and play out of area (**area is defined as the elementary schools or middle schools that feed to one of the four county high schools**) they must fill out a request form and state the reason for the waiver. The elementary school the child attended shall be the first point of reference. LCPR Staff will review the request and uphold or deny said request.

In the event a registrant has an outstanding balance from a current or former LCPR program they shall not be allowed to register for any other program until that balance has been paid. In the event a registration is taken and is subsequently discovered the parent shall be advised in writing informing them of the balance. They will not be allowed to participate until the outstanding balance is received.

Age Groups

LCPR shall set age groupings for each activity. These age groupings may not fit each Area in all cases. In the event an Area does not have sufficient numbers to support a particular age grouping, a combination of age groupings may occur or participant may be able to play out of area. This would mean younger players playing up into the next age division however; older players may not play down. To qualify a participant must be within one year of the next age grouping. It is strongly recommended that participants play within their age grouping. Should there be a request or consideration of moving a younger player up to the next age grouping, the Area Coordinator or LCPR staff member shall submit it to the Athletic Program Supervisor during sport registration. The Athletic Program Supervisor shall review the request on a case-by-case basis and determine if the request will be upheld or denied. One criteria in place for a participant to be considered to play up in age group will be only if there is a need in a specific age group. The guiding principle shall be the overall benefit of the activity in accordance with desired team size set forth in the Standard Operating Procedures Manual. The second criteria for consideration of playing up in age group would be from a parental request for playing up in an age grouping to be with a sibling. The third and final criteria for consideration to play up in age group would be in the event the participant’s actual age group didn’t have enough participants to make a team in their specific area. A parental request for playing up to the next age grouping shall be within one calendar year of the age control date to qualify for consideration. It is understood that once a participant plays up to the next age grouping they **MAY NOT** move back down to a younger age grouping at any time during that season. It also is understood that if a participant is granted the opportunity to play up in age group as a 6 year old that doesn’t qualify them to automatically be able to play up in age group as they turn 8 years old and have played their two years in that particular age division. They may have to play three years in one age division. Sanctioning organizations **MAY NOT** allow All-Star play if this option is exercised.

LCPR shall set the age control dates for each activity per rules and regulations set forth by the sanctioning body. The following is the interpretation of this date. *Example:* Sept. 1 of the playing year is the age control date for a 5-6 yr old age group. If the participant turns 5 on or after Sept. 1 of the playing year they **ARE NOT** eligible to participate. If they turn 5 on or before Aug. 31 of the playing year they **ARE** eligible to participate. If they turn 7 on or before Aug. 31 of the playing year they **ARE NOT** eligible to participate in that age group. If they turn 7 on or after Sept. 1 of the playing year they **ARE** eligible to participate in the 5-6 age groups.

<u>SPORT</u>	<u>AGE CUT-OFF</u>	<u>AGES</u>	<u>GAME SITES</u>
Basketball	Sept. 1	5 to 15	LCPR Rec. Centers
Dixie Softball	Sept. 1	7 to 12	LCPR Fields
Cheer (F-ball)	Sept. 1	7 to 12	LHS, BHS, AJHS, ILHS
Football	Sept. 1	7 to 12	LHS, BHS, AJHS, ILHS
Fall Soccer	Sept. 1	4 to 15	LCPR Fields
Girls Volleyball	Sept. 1	7 to 12	LCPR Rec. Centers
Baseball	May 1	7 to 12	LCPR Fields
Spring Soccer	Sept. 1	4 to 13	LCPR Fields
Swim Team	June 1	5 to 18	LCPR Pool*
Boys Swing League	May 1	5 to 6	LCPR Fields
Boys T-Ball	May 1	4 to 5	LCPR Fields
Dixie Sweetees (Girls)	Sept. 1	4 to 6	LCPR Fields

****Swim Team travels to other cities for meets also.***

Distribution of Players

The following procedures are to be used in the distribution of players.

1. Each participant will re-enter the draft each year.
2. Head Coach, One Assistant Coach, & Sponsor will be the only guarantees. NOTE: For sports with 7 players or less on a playing court/field, that team will only be allowed two guarantees (Head Coach's child and Sponsor's Child or Assistant Coach's child).
3. Player evaluations will be conducted following registration for every age group in every sport.
Exception: Instructional leagues, T-Ball, Swing league, Dixie Sweetees and any other 5 & 6 year old divisions (ie. Soccer and basketball) - they will continue to be drafted by the coaches with no returning players. Coaches will draft by age and gender evenly.
4. Coaches & Staff will determine ranking for each child at evaluations. If a child does not attend skills evaluation, then the "no shows" will be blindly drafted onto teams. They will NO longer be ranked automatically as a "3". If staff or majority coaches agree that child should be ranked differently, then LCPR staff has the right to rank that child's skill level accordingly. Following the draft, "no shows" can only be traded for other "no shows". The ranking will range from a 1 to a 5. All participants will be evaluated each year, including players that made all-stars the previous year as well as coach's child.
5. Majority consensus will determine what the final child's ranking will be. NOTE: LCPR staff reserves the right to change consensus and/or ranking of the player evaluations for the betterment of the program and the draft process.
6. Will draft each year according to ranking from skill evaluations. (Example: After guarantees are made, coaches will select players: #1's first, until they are all gone, then #2's, then #3's, etc. If a coach already has a #1 ranked player in their 3 guarantees- like a coach's or sponsor's child, then they will have to sit first round in drafting the #1 draft and possibly the #2 draft in order to even up with all other teams.
7. Assistant coach must decide which Head Coach to assist. If he/she can't decide a coin flip will determine it.
8. Coaches are allowed a maximum of two (2) trades. These trades must take place at the night of the draft. No trades will be allowed after the meeting. Coaches must have each trade documented and approved by LCPR staff at the meeting.
9. A coach cannot switch teams so that his child is placed on a different team.
10. Age groups may need to be altered depending on the number of participants registered in a given age group.
11. In Tackle Football (during the drawing of teams), if there are 31 or more players in one area then those players will be split into two teams. If there are 28-30 players, it will be optional whether to split into two teams or not based on the number of coaches. If there are 27 players or less there will only be one team.

Ideal team sizes shall be as follows per activity (*Actual numbers per team may vary*):

Basketball	10	Soccer 7v7	10	T-Ball	12	Volleyball	10
Baseball	12	Soccer 8v8	12	Cheerleaders	20	Football	25
Softball	12	Soccer 11v11	15	Flag Football	9		

Gender

LCPR offers a variety of activities within its scope of service. Many are designed to be Co-ed in nature. When LCPR offers an activity with comparable age groupings for both females and males, participating with one's gender shall be required. In the event LCPR does not offer an activity with comparable age groupings the female-male participant may choose to participate thus making the activity Co-ed. The parents are responsible to advise their child of the negatives and positives of non-traditional Co-ed activities.

Forfeiture

Failure of a team staff to follow participation guidelines per activity and its rules may result in a forfeit.

Falsification of a birth certificate shall cause a forfeit upon the team and shall include all games participated in by the offender(s).

In the event a team does not have the specified number per activity to legally begin or continue the activity a forfeit per rules shall apply. An exhibition game may take place with players from other team's rosters within that age division or lower age division within one year. If a player's name does not appear on the team roster it shall cause a forfeit upon the team. Use of ineligible players shall cause a forfeit upon a team.

Should a team learn that there would be a school or church function that will cause a majority of the team members to not be available for a game that would cause a forfeit the coach may request the game to be rescheduled. To qualify for consideration the request must be made in writing at least seven (7) days prior to the scheduled playing date stating the cause of the request. The Athletic Supervisor shall review the request.

Uniforms/Equipment

Each team will be issued parts of the uniform and equipment appropriate for use in the activity. A participant may keep designated parts of the uniform indicated in the Parent's Letter; however, there are instances that require return to the LCPR. The uniform issued by LCPR may not be altered (ie. Names adding on back of uniforms, etc.). LCPR will provide team football stickers for the helmets. Additional stickers are NOT allowed on the football helmets. If a player elects to purchase personal equipment it must meet standards and regulations specified. **Penalty:** A participant shall not be allowed to play in the game.

Should a player fail to turn in the returnable equipment to LCPR, the participant will be suspended from participating and any future LCPR programs until all the equipment is returned undamaged. Failure to return program issued equipment shall result in a fee for the equipment and the participant not being allowed to register for subsequent programs. When the equipment is returned & fees are paid they may register. Helmets and shoulder pads will be collected at the end of the last regular season game.

Player Insurance

Insurance for Youth Participants: \$7.50 covers the participant January 1 through December 31 of each year. Participants may enroll at any time during the year, however coverage is on calendar year basis.

Participation

Failure of a team staff to follow participation guidelines per activity and its rules shall result in a forfeit. It is up to each coach to teach the skills necessary to play the game and allow each child to play in the game.

LCPR has participation requirements in each youth program. Problems arise when a coach denies a child their required playing time under the participation rules for each program sponsored by the LCPR. At the team meeting, the coach should cover the participation rule for the sport. This will make the parent aware of the participation requirement. Of course, each parent will expect their child to play more than the minimum standard and the coach should make every effort to play the child more than the minimum time.

The bottom line is the parents pay their registration fee and they are entitled for their child to get to play in the game. Play the kids and prepare them all for the game.

There will be situations where a child will deliberately miss un-excused practice(s). In this situation, the coach can for disciplinary reasons, sit the child out for not meeting practice requirements. The coach must be careful to treat each player the same in this situation. Parents recognize quickly when a participation rule is eased for a highly skilled player and enforced to the letter for a not so skilled player. Also, there will be times a child will miss due to church or school functions. These should be excused absences from practice. If a team should practice more than the recommended three sessions per week, a participant shall for participation purposes, practice in three (3) of the scheduled sessions for the week. If a team follows the recommendation and only has three sessions per week, then the participant is expected to attend each session. For participation purposes the week begins 12:00 AM Monday and ends 11:59 PM Sunday.

Prayer

A team may have prayer as a part of their game ritual. With the diverse backgrounds and beliefs of participants' prayerful consideration must be given to those who do not share the same belief. If the prayer invokes or promotes a single religion seeking to impose a particular religion's philosophy and beliefs upon participants and it becomes a point of contention within the team it should be refined to reflect the universality of the higher power and their blessings upon life.

Sportsmanship

Sportsmanship is more than a series of outward gestures, such as shaking hands following a game. Sportsmanship is an attitude of honesty, fairness, and being human toward others. **Teams shall display good sportsmanship by shaking hands being humble in victory and gracious in defeat.** Coaching staffs shall supervise participants and observe misbehavior should it occur and teach the proper manner following games.

One of the goals of LCPR is sportsmanship. For all program participants to assist in this endeavor we must start to change the attitude that too often invades and degrades youth sports. We must behave as good sports.

Violators guilty of unsportsmanlike behavior shall be subject to the LCPR Discipline Policy. It is impossible to define all the acts that would fall under unsportsmanlike behavior however those acts referred to LCPR Staff shall be reviewed on a case-by-case basis.

Sponsors

The Leagues in all areas should strive to have each team sponsored. LCPR sets the Sponsorship fee each budget year. Please refer to the fees and charges sheet in the SOP. The sponsor thus has the privilege of having their name appear on the jerseys as advertisement for their business. LCPR has been fortunate to find and secure team sponsors for the majority of the programs offered by LCPR. LCPR as well as other individuals has noticed this success as well. The businesses of our area need to be aware that individuals will approach those selling ads in a youth oriented publication.

Once a sponsor has paid their approved sponsorship fee, they have no other financial obligation to the team. Volunteers shall not approach a sponsor seeking extra financial support to fund extra team activities. Should the sponsor of their own free will offer additional financial support, they may do so, and however it is not expected. Coaches shall be aware their behavior reflects on the sponsor of the team and conduct themselves appropriately to represent the sponsor positively.

Team Pictures

LCPR offers participants photo opportunities. If you would like your child photographed, we will have a photographer present at our Jamborees for that purpose. It is **REQUIRED** that coaches bring their teams to Picture Days and Jamborees. The photographer who is awarded our quote will be responsible for taking the

pictures. We cannot allow a freelance photographer the right to take photos, as we cannot guarantee the pictures. Our photographer's quality is guaranteed. If you are not satisfied, you will be given a refund or the picture will be remade. If you have more than one child, both may be in the same photo, the cost is still the same.

League Awards/Trophies

In the event awards are given to teams, each sport shall have as a part of their policy and procedure, the manner, description, and number that will be given. In the absence of set policy per sport, when teams have identical records, each team shall be given awards and shall be Co-Champions.

Regular Season Champions, Playoff Tournament Champions, and Playoff Runner-Up will receive individual medals and a team trophy. (Note: Non-competitive athletic programs will not receive a team trophy as standings are not kept throughout the season.)

League Playoffs

If there is one division, the playoffs will include the top four teams. If there are two divisions then the top two from each division will advance. If there are three divisions, the top two teams in each division will advance. If there are four divisions then the top two teams from each division will advance. If there are more than 4 divisions then one playoff team will be added for each additional division. (NOTE: When there are two or three divisions within a league and there are 8 or more teams in each division, then one more team will be allowed to participate in the playoffs from that division [i.e., Three divisions in 8U soccer and the IL division has 8 teams- you will take the top two teams and allow the next best team/record since there are 8 or more teams in the IL 8U soccer division]).

When seeding a playoff the first criteria shall be head to head game(s) played, second shall be the involved teams in head to head games comparative point totals, third shall be the involved teams by coin flip. Division ties that determine play-off eligibility shall be determined by first head to head game(s) played, second shall be the involved teams in head to head games comparative point totals, and third shall be a "play-in" game, with winning team receiving play-off spot. For soccer only, comparative point totals will be used in this fashion and order: points/goals allowed, then points/goals scored.

All-stars

All Head Coaches within each division votes on who should be the Head All-Star Coach each season. LCPR Staff breaks any ties and reserves the right to remove said person if it will be detrimental to the players and program. The All-Star Head Coach must be available for practices and all tournaments. If the head all-star coach by majority vote does not choose to coach the team, the next best vote will be given the team. The head coach of the all-star team can then select his or her coaching staff. The all-star team will be determined by a voting system along with a certain number of free picks (depending on the player number of the team) by the all-star head coach. All regular season head coaches allowed to submit one ballot of the players they believe should be all-stars. However, all regular season head coaches that submit a ballot must complete a full ballot for any votes to be counted.

The All-Star head coach must make every effort to practice in a central location for all-star players or equally rotate practice sites to each area. All-Star players (if chosen) must commit to playing in both the district and state tournaments (& World Series for baseball & softball). Dates will be given at the All-Star meeting. There are no participation requirements in All-Stars except in Dixie Softball.

Teams, their parents or affiliates of the team are prohibited from soliciting funds on behalf of a team participating in a LCPR approved tournament. LCPR shall fund the cost of the participating team and their coaches using the travel, housing and meals policy set forth by LCPR.

For a 12 person All-Star team, each team's manager will submit who they believe is the top 15 players in their division to be selected for all-stars. (The players will be listed in order from 1 to 15, with 1 being the number one pick) The top 10 players with the most votes will be who is selected for All-stars in their division. The 11-15 top votes will be used as alternates and will go in the order of 11th best, 12th best, and so forth in the event alternates are needed. The All-Star manager will receive 2 wild cards/picks for the All-Star team, where he/she has the privilege of selecting any 2 players of his/her choice as long as those players are in their division.

For a 15 person All-Star team, each team's manager will submit who they believe is the top 17 players in their division to be selected for all-stars. (The players will be listed in order from 1 to 17, with 1 being the number one pick) The top 12 players with the most votes will be who is selected for All-stars in their division. The 13-17 top votes will be used as alternates and will go in the order of 13th best, 14th best, and so forth in the event alternates are needed. The All-Star manager will receive 3 wild cards/picks for the All-Star team, where he/she has the privilege of selecting any 3 players of his/her choice as long as those players are in their division.

For a 25 person All-Star team, each team's manager will submit who they believe is the top 25 players in their division to be selected for all-stars. (The players will be listed in order from 1 to 25, with 1 being the number one pick) The top 20 players with the most votes will be who is selected for All-stars in their division. The 21-25 top votes will be used as alternates and will go in the order of 21st best, 23rd best, and so forth in the event alternates are needed. The All-Star manager will receive 5 wild cards/picks for the All-Star team, where he/she has the privilege of selecting any 5 players of his/her choice as long as those players are in their division.

All-Star Team Housing & Meals

The following policy shall provide the formula and framework to determine the level of funding obligation by LCPR when youth teams travel to out of County Tournaments sponsored by the SCAP Branch of the SCRPA or other Commission approved sanctioning body. Should a team request funding other than those submitted by LCPR Staff, the Commission shall review the request.

Should a team be required to stay overnight for participation in a State or District event, the following formula and rates shall be used to determine the maximum funding by LCRC. Definition of required staying overnight: A team has a contest scheduled at or after 7:00 PM, a round trip distance equal to or greater than 300 miles, and the next scheduled contest scheduled at or before 12:00 PM of the following day.

Occupancy by room: one (1) adult, four (4) children. Maximum amount per room: \$120.00 per night. Any cost above listed maximum would be the responsibility of team member parents or guardians. Gender issues concerning room allowance the Director may authorize additional room(s).

Room allowance per sport:

Basketball (4) rooms Soccer (5) rooms Football (7) rooms Softball (5) rooms

Meal formula for a required overnight stay shall be three (3) meals at \$7.00 per meal, per player, cheerleader, and coach. Any cost above listed maximum shall be the responsibility of team member parents or guardians. A team that participates in a one-day event shall have the following meal formula. Definition of one day event: A team leaves the morning of scheduled contest day, all contests in the event will be completed prior to 9:00 PM, a round trip distance equal to or greater than 50 miles, event scheduled not in Lancaster County. Meal formula shall be one (1) meal at \$7.00 per meal, per player-cheerleader, and coach. Any cost above listed maximum shall be the responsibility of team member parents or guardians.

Meal allowance per sport:

Basketball team (13) Soccer team (18) Football team (30) Softball (15/16)

All-Star Team Travel

One Head Coach and up to three assistants coaches will be paid the recognized government rate for travel allowance. Travel round trip mileage estimates from maps published by DMV. Additional cars allowed to transport team members only with at least three team members per vehicle will be paid for gasoline use only. Additional car formula shall be fifteen (15) MPG, at price of gas per gallon in from a station selected by LCPR.

Mileage perimeters	Coach TBA per mile	Additional Cars
0 - 50	None	None
51 – 100	TBD	TBD
101 – 150	TBD	TBD
151 – 200	TBD	TBD
201 – 250	TBD	TBD
251 – 300	TBD	TBD
301 – 350	TBD	TBD

Any cost above listed maximum shall be the responsibility of the team member parents or guardians. Should LCPR arrange to transport the team with rented vehicles, the mileage allowance shall not be allowed to the team. Meal allowance shall remain the same.

Option 1 - The coach and additional cars safely filled to capacity in accordance with team size shall receive a maximum of above listed mileage. 7 cars max for football, 3 cars football cheerleaders, 5 cars max for basketball, soccer and baseball/softball.

Option 2 - The team may choose to apply the maximum allowable to rent a van or bus and may apply the maximum to the partial payment for the van or bus with the remainder to be paid by the riders on the bus or van.

All-Star Team Fundraising (State level & beyond)

Each team (players and coaches) will be given the opportunity to obtain sponsorships within the community in the amounts of \$50, \$75, & \$100. These raised funds will go directly to the team for a better experience. Any monies left over will go back into an All-star account. These sponsors will be placed on a banner that will go with the team and will be displayed for every game.

Special Fundraising Events

LCPR may approve annual events as a fundraiser for All-Stars. (ex. 5k run, tournaments, car wash, etc.)

Newspaper Coverage

LCPR desires to publicize the programs as much as possible. To accomplish this task, we ask each program supervisor to be in contact with the local newspapers on special events, opening days, championship days, all-star tournaments, etc.

Concession Operation

LCPR will usually take concession rights during the operation of programs. In some instances, LCPR will not offer concessions. In this case, should a local group want to offer concessions, they are required to contact the department and complete a Food Vendor's Application. The requirement for approval includes a Certificate of Liability of \$1,000,000 per occurrence with Lancaster County Parks & Recreation listed as an additional insurer, a valid DHEC permit and ServSafe certification. When a local group decides to take the concession, they also decide to take the responsibilities of concession operation. They must meet all food service laws that are applicable, assume the liability of a person becoming sick from the concession they consumed, cleanliness of the concession stand area, and clean up of the facility when the concessions are sold. No persons or business may sell any food or merchandise or conduct business at LCPR facilities without prior approval from LCPR.

Volunteer Coach Selection Procedure

LCPR Volunteer coaches must complete a background check on our website to be considered to coach. Volunteer Coaches are selected each season based upon several different criteria listed in order below:

1. Must complete and have an approved background screening.
2. If a coach is returning to the same age division as the previous year's season and there is a vacancy. If there are less teams in the current season than in the previous season, then years of experience/service and overall history of the coach's conduct/behavior will be considered when assigning coaches to teams.
3. If a coach is returning from the previous season and desires to coach in the current season, but is moving up in age group and there is a vacancy. Returning coaches to the same age division trumps returning coaches moving up in an age division.
4. Returning coaches are called in this order: Head Coach and then assistants are offered to take the team if the returning Head Coach isn't coming back to coach in the new season.
5. The above criteria is all contingent upon the coach's conduct/behavior history as a volunteer coach with LCPR. LCPR also takes into account years of experience and knowledge of the game when selecting open/vacant volunteer coaching positions. We reserve the right to remove a coach mid-season or do not ask a coach to come back to coach based on previous negative encounters or reports given to LCPR.

Volunteer Coach Overview

Additional personnel are always needed to assist in the various administrative and service capacities of the programs operated by LCPR. It is not a prerequisite that any of these positions be filled by individuals who were former players or coaches, however, years of service or experience may play a role in the selection process. These important coaching roles must be filled by ethical, fair personnel who possess leadership capabilities and the know how to work and recognize each individual participant's strong and weak points. They must train their participants in the rudiments of teamwork, good sportsmanship and discipline to attain goals.

You as the coach and your assistants serve as very important role models to many impressionable youngsters. Your conduct at all times must be beyond reproach. Children come from several different backgrounds and what may be accepted at one place may not be accepted at another. Please conduct yourself at all times in a reasonable and prudent manner. Unsportsmanlike conduct and acts will not be tolerated. Profanity has no place in the program. Coaches shall be aware their behavior reflects on the sponsor of the team and conduct themselves appropriately to represent the sponsor positively.

Be careful of what you say and of your behavior in around the kids. A coach can be the single most influential individual upon a participant. They have the most one on one contact with their players and are in a position of respect from their players. Their responsibility to their players, community, and LCPR is tremendous. They must possess leadership and behavioral qualities that are beyond reproach. They must coach with equal

discipline, character, ethics, and respect for themselves and their players. They inspire a love for the game and instill a desire to win rather than a win at all cost attitude. They teach it is better to lose fairly than to win by unethical or unfair practices. Coaches shall not circumvent player distribution procedures in an unethical manner.

The coach always has foremost in mind the welfare of their and the other teams players in all their actions and words. The coach knows the game is for the players of both teams and they always let them have the spotlight. The coach has respect for official's judgments and teaches this respect to their players.

A coach shall be subject to disciplinary actions by LCPR. A willful violation of the rules and policies set forth by LCPR, or violation of the Code of Ethics may be grounds for dismissal as an adult volunteer coach. LCPR will not stand for any acts of physical violence. The minimum age to coach shall be 18 unless approved by the Director. This age shall be determined as of the playing season of the sport. If there is a violation of policy, LCPR will do an investigation and determine the appropriate disciplinary action. After an investigation is complete, the coach will be notified by a LCPR Staff person of the decision.

The main purpose of Lancaster County Parks and Recreation Youth Programs shall always be participation and not who won or lost. Failure of a team staff to follow participation guidelines per activity and its rules may result in disciplinary action. When the game is over, coaches and parents shall not approach game officials to let their feelings out. To approach a coach, game official and blame them for the loss or insult their character has a detrimental effect on the program. Any coach, parent, or other individual who physically attacks another person will be immediately removed from the program. Problems should be handled through the proper channels and decided upon with cool heads prevailing in the situation. LCPR will not stand for abusive behavior on the part of an individual in the program, whether it is physical or verbal. LCPR expects that individuals in positions will always present themselves as positive forces in the program and strive to promote the program.

Coaches should never leave a child unsupervised after a game or practice. If a parent continually fails to provide for his child to be picked up after games or practices, that child may be dropped from the team. Coaches shall advise Area Coordinators or Athletic Supervisors who shall advise LCPR. Coaches should conduct a team parents meeting at the beginning of each season. Team rules, which must be consistent with LCPR rules and policy, should be outlined for all parents. The primary concern of LCPR is the safety and welfare of the participants. LCPR will conduct background checks on all volunteers. Should the background check reveal evidence detrimental to the safety and welfare of LCPR participants, LCPR may take appropriate action. This action could include immediate termination of staff or volunteer.

Coaches Code of Ethics

The ethics and sportsmanship of the players, coaches, officials, volunteers and others associated with the program must be exemplary and beyond reproach. Everyone participating must conduct himself or herself so that they are a credit to the sport they are participating in, their team, their community, and LCPR.

Volunteer team personnel must remember that they are in a leadership role when dealing with young participants. Young children learn how to act by observing the people whom they admire and respect. As a volunteer/coach, the use of profanity during practice and games is never acceptable conduct. The influence of a volunteer/coach on the physical, social, and emotional development of the participants cannot be over emphasized.

The following Code of Ethics for the programs operated by the LCPR prescribes the duties and basic responsibilities of those playing and administering the game.

- 1) Volunteer/Coaches and players should comply with the meaning and the spirit of the rules. Purposefully ignoring or willfully violating rules is intolerable. Volunteer/Coaches should not attempt to get around a rule by violating the spirit of the rule and following only the letter of the rule. Coaches shall not circumvent player distribution procedures in an unethical manner.
- 2) Volunteer/Coaches should not attempt to deceive the other team by playing ineligible players who do not meet eligibility criteria. Willfully playing an ineligible player will result in forfeit.
- 3) Volunteer/Coaches should motivate players so they will control themselves at all times, thereby preventing any unsportsmanlike conduct to opponents, officials or spectators.
- 4) Volunteer/Coaches will not tolerate actions by his players, which are physically dangerous to opponents. Volunteer/Coaches with an ethical approach will not direct players to retaliate, and will remove players who are a hazard in the game so they may not do any damage. Willfully instructing players to act in a physically dangerous manner will result in loss of coaching privileges.
- 5) Volunteer/Coaches and players should show respect for the decisions of the officials and the efforts of their opponents, and they must conduct themselves as to dignify the game. Verbally demeaning another team, the officials, or fellow teammates will not be tolerated.
- 6) Volunteer/Coaches should refrain from challenging judgment decisions made by the officials. Heckling officials by volunteer/coaches or spectators will not be tolerated. If a coach has a question on rule interpretation it is permissible to ask the official for an interpretation, provided it is done with sincerity and the proper time according to the rules of the game. An official is not required to stop the game when action is going on just to go and have a conversation with the coach about a rule interpretation. If a coach has a question, he should ask for time-out and then proceed in the proper manner about the rule interpretation.
- 7) Coaches, players, and officials should cooperate in all phases of the program and strive to eliminate delays and unsportsmanlike tactics to gain an advantage.
- 8) Volunteer/Coaches, players, and officials should never resort to physical acts of violence. The atmosphere should always be conducive to good sportsmanship.
- 9) Teams shall not forfeit games in an effort to save travel or for any other reason not deemed satisfactory by the Commission. For a team to forfeit a game and not travel they must get consent from LCPR and both Coordinators from each area involved must also agree to forfeit prior to playing. For rain out games, when rescheduling cannot be worked out, and it does not affect the outcome of the season championship, they may, following consent from LCPR, Area Coordinator, and coaches, not play the game.
- 10) When the game is over, let it be over. Unsportsmanlike behavior following an activity shall not be tolerated. Coaches shall be aware their behavior reflects on the sponsor of the team and conduct themselves appropriately to represent the sponsor positively. Coaching staffs shall supervise participants and observe misbehavior should it occur and teach the proper manner following games.
- 11) The use of tobacco shall be prohibited. A member of the staff working with the team shall not use tobacco while on program property. This shall include games and practice.

Discipline Policy

LCPR Staff will investigate reports of behavior that merit disciplinary action. At the conclusion of its review, LCPR will invoke the following as minimum consequences. Should circumstances of flagrant violations warrant, LCPR may bypass these minimums and levy appropriate penalties.

A player ejected from a game by a game official, or found guilty of participating in unsportsmanlike behavior during or following a game will receive a one (1) game suspension. The game shall be the next game to be played by the team. The offender shall receive written notification of the offense. Failure to receive written notification does not relieve the offender of serving the disciplinary action. LCPR Staff may inform them verbally. For the second offense within one calendar year of the first offense, the offender shall be suspended for five (5) games sponsored by LCPR. To be reinstated the offender and their parents shall meet with LCPR Staff to grant reinstatement. The suspension may carry over from one season to the next. For the third offense

within one calendar year of the first offense, the offender shall be suspended indefinitely. To be reinstated in LCPR sponsored activities the offender and their parents shall meet with the Commission at its regularly scheduled monthly meeting to grant reinstatement.

A volunteer/coach ejected from a contest or found guilty of unsportsmanlike behavior during or following a game will receive a one (1) game suspension. The game shall be the next game to be played by the team. They shall receive written notification of the offense. Failure to receive written notification does not relieve the offender of serving the disciplinary action. LCPR Staff may inform them verbally. They shall be placed on probationary status as coach. For the second offense within one calendar year of the first offense the offender shall be suspended indefinitely. To be reinstated the offender shall meet with the Commission at its regularly scheduled meeting to grant reinstatement.

Parents or spectators who come onto the playing surface (not attending to an injured child), create a disturbance during or after a game at a playing location will receive a one (1) game suspension. The game shall be the next game to be played by the team. They shall receive written notification of their offense and shall be on probationary status as a spectator. Failure to receive written notification does not relieve the offender of serving the disciplinary action. LCPR Staff may inform them verbally. For a second offense within one calendar year of the first offense, the parent shall be suspended indefinitely. To be reinstated they must appear before the Commission at one of its regularly scheduled meetings.

While serving a suspension, the offender may not attend activities sponsored by LCPR. They may not be within sight or sound of the playing location. They may not be on park property or school facilities used by LCPR. The parent may bring their child to play, however must remain out of sight and sound of the playing surface. The offender shall receive written notification of their offense and shall be on probationary status. Failure to receive written notification does not relieve the offender of serving the suspension. Failure to return program issued equipment shall result in the participant not being allowed to register for subsequent programs. When the equipment is returned they may register.

Any volunteer/coach, parent, or other individual who physically attacks another person or communicates a threat shall be immediately removed from the program. To be reinstated they must appear before the Commission at one of its regularly scheduled meetings.

Coaches Scenarios and Expectations

The following will cover several of the scenarios a coach will face during the season. It will also cover behaviors that are expected of those in leadership positions. LCPR realizes the human element that plays itself out when these situations arise. LCPR is not setting a zero tolerance precedent, however the leaders must set the proper example for the youth in their charge.

1) The game officials make a bad call. Cover in parents meeting. Verbalizing frustration will not be tolerated. Cover with your parents that you will be the only one who will speak for the team. The coach must not outwardly demonstrate their displeasure. If you feel the need to discuss the situation, **calmly call a time out and ask for an interpretation** of what the official saw. Realize the official will probably not change the call.

When LCPR has an official that consistently makes bad calls it is expected you report this to LCPR. LCPR will dispatch to their next game a staff member to evaluate their performance. A written evaluation will be forwarded and kept in that program file. The result will not be removing an official from a game; however LCPR staff will counsel the official to learn proper techniques and interpretations to lessen the likelihood of further mistakes. LCPR will not reverse the game result on a judgment call made by an official. Following the game do not blame a loss on an official or approach an official to place blame.

2) The other team is not following participation rules or you think they are not. Cover in parents meeting. LCPR has rules regarding participation requirements that must be met. Some are very evident and easy to trace, while others may not be so easily detected. In those situations the result of not following participation rules may result in a forfeit. The coach also places himself or herself in jeopardy of suspension. Do not approach a game official to register your complaint, as it will not be their decision to make concerning participation. Call a Program Supervisor to report your suspicion. LCPR will investigate each incident by questioning coaches and reviewing game records. A written report of the findings will be forwarded and kept in the program file.

3) I've got a parent who does not follow LCPR or team policies and procedures. Examples: They do bring or pick up their kids on time; they come to the games under the influence of drugs or act out during games. Explain the rules during the parent's meeting. If they do not comply during the season, set up a Coach/Parent Conference for each of you to address the problem behavior. Remember to follow the guidelines of the Conference and do not use the phone to hold the Conference.

If the Coach/Parent Conference does not work you shall notify LCPR of the problem. LCPR will contact the parent(s) to investigate the situation and seek relief. It may be another Coach-Parent-LCPR Conference this time. LCPR Staff and/or the JRC may remove the parent and child from the program if he or she continues to disregard policies and procedures.

4) The other team's kids are unsportsmanlike in the handshake line. Adults must realize that children have not yet learned how to handle winning and losing. These teaching moments must be used to correct bad and recognize good behaviors. When you observe it make sure that their behavior will not injure one of your kids. Usually, a quick "Hold it!" will get the child's attention and stop whatever is going on.

Report the child by their jersey number to their coach and/or LCPR staff person. Do not approach the officials, as this is not their area of supervision. Also, the head coach shall report it to LCPR. LCPR will investigate the incident. A written report of the findings be forwarded and placed in the program file.

5) The other team behaves in an unsportsmanlike manner in either winning or losing. Cover in parents meeting. You should have covered in the parents meeting how your team will behave in the face of winning and losing. When your team is on the receiving end of such behavior, do not take it upon yourself to correct or react to the situation with the same negative behavior. Lead your team in that you will not participate in such actions, no matter how bad the other team behaves.

If your team has forgotten your coverage in the parents meeting, call an immediate halt and remind everyone that your team doesn't behave that way. Report the incident to LCPR staff person. LCPR will investigate the incident. A written report of the findings will be forwarded and placed in the program file.

6) I've got a kid that's out of control and won't follow LCPR and/or team policies and procedures. Unfortunately, there may be times when a participant lacks the ability or control to follow rules. Their behavior is a distraction to the rest of the team. A coach can use the following methods to address the issue:

- The child must be informed that their behavior is not appropriate and explain the team rules, so that the child understands them.
- For subsequent behavior explain the rules and sit out the offender for a short period of time (no more than 5 minutes). When it's time to come back, inform the offenders of the rules again and their agreement to abide by those rules, before they can rejoin the group
- Call for a Coach-Parent Conference to discuss the child's behavior with the parent and ask for suggestions on how to stop bad behaviors.

- Call LCPR to inform of a problem and the steps that have been taken. LCPR will call the parents in for a conference to review the situation. LCPR will investigate the incident. A written report of the findings will be forwarded and placed in the program file. It is not the place of any coach to assume the responsibility of the parent or endure problems that are beyond their capabilities.
- If the child's behavior continues to disrupt the team, LCPR Staff and/or the JRC may choose to remove the child from the program.

7) I have good reason to believe parents are abusing their child. If a coach observes or sees signs of child abuse they should report it to LCPR staff immediately. Do not take it upon yourself to correct or confront the situation. Understand where you fit in the legal process should the report result in such action.

8) What stance does LCPR have on drugs? Each coach should take a portion of practice time to discuss with their team the detriments of drugs. Anyone who will serve in any capacity as team volunteers or any participant or spectator shall not use alcohol, tobacco or drugs on county property or come to practices or games under the influence. Anyone who appears to be under the influence or is seen using any of the above will be asked to leave the facility and possibly be removed from the program.

Head Coach Job Duties

- 1) Complete the Online Volunteer Application & Background Screening Authorization form to be approved by LCPR.** LCPR has instituted a form to be filled out by all volunteers. The purpose of this form is not to invade your privacy, however with the increasing tide of individuals moving into our county, it is necessary to gather this information. LCPR will conduct background checks to insure leaders surround the youthful participant with their best interest in mind.
- 2) The Head Coach is the Leader of the team. All activities of the team shall be assumed or delegated by the Head Coach to their assistants.** The Head Coaches should select their staff and be a positive influence on all concerned. LCPR knows the Head Coach cannot be held responsible for all actions however when it is appropriate the Head Coach shall step in and halt behaviors that are negative. If a coach should need assistance with a problem they should call on LCPR without hesitation.
- 3) Secure team assistant coaches and team parents. Have the assistants and team parents complete the online Volunteer Applications & Background Screening Authorization forms.** If a head coach may select an assistant coach and draft their child as a guarantee in the league draft. Otherwise, he will need to wait until after the team rosters are handed out to select a team parent once he/she knows who is on the team.
- 4) Contact the parents of team players and inform them of the first practice time and site.** Call each parent within 3 days after receiving your roster. Please make sure you speak to a parent/guardian. If you have trouble contacting the parent via telephone, contact the main office before the first practice. Talk with an adult and have them write down where and what time you hold your first practice.
- 5) Prepare and preside over first team meeting with parents, players and team assistants.** This meeting sets the tone for the entire season. Let people know where you stand, your duties, and the responsibility you bear and go over all LCPR rules and policies.
- 6) Prepare a list of team rules that will be followed during the season and enforce team rules. Team rules should be approved by LCPR.** These should be common sense rules. Do not set down unrealistic standards that will ultimately hamper your team.
- 7) Secure team equipment from LCPR. Issue team equipment & have parents sign for their child's equipment. Secure additional or right size equipment.** Please be sure to record equipment distribution on

the registration form. Let each parent know they are responsible for the equipment and turning it in at the end of the season. Parents will have to pay a fee for the equipment if it is not returned by the deadline.

8) Organize and supervise practice sessions. Each of your practices should follow a plan. Divide the team into small groups. Enlist the help of parents attending the practice if assistants are not available. Keeping the kids busy will produce better skill building results and cut down on misbehavior. Do not leave a practice until all kids have been picked up. If there is a problem with parents consistently arriving late contact LCPR for assistance.

9) Keep team informed of game/practice times, sites, and team happenings. It is **MANDATORY FOR ALL TEAMS TO ATTEND THE JAMBOREE/PICTURE DAY.** LCPR will not know details on your practice habits. Make sure ALL parents are aware of games and practice times and any rescheduled events.

10) Attend Coaches Dinner Meeting. Distribute LCPR program materials to team. This meeting is mandatory and allows coaches to ask questions and get answers concerning the program.

11) Follow List of Expectations and the Code of Ethics issued by LCPR. These materials are enclosed in your Coaches Manual. Please review them.

12) Follow LCPR participation rules. Failure of a team staff to follow participation guidelines per activity and its rules may result in a forfeit. Keep roll of practice attendance and present if requested to LCPR Staff for review.

13) Make team decisions regarding who will play and where. It is up to you and your staff as to who plays where. At the Parent's Meeting make sure in a polite way you inform mom and dad you have to make these decisions based on what is the best for the team not an individual.

14) Administer only the first aid the coach is certified to administer. Inform parents when injuries occur to their child. Call 911 when in doubt.

15) Inform LCPR Staff as the need arises concerning team issues.

16) Conduct Coach-Parent Conference in accordance with LCPR procedure. This is included in your Coaches Handbook. At the Parents Meeting let the parents know the proper procedures.

17) You are responsible for the behavior of the team members before, during, and after the game. Teams shall display good sportsmanship by shaking hands being humble in victory and gracious in defeat. When you observe your team getting close to losing control you must step in and settle the team down. Let the kids know what you expect of them. Coaching staffs shall supervise participants and observe misbehavior should it occur and teach the proper manner following games.

18) Cleanup and police the team area used during the game. Teaching respect for the facilities and making participants aware of the impact litter poses teaches good stewardship of resources. Following a game teams will be responsible cleaning their team area.

19) Report unsportsmanlike behavior by anyone to LCPR Staff. Do not take it upon yourself to correct these situations. It is better to report and let LCPR investigate.

20) Report game incidents for investigation to LCPR. If you have a situation that occurred in the game that you feel was mishandled report it to LCPR so that it may be investigated.

21) Organize team end of season gathering should the team have one. If it is decided to have this please make sure everyone knows what's going on. Please be sure to know that sponsors are not required and should not be asked to fund a season ending function or purchase awards or trophies for a team.

22) Keep area cleared of non-certified personnel in the team area.

Assistant Coach Job Duties

1) Complete the Online Volunteer Application & Background Screening Authorization form to be approved by LCPR. LCPR has instituted a form to be filled out by all volunteers. The purpose of this form is not to invade your privacy, however with the increasing tide of individuals moving into our county, it is necessary to gather this information. LCPR will conduct background checks to insure leaders surround the youthful participant with their best interest in mind.

2) Assist the Head Coach with team responsibilities. Failure of a team staff to follow participation guidelines per activity and its rules shall result in a forfeit. Keep roll of practice attendance and present if requested to LCPR Staff for review.

3) Assume Head Coach Responsibilities in their absence. Follow List of Expectations and Code of Ethics issued by LCPR. These materials are enclosed in your Coaches Manual. Please review them.

4) Administer only the first aid the coach is certified to administer. Inform parents when injuries occur to their child. Call 911 when in doubt.

5) Accompany Head Coach when a Coach-Parent Conference is requested. When a Coach-Parent Conference is requested you are there to observe the situation and not be drawn into the discussion. If the situation gets too heated or loses its focus to the issue bring the parties back in line. If the situation cannot be resolved refer it to LCPR.

6) Responsible for the behavior of the team members before, during, and after the game. Teams shall display good sportsmanship by shaking hands being humble in victory and gracious in defeat. When you observe your team getting close to losing control you must step in and settle the team down. Let the kids know what you expect of them. Coaching staffs shall supervise participants and observe misbehavior should it occur and teach the proper manner following games.

7) It is not permitted to use tobacco products, alcoholic beverages, and or drugs before, during, after team sessions when team members are present or on county property.

8) Cleanup and police the team area used during the game. Teaching respect for the facilities and making participants aware of the impact litter poses teaches good stewardship of resources. Following a game teams will be responsible cleaning their team area.

9) Report unsportsmanlike behavior by anyone to LCPR Staff. Do not take it upon yourself to correct these situations. Report and let LCPR investigate.

10) Keep area cleared of non-certified personnel in the team area.

Team Parent

The coach has their hands full of details. It would be a good time at the Team Meeting to enlist someone to handle some of the details. This person is very valuable and the choice of this person is very important.

Each team should strive to secure team parent(s). This person(s) may be either male or female and each team may have more than one team parent. The role of the team parent is to coordinate extracurricular activities, picture sale and serve as additional communication link for the team. These VIP'S assist the coaching/cheerleading staffs in the detail work of the team. This would include coordinating who will bring refreshments after games and any other team gathering activities. It would be unwise to define all the duties of a team parent. To try could limit the creative talents of the person(s) involved; however, each activity must meet LCPR policy. The team parent(s) role continues through the regular season, playoffs, and All-Stars should they so desire, regardless of whether they have a child on the team. The team parent(s) are an integral part of the LCPR volunteer staff for a team. The team parent(s) should communicate with the coach/cheerleader staffs to coordinate team activities and minimize duplication of effort.

Team Parent Job Duties

1) Complete the Online Volunteer Application & Background Screening Authorization form to be approved by LCPR. LCPR has instituted a form to be filled out by all volunteers. The purpose of this form is not to invade your privacy, however with the increasing tide of individuals moving into our county, it is necessary to gather this information. LCPR will conduct background checks to insure leaders surround the youthful participant with their best interest in mind.

2) Assist the Head and Assistant Coaches with team responsibilities. Failure of a team staff to follow participation guidelines per activity and its rules may result in a forfeit. Keep roll of practice attendance and present if requested to LCPR Staff for review.

3) Follow List of Expectations and Code of Ethics provided by LCPR.

4) Assist the Head Coach with Jamboree/Picture Day activities.

5) Assist the Head Coach in team communication. Many of the teams will set up a schedule for parents to bring snacks to the game. You serve the team by keeping everyone focused on what is coming up next. In case of rain, setting up a phone tree by dividing up team members so it's not left up to one person to contact everyone.

6) Coordinate team activities such as after game snacks or season ending gathering. If it is decided to have this please make sure everyone knows what's going on. Please be sure to know that sponsors are not required to and may not be asked fund a season ending function. LCPR cannot dictate what people do with their money, however to gather money for trophies not provided by LCPR or other team awards are not necessary.

7) Refrain from using tobacco products, alcoholic beverages, and or drugs before, during, after team sessions when team members are present.

8) Report unsportsmanlike behavior by anyone to LCPR Staff. Do not take it upon yourself to correct these situations. It is better to report and let LCPR investigate.

9) Cleanup and police the team area used during the game. Teaching respect for the facilities and making participants aware of the impact litter poses teaches good stewardship of resources. Following a game teams will be responsible cleaning their team area.

Background Checks for Volunteers

Volunteers shall go to LCPR website and complete a Volunteer Application Background Screening. The information completed on this form will be submitted to an approved agency and initiate a background check. LCPR will at its expense and with the aid of an approved agency conduct background checks of volunteers. Volunteers will need to have an approved background check annually. Each year a new application will need to be submitted. This effort is to protect youthful participants from individuals who have a pattern of behavior that would be detrimental or harmful to their development. The results of the background checks will be kept confidential and volunteers may request and receive a copy of their report for their personal use.

A person will be disqualified and prohibited from serving as a volunteer if the person has charges pending or has been found guilty of the following crimes: (This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.)

SEX OFFENSES

- **All 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, etc.
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All misdemeanor violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol** offenses within the past 5 years or multiple offenses (more than 1) in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

Background Checks for Volunteers

(as of January 1, 2018)

Volunteers shall go to LCPR website and complete a Volunteer Application Background Screening. The information completed on this form will be submitted to an approved agency and initiate a background check. LCPR will at its expense and with the aid of an approved agency conduct background checks of volunteers. Volunteers will need to have an approved background check annually. Each year a new application will need to be submitted. This effort is to protect youthful participants from individuals who have a pattern of behavior that would be detrimental or harmful to their development. The results of the background checks will be kept confidential and volunteers may request and receive a copy of their report for their personal use.

The commission, as of January 1, 2018, has adopted the background screening standards complied by the National Alliance for Youth Sports. A person will be disqualified and prohibited from serving as a volunteer if the person has charges pending or has been found guilty of the following crimes: (This does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.)

ANY CHILD ABUSE OF DOMESTIC VIOLENCE CONVICTIONS

SEX OFFENSES

- **All Sex Offenses & Misconduct** – 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, etc.
- **All Felony offenses other than violence or sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All misdemeanor offenses** within the past 7 years.
Examples include: simple assault, battery, domestic violence, hit & run, driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, contributing to the delinquency of a minor, providing alcohol to a minor, theft, etc.

Team Meeting Agenda for Coaches

To begin each season the coaches should meet with their new team and their parents. At this meeting the coaches should introduce all the team assistants and team parents. They should cover any team rules for the year and enlist the support of the parents. Also, the coaches should distribute and cover The Parent's Code of Ethics. After covering the Code, have the parents to sign it and return it to the coach for their keeping. The meeting is the time to open up the lines of communication and assure the parents that their child will have a positive experience. Please be sure to be firm, yet courteous during the meeting.

In case of rain, the procedure will be that a team shall assume the game will be played unless they are otherwise notified. When the field is cleared for a rain delay teams are directed to seek safe shelter, but not leave the game site until advised by LCPR Staff or in lieu of LCPR Staff on site the head game official may advise. **Some items you may want to cover:**

- 1) Introduce yourself and your assistants. Politely, inform that you are the coach and you must make the decisions concerning the team. Inform parents of Coach-Parent Conference guidelines. Inform the parents times you will be available for conference and not to use the phone to communicate displeasure.
- 2) Your coaching philosophy, team rules, winning-losing, sportsmanship, having fun, what you expect of each child at practice and games. Inform parents that you are a volunteer coach, not a paid as a school coach would be.
- 3) Practice schedule, where and how long.
- 4) What we will do in case of rain, phone numbers.
- 5) Injuries and notification of injury.
- 6) Parents attendance at practice and games. Enlist their support.
- 7) During game, how do you want parents to be or act? Inform parents to stay away from team areas until after the game unless to assist with injury.
- 8) Things parents can do at home to help with skills.
- 9) Have parents help with child when you win or lose. Tell everyone mistakes will be made and it's part of the process of learning to play.
- 10) What you expect of the parents. Cover sportsmanship heavily and inform parents of Discipline Policy concerning their actions.
- 11) Inform parents they are not allowed in the team area during the game. Only approved team personnel may be in the team area.
- 12) Inform the team of cleanup and policing the team area used during the game.

Coach/Parent Conference Guidelines

LCPR offers programs for a wide range of participants. It would be naive to think with all the different personalities of coaches, parents and their expectations that differences of opinion will not occur. LCPR would like to formalize the circumstances under which parents and coaches resolve their differences.

Should a parent desire a Coach-Parent conference, they should advise the coach of their intention and set up a time. Of course, there will be instances where this advisement will be on short notice; however, every effort shall be made to move away from the area of the children for the discussion. The parent is advised to take along a witness and the coach is advised to also take a witness. Under no circumstances should the parent(s) and coach go one on one. The Area Coordinator can mediate this meeting if necessary. Under no circumstances should the children be exposed to a heated situation where tempers are lost. The meeting should be kept to facts and tempers should be under control. Each party should strive to reach an equitable solution and compromise where possible. There should be no profanity, no threats, or physical contact.

Should the meeting not reach a solution, the Athletic Supervisor shall get involved. Coaches should keep records of Coach/Parent conferences and keep their Area Coordinator aware of all situations involving parents. The telephone should not be used to conduct a Coach/Parent conference. Too many things can be misinterpreted and there are no witnesses. Parents and coaches are advised to set up meetings and meet where

there can be some control of the situation. If a coach should have a problem with a parent who gets out of hand at games or frequently calls you up to complain about the way things are going, the coach should refer them to the Area Coordinator or Athletic Supervisor who will try to settle the problem.

Practice Scheduling

Please be sure you check with Area Coordinators and/or the Athletic Supervisor in scheduling practice. The areas for practice are limited and it would be of benefit to reserve the field for practice. LCPR strongly recommends that coaches limit their practice sessions and the length of each session. It is realized that the preparation time from the end of registration and the first game is short, however, it must also be realized the important part of a child's life youth sports plays. The children have homework, family chores, and other activities.

LCPR *recommends* that teams practice no more than 3x per week. LCPR *recommends* that practice times do not exceed 1.5 hours. Depending the sport or activity, these times may vary.

For participation purposes and allowing a coach to discipline a player for missing practice, the following shall be the policy and philosophy of LCPR. Should a team practice more and or have to include games more than the recommended three (3) times per week beginning on Monday at 12:00 AM of the week and ending Sunday 11:59pm of the week, a player shall be held accountable for only three sessions for gaining participation. The coach should keep a record of practice sessions and attendance. If a coach for disciplinary reasons sits a player out of a game, they must be prepared to provide evidence that a player has indeed missed an inappropriate amount of practice time. A coach may not sit out a player for isolated instances of missing practice when it is convenient. Basically, if a player misses practice often, without valid excuse, then the coach should have a method to discipline. The coach may not use the rule to his advantage in denial of participation for excused absences from practice, practices that exceed three (3) per week, or the missing of one practice prior to a schedule contest. During the school district's standardized testing week missed practices may not be held against a player for participation rule.

To reserve a field or court for practice: A team representative may call and speak to LCPR Staff on the Wednesday and thereafter that week to reserve space for the next week. A reservation week is Monday through Sunday. A team may reserve at least one and possibly two practice times, depending on available space, for the upcoming week. A team should have no more than 3 practice sessions per week per LCPR recommended policy. The team representative may not leave on voice mail the request for practice time and be guaranteed the requested date and time. Field lighting may only be used for practice if needed due to darkness on Monday-Friday no later than 9:00pm unless otherwise granted by the Director.

Facilities should be used by the appropriate age group. LCPR reserves the right to limit use as prescribed by facility and safety considerations. Coaches are responsible for turning off field lights at the end of their practice session if they are the last team scheduled for the night.

Please remain or designate someone to remain until all players are picked up following practice. If a parent is constantly late, just tell them that practice will be over sooner so they will arrive earlier. If this does not work, then get in touch with the Area Coordinator and hopefully the problem can be solved.

Game Officials

Officials assigned by Lancaster County Parks and Recreation Staff or enlisted personnel who officiate due to the no show of an assigned game official are the game management in lieu of Program Supervisors or Area Coordinators and rule on all situations regarding the game. If a game official does not arrive teams should wait five minutes after scheduled game time. At this point, teams may try to secure someone certified at the site to officiate the game. The person(s) will be paid as the assigned official(s). They should give their name and address for payment purposes and complete a W-9 form. If a game official is lacking in fulfilling his/her duties then the proper appeal process shall be for the game official to be written up citing specific shortcomings of the official. Judgment calls shall not be subject for the purpose of a written complaint. LCPR athletic supervisors may discontinue scheduling officials for constant misconduct, misinterpretation of rules, failure to comply with dress code, attendance, and any other issues that the athletic supervisors deems detrimental to the athletic program and it's participants.

LCPR strives to find the best officials available to call the games. Too often an official is judged on whether the team won or lost. This is not the criterion used by LCPR. Game officials are expected to adhere to dress code prescribed by the South Carolina High School League or set forth by Lancaster County Parks and Recreation in which they officiate. The officials administer the game. They are instructed to adjust their officiating to the level of play. The officials must keep the game fair so that both teams have an opportunity under the rules, but you cannot expect it to be called by the letter of the rule. We want the kids to play, and to allow that, we must call the game to let them play. This will allow for minor violations of the rules to be overlooked for the sake of letting the kids play

The game officials have responsibility for the game. This includes instances on and off the playing area. If an official should find it necessary to stop the game to handle spectator(s) interfering with the game, they have the authority to remove and/or forfeit the game because of the interference. This is not normally in the realm of their responsibility as the home management is responsible for spectators. However, there will be times the game officials are the game management and they do have the authority to take appropriate action should it be necessary. Following the game, parents and spectators are warned not to approach the officials. Any threat verbally or physically could result in 911 being called. LCPR will back the official and prosecute when necessary on the behalf of the game officials. Game officials are responsible for turning off field lights 10-15 minutes after the game ends. Please give parents, coaches and spectators time to get everyone to their cars. Games will end at 11:00pm curfew. Games will be completed at the next available date and time set by LCPR.

Payment Schedule for Game Administration Personnel (GAP)

Football

Tackle Football Referees	\$35.00 per game
Flag Football Referees	\$25.00 per game

Soccer

Referees	\$35.00 per game per official. (Certified ages 15U & 12U)
	\$30.00 per game per official. (Certified ages 10U)
	\$25.00 per game per official. (Certified ages 8U & 6U)

Volleyball (Youth/Adult)

Head Referee	\$20.00 single match
Line Referee	\$15.00 single match

Basketball

Referees Youth	\$35.00 per game per official. (Certified ages 15U & 12U)
	\$30.00 per game per official. (Certified ages 10U)
	\$25.00 per game per official. (Certified ages 8U & 6U)

Referees Adult	\$35.00 per game certified
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Baseball/Softball/T-Ball

	<u>Certified Plate</u>	<u>Certified Base</u>
T-Ball	\$15.00	\$15.00
Coach pitch	\$20.00	\$20.00
Minor 10 under	\$30.00	\$25.00
Little League 12 under	\$35.00	\$30.00
13 -14 boys	\$35.00	\$30.00
Girls Softball 8 under	\$20.00	\$20.00
Girls Softball 10 under	\$30.00	\$25.00
Girls Softball 12 under	\$35.00	\$30.00
Girls Softball 18 under	\$35.00	\$30.00

Games started and interrupted by weather shall receive full game pay. Rescheduled weather interrupted games receive full game pay. Forfeits shall be officiated but not interfere with next scheduled game time. If the last game is forfeited the official is expected to remain and call game to time limit specifications.

To be certified an official must be a member of the South Carolina High School League for the sport they officiate or they must attend, **in its entirety**, the official's program offered by LCPR through a certifying sanctioning body or present certification. Athletic Supervisors are responsible for requesting proper pay rate and applying payment schedule as written. Changes shall be authorized only by the Director.

Mileage reimbursement was removed

Athletic Program Fee Sheet

The Director will set fees for programs during the annual Budget procedure. Fees will come into effect beginning July 1 of each year and will conclude on June 30 of the following year.

Registration period defined as when a registration window opens for seasonal programs. Refer to the Athletics Calendar for projected registration dates by sport. A late fee of \$15.00 per participant will be applied when registering after deadline.

Sport	Ages	Age Cut-Off	Fee	All-Star Fee
Basketball	5 to 15	September 1	\$70	\$40/\$30 (Pee Wee)
Dixie Softball	7 to 12	September 1	\$90	\$40
Cheerleading (Fball)	7 to 12	September 1	\$30	-----
Fall Soccer	4 to 15	September 1	\$75	\$40/\$30 (Pee Wee)
Flag Football	7 to 15	September 1	\$70	-----
Football	7 to 12	September 1	\$95	\$40
Girls Volleyball	7 to 12	September 1	\$70	\$40
Baseball	7 to 12	May 1	\$90	-----
Spring Soccer	4 to 13	September 1	\$75	-----
Swim Team	5 to 18	June 1	\$80	-----
Boys Swing League	5 to 6	May 1	\$60	-----
Boys T-Ball	4 to 5	May 1	\$60	-----
Dixie Sweetees (Girls)	4 to 6	September 1	\$60	-----

Team Sponsorship Levels & Fees

Team sponsorships are available for any of the sports listed above. LCPR offers three different levels of sponsorship opportunities. You are able to choose for your sponsorship go to a team of a certain age group or area of the county as long as there is availability.

Platinum Level Sponsorship: \$3,500

Includes twelve (12) sponsored teams of choice. Includes Logo on all sponsored sport shirts. Sponsor will receive a plaque including pictures of each team sponsored. Four 3x5 banner with sponsor's name on it will be posted where the sport is being played and area chosen. Include advertisement on fall/spring LCPR brochures and on LCPR website and Facebook. Sponsor will receive invitation for four guests to attend our annual appreciation banquet.

Gold Level Sponsorship: \$1,700

Includes six (6) sponsored teams of choice. Includes Logo on all sponsored sport shirts. Sponsor will receive a plaque including pictures of each team sponsored. Two 3x5 banner with sponsor's name on it will be posted where the sport is being played and area chosen. Include advertisement on fall/spring LCPR brochures and on LCPR website and Facebook. Sponsor will receive invitation for two guests to attend our annual appreciation banquet.

Silver Level Sponsorship: \$1,200

Includes four (4) sponsored teams of choice. Includes Logo on all sponsored sport shirts. Sponsor will receive a plaque including pictures of each team sponsored. One 3x5 banner with sponsor's name on it will be posted where the sport is being played and area chosen. Sponsor will receive invitation for one guest to attend our annual appreciation banquet.

Bronze Level Sponsorship: \$300

Choose 1 individual team sport. Sponsor name will go on front of jersey. Sponsor will receive a picture of each team sponsored.

ADULT SPORTS

Registration Fees - Adult Sports

Sport	Ages	Registration Fee
Adult Men's Basketball	18 & up	\$40 per person
Adult Co-Ed Kickball	16 & up	\$30 per person
Adult Co-Ed Soccer	18 & up	\$40 per person
Adult Co-Ed Softball	16 & up	\$40 per person
Adult Men's Softball	16 & up	\$40 per person
Adult Co-Ed Volleyball	16 & up	\$30 per person

Adult Basketball

Season Dates June - July
Organizational Meetings Mid May

Adult Kickball

Season Dates August- September
Organizational Meetings 3rd week of July

Adult Soccer

Season Dates May-June
Organization Meetings 3rd week of April

Adult Softball

Season Dates July- September
Organizational Meetings 1st week of June
*Games are played at Buford Recreation Complex & Walnut Creek.

Adult Volleyball

Season Dates August - September
Organization Meetings 1st week of August

LCPR FOOTBALL RULES & INFORMATION

Ages: 7-12 yrs

Age cutoff date: September 1 of playing year

Fee: \$95 **Helmet Rental Fee:** \$30 (All-stars fee \$40)

Age Divisions: 7-8 Pee Wee 9-10 Small Fry 11-12 Mites

Admission:

- Admission will be \$2.00 for adults and \$1.00 for students. Coaches and players only will receive free admission.
- No spectators are allowed on the field.
- There will be no other people on the sidelines, or the fields besides the football players, football coaches with their coach's shirts on, cheerleaders, cheerleading coaches with their coach's shirts on and the officials. We know there may be people from the stands helping run the chains, but besides that there is to be no one on the sidelines or on the ball field.

Team Pictures/Player Insurance:

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.
- Player Insurance (Optional): \$7.50 per participant (Coverage thru Dec. 31)

Coaching:

- Coaching staff may consist of only 4 volunteer coaches (1 Head Coach and 3 Assistant Coaches) and 1 ball boy/girl under the age of 15.

Equipment:

- The uniform issued by LCPR may not be altered. (For example, player names added to back of jersey.) LCPR will provide team football stickers for the helmets. Additional stickers are NOT allowed on the football helmets. If a player elects to purchase personal equipment it must meet standards and regulations specified. Penalty: A participant shall not be allowed to play in the game.
- It is recommended that proper uniform numbering requirements be followed as close as possible to allow for proper administration of the game; ex. running backs and quarterbacks be numbered 1-49 and pass receivers or ends be numbered 80-99, interior lineman should be numbered 50-79. This will assist the official greatly.
- **Players must at the conclusion of the season turn back in their equipment. If a player should fail to turn in their equipment they shall be charged for the cost of the equipment.**

Weight Limits:

- Overweight limit shall be defined as weighing 120 pounds or more in the PEE WEE Division weighing 135 pounds or more in the SMALL FRY Division and weighing 150 pounds or more in MITE Division.
- Weigh in procedure shall be in shorts only. The weigh in shall be at the Jamboree. The weight shall be recorded and listed as minus or plus the weight limits.
- This recorded weight will determine where and what they may do in order to participate.
- Overweight players may NOT carry the ball, nor may they be an offensive receiver who catches the ball.
- On offense they are limited to play in the interior line between the offensive ends or if unbalanced they may be on the end of the line, but never in a position to catch the ball.
- They may not line up in the offensive backfield to block nor carry the ball.

- On defense they must be on the line of scrimmage. This is defined to be within 1 yard of the neutral zone. They may not play at a linebacker position or defensive back position.
- They **MUST** assume a three or four point stance.
- If by fumble recovery or interception an overweight player comes in possession of the ball they **NOT** may advance it.
- Over weight limit players cannot play on Kickoff or kickoff return teams.
- Should a team use a listed overweight player(s) improperly, they incur the possibility of forfeiting the game. This must be proven by the opposing coach supplying the number of the player and the situation. If confirmed by LCPR then the game will be forfeited.
- When time for All-Star selection arrives all players must meet weight requirements set forth by the SCAP Branch of 135 pounds stripped for the Small Fry Division and 150 pounds stripped for the Mite Division. Overweight players play in the line just like regular season.

Playing Rules:

- Official South Carolina High School League rules will be used.
- We will use the TDY size ball in Mite division, TDJ size ball in Small Fry & K-2 in Pee Wee Divisions of play. Home team should provide the ball, however, if it is not suitable, visiting team may put their ball in.
- Referee will approve the game ball. Teams may play with their own ball.
- **ALL PLAYERS ON EACH TEAM WILL BE REQUIRED TO PLAY AT LEAST ONE FULL QUARTER OR COMBINED EIGHT MINUTES OF PLAY EACH GAME.** It shall be the coaches' responsibility to see that each participant is granted this opportunity. Should a coach not follow participation rule, they incur the possibility of forfeiting the game. This must be proven by the opposing coach or LCPR at the site. If confirmed by LCPR then the game will forfeit, and the coach will be suspended for the next scheduled game. If you have a player who is being sat out because of discipline problems please notify the other coach, and the coordinator at the game, so they can make note of this.
- A coach may not sit out a player with the promise of starting the next game. The only reason a player may not play is due to disciplinary action; however, all players must be treated fairly. If you have a player who is being sat out because of discipline problems please notify the other coach, and the LCPR coordinator at the game so they can make note of this.

Game Time:

- Each game shall consist of four (4) eight (8) minute quarters.
- The clock shall run continuously except for the following:
 - The clock shall stop for a score and restart on the kickoff per rule.
 - The clock shall stop for an injured player and restart by rule.
 - For any time out not occurring in the last two (2) minutes of the half or game, the clock shall restart at the conclusion of the time out.
 - For a foul and restart by referee's signal.
 - When there is an incomplete pass or when the ball goes out of bounds.
 - It shall restart on the referee's signal as soon as the ball is ready for play.
 - The referee shall have the authority to stop or start the clock for unusual circumstances.
 - The clock shall stop as it would per rule in the last two (2) minutes of the second and fourth quarters.
 - The referee shall be the person the clock operator watches exclusively to start the clock.
- Halftime shall be five (5) minutes in length.
- Teams shall not leave their bench area when the 2nd quarter ends.
- The game officials will get the team's option and as soon as the 5 minute break is over the teams shall be ready to play the second half (**AS SOON AS THE HORN SOUNDS TO END THE HALFTIME PLAY**).

- In the early season the referee may stop the clock for official's time outs due to excessive heat. The officials are instructed to do so as close to midpoint of a quarter as possible. This shall be left to the referee to have official's time out for the heat.
- There shall be no warm-up on the field prior to the start of the second game. Teams should warm-up in the end zone areas and not interfere with play on the field and be ready to begin following the first game.
- **NO SPECTATORS/PARENTS MAY BE ON THE FIELD OR SIDELINES.**

Tie Games:

- Tie games shall be resolved by the SCFOA adopted 10 yard overtime procedure for the 1st two overtimes.
- If there is no winner at the end of the second overtime the ball shall be moved to the 5 yard line for the following overtimes until there is a winner by overtime procedure.

Additional Rules:

- In the **Small Fry Division and Pee Wee** there will not be any punts. On fourth down a team may go for a first down or declare to punt only. A team may use the entire clock to declare to punt only. A team may use the entire play clock to declare the punt and state their intention before it runs out. If the clock runs out before their intention is stated then a delay penalty should be given to the offense or they may call a time out in accordance with the game rules. If the team goes to the line in an attempt to draw the defense offside or to run a play and/or has a penalty on the play or calls time out, they may then change their intention and punt. If they choose to punt, the ball will be moved twenty five (25) yards from the line of scrimmage or ½ the distance to the goal, if it's inside the fifty (50) yard line for their punt.
- In the **Small Fry Division and Pee Wee** only, one (1) coach may be on the field with the offense and defense. They shall remain out of the play. Should they interfere with the play and gain an advantage by such action then the play will be replayed, or the play will stand. Should the interference warrant, the officials may award a score. The coach may communicate with his team only. The coach may not question any official's decision while out on the field. The result will be first a warning, and then subsequent action will result in 15 yard penalty. If necessary, the coach will be removed from the field and ejected with the penalty enforcement. A team may elect to have a coach on the field or not to have a coach on the field.
- Runaway Rule: When a team is 17 or more points ahead they may not on-side kick and recover for possession. The ball is awarded to the receiving team at the spot of recovery. When a team is 17 or more points ahead the substitutes shall be inserted in the game. There shall be no substitution to prevent a team from scoring or on offense to gain a 1st down. On 4th down to punt, a team may insert their regular punting team, however they must punt. Once the point difference goes below 17 points a team may revert back to normal substitution. By the same token when a team is 17 or more points ahead and the regular punt team comes in they may not advance the ball in case of bad snap, fake punt, fumble, or any manner. If they do, the ball will be dead at the previous spot. Likewise, you may have to advise the game officials.
- Following the games, teams shall line up and high five or shake hands. This shall be monitored by the coaches. Coaches shall be placed to observe their teams. No negative comments may be made between the teams. Any negative comments by coaches shall be reported to LCPR. No hard slaps to inflict pain shall be allowed. If it does it shall be reported to LCPR. Players shall keep their helmet on. This process is to teach and set the proper example. Each team gave their effort for the game. It is not the time to issue a challenge or negatively comment about the game. There shall be no gestures or expression of ill will. If something good cannot be said, then say nothing at all.

LCPR GIRLS YOUTH VOLLEYBALL RULES & INFORMATION

Fee: \$70 (All-Stars fee - \$40)

Ages: 7-12 yrs

Age cutoff date: September 1 of playing year

Age Groups: 9U & 12U; Age groups may be changed due to lack of registration

Admission:

- Admission will be \$2.00 for adults and \$1.00 for students. Coaches and players only will receive free admission.

Team Pictures/Player Insurance:

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.
- Player Insurance (Optional): \$7.50 per participant (Coverage thru Dec. 31)

Key: Match= best 2 out of 3 sets

Set= a game played to 21 pts or 15 pts in 3rd set

1. The League will be based off National Federation High School League rules with some local league modifications.
2. Teams are required to shake hands under the net before and after every match.
3. 6 players are allowed on the court for play. A game may be played with 4 players. 3 players would count as a forfeit.
4. Official match scoring will be best 2 out of 3 sets. The first and second set will consist of 21 points. If a 3rd set is needed, the set will consist of 15 points. All sets must be won by 2 points.
5. Player in the serving position shall be Number 1 in the rotation lineup process. Player in the front right of the front line shall be Number 6 in the rotation process.
6. Each team shall prepare a list of players numbered 1 through the number they have present to play a game. If a player arrives late, they may be entered on the player list at the bottom, and shall enter the match to serve when that position number is up to serve. If a team has 10 players it shall be listed 1-10. This shall be the rotation list for the team.
7. If additional players are available they shall be numbered 7-8-9-10 and so on. After the 1st serve by each team to begin a match, when a side out occurs the player in the Number 6 position shall rotate to the bench area. The player listed as Number 7 shall enter the game at the serving position. On the next side out to that team, the front right player shall rotate to the bench and player listed as Number 8 shall enter the game at the serving position. The effect will be a wheel rotation. There will be no need for a coach to indicate substitution as they enter on a side out for their team.
8. The rotation process continues throughout the entire match. A team's lineup will only change in the event that a player arrives late to a set or due to a child leaving the match due to sickness.
9. A coin toss shall be held to determine which team serves 1st at the beginning of the match. To begin the 2nd set, the loser of the previous set shall serve 1st. For the 3rd set, there will be another coin toss to determine who serves first. Teams will switch sides of the court following every set.

10. In the 8-10 age division, servers may automatically begin the match by scooting up to serve at LCPR's designated serving line for that age group. They may also choose to stay back at the official serving line to serve if they choose.
11. In the 11-13 age division, serves must be made from anywhere behind the back line (official serving line). In the event it is discovered players cannot serve the ball over the net, the referee may allow the player to move forward to LCPR's designated serving line for their age group. If the player continues to serve well from the line they moved up to, the referee may appoint them back to the official serving line. This, however, cannot occur until a team has completed a full team rotation. This applies for the remainder of the match.
12. The serve cannot touch teammates, or the ceiling. Teams shall wait on the referee's signal before serving. Rally rules apply, which means someone scores on every serve.
13. The serve may hit the net as long as it goes onto the opposing team's side with no other assistance. Receiving team must play the serve as if it didn't hit the net.
14. Servers in all age divisions must serve the ball within 8 seconds of the blow of the whistle. Servers are allowed only one drop of their toss. If the player tosses and drops their ball, they have only one more chance to toss and serve the ball over the net. Serves may be over or under handed, whichever the child prefers.
15. The ball may be played off the ceiling during rally if the ball remains on a team's side of the net. If the ball passes through the plane of the net to the other team's side and then strikes the ceiling it shall be called out of bounds and a point should be given to the receiving team.
16. Teams are allowed 2 thirty second time outs for each match. Those time outs do not rollover into the 3rd set. However, if a 3rd set is needed to conclude a winner for the match, teams are allowed 2 thirty second time outs for that final set.
17. It shall cause a side out or point scored, if a player steps with one foot completely across the center line. Referees will call net violations if, in their opinion, the violation effects the play of the game.
18. A team has three hits to return the ball over the net. Players may not touch the ball twice in succession when attempting to return the ball over the net.
19. There shall only be a short break of one minute or less between games. This is to allow teams to switch sides of the court and remain in the serving rotation as the previous game.

Substitutions: Free substitution on throw in, corner kicks, and goal kicks for small fry, mite & midget leagues. LCPR encourages substitutions at the end of each quarter to ensure everyone plays at least half the game per our player requirement rule. Rookie & peewee leagues can only substitute at the beginning of a quarter or the half. If coach has to come on field to tend to an injured player, the player has to be substituted unless it is goalkeeper. Goalkeeper can remain on field if he/she is able to continue. Injured player can return to field at next allowable substitution per respective league rules. In the Rookie (5-6) and PeeWee (7-8) divisions, the injured player can return to the game at the beginning of the next quarter.

5-6 Rookie:

- 7v7; one must be a keeper. You must have five (5) players to start a game. All players MUST play 2 full quarters per game. (Note: In the event of injury which forces play to stop, the injured player & substituted player will have fulfilled 1 quarter of playing time regardless the amount of time played.) Free substitutions are NOT allowed.
- Penalty area will be a 5yds X 10yds box in front of the goal. PK distance will be 8 yards. Keeper cannot use hands outside the penalty area.
- Use a 3 ball size.
- Games will be (4) eight minute quarters with a 5 minute half time.
- No off sides. All free kicks are direct except kick off. 8 yard buffer on free kicks, corner kicks, and goal kicks. All players get 2 chances to throw in correctly.
- One coach per team will be allowed on field. A second coach can be just off the field at the goal line in his team's defensive half of the field. If this coach retrieves a ball, he is not to enter the field with it but should pass it to player or an on field coach. If a coach gets hit with the ball in the penalty box, it will be a free penalty kick for the other team.
- **NEW RULE: NO CHERRY PICKING RULE!** This means that no player will be allowed to stay on the opposite side of the field behind the defenders and wait for the ball to clear. It will be the official's judgment if this is happening. If deemed by an official that this has happened, a penalty will be called and a free kick will be awarded from the spot of the foul.

7-8 Peewee:

- 7v7; one must be a keeper. You must have five (5) players to start a game. All players MUST play 2 full quarters per game. (Note: In the event of injury which forces play to stop, the injured player & substituted player will have fulfilled 1 quarter of playing time regardless the amount of time played.) Free substitutions are NOT allowed.
- Penalty area will be a 5yds X 10yds box in front of the goal. PK distance will be 8 yards. Keeper cannot use hands outside the penalty area.
- Use a 4 ball size.
- Games will be (4) ten minute quarters with a five minute halftime.
- All free kicks are direct except kick off. There is an 8 yard buffer on free kicks, corner kicks, and goal kicks. Off sides conforms to FIFA.

9-10 Small Fry:

- 9v9; one must be a keeper. You must have six (6) players to start a game. All players MUST play 2 full quarters per game or the equivalent number of members that constitutes 2 full quarters. Free substitutions are allowed.
- Use a 4 ball size.
- Games will be (4) ten minute quarters with a five minute halftime.
- Off sides conforms to FIFA. Kick offs are indirect when playing on intermediate fields.

11-12 Mites:

- 11v11; one must be a keeper. You must have eight (8) players to start a game. All players MUST play 2 full quarters per game or the equivalent number of members that constitutes 2 full quarters. Free substitutions are allowed.
- Use a 5 ball size.
- Games will be (4) ten minute quarters with a five minute halftime.
- Off sides conforms to FIFA.

13-15 Midgets:

- 11v11; one must be a keeper. You must have eight (8) players to start a game. All players MUST play 2 full quarters per game or the equivalent number of members that constitutes 2 full quarters. Free substitutions are allowed.
- Use a 5 ball size.
- Games will be (4) twelve minute quarters with a five minute halftime.
- Off sides conforms to FIFA.

Season Standings

- Standings will be maintained based on point system, three (3) points for a win, and one (1) point for a tie. Losing team will receive zero (0) points.

LCPR SPRING SOCCER RULES & INFORMATION

Fee: \$75 (No All-stars)

Ages: Boys & Girls 5-13 years old

Age cut-off date: Sept. 1 of playing year

Age Divisions: 5-6 Rookie 7-8 Pee Wee 9-10 Small Fry
11-13 Mites

Team Pictures/Player Insurance:

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.
- Player Insurance (Optional): \$7.50 per participant (Coverage thru Dec. 31)

Playing Field *(Field sizes and team sizes may be adjusted depending on registration numbers.)*

- U6 play on 135' X 90' field with 6' X 12' goals. Goal box is 15' X 30'.
- U8, U10, U12, U15 field size maximum 100x50 yards and minimum 65x40 yards.

Coaching:

- Coaching staffs may consist of no more than 3 coaches for ages 9 & up and no more than 4 coaches for ages 8 & under.

Officials

- LCPR will attempt to assign two officials.
- The younger age groups will sometimes only have one official.

Cancellation of Games

- If a game cannot be played because of weather or field conditions, LCPR will make every effort to contact coaches.
- There will be times that the area coordinator or game officials may have to cancel a game due to last minute weather conditions.
- LCPR has an Activity Line to announce cancellations due to weather or field conditions. The number is 283-2111.

Coach or Player Ejection (RED CARD): If a coach or player is ejected from a ball game, he or she must sit out the next scheduled game. This means out of sight and out of sound. If there is a second ejection during the season the coach or player will be dismissed from the league. If the coach or players behavior was deemed bad enough on the first offense he or she can be dismissed from the league. For reinstatement procedures please refer to the Department handbook.

Playing Rules

- Time will be kept by officials on the field.
- In all age groups, all players **MUST** play 2 full quarters per game. See rules below in your specific age group for more Player Participation details.
- **Shin Guards are required for all players & should have a NOCSAE standard logo!**
- All age groups will be allowed one time out per half. Time outs will last one minute. Time outs can only be taken at a stoppage in play only when your team has possession of the ball (throw-in, goal kick for example).
- During the regular season there will be no overtime. Tie games will end in ties. During the tournament we will play one sudden death 5 minute overtime. If still tied we will go to PK's. No tournament during the spring season.
- All injuries timeouts will start with a drop ball.

Substitutions: Free substitution on throw in, corner kicks, and goal kicks for small fry, mite & midget leagues. LCPR encourages substitutions at the end of each quarter to ensure everyone plays at least half the game per our player requirement rule. Rookie & peewee leagues can only substitute at the beginning of a quarter or the half. If coach has to come on field to tend to an injured player, the player has to be substituted unless it is goalkeeper. Goalkeeper can remain on field if he/she is able to continue. Injured player can return to field at next allowable substitution per respective league rules. In the Rookie (5-6) and PeeWee (7-8) divisions, the injured player can return to the game at the beginning of the next quarter.

5-6 Rookie:

- 7v7; one must be a keeper. You must have five (5) players to start a game. All players MUST play 2 full quarters per game. (Note: In the event of injury which forces play to stop, the injured player & substituted player will have fulfilled 1 quarter of playing time regardless the amount of time played.) Free substitutions are NOT allowed.
- Penalty area will be a 5yds X 10yds box in front of the goal. PK distance will be 8 yards. Keeper cannot use hands outside the penalty area.
- Use a 3 ball size.
- Games will be (4) eight minute quarters with a 5 minute half time.
- No off sides. All free kicks are direct except kick off. 8 yard buffer on free kicks, corner kicks, and goal kicks. All players get 2 chances to throw in correctly.
- One coach per team will be allowed on field. A second coach can be just off the field at the goal line in his team's defensive half of the field. If this coach retrieves a ball, he is not to enter the field with it but should pass it to player or an on field coach. If a coach gets hit with the ball in the penalty box, it will be a free penalty kick for the other team.
- **NEW RULE: NO CHERRY PICKING RULE!** This means that no player will be allowed to stay on the opposite side of the field behind the defenders and wait for the ball to clear. It will be the official's judgment if this is happening. If deemed by an official that this has happened, a penalty will be called and a free kick will be awarded from the spot of the foul.

7-8 Peewee:

- 7v7 on mid-size field; one must be a keeper. You must have five (5) players to start a game. All players MUST play 2 full quarters per game. (Note: In the event of injury which forces play to stop, the injured player & substituted player will have fulfilled 1 quarter of playing time regardless the amount of time played.) Free substitutions are NOT allowed.
- Use a 4 ball size.
- Games will be (4) ten minute quarters with a five minute halftime.
- All free kicks are direct except kick off. There is an 8 yard buffer on free kicks, corner kicks, and goal kicks. Off sides conforms to FIFA.

9-10 Small Fry:

- 9v9; one must be a keeper. You must have six (6) players to start a game. All players MUST play 2 full quarters per game or the equivalent number of members that constitutes 2 full quarters. Free substitutions are allowed.
- Use a 4 ball size.
- Games will be (4) ten minute quarters with a five minute halftime.
- Off sides conforms to FIFA. Kick offs are indirect when playing on intermediate fields.

11-12 Mites:

- 11v11; one must be a keeper. You must have eight (8) players to start a game. All players MUST play 2 full quarters per game or the equivalent number of members that constitutes 2 full quarters. Free substitutions are allowed.
- Use a 5 ball size.
- Games will be (4) ten minute quarters with a five minute halftime.
- Off sides conforms to FIFA.

13-15 Midgets:

- 11v11; one must be a keeper. You must have eight (8) players to start a game. All players MUST play 2 full quarters per game or the equivalent number of members that constitutes 2 full quarters. Free substitutions are allowed.
- Use a 5 ball size.
- Games will be (4) twelve minute quarters with a five minute halftime.
- Off sides conforms to FIFA.

Season Standings

- Standings will be maintained based on point system, three (3) points for a win, and one (1) point for a tie. Losing team will receive zero (0) points.

LCPR INSTRUCTIONAL SOCCER RULES & INFORMATION

Ages: Boys and Girls ages 4

Age cutoff date: September 1st of playing year

Fee: \$50

- The fall league begins at the end of September and meets for 5-6 consecutive weeks. Spring league begins middle of February. May practice indoor or outdoor, depending on weather.
- Participants are taught the basic skills of soccer.
- Participants receive a t-shirt and ball.
- The instructional league will play games on Saturdays.

LCPR INSTRUCTIONAL BASKETBALL RULES & INFORMATION

***Discontinuing program this year, due to lack of gym space and the addition of the 5-6 ages basketball league.*

Ages: Boys and Girls ages 4

Age cutoff date: September 1st of playing year

Fee: \$30

- The league begins after January 1st and meets for 5 consecutive weeks.
- Participants are taught the basic skills of basketball.
- Participants receive a t-shirt and ball.
- The instructional league plays no official games.

LCPR CHEERLEADING RULES & INFORMATION

***Discontinuing program during basketball this year, due to low participation. Will have area cheerleading teams for football this year to improve the overall program experience for the participants.*

Ages: 7-12

Age Cutoff Date: September 1 of playing year

Fees: \$30 (Includes t-shirt and pom-poms)

Team Pictures

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.

1) Teams are no longer permitted to purchase and wear specialized uniforms. Each team is required to where the team t-shirts provided by LCPR and parents will be responsible for providing shorts or pants. Please ask your coach what color pants/shorts to wear for games.

2) All teams are required to be present on picture day. Coaches are not permitted to use an outside photographer. Pictures are \$16/package that includes three 5 x 7 individuals, eight wallet size and one 5 x 7 team photo.

3) The squad size may exceed 12 with the permission of the LCPR Director. If the squad that will cheer for the All-star team exceeds 12 the Coach shall decide the 12 to accompany the team.

4) The squads shall be divided equally using the following criteria: a) Cheerleader coach's child; b) Basketball coach's child; c) Cheerleader has brother on team; e) Remaining slots filled out equally with remaining cheerleaders.

5) Age groups may be combined depending on the number or participants signed up.

6) Teams may no longer have mascots participating in games or wearing team uniforms. Anyone participating in LCPR programs must be registered and meet age requirements.

LCPR YOUTH BASKETBALL RULES & INFORMATION

Ages: Boys ages 5 to 15 and Girls ages 5 to 12

Age cut of date: September 1st of playing year

Fee: \$55 All-Star Fee: \$40; \$30 for (7-8's)

Age Divisions:

- Rookie- boys and girls ages 5-6
- Boys: Pee Wee (7-8), Small Fry (9-10), Mites (11-12), Midgets (13-15) 15yr not all-star eligible
- Girls: Pee Wee (7-8), Small Fry (9-10), Mites (11-12).

Team Pictures

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.

Admission:

- Admission will be \$2.00 for adults and \$1.00 for students. Coaches and players only will receive free admission.

Playing Rules

- Official South Carolina High School League Rules will be used, with local league exceptions.

Basket Height and Ball Dimensions

- *7-8 Girls / 7-8 Boys* – 9 ft. goal / 28.5 composite ball
- *9-10 Girls / 9-10 Boys* – 10ft. goal / 28.5 composite ball
- *11-12 Girls / 11-12 Boys / 13-15 Boys* – 10 ft. goal / regulation ball

Player Requirements *****(Must be performed or game could result in forfeiture)**

- A team has between 7 or more players. A game can start and end with a minimum of 4 players. Each player must play one (1) full quarter and sit one (1) full quarter. A quarter constitutes as playing or sitting a complete quarter from the beginning of the game to the end of the game. Therefore, if a child arrives to the game in the 2nd quarter, the 1st quarter does not constitute the player “sitting a quarter”, etc. A child who arrives in the 4th quarter, will not fulfill player requirements, and playing that child will result in a forfeit of the game.
 - A team with less than 7 players will be allowed to play two team members more than three quarters. In this case, everyone must play at least three quarters and two players may play four quarters.

EXCEPTION TO THE REQUIRMENTS: Players who are injured, foul out, disqualified, or out for disciplinary action.

- Ie.: If a coach allows a player who is late to the game to play, the coach must be able to fulfill the player requirement rules. If the head coach cannot fulfill the player requirements for the child who arrived late, the head coach has the option to not play that child for the remainder of that game.
- Free substitution may take place in the period where the last few players are getting there required playing/sitting quarter. The two players involved in the mid-quarter substitution must have already played their required quarter and sat their required quarter.
- It shall be illegal to play a player in more than three quarters, except a game that goes into overtime or if they have less than 7 people there.
- The coach of each team must present a roster of his players and why, if any are not present. Reasonable valid excuses will be accepted, but if the practice is continued, it will be investigated. A coach has the right and responsibility to discipline a player. This may include sitting him/or he out of a game. If this type of discipline is used, it must be announced to the other coach when rosters are

exchanged before the game, and LCPR Staff must be notified also. This may be done by phone call or advising the Area Coordinator of the action. If a player misses practice, is misbehaving, or has a bad attitude, a coach may sit him/her out, but the above procedure of advising the opposing coach, Area Coordinator and LCPR League Supervisor must be followed.

- The Player Requirements Rules will be in effect for all age divisions of our program. And will be used in the regular season and in the County Playoffs at the end of the season. In case of overtime games, the player requirement that a player may play in only 3 quarters is waived, but other players must play their one quarter entitled by rule.

Timing Rules

- The length of each quarter for all Divisions of play, Rookies through Midgets, shall be six (6) minutes.
- The clock shall run on violations and shall stop for foul shots, time outs, jump balls, and any unusual delay in getting the ball in play.
- The clock operator shall stop the clock momentarily on each whistle to see if we have a situation where the clock will have to be stopped. If there is to be no foul shots, time out, jump ball, or unusual delay in getting the ball in play, the clock operator will then restart the clock immediately.
- The clock will stop as in a regular game on each whistle and be restarted as in a regular game the last 2 minutes of each half. Overtime periods shall be two (2) minutes in length and the clock shall stop on each whistle as it would in a regular game.
- If there is no winner determined after two overtime periods, the game will go to sudden death in the third overtime period with the team who scores first being declared the winner.
- Teams will be allowed 2 full timeouts and 3 thirty second timeouts per game. Any overtime will be an extension of the 4th period, and time outs may be carried over, i.e.-if a team has no time outs at the end of the 4th quarter and the game is tied, a team will get one additional time out for the overtime period.

Foul Shots

- Official South Carolina High School League Rules will be used for foul shot and bonus rules with the exception of the league rules below.
- Common fouls and fouls committed on a shooter will be shot the last 2 minutes of each half, regardless of the number of team fouls.
- The common fouls will be shot as a one and one (bonus rule) the last 2 minutes of each half.
- All intentional and technical foul shots will be administered as they would in a regular game. The foul shot rule will apply to each Division, Rookies through Midgets.
- The clock shall be stopped when a foul shot is attempted. Foul Shots for 7-8 boys and 7-9 girls will be shot from a shorter distance that will be marked on the court. If the child chooses to shoot from the regulation distance they may.

Defense Rules

- **Defense-** Teams may play any half court defense they wish. However, at no point can a player be double teamed without the ball. Full court press is only allowed in certain leagues at certain times. See below for details.
 - **Small fry Girls:** **No Full court press allowed**
 - **Mite Girls:** **Full court press allowed at any time with less than 10 point lead.**
 - **Rookie Boys:** **No full court press allowed**
 - **Small Fry Boys:** **Full court press allowed at any time with less than 10 point lead.**
 - **Mite Boys:** **Full court press allowed at any time with less than 10 point lead.**
 - **Midget Boys:** **Full court press allowed at any time with less than 10 point lead.**
- Once a team has secured possession of the ball, the other team shall not contest, and get back and play defense. The ball gains front court status when the ball and both feet of the dribbler get into the front

court. The defense must allow the offense this opportunity to get the ball and both feet into the front court before they may apply a pressure defense.

- The penalty shall be the ball awarded to the offended team.
- The mid-court line shall be the line to determine if a player is putting on full court pressure.
- For half court presses the defense must allow the offense this opportunity to get the ball and both feet into the front court before they may apply a pressure defense.
- No team can full court press with a 10 point or more lead. Once the lead is under 10 then the full court press can resume.

LCPR T-BALL LEAGUE

RULES & INFORMATION

The purpose of the T-Ball League is to teach kids the basic skills of baseball and not be so competitive. Therefore, we will not keep score or standings in this league.

Coaching Staffs may consist of no more than 5 coaches per team.

Umpires: Umpires will be assigned by LCPR. Arguing with the umpires is prohibited.

Team Pictures

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.
- Team Pictures will be offered with several package options. The basic package is \$18 including three 5 x 7 individuals, eight wallet size and one 5 x 7 team photo. Those who pay for the packet will be photographed individually.

Bats & Equipment: Legal bats: 24", 25", 26", and 27" wood or aluminum. Player may use any bat to include bats belonging to opposing team. If a player brings his own bat anyone can use it. Larger or smaller bats cannot be used. No metal cleats allowed. All players must wear shoes.

Playing Rules:

1. All players must play at least 6 consecutive outs on defense and get 1 at bat. The coach may reserve the right not to play a player who has missed practices. This must be announced to the Umpire & opposing team before the game starts. If a player is being disciplined he/she may not play.
2. All players will be listed in the batting order (offense) and will bat when their batting slot comes up in the rotation regardless of their status on defense. (All players bat) If a player is removed on offense for injury, his slot in the batting order will be skipped and an out will not be called. If a player is removed for injury while on defense, he may re-enter the game. If he is still injured when his time at bat comes up, then the slot will be skipped and no out will be recorded. Except for injury, no defense lineup changes will be allowed, except at the beginning of ½ innings.
3. Players will get 5 swings. If the batter fouls off the 5th pitch he will continue to bat until the ball is hit in fair territory or he swings and misses. NOTE: A fair ball will be defined as any ball that is hit with the bat that comes to rest on or is inside the foul lines or any ball that rest on or goes past the 10ft line.
4. Ten players will be allowed on defense. However, there must be a catcher and only five players playing the infield. The other players must stay in the outfield position until the ball is hit. (Outfield is defined as 3ft. behind the base path)
5. Games will consist of 5 complete innings or 1 hour and 5 minutes. No new inning shall begin after 60 minutes of gameplay. If a new inning begins between 50 minutes-60 minutes of game time, then the procedure for that inning will go as follows. Every batter will have 3 swings only for that at-bat. There will be no foul offs on the 3 swing. If the batter does not hit a fair ball within 3 swings then he is out and the next batter is up. Both teams will follow this method, and that will be the last inning of the game.
6. There is no infield fly rule in T-Ball.

7. A team completes its offensive half of an inning when 10 members of the team have batted. When the offensive play has ended involving the 10th batter, the inning is over, regardless of the number of outs – so it is best for the 10th batter to continue running until tagged or forced out. When the 10th batter steps to the plate, the offensive team should announce that the 10th batter is batting, and 2 outs will be called even though the batting team may not have any outs.
8. “End of play” on the 10th batter shall be interpreted to be when: (1) an out has been made on the 10th batter; or any base runner on base at the time the 10th batter bats or (2) when the umpire declares that play is dead because a base runner cannot advance without being put-out because a fielder is holding the ball between him and the next base he is going to or (3) when a defensive player is touching home plate with the ball in his possession.
9. Player/Pitcher must stay in the circle until the ball is hit. The base path shall be 60ft.
10. Umpires will only call a child out for missing a base when the ball is dead and the defensive team makes an appeal.
11. No player may leave the base before the ball is hit. If a player leaves too soon, the ball becomes dead and the umpire will require the player to return to the base.
12. Coaches may not interfere with the players on the bases. If a coach touches an offensive player in any way to give an advantage the player will be called out.
13. The ball must be contacted on a full swing and no bunting is allowed.
14. The ball becomes dead and the umpire will call time when: Any player has control of the ball on the infield and put his hands up and calls time or all action has stopped.
15. When the “T” is used it should be moved from home plate by the umpire after the ball is hit.
16. Only one manager and three coaches will be allowed inside the fence. On offense, there will be a First Base and Third Base coach & a coach at home to assist the batter in the box. The coach at home must position the batter in the box properly and not in a way to gain an advantage. There must be a coach inside the dugout with the players at all times.
17. Coaches may request the umpire to lower or raise the “T”.
18. The ball must be thrown to bases to put runners out. The ball should not be rolled to a base. We want to teach the proper techniques of throwing and catching.
19. Teams defensively may position 1 coach on each outfield foul line in foul territory. They may instruct their team from this position only. Any coach on the field of play will result in an automatic one base advancement for batter/base runners.
20. Sliding the bat: When in the judgment of the umpire the bat has been released by the batter, after hitting the ball and beginning to run to first in a manner that could cause injury the umpire shall warn the player for the first offense. A note should be put on both lineup sheets. If the player should again commit the offense he should be called out, and the ball be declared dead.
21. On overthrows to first base, the runner can advance only one base with the liability of being put out. They do not automatically get the next base unless the ball travels outside the field of play.
22. The ball must be contacted on a full swing and travel on or past the 10ft line to be counted as a fair ball. If the ball does not travel past the 10ft line it will be counted as a foul ball. We will not call strikes.

Each batter will be given a maximum of 5 swings unless he/she fouls the 5th pitch. If the players fouls off the 5th pitch, they will continue until the ball is hit in fair territory or the batter swings and misses.

- 23.** There will be no profanity used by players, coaches, or fans. This will result in automatic ejection.
- 24.** Umpire judgment decisions are final and should not be questioned.
- 25.** Misconduct by parents will not be tolerated. Should a parent or fan become overly vocal concerning an umpires decision, they will be asked to leave the park.

LCPR INSTRUCTIONAL SWING LEAGUE

RULES & INFORMATION

The purpose of the Instructional Swing League is to teach kids the basic skills of baseball and not be so competitive. Therefore, we will not keep score or standings in this league.

Coaching Staffs may consist of no more than 5 coaches per team.

Umpires: Umpires will be assigned by LCPR. Arguing with the umpires is prohibited.

Team Pictures

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.
- Team Pictures will be offered with several package options. The basic package is \$18 including three 5 x 7 individuals, eight wallet size and one 5 x 7 team photo. Those who pay for the packet will be photographed individually.

Bats & Equipment: Legal bats: 24", 25", 26", and 27" wood or aluminum. Player may use any bat to include bats belonging to opposing team. If a player brings his own bat anyone can use it. Larger or smaller bats cannot be used. No metal cleats allowed. All players must wear shoes. All helmets must have facemasks on them.

Playing Rules:

1. All players must play at least 6 consecutive outs on defense and get 1 at bat. The coach may reserve the right not to play a player who has missed practices. This must be announced to the Umpire & opposing team before the game starts. If a player is being disciplined he/she may not play.
2. All players will be listed in the batting order (offense) and will bat when their batting slot comes up in the rotation regardless of their status on defense. (All players bat) If a player is removed on offense for injury, his slot in the batting order will be skipped and an out will not be called. If a player is removed for injury while on defense, he may re-enter the game. If he is still injured when his time at bat comes up, then the slot will be skipped and no out will be recorded. Except for injury, no defense lineup changes will be allowed, except at the beginning of ½ innings.
3. Players will get 5 swings. If the batter fouls of the 5th pitch he will continue to bat until the ball is hit in fair territory or he swings and misses. Five (5) and (6) yr. olds need to see at least 3 pitches from the pitcher. In the event the batter does not put the ball in play after the first three pitches then a tee may be used for the final two swings. No walking batters. NOTE: A fair ball will be defined as any ball that is hit with the bat that comes to rest on or is inside the foul lines or any ball that rest on or goes past the 10ft line.
4. Ten players will be allowed on defense. However, there must be a catcher and only five players playing the infield. The other players must stay in the outfield position until the ball is hit. (Outfield is defined as 3ft. behind the base path)
5. Games will consist of 5 complete innings or 1 hour and 5 minutes. No new inning shall begin after 60 minutes of gameplay. If a new inning begins between 50 minutes-60 minutes of game time, then the procedure for that inning will go as follows. Every batter will have 3 pitches only and no Tee will be used for that at-bat. There will be no foul offs on the 3 pitch. If the batter does not hit a fair ball after 3

pitches then he is out and the next batter is up. Both teams will follow this method, and that will be the last inning of the game.

6. There is no infield fly rule in Swing League.
7. A team completes its offensive half of an inning when 10 members of the team have batted. When the offensive play has ended involving the 10th batter, the inning is over, regardless of the number of outs – so it is best for the 10th batter to continue running until tagged or forced out. When the 10th batter steps to the plate, the offensive team should announce that the 10th batter is batting, and 2 outs will be called even though the batting team may not have any outs.
8. “End of play” on the 10th batter shall be interpreted to be when: (1) an out has been made on the 10th batter; or any base runner on base at the time the 10th batter bats or (2) when the umpire declares that play is dead because a base runner cannot advance without being put-out because a fielder is holding the ball between him and the next base he is going to or (3) when a defensive player is touching home plate with the ball in his possession.
9. Coaches will pitch from the 30ft rubber and pitch overhanded to the boys. Player/Pitcher must stay in the circle on either side of the coach pitching until the ball is hit. The base path shall be 60ft.
10. Coach-pitchers must make an attempt to get out of the way of a batted ball and exit the field of play. Should a batted ball make contact with the coach-pitcher while he/she is making an attempt to get out of the way, it shall be a dead ball and the play shall be a do over. If a coach-pitcher intentionally interferes with the batted ball then the batter shall be called out and base runners return to the base occupied at the time of the pitch. This will be an Umpire’s judgement.
11. Umpires will only call a child out for missing a base when the ball is dead and the defensive team makes an appeal.
12. No player may leave the base before the ball is hit. If a player leaves too soon, the ball becomes dead and the umpire will require the player to return to the base.
13. Coaches may not interfere with the players on the bases. If a coach touches an offensive player in any way to give an advantage the player will be called out.
14. The ball must be contacted on a full swing and no bunting is allowed.
15. The ball becomes dead and the umpire will call time when: Any player has control of the ball on the infield (Infield is defined as being within the base path) and put his hands up and calls time or all action has stopped.
16. When the “T” is used it should be moved from home plate by the umpire after the ball is hit.
17. Only one manager and four coaches will be allowed inside the fence. On offense, there will be a Coach-Pitcher, First Base and Third Base coach & a coach at home to assist the batter in the box. The coach at home must position the batter in the box properly and not in a way to gain an advantage. There must be a coach inside the dugout with the players at all times.
18. Coaches may request the umpire to lower or raise the “T”.
19. The ball must be thrown to bases to put runners out. The ball should not be rolled to a base. We want to teach the proper techniques of throwing and catching.

- 20.** Teams defensively may position 1 coach on each outfield foul line in foul territory. They may instruct their team from this position only. Any coach on the field of play will result in an automatic one base advancement for batter/base runners.
- 21.** Slinging the bat: When in the judgment of the umpire the bat has been released by the batter, after hitting the ball and beginning to run to first in a manner that could cause injury the umpire shall warn the player for the first offense. A note should be put on both lineup sheets. If the player should again commit the offense he should be called out, and the ball be declared dead.
- 22.** On overthrows to first base, the runner can advance only one base with the liability of being put out. They do not automatically get the next base unless the ball travels outside the field of play.
- 23.** The ball must be contacted on a full swing and travel on or past the 10 ft line to be counted as a fair ball. If the ball does not travel past the 10 ft line it will be counted as a foul ball. We will not call strikes. Each batter will be given a maximum of 5 swings unless he/she fouls the 5th pitch. If the players fouls off the 5th pitch, they will continue until the ball is hit in fair territory or the batter swings and misses.
- 24.** There will be no profanity used by players, coaches, or fans. This will result in automatic ejection.
- 25.** Umpire judgment decisions are final and should not be questioned.
- 26.** Misconduct by parents will not be tolerated. Should a parent or fan become overly vocal concerning an umpires decision, they will be asked to leave the park.

LCPR YOUTH BASEBALL RULES & INFORMATION

The official playing rules shall be the 2019 Dixie Youth Baseball Official Rule Guide with the following Local League Options and exceptions to those rules stated below. Local League Option rules and exceptions shall always take precedence over the Official Rule Guide when they apply. Unless noted in the following adoptions the Rule Guide shall prevail. LCPR representatives reserve the right to interpret rules situations and in good faith resolve rules questions as they arise. In cases where a rule has been addressed specifically and it is not noted in the following, the purpose and intent of the rule where cited will prevail. Please note that the age division rules are inclusive as follows. Under each heading age division rules on that item will be listed.

Coaching Staffs may consist of no more than 4 coaches per team for the coach pitch league and no more than 3 coaches per team for all other divisions.

Umpires: Umpires will be assigned by LCPR. Arguing with the umpires is prohibited.

Age Divisions: 7-8 Coach Pitch 9-10 Minor League 11-12 Major League

Team Pictures

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.
- Team Pictures will be offered with several package options. The basic package is \$18 including three 5 x 7 individuals, eight wallet size and one 5 x 7 team photo. Those who pay for the packet will be photographed individually.

All Divisions:

- All batting helmets will be NOCSAE approved and free of paint, tape, or decals. That includes air brushing. All helmets must have a face mask.
- **7/8 league teams are allowed a maximum of 4 coaches.**
- **9/10 and 11/12 teams are allowed a maximum of 3 Coaches. 1 Head coach and 2 assistants. Only a head coach's kid, 1st assistant coach's kid, and a 2nd assistant coach's kid and or Sponsor's kid is guaranteed to a team during the draft. Only twins and siblings in the same age division are the exception to this rule.**
- Coaches must have a league approved badge to be inside the dugout. If a team is down a coach you can have a player coaching the bases. One approved coach is required to be inside the dugout at all times. Also, if short a coach, a coach from another team that has approved badge can be inside dugout for that team.
- All leagues will have 10 regular season games and the jamboree for a total of 11.
- All leagues will have a continuous batting line-up.
- No on deck batters allowed. All on deck batters will stay in the dugout until the batter ahead of him has completed his turn at bat. Only the first batter of the inning will be allowed outside the dugout to warm up.
- All bats shall be no larger than 2 5/8" in diameter and must have the USA Baseball Mark on them. Any bat with the 1.15 bpf mark will **NOT** be legal to play with.
- No game will start after 8:30 pm period. Game will be rescheduled if it has to start after 8:30 pm. All games must end at 10:00 pm curfew.
- Players must play six consecutive defensive outs and complete one turn at bat. If a team has 14 or more players on their team, players then must play three consecutive defensive outs and complete one turn at bat. In a shortened game due to run rule or time limit, any player not meeting the above criteria shall

start the next scheduled game and complete their playing requirement. Players that arrive late to a game do not have to meet the playing requirement.

- Only players are allowed to warm up pitchers. They must have a mask on if in the down position. Coaches are not allowed to warm up pitchers.
- Eight players must be present at a game for it to be legal. Teams will have a ten minute grace period for enough players to arrive to start a game. You must finish the game with eight players or the game will be a forfeit. Forfeits will be recorded, however we will play the game so that the kids there can have fun and enjoy the experience.
- No smoking or tobacco products inside the Playing area, dugouts, or park!
- Sliding is allowed. Feet first into the bag. Players are allowed to dive headfirst back into the bag.
- Teams will be allowed to have a courtesy runner for their catcher. The courtesy runner for the catcher will be the player who made the last out.
- If a player is hurt or has to leave early they will be skipped in the batting order, and no out will be called for that player. That player is allowed to re-enter the game and if so, they will be inserted into the same part of the batting line-up that they started game in.

Protests/ Ejections

- **Protests:** Protests are only allowed for an illegal player, ineligible pitcher, or rules interpretation. Protests must be announced to the umpire and opposing team before the next pitch is thrown. Protest made due to the use of an ineligible pitcher or an ineligible player will only be considered if the umpire is made aware before the umpires leave the field at the end of the game. Regardless of the protest, the games will continue, and the LCPR board will decide on the protest after the game at a later date. The LCPR supervisor over the league must be made aware of the protest within 48 hours of the game being played. If the protest is upheld the game will be rescheduled to be resumed from the point of the protest.
- **Ejections:** Any Manager or Coach ejected from a game will be required to leave the park premises completely. That means they cannot sit in the stands or in the dugout until the game is over. If a coach refuses to leave after an ejection, then Law Enforcement will be contacted in order to remove that person from the park. After an ejection, that Manager or Coach will also serve an immediate one game suspension (regular season or playoffs). If a player is ejected, they will be allowed to stay in the dugout. Most of the time the parent will take the child and leave. However, we will not force a child to leave the dugout unattended. If a Child is ejected they will serve an immediate one game suspension (regular season or playoffs).

Coach Pitch Only (7-8 years old):

- Games will consist of 5 complete innings or 1 hour and 15 minutes. No new innings shall begin after 1 hour and 5 minutes.
- If a Team is up by 10 runs or more after 3 innings, then the game is over.
- Players will get 5 pitches or 3 swinging strikes. If the 5th pitch is a foul ball that at-bat will continue until the batter gets a hit, swings and misses, lets a pitch go by, or is put out. A foul ball is counted as a strike. There is No walking in Coach Pitch. All players will be in the batting order. If a player is hurt or has to leave early they will be skipped in the order and no out will be called for that player. 10 players will play on the field and 4 will be outfielders.
- The Coach will pitch overhand from 46ft. rubber. One of the 6 infielders must play the position of Player pitcher. The player pitcher must stand with one foot inside the pitcher's circle before the pitch is made. He is free to move once the ball is pitched.
- The coach pitcher may speak to the batter until the ball is put in play or the batter is retired.
- Once the ball is put in play the coach pitcher shall make every effort to move quickly out of the playing area and not return until the umpire has called time. Penalty- 1st time will be a warning. Second and subsequent infractions the batter will be called out for coach interference.

- The coach pitcher must pitch over handed to each player and may pitch from any location within the pitcher circle. (*Within is defined as any part of the foot touching the line)
- Both of the coach pitcher's feet must be completely within the pitching circle at the beginning and end of each pitch. (*Within is defined as any part of the foot touching the line.)
- Only one manager and three coaches will be allowed inside the fence. On offense only two coaches will be allowed outside the dugout. Must be a coach inside the dugout with the players at all times. No team moms or score keepers inside the fence.
- A chalk hash mark halfway between 1st and 2nd bases, halfway between 2nd and 3rd bases and halfway between 3rd and home plate will be marked for all games.
- No leading off or stealing. When a base runner leaves the base before the ball is hit, then the runner will be called out. One base on ball that goes in dead ball territory.
- Only 5 runs are allowed per half inning on offense until 5th inning. Unlimited runs in the 5th inning. However, the time limit still applies.
- The infield fly rule is not in effect.
- When the umpire calls "Play" the coach pitcher shall pitch the ball to the batter.
- The ball becomes dead and the umpire will call time when:
 - A batted ball comes in contact with a coach pitcher, or stays within the pitching circle. The batter shall be awarded first base and runner(s) may only advance if forced.
 - A thrown ball comes in contact with the coach pitcher, or is possessed by the player pitcher or coach pitcher within the pitching circle, then the ball is dead. Any runner(s) who have crossed the hash marks shall be awarded the base they were going. If the runner(s) have not crossed the hash marks they will return to the last base occupied.
 - A player is injured. Any runner(s) who have crossed the hash marks shall be awarded the base they were going. If the runner(s) have not crossed the hash marks they will return to the last base occupied. (NOTE: if a base runner is injured, the last retired batter will replace the runner.)
 - The umpire has the authority to call time when the action of the play has stopped.
- Bunting is NOT allowed. Any bunt attempt will be counted as one of the 5 pitches.
- If a player slings or throws a bat, then they will be issued a warning. If the same player does it a second time they will be called out automatically.

Minors Only (9-10 years old):

- All players will be in the batting lineup. 6 players will play in the infield, and up to four players can play in the outfield.
- Only 5 runs are allowed per half inning on offense until the 6th inning. Unlimited runs in the 6th inning. However the time limit and run rule still applies.
- Players are not allowed to play off base or lead off. However, they can steal once the ball crosses the front of the home plate. The penalty to this rule will be the defensive team can take the play or send everyone back and assume count on the batter.
- Pitching distance from home plate will be 46ft with a three inch raised mound, and the base path is 60ft.
- No Pitchers in the Minors league shall pitch over 75 pitches (unless finishing a batter) in a single game. As well, no pitcher may pitch over 6 innings in the calendar week (Monday through Sunday).

Majors Only (11-12 years old):

- Nine players in the field and batting lineup. Starters may reenter the game and a substitute may not.
- A batter can advance on a third strike when pitched and is not caught cleanly by the catcher with less than two outs and first base is not occupied.
- Pitching distance from home plate will be 50ft with a three inch raised mound, and the base path is 70ft.

- No Pitchers in the Majors League shall pitch over 85 pitches (unless finishing a batter) in a single game. As well, no pitcher may pitch over 6 innings in the calendar week (Monday through Sunday).

Minors and Majors:

- Games will consist of 6 complete innings or 1 hour and 30 minutes. No new inning will begin after 1 hour and 20 minutes.
- If a team is leading by 10 or more runs after 3 innings then the game is over.
- Only one manager and two coaches allowed inside the fence. One coach must stay in the dugout with the players at all times. No team moms or score keepers inside the fence.
- If a player slings or throws a bat after making a hit, then they will be called out automatically.
- Pitch count rules attached. Each team will be issued a pitch counter and be responsible for keeping the number of pitches per inning. Each inning the number of pitches will be recorded in the book and total number for each pitcher used will be recorded and signed by each coach. The home team book will be the official book. After each half inning the pitch counters for each team will get together and check the number of pitches. If one has 35 and one has 33 then 34 will be recorded in the official book. If there is a big discrepancy, then the umpire will decide the official number. Once a pitcher reaches his pitch limit he must be removed from the game. He can finish pitching to the batter he is facing if he reaches his limit during the middle of an at-bat.
- New pitchers entering the game are allowed up to 8 pitches to warm-up. After a pitcher has already entered a game they will only be allowed 1 minute to warm up per inning.
- Coaches are allowed two visits in an inning per pitcher. On the third visit the pitcher must be removed. A coach calling time to visit with another player will be charged with a visit. Checking on an injured player will not result in a visit.
- After a pitcher has exited the game, that player may not re-enter the same game as a pitcher.
- Any pitcher who delivers 41 or more pitches in a game may not play the position of catcher for the remainder of the game.
- Any player who has played the position of catcher for 4 or more innings in a game is not eligible to play the position of pitcher in the same game.
- **All teams must adhere to the following daily pitch count rest requirements:**

○ 1-30 Pitches = No Rest
○ 31-45 Pitches = 1 Day Rest
○ 46-65 Pitches = 2 Days Rest
○ 66+ Pitches = 3 Days Rest

**** There will be no Exceptions to these rest period pitch count thresholds****

LCPR DIXIE SOFTBALL RULES & INFORMATION

The official playing rules shall be the Dixie Softball Official Rule Guide (playing year) with the following Local League Options and exceptions to those rules stated below. Local League Option rules and exceptions shall always take precedence over the Official Rule Guide when they apply. Unless noted in the following adoptions the Rule Guide shall prevail. LCPR representatives reserve the right to interpret rules situations and in good faith resolve rules questions as they arise. In cases where a rule has been addressed specifically and it is not noted in the following, the purpose and intent of the rule where cited will prevail. Please note that the age division rules are inclusive as follows. Under each heading age division rules on that item will be listed.

Coaching Staffs may consist of no more than 4 coaches per team for the coach pitch league and no more than 3 coaches per team for all other divisions.

Umpires: Umpires will be assigned by LCPR. Arguing with the umpires is prohibited.

Age Divisions: (7-8) Darlings (9-10) Angels (11-12) Ponytails
(13-15) Belles (16-18) Debs

Team Pictures

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.

Bats: All bats used in the League must meet rulebook specifications. Please check bats brought by players to insure compliance. For All Divisions: The Double Wall Bat is illegal. Any bat that is thought to be illegal must be protested. The bat may continue in use during that game. Following that game, the bat must be presented to LCPR representatives. The rule guide will determine its legality. If illegal, it or a similar model may not be used again.

All Divisions:

- A team must have the following numbers to start or continue a game: 7-8 Darlings (7) players; 9-10 Angels, 11-12 Ponytails, 13-18 Belles and Debs (8) players to start a game.
- There shall be a fifteen (15) minute grace period for the 7th player (7-8), 8th player (9-10), (11-12), and (13-18) to arrive. As soon as the seventh player (7-8) or eighth player (9-10), (11-12) (13-18) arrives the game shall start. There are no grace periods to wait on a specific player of the correct number are present to start the game. The game shall begin on time if the required eligible players are present. Time limit for game starts at scheduled time. After the fifteen grace period lapses and a team still have fewer than the required number of players, the game shall be a forfeit. Teams may borrow players from the other team to play a game. **This does not allow pitchers extra innings for the week.** This game shall not delay next game.
- Coaches shall be required to play all players, on every team (regular season and tournament play) at least (2) consecutive complete inning (6 consecutive outs on defense) and (1) time at bat.
- Should a player arrive late for a game, the coach may decide if the latecomer plays or sits out for disciplinary reasons. If they elect to play the latecomer they must meet full participation requirements.
- Penalty for violation shall be forfeiture of the game in the event the violating team is the winner, provided the opposing manager files a protest within the fifteen minute time limit after the game. Fifteen minutes begins after the last out of the ball game. **EXCEPTION:** This rule shall apply only if the game is completed. Not when game ends due to time limit, darkness, run rule or rain.
- Before each game the coaches should exchange lineups for that game. Please notify the other manager, and league official before the game, about holding a player out due to missed practices, etc.
- Players present at the start of the game shall be listed in the batting order. Should a player come late they may be added to the bottom of the order. They may not be listed if they are not physically present.

A team shall bat ALL players in that batting order. When the end of the order is reached, then the team should return to the top of the order. If a team has 13 players present, they shall list all 13 players in a batting order. Following the 13th batter's turn at bat, the team shall return to the top of the order and it is the 1st batter listed turn to bat again.

- When a team inserts a player to play defense, a "D" shall be placed next to their name in the scorebook. This will allow monitoring teams to insure compliance with the participation rules. There shall be no need for substitutions, as the batting order will remain the same throughout the game. A team shall notify the opposing team when a player enters to play defense, so that it can be recorded in BOTH scorebooks. No new inning will begin after one hour and twenty-five minutes has elapsed. If an inning starts before time limits are imposed or during the inning the time limit expires, the inning is completed unless it is not necessary by virtue of home team being ahead or the visiting team has been mathematically eliminated.
- Time Limit will be used in regular season and during playoffs as well.
- The umpire shall announce to both teams and they shall record in their respective scorebooks the announced start time. Scheduled start time for the first game shall be official start time unless delayed by tardiness of the umpire.
- Should the game be stopped for a weather delay or extended injury delay, the time shall be recorded. When play is resumed it shall be recorded and the time limit resumed. The start time for a second or thereafter game shall be announced by the umpire.
- In the event an umpire fails to notify teams of the official start time the teams shall ask, at the earliest opportunity, the umpire of the game start time. The umpire's watch or the umpire's designated timekeeper shall be official.
- In case of weather or darkness it shall be an official game when 3 innings are played in the (7-8) Darlings and in the (9-10) Angels Division, 4 innings are played in the (11-12) Ponytails Division, and 5 innings are played in the 13-18 Belles & Debs Divisions. If the time limit is reached before the required numbers of innings have been played it shall be an official game. **Exception:** When a team is ten (10) runs ahead after (3) complete innings of play and the game is called because of darkness, rain, or any other cause, it shall be a legal game and the team ahead shall be the winner.
- **Note:** Games called because of rain, darkness or other reasons before they become regulation games shall be resumed from the point of interruption. Note: Games called because of rain, darkness or other reasons other than a time limit after they have become regulation games shall revert to the score of the last completed inning.
- **A game cannot end as a tie. A game will go into extra innings until a team is awarded the winner.**
- **The Ten Run Rule will be in effect.** (7-8 Darlings & 9-10 Angels) after 3 innings; (11-12 Ponytails) after 4 innings & (13-15 Belles & 16-18 Debs) after 5 innings. If a team is ten or more runs ahead after the specified innings or when the number of runs it can score during an inning the run rule mathematically eliminates a team causing the game to end.
- A pitcher removed from the mound shall be allowed to return to the mound one (1) time in the same game. **Note:** To satisfy this rule it will be ruled that if a pitcher returns to the mound in the same inning of a game in which she was removed she shall be credited with pitching in ONLY one (1) inning for the inning in which she was removed.
- Sliding is permitted. However, no head first sliding is allowed. The runner shall be called out. Diving back to a base is allowed. A curtesy runner can be used at any time for a catcher and it must be the batter that made the last out.
- A runner must slide or attempt to avoid contact with a fielder who has possession of the ball and is waiting to make a tag. A runner that does not make an attempt to slide will be called out. A runner whose intent is to injure a fielder shall be called out and shall be ejected from the game.
- Following the game, the coaches from both teams shall sign the scorebooks and umpires cards listing the pitcher's name and number and the amount of innings she pitched in that game.
- Whoever is listed first on the schedule is the home team and will sit in the first base dugout

Darlings Division (7-8): pgs 67-73 in Dixie Rulebook

- Games shall be 5 innings or one and a half hour time limit.
- **The Ten Batter Rule is in Effect for Darlings!** When the tenth batter comes to bat, the offensive team shall notify the umpire and the umpire will announce it is the tenth batter and two outs are registered on the batting team. Both teams shall note the player number of the tenth batter. Game action shall continue until an out occurs on any other player or the tenth batter scores. The inning will end as soon as the tenth batter crosses home plate, or any player during the tenth batter rule is declared out. The batting order for the next inning will begin with the following batter at the conclusion of game action on the tenth batter.
- Should a batted ball make contact with the coach/pitcher while he/she is making an attempt to get out of the way, it shall be a dead ball and the play shall be a do over. If a coach/pitcher intentionally interferes with the batted ball then the batter shall be called out and base runners return to the base occupied at the time of the pitch. This will be an Umpire's Judgment!
- A batter may not bunt, nor may they receive a base on balls no may they be considered to have been hit by a pitch. A batter will have a 5 pitch limit... If a batter fouls the 5th pitch, she shall be called out. If any foul ball is caught in flight the batter shall be called out.
- An overthrow at 1st base shall result in the runners allowed to advance one base. In the judgment of the umpire they shall call an overthrown ball and limit runners to advance one base.
- There will be 10 players on defense with only 6 players in the infield and 4 players in the outfield each game.
- All outfielders must be at least ten feet (10') behind the baseline.
- Pitching distance is 30ft and measured from back point of home plate to front edge of pitcher's plate. Coach/Pitchers shall take a position with both feet in contact with the pitcher's plate. Both feet must be on the ground within the length of the pitcher's plate.

Angels Division (9-10): pgs 73-77 in Dixie Rulebook

- Games shall be 5 innings or one and a half hour time limit.
- **The Ten Batter Rule is in Effect for Angels Traditional & X-Play!** When the tenth batter comes to bat, the offensive team shall notify the umpire and the umpire will announce it is the tenth batter and two outs are registered on the batting team. Both teams shall note the player number of the tenth batter. Game action shall continue until an out occurs on any other player or the tenth batter scores. The inning will end as soon as the tenth batter crosses home plate, or any player during the tenth batter rule is declared out. The batting order for the next inning will begin with the following batter at the conclusion of game action on the tenth batter.
- There will be 10 players on defense with only 6 players in the infield and 4 players in the outfield each game.
- All outfielders must be at least ten feet (10') behind the baseline.
- Pitching distance is 35ft and measured from back point of home plate to front edge of pitcher's plate. Pitchers shall take a position with both feet in contact with the pitcher's plate. Both feet must be on the ground within the length of the pitcher's plate.
- In 9-10 Angels Traditional Only, after 5 batters have walked in an inning, the defensive team's manager must make a pitcher change and bring a different pitcher to the mound. The pitcher removed from the mound in this rule, shall only be allowed to return to the mound one (1) time as stated in the previous rule.
- If a pitcher hits 4 batters in a game they must be removed from the pitching position and not allowed to return during the same game. The intent of this rule is pitchers who are lacking location control and pose a safety risk to batters. The pitcher may play another defensive position. If a pitcher intentionally throws at a batter with intent to injure or intimidate a batter, they shall be removed from the game.

Angels X-Play Division (9-10): pgs 78-79 in Dixie Rulebook

- Dixie Angels Traditional specific playing rules shall apply in Dixie Angels X-Play unless otherwise changed by the rules listed on pages 78-79 in Dixie Rulebook.

Ponytails Division (11-12): pgs 79-82 in Dixie Rulebook

- Games shall be 6 innings or one and a half hour time limit.
- Pitching distance is 40ft and measured from back point of home plate to front edge of pitcher's plate. Pitchers shall take a position with both feet in contact with the pitcher's plate. Both feet must be on the ground within the length of the pitcher's plate.
- If a pitcher hits 4 batters in a game they must be removed from the pitching position and not allowed to return during the same game. The intent of this rule is pitchers who are lacking location control and pose a safety risk to batters. The pitcher may play another defensive position. If a pitcher intentionally throws at a batter with intent to injure or intimidate a batter, they shall be removed from the game.

Belles & Debs Division (13-15; 16-18): pgs 83-86 in Dixie Rulebook

- Games shall be 7 innings or one and a half hour time limit.
- Pitching distance is 43ft and measured from back point of home plate to front edge of pitcher's plate. Pitchers shall take a position with both feet in contact with the pitcher's plate. Both feet must be on the ground within the length of the pitcher's plate.

LCPR LANCASTER PIRANHA SWIM TEAM RULES & INFORMATION

Ages: 5-18 (Boys & Girls)

Age cutoff date: June 1 of playing year

Registration Fees: \$80

Uniform Fees (optional): Female- \$60 Male- \$46

Team Pictures

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.

New Swimmers: New Swimmers must show they can swim 25 yards in freestyle & backstroke for ages 10 & under and 50 yards in freestyle & backstroke for ages 11 & up without assistance before they will be on the team.

Team Swim Suits: A swim suit fitting will be held each year at the first practice and Opening day. Date & time will be announced at the beginning of registration. Swimmers may use suits from last year or purchase a new suit. Swimmers are not required to buy a new suit. Navy is the color of the team, so it's preferred to have a suit in navy. Boys wear the jammer suit and girls wear a one-piece competitive suit.

Swim Team Practice Sessions:

- Will be determined each year depending on all pool scheduled programs.
- Only swim team members and coaches can be in the water during swim team practice. No parents or sibling can swim in the shallow end during swim team practice.

LCPR participates in the Metrolina Swim League: The Metrolina Swim League (MSL) is made up of teams from York and Lancaster County region. At the end of each season there will be a league finale meet. Meets will begin in June and be held on Mondays and Thursdays.

Swim Team/Parent Information:

- ❖ Each child will be given a team swim cap and t-shirt to wear throughout the season. Goggles are not provided! Swimmers must wear the team cap during all meets and a navy swimsuit!
- ❖ Please attend Practice! Attendance at practice will be taken and you must attend 1 practice a week. If you do not attend practice, you will not be allowed to swim in the meets. Practice days/times are listed in this packet. Practices are closed off to parents. Parents can sit outside pool fence during practices and there will be no coaching from outside the fence. Please also understand the practice and meet schedules are subject to change at any time.
- ❖ In order for your child to swim in a meet, parents or swimmers must sign up for the meets by Wednesday of each week so they will be included in the line-up. This is very important!! (Please refer to the "Swimmer and Parent Volunteer Sign-Ups" handout in this packet with all meet sign up links and instructions.)
 1. This helps the coach in planning the heats and events and knowing which swimmer will swim which stroke/event. The coach spends many hours planning for a swim meet. If your child is entered in events and doesn't show up, it affects all paperwork for running the meet. Also, if your swimmers are entered as a member of a relay team, that entire relay team will be scratched from their event thus eliminating three other team members from participating. It is critical that we know at least 48 hours before a meet if your swimmer will be unable to attend a meet. We

understand there will be last minute emergencies (like being sick the day of the meet), but if your child needs to drop from the meet, please notify the Head Coach as soon as possible (by 3:00pm at the latest), so that heats/events can be adjusted prior to meet.

- ❖ All swimmers should check in with the coaches before leaving any of the meets early in case we need you for a relay. If you leave early without a reason and you are in a relay, you will not be in a relay the next meet.
- ❖ All relays will be determined by the swimmer's fastest times.
- ❖ All swimmers will be required to sit under the swim team tents with their respected team and not with their parents, so that we can find them when it's time for them to swim. Note: Non-team swimmers are not allowed to sit under the team tents.
- ❖ All swimmers must listen carefully for your event and not miss your time to swim!
- ❖ All swimmers must listen and be respectful to all coaches and volunteers! If you constantly do not listen in practice, you will be asked to sit out of the pool.
- ❖ All swimmers must follow all safety rules at the pool!
- ❖ Parents please encourage your swimmers to keep track of their swim times. Remind them that they are swimming against the clock and their goal should be to do their best. By knowing their time, they can see their improvements from one week to the next. As parents and coaches, we should encourage them to race the clock and not their teammates!
- ❖ Parents will NOT be allowed to come in the pool area at home meets and set up tents and sit during the swim meets, not under any circumstances. There will be designated areas for parents/spectators to put tents up outside of the pool fence. There will also be an observation area for parents/spectators to come inside fence to watch/cheer/take pictures of their swimmer during that single event. Following that single event, you will return to your space outside of the pool fence area. Those that do not follow this rule will lose this privilege. No outsiders will be allowed inside the pool area throughout the meet unless you are a volunteer for that meet and you receive an armband. There will also be an area on the pool deck that will be designated for disabled/handicap spectators only.
- ❖ Please allow the coaches to do the coaching!
- ❖ If any parent has any problems or concerns regarding their child on the swim team, they need to be addressed to your child's age group coach first and then the Head Coach of LCPR's Swim Team, Katie Knox. Please do not approach the Head Coach or any of the other coaches during practice times or swim meets to discuss a concern. All concerns will be dealt with after a practice or meet!! The coaches need to give their attention to our swimmers during practices & meets. You may call or email them.
- ❖ Throughout the season, there will be additional information we need to communicate with you. Please check your email daily for announcements or changes due to inclement weather. It is your responsibility to ensure that you are aware of what is happening with the team.
- ❖ Sometimes swimmers are disqualified (DQ) during a race. Disqualification is not a punishment! It should be seen as a way to become a better swimmer. We will have parent volunteers who have been trained as stroke/turn judges. These parents watch the swimmers stroke execution to ensure that no swimmer gains an unfair advantage. If they observe an illegal kick, stroke, start or turn, they will

submit a DQ form to the scorekeeper. These DQ forms are given to the coaches for review with their swimmers. In pointing out swimmers' mistakes, they can then avoid making that mistake again and thus become a better swimmer.

Metrolina League Rules:

- ❖ Swimmers 10 & under must be able to swim the length of pool unassisted and with a *continuous forward* motion prior to being entered in any meet. Swimmers 11 & up must be able to swim 2 lengths unassisted and with a continuous forward motion prior to being entered in any meet.
- ❖ Any Swimmer may choose to “swim up” for the season. This means that the swimmer chooses to swim in the age group above their current age group for individual events. The swimmer must swim the entire season in the upper age group in individual events. For relays, a 9-10 swimmer can swim up in the 11 & over relay. By doing this, the swimmer does not have to swim up in individual events. A swimmer may only swim in two (2) relays per meet.
- ❖ Shrimps (6 & under) swim freestyle and backstroke only. Shrimps may swim in the 7-8 age group in any event at any meet. Shrimps may swim butterfly and/or breaststroke in the 7-8 age group without having to age up. However, if a Shrimp swims freestyle in 7-8, then that swimmer will conform to the league rule of swimming up in the 7-8 age for the entire season.
- ❖ In the event of inclement weather which does not allow the start of a meet, the teams will wait a minimum of one hour from the meet start time to make a decision. At this time, the decision will be made based on time and weather patterns.
- ❖ If a meet is in progress and is suspended due to weather, the teams can agree to eliminate IM and breast events, in that order, in an effort to complete the meet.
- ❖ If the meet is in progress and suspended due to weather and the time is 8pm, the decision to complete the meet is up to the team coaches.
- ❖ A make-up meet may be scheduled based on approval from all coaches involved and approval from the respective neighborhood pool for usage of the facility. Pool location may be changed based on approval of all coaches involved, with preference given to the host of the cancelled meet.
- ❖ Lane Assignments: Home team will be in odd lane numbers; Visitors will be in even lane numbers. For a 5-lane pool, the larger team will get lanes 1, 3, 5 and the smaller team will get lanes 2 and 4.
- ❖ Any swimmer may opt to start from the deck rather than the starting block.
- ❖ The first heat shall have the slowest swimmers and the last heat shall have the fastest swimmers.
- ❖ Order of Events:
 1. Medley Relays
 2. Freestyle
 3. Backstroke
 4. Individual Medley
 5. Breaststroke
 6. Butterfly
 7. Freestyle Relays
- ❖ 10 & Under Relays: Consists of 1-4 swimmers from 7-8 age group & no more than 2 swimmers from 9-10 age group

- ❖ 18 & Under Relays: Consists of 1-4 swimmers from 11-12 age group; no more than 2 swimmers from the 13-14 age group & no more than 1 swimmer from the 15-18 age group
- ❖ Ribbons will be awarded to 1st through 6th place in individual events and 1st through 6th place in relay events.
- ❖ Heat Ribbons will also be awarded to heat winners.
- ❖ Swimmers are limited to 5 events per meet—3 individual events and 2 relay events. Swimmers may not age down in any event.
- ❖ 3 Times will be recorded on the swimmer's card. The middle time will be entered. In the event two times out of the three agree, then that time will be entered. If there are only two times on a card, the average of the two numbers should be used.
- ❖ At no time shall a judge be approached by a parent or swimmer.
- ❖ Any team member sitting on the gutter and /or dangling feet in the water will cause a disqualification for all individuals participating in the heat from the team responsible for the infraction. Any unauthorized entry into the water during an event will subject the entire team's entries for that heat to be disqualified.
- ❖ There will be a 25 point infraction for poor sportsmanship.
- ❖ The rules for each stroke conform to United States Swimming rules as outlined in the US Swimming Rulebook.

Metrolina Finale Meet:

- ❖ Swimmers must participate in two (2) of Metrolina League meets to be eligible to participate in the Finale Meet (including the practice/mock meet).
- ❖ Swimmers are limited to three (3) individual events and two graduated relays.
- ❖ All swimmers and relays must have a time. "NT's" will not be seeded.
- ❖ Lane Assignments will be based solely on swimmer's times. There will be no lane assignments.
- ❖ The League Champion will be determined/announced at the League Finale meet.

Volunteer Positions/Duties:

- ❖ Head Clerk of Course: Will need 1 for home and away meets. Lines up the heats according to the heat sheets that are provided.
- ❖ Clerk of Course Assistants: Will need 2 for home and away meets. Lines up the heats according to the heat sheets that are provided.
- ❖ Tent Monitors: Will need 3 for home and away meets. These individuals keep the swimmers under the tents and supervise them. We don't want the swimmers wondering off or horse-playing. They will be responsible for escorting the swimmers to clerk of course to get lined up for their event in a timely manner. They will also assist swimmers with putting on their swim caps, monitoring bathroom runs, etc.
- ❖ Head/Back-up Timer (First & Second Half): Will need 1 for home meets for the first and second half of the meets. Head/Back-up timer will keep their stopwatch going from the start in case someone's timer fails and the head/back-up timer can pick up the time for that swimmer.

- ❖ Timers (First & Second Half): Will need 18 timers for home and away meets and will split them up into first half timers and second half timers. 9 timers will work first half and 9 will work second half. Volunteers will only work for half of the meet unless needed to work the entire duration of the meet. Three timers will work each lane. At the completion of each heat, the three times will be recorded on the swimmer's card.
- ❖ Runners (First & Second Half): Will need 4 runners to work Home swim meets and will split them up into first half timers and second half timers. 2 runners will work first half and 2 will work second half. Volunteers will only work for half of the meet unless needed to work the entire duration of the meet. Runners will collect all cards and take them to the scorekeepers table. The cards must be brought to the scorekeeper in the correct lane order and in heat order. You must be physically able to keep up with the pace of the meet.
- ❖ Head Stroke/Turn Judge: Will need 1 head official for home and away meets. Responsible for judging possible infractions made by the swimmers. ***Must be certified by Metrolina Swim League.*
- ❖ Stroke/Turn Judges: Will need 2 for home meets and 2 for away meets. Responsible for judging possible infractions made by the swimmers. ***Must be certified by Metrolina Swim League.*
- ❖ Heat & Place Ribbon Writer: Will need 1 heat ribbon writer and 1 place ribbon writer for home and away meets. Responsible for applying labels to the place ribbons.
- ❖ Scorekeeper Assistant: Will need 1 for home meets. This individual will assist the scorekeeper and work together to enter the information from the timer sheets into the computer. NOTE: Under no circumstances, shall anyone except table officials and the Starter be allowed at the record's table during the meet. Coaches may receive written scores from the scorekeeper upon request.
- ❖ Swimmers Signing up for Meets: You will sign-up for the meets through Sign-Up.com and *listing only one stroke that the swimmer wants to swim*, which will be called the "Swimmer's Choice". Your child's age group coach and the Head Coach will pick the other two events based on what is best for the swimmer as well as what is best overall for the team. This means a swimmer may be asked to swim an event that will benefit the team even if that event is not a favorite of the swimmer.
- ❖ Wednesdays will be the deadline to sign your swimmer up for the next weeks meets (M-Sat). If for some reason you are unsure of your swimmer's schedule, it's best to sign up for the meets and be taken out of the line-up rather than added last minute. There will not be any swimmers entered to swim on the day of a meet!
- ❖ When you sign-up your swimmer for a meet:
 1. Go to LCPR's website: www.mylancastersc.org/parks
 2. Scroll down the page and Click "Sports", then scroll down and click "Lancaster Piranhas Swim Team".
 3. Click the button on the right hand side of page that reads "Swimmer Sign-Up for Meets"
 4. Click the meet that you wish to sign your child up for (i.e. Meet at Lake Wylie-June 10).
 5. Find the event you want to enter your swimmer for. Again, select only ONE event. This is the Swimmer's Choice Event.
 6. Once you have chosen the event, Click the Green button that states "Sign Up" out beside it.
 7. A new screen will pop up and it will default to the name on your email account. Delete your name and add your swimmer's first and last name. Enter your phone number and either select save and

done (if you only have one child participating in that meet) or save and add another person (if you need to sign up additional swimmers).

8. Click Save and Done once you've signed up the swimmers.
9. You will follow the steps 4-8 for each meet listed under Swimmer Sign-ups for Meets.

❖ **Parent Volunteers Signing up for Meets:** You will sign-up for the meets through Sign-Up.com. LCPR will need volunteers to help with meets: Timers, runners, etc. **At least one of the child's parent/guardian must volunteer at three (3) meets.** You may be asked to volunteer for more than the required number of swim meets due to the abundant need of volunteers. With your help the swim meets will run more smoothly and be greatly appreciated. *You must sign up to volunteer at your required number of meets by May 31, 2019. Your child(ren) will not be able to sign up for meets until a parent has signed up to volunteer for three meets.*

❖ **When Parents sign-up to Volunteer for a meet:**

1. Go to LCPR's website: www.mylancastersc.org/parks
2. Scroll down the page and Click "Sports", then scroll down and click "Lancaster Piranhas Swim Team".
3. Click the button on the right hand side of page that reads "Parent Volunteer Sign-ups"
4. Click the meet that you wish to sign up to volunteer for (i.e. Meet at Lake Wylie-June 10).
5. Click the green box that reads "Sign up" out beside the volunteer position to wish to work (i.e. "Timer, Runner, etc.")
6. Then you will type in the box- First Name & Last Name, email and phone number. If you want to sign up a spouse or another volunteer, simply select save and add another person. Change the name from your name to the new volunteers name.
7. Lastly, click the green box that states "Save and Done".

LCPR FLAG FOOTBALL RULES AND INFORMATION

Ages: 7-15 (Boys & Girls)

Age Cutoff date: Sept. 1st of playing year

Fee: \$50

Age Divisions: May be different each year depending on number of participants registered.

Team Pictures

- ALL TEAMS ARE REQUIRED TO TAKE PICTURES on picture day, but do not have to purchase any pictures. We use the team pictures to give to our sponsors as a token of appreciation.

Starting the game:

- A coin toss will determine first possession. The visiting team according to the game schedule will have the choice of head or tails. The winner of the coin toss will have a choice of options for the first or shall defer their option to the second half. The options for each half shall be: A) choose to start on offense/defense B) To choose the goal their team will defend. The captain, not having the first choice of options for a half, shall select the remaining option. The offense will start each half on their own five yard line.

Time:

- The game shall consist of two 24-minute halves, with a 5 minute intermission.
- Time runs continuously until the last minute of the second half when it will stop dead ball situation and timeouts. Extra Points will be untimed downs during the last minute of the second half.
- If a team goes up by 24 points, the opponent has a chance on offense to score. If the team trailing by 24 does not score, the game will be called due to the mercy rule. This can take place during either half.
- The ball must be snapped within 25 seconds of the ball being marked for play.
- **During the regular season if the game is tied at the end of regulation the teams will play one overtime session. If the game remains tied after one overtime session it will end as a tie.** In the overtime the contest will be decided using the National Federation High School overtime rule procedures (only exception is teams will still only have 4 downs .) Both teams will be brought to the middle of the field to discuss the procedures.

Time-outs:

- **Each team has 2 time-outs for the game. Time-outs can carry over during regulation (does not include overtime.)**
- Time-outs will not exceed one minute.
- Each team has one time-out per overtime session.

Players:

- The maximum number of players on the field at one time is 6 per team.
- The minimum number of players on the field at one time is 4 per team.

Equipment:

The following equipment shall be considered illegal:

- Headgear containing any hard, unyielding, or stiff material, including billed hats.
- Jewelry
- Pads or braces worn above the waist.
- Shoes with metal, ceramic, screw-in or detachable cleats.

- Shirts or jerseys, which do not remain, tucked in. Any hood on a coat, sweatshirt, or shirt, which does not remain tucked in. **No pockets allowed.**
- Pants or shorts with any Belt (s), Belt Loop(s), pocket(s) or exposed drawstrings.
- Hard leg and knee braces which are not covered.
- Towels attached at the player's waist. (**Note : If a team elects to have a towel on the field it must be placed under the offense's line of scrimmage ball spotter.**)
- **Sunglasses of any kind (only prescription glasses and / or goggles.**

Scoring:

Touchdown = 6 points

Safety = 2 points

Try for point after.

- 1 point from the 5 yard line
- 2 points from the 10 yard line
- (Note: Once the offense declares a point value to go for they must attempt the try. A time-out will not allow them to change their elected point value. **Also, if a penalty occurs the try point value will remain the same.**)
- Interceptions by the defense on the extra point results in a dead ball and try will be ended.

Down and Line to Gain:

- In a series of 4 downs, the offense must cross mid-field. Once they reach that line-to-gain they have 4 downs to score. **Once the offense crosses mid-field and establishes the goal line as the line to gain it will remain that even if the offensive team loses yardage that takes behind the mid-field line.**
- If the offense fails to reach a line to gain (mid-field or end zone) it will result in a turnover on downs. The defense will then get the ball on offense at their on five yard line.
- There will be no punts; teams must go for it on 4th down.
- All possessions changes except interceptions start on the offense's 5-yard line.
- Interceptions may be returned, except on extra point tries.

The following fouls carry a loss of down:

- Illegal forward pass.
- Intentional Grounding.
- Illegally secured flag belt (tied flag belt).

The following fouls result in an automatic first down:

- Roughing the passer.
- Illegally secured flag belt (tied flag belt)

Offensive Play:

- All players are eligible to receive a forward pass. This includes the “ quarterback “ if the ball has been off behind the line of scrimmage.
- There must be a minimum 3 players on the line of scrimmage at the time of the snap for the offensive.
- All players must begin play with a flag belt.
- **When a player unintentionally loses a flag belt, he or she is considered down when touched with one hand between the shoulder and knee by a defender.**
- The ball carrier must make an attempt to avoid the defensive player.
- Runners shall not flag guard by using their hands, arms, or the ball to deny the opportunity for an opponent to pull or remove the flag belt.
- One offensive player may be in motion, but not in motion toward the opponent's goal line. If such player starts from their backfield, that player may not be in motion toward the

opponent's goal line when the ball is snapped. Other offensive players must be stationary in their positions without movement of the feet, body, head, or arms.

- The “quarterback” can only run with the ball when rushed. It will be considered a rush if the defensive player behind the seven yard can simulate the start of a blitz. If not rushed by the defense the passer has seven seconds to throw the ball. If the quarterback does not release the ball within the seven seconds it is considered a sack at the spot of where the passer is standing and loss of down. The person receiving the snap will be considered the “quarterback”.
- **Two “no-running zones” will be placed two and half yards on each side of midfield and five yards from each end zone.** There will be no seven yard blitz line for the defense, because the defense will not be allowed to blitzed in these “ no-running zones.” No running at all in the “ no run zone must pass!
- All age groups must snap the ball from the line of scrimmage ball spotter. The snap may be through the legs or off to the side. The snap can be hand to hand or shotgun. However, the snap cannot be on the cone signifying the line of scrimmage or beyond the line of scrimmage. The snap take place on the ground next to the ball spotter and must be one continuous motion.
- **Once the ball is handed off, all defensive players are eligible to rush. Diving is allowed by either team as long as contact is not initiated into an opponent.**
- The ball is spotted at the foremost point of the ball when deflagged.

Defensive Play:

- The line of scrimmage for the defense will start 1 yard from the ball. The defensive players starting one yard off the ball will not be allowed to rush until the ball is handed off.
- The players allowed to blitz must start behind the spotter placed seven yards from offense's line of scrimmage. Once the defensive player breaks the spotter 7 yards from the line of scrimmage or simulates the start of a blitz the passer will be allowed to run.
- When the offense is in the “ no running zones” the defense will not be allowed to blitz. Therefore, there will be no spotter placed on the field. The defense can still line up one yard away from the ball and can rush once the ball is handed off.

Blocking:

- The offensive screen block shall take place without contact. The screen blocker shall have his/her hands and arms at his/her side, **across his/her chest**, or behind his/her back. Any use of the hands, arms, elbows, legs, or body to initiate contact during an offensive player's screen block is illegal. A blocker may use his/her hands or arms to break a fall or to retain his/ her balance. A player must be on his/her feet before, during and after screen blocking.
- Use of hands by the Defense: Defensive players must go around the offensive player's screen block.
- The arms and hands may not be used as a wedge to contact the opponent. The application of this rule depends entirely on the judgment of the official. A blocker may use his/her arms or hands to break a fall or maintain his/her balance.
- **Contact will not be allowed anywhere on the field.** Interpretations are similar to the block and charge plays in basketball. Rough tactics will be penalized as personal fouls. In extreme or repeated cases the player will be ejected. The following acts are considered personal fouls and may also carry disqualification:

Stripping or Striking the ball in an attempt to steal the ball.

- Tripping
- Hurdling
- Tackling (Disqualification)
- Defensive Use of Hands
- Illegal Offensive Screen Block
- Holding/obstructing a runner

Coaching:

- Only three coaches are allowed on the sideline for each team. All other parents must be on the other sideline in the designated area. Unsportsmanlike violations by a spectator will result in being asked to leave the vicinity.
- One coach may be on the field for the 7/8 year old level, but must stand behind the players on their side of the ball. The coach on the field may only speak in the dead ball period. They may not influence the play in any way while the ball is live.
- In all other age levels, coaches must be on the sideline and cannot be inside the 10 yard line of their respective end zone. The coaches box is considered from the 10 to the first dotted line on their side of midfield.

LCPR Annual Athletics Calendar
(Dates subject to change)

County Wide Football/Cheerleaders

STAFF

July 1	Sponsor letters out	Tyler Wozniak
July 1	Field Availability from HS Athletic Directors	
July 1	Place equipment order	
July 1	Officials Recruitment & meeting	
July 1-26	Registration in All Areas	
August 16	Sponsor deadline	
TBD	Team Distribution/Issue Team Equipment	
TBD	May begin practice	
August TBD	Coach Dinner meeting	
August 24	Jamboree at Lancaster High Memorial Stadium	
August 26	Regular season begins	
October TBD	Regular season ends	
October TBD	All-Star Meeting at Springdale	
Oct-Nov TBD	County Playoff Tournament	
November TBD	District Tournament- Location TBD	
December 7	Upper State Tournament- Location TBD	
December 14	State Tournament- Location TBD	

County Wide Fall Soccer

STAFF

July 1	Sponsor letters out	Micky Taylor
July 1	Place equipment order	
July 1-26	Registration in All Areas	
August 23	Sponsor deadline	
TBD	Team Distribution/Issue Team Equipment	
TBD	May begin practice	
September TBD	Officials Rule Meeting	
September 3	Coach Dinner meeting	
September 7	Jamboree at Buford Recreation Complex	
September 9	Regular season begins	
TBD	Regular season ends	
TBD	All-Star Meeting at Springdale	
TBD	County Playoff Tournament	
November TBD	District Tournament- Location TBD	
December 5	State Tournament- Location TBD	

Youth Girls Volleyball

STAFF

July 1	Sponsor letters out	Morgan Blackmon
July 1	Place equipment order	
July 1-26	Registration in all areas	
August 23	Sponsor deadline	
TBD	Team Distribution	
TBD	May begin practice	
September TBD	Officials Rule Meeting	
September 9	Coach Dinner meeting	
September 14	Jamboree & Picture Day at Buford Recreation Center	
September 16	Regular season begins	
October TBD	Regular season ends	

October TBD
October TBD
November TBD
November TBD

All-Star Meeting at Springdale
County Playoff Tournament
District Tournament- Location TBD
State Tournament- Location TBD

Adult Co-ed Volleyball

July 1
July 30
August 12
September 15
September 17
September 28

Order equipment
Coaches Meeting
Regular season begins
Regular season ends
Playoffs begin
Playoffs end

STAFF

Morgan Blackmon

County Wide Basketball

October 1
November 2
October 7-25
November 15
TBD
TBD
December TBD
December 2
December 7
December 14
February TBD
February TBD
February TBD
March TBD
March 14

Sponsor letters out
Place equipment order
Registration in all areas
Sponsor deadline
Team Distribution/Issue Team Equipment
May begin practice
Officials Rule Meeting
Coach Dinner meeting
Jamboree & Picture Day at Buford and Springdale
Regular season begins
Regular season ends
All-Star Meeting at Springdale
County Playoff Tournament
District Tournament- Location TBD
State Tournament- Location TBD

STAFF

Morgan Blackmon
& Tyler Wozniak

Adult Basketball

May 20
June 3
June 7
June TBD
July TBD

Organizational meeting all areas
Deadline to Commit
Deadline for Rosters and Entry Fee
Season begins
Season ends

STAFF

County Wide Spring Soccer

December 1
January 2
January 1-24
February 21
TBD
TBD
TBD
March 2
March 7
March 9
April TBD
April TBD

Sponsor letter out
Place equipment order
Registration in all areas
Sponsor Deadline
Team Distribution/Issue Team Equipment
May begin practice
Officials Rule Meeting
Coach Dinner meeting
Jamboree & Picture Day at Buford Recreation Complex
Regular season begins
Regular season ends
County Playoff Tournament

STAFF

Micky Taylor

Dixie Softball

December 1
 January 2
 January 1-24
 January 27-February 14
 February 21
 TBD
 TBD
 TBD
 March 9
 March 14
 April 4
 May TBD
 May TBD
 May TBD
 June TBD
 June TBD
 July TBD
 July-Aug TBD

Sponsor letter out
 Place equipment order
 Registration in all areas (8U-12U)
 Registration in all areas (Dixie Sweetees- 6U)
 Sponsor Deadline
 Team Distribution/Issue Team Equipment
 May begin practice
 Officials Rule Meeting
 Coach Dinner meeting
 Jamboree at Springdale (8U-12U)
 Jamboree at Springdale (Sweetees- 6U)
 Regular season ends
 All-Star Meeting at Springdale
 County Playoff Tournament
 District credentials meeting
 District Tournament- Location TBD
 State Tournament- Location TBD
 World Series- Location TBD

STAFF

Morgan Blackmon

Youth Baseball/T-Ball/Swing

December 1
 January 2
 January 1-24
 January 27-February 14
 February 21
 TBD
 TBD
 TBD
 March 9
 March 14
 April 4
 May TBD
 May TBD

Sponsor letter out
 Place equipment order
 Registration in all areas (8U-12U)
 Registration in all areas (T-Ball/Swing League)
 Sponsor Deadline
 Team Distribution/Issue Team Equipment
 May begin practice
 Officials Rule Meeting
 Coach Dinner meeting
 Jamboree at Springdale (8U-12U)
 Jamboree at Springdale (T-Ball/Swing League)
 Regular season ends
 County Playoff Tournament

STAFF

Tyler Wozniak

Swim Team

April 1
 April TBD
 April 20- May 8
 May 15
 May 16
 May 18
 May TBD
 June TBD
 June TBD

Sponsor letters out
 Place equipment order
 Registration at Springdale and Online only
 Sponsor Deadline
 Skills Session
 Swim Practices May Begin
 Picture Day
 Swim Meets
 League Championship & Invitational Meets

STAFF

Swim Coach

Flag Football

April 4
 May 2
 May 6-17
 May 20

Sponsor letter out
 Place equipment order
 Registration in all areas
 Sponsor Deadline

STAFF

Tommy

TBD	Team Distribution/Issue Team Equipment
TBD	May begin practice
June 11	Coach Dinner meeting
June 15	Jamboree at Walnut Creek
June 17	Regular season begins
July TBD	Regular season ends
July-Aug TBD	County Playoff Tournament

After School Program

LCPR offers an After School Program (ASP) that anyone may register for on a yearly basis. Program information for all site are listed below. If you have any questions, please call 803-285-5545.

After School Program Supervisor: Mike Barnes

Office: 803-285-5545 Cell: 803-235-0421

Email: mbarnes@lancastercountysc.net

Program Sites: Andrew Jackson Recreation Center Buford Recreation Center
Heath Springs Elementary School Indian Land Recreation Center
Springdale Recreation Center

Grades Accepted: Kindergarten- 7th Grade

Hours of Operation: Program opens when school is out until 6:00 p.m.

Days of Operation: Open every day school is in operation and during Christmas and spring breaks. Children who attend another after school program may **NOT** attend during school closings.

Daily Schedule:

1. Homework time – We do NOT provide tutoring services.
2. Snack time – Snacks are provided.
3. Play time – free play, games, crafts, etc.

Registration Fee: \$20 per participant; non-refundable; includes 1 program t-shirt. This fee does not go towards attendance fees. If you register and pay the \$20, then your child does not attend the camp this amount is **NON-REFUNDABLE** nor **WILL IT BE CREDITED TO ANOTHER LCPR PROGRAM.** *(Effective: FY19-20 school year)*

Daily Rates: After School
1st child - \$10/day
- \$8/day for each additional child

Partial Day After School (early dismissal)
1st child - \$11/day
- \$9/day for each additional child

All Day Program during School Closings (Program Hours 6:30 a.m. – 6 p.m.)
1st child - \$12/day
- \$10/day for each additional child
(Participants must bring bag lunch)

*You only pay for the days your child attends the program. To receive discounts for families with multiple children, all children must be siblings and live in same household.

NOTE: Any child who is in the program until 2:15 p.m. will be charged for a full day of attendance.

Bus Transportation: Children who attend the following schools are transported to the recreation center in their area by public school bus: AR Rucker Middle, Buford Elementary, Buford Middle, Indian Land Elementary, Kershaw Elementary, North Elementary.

Bus Fee: Children who attend the following schools are provided optional transportation by the LCPR bus with a fee of \$2 per family per day: Brooklyn Springs Elementary, Clinton Elementary, Discovery School, Erwin Elementary, Harrisburg Elementary, Indian Land Middle, McDonald Green Elementary, South Middle, Van Wyck Elementary.

*The parent is responsible for making sure your child's teacher knows what bus he/she is to get on to go to the Rec. Ctr.

Payment: Payment for services rendered must be paid weekly on the last day of the week your child attends the program. If you fail to pay during the current week and wait until Monday of the following week, you will be charged a \$15 late fee. If your child doesn't attend the program on Friday, and you have not paid for that week, it is YOUR responsibility to make payment by 6 p.m. We do NOT accept biweekly or monthly payments unless they are paid on advance. We accept debit/credit card payments at www.mylancastersc.org/parks. (Click on Parks and Recreation Online Portal.) No excuses or exceptions.

We are NOT responsible for payments sent by your child to school. We do not search book bags for payments.

Problems with Payment: If you fail to make your payment with the late fee by Monday, your child will NOT be allowed to return to the program until the amount is paid in full. If you send your child to the program when we have NOT received full payment, we will not accept your child into the program and we will send them back to the school.

Balance Due/Advance Payment: If you take your child out of the program for more than two weeks and do not pay your balance before departure, you will be required to pay the amount plus late fees in full PLUS all FUTURE payments must be made in ADVANCE with cash or money order in order for your child to return to the program. If you do not pay for services in advance your child will not be allowed to return to the program.

Insufficient Funds: If we receive a check for insufficient funds you must pay the amount plus a \$30 returned check fee. Your child will not be allowed to attend the after school program until this amount has been paid in full. PLUS all future payments must be made in advance with cash or money order. If you do not pay for services in advance your child will not be allowed to return to the program.

Failure to Make Payment: If you do not return to our program and have an outstanding balance, your child will not be allowed to participate in any LCPR sports programs until the amount owed to the after school program is paid in full.

Credit Card Payments: We accept debit/credit card payments at www.mylancastersc.org/parks.

Late Pick-Up Fee: A fee will be assessed to your account at the rate of \$5 for every five minutes you're late picking up your child. If lateness becomes a recurrent problem, program services may be terminated.

Child Pick-up: You MUST sign your child out of the program every day before your child may leave the program. In the case of divorced or separated parents, we must release the child to either parent, unless the custodial parent has a court order concerning visitations or pick-up. In that case, the parent must provide the site coordinator with a copy of that court order. The parent must provide clear notification in writing of anyone who is prohibited from picking up or seeing his/her child.

Medication: All medication must be provided by the parent and it must be in its original container with complete dosage directions. A "Permission to Administer Medication" form must be completed by the parent. LCPR does not provide medicine for headaches, stomachaches, etc.

Disciplinary Procedure: Children who have disciplinary problems or commit a serious disciplinary offense in the ASP or summer camp will receive a Conduct Report or Write-up. If a child gets three write-ups during any 12-month period, he/she will be suspended from the program for 1-5 days depending on the nature of the offense. A parent is required to sign the Write-up acknowledging he/she has received notice regarding his/her child's behavior and they may be getting close to suspension or expulsion from the program. Refusal to sign the write-up does not invalidate the write-up. A child may be expelled permanently from the program if he/she receives a fourth conduct report during a 12-month period.

A child may be immediately suspended or expelled from the program without prior discussion with a parent for severe offenses such as: **Fighting, hitting, biting, stealing, assaulting staff, racial harassment, verbal or sexual harassment, profanity, uncontrollable behavior which could lead to injury to self or others, etc. LCPR has a 0% tolerance for fighting; therefore every child involved in a fight will receive disciplinary action.**

Electronic Devices: Children may NOT bring electronic devices to the program that are capable of internet access and/or have a built-in camera. If they bring them to the after school program and are caught using them during program hours, they will be confiscated and returned when the child gets ready to leave for the day. Game boys, PS2, DVD, and digital music players are allowed. Devices such as iphones, ipads, and any device that takes pictures are not allowed.

Parent Conduct: We may suspend or terminate services for any conduct by the parent or representative of the parent we believe is abusive, derogatory, or similarly unreasonable with ANY LCPR representative. We do not have a problem discussing any concern you may have but only in a professional and calm manner.

Holidays: The program will be closed on the following days: Labor Day, Thanksgiving Day & Day after, Christmas (12/24, 12/25, 12/26), New Year's Day, Martin Luther King Day.

Summer Day Camp

LCPR offers a Summer Day Camp (SDC) during the summer school break on a yearly basis. Program begins immediately following school year. Program information for all site are listed below. If you have any questions, please call 803-285-5545.

Summer Day Camp Program Supervisor: Mike Barnes

Office: 803-285-5545 Cell: 803-235-0421

Email: mbarnes@lanastercountysc.net

Program Sites: Andrew Jackson Recreation Center Buford Recreation Center
Indian Land Recreation Center Springdale Recreation Center

Grades Accepted: Kindergarten- 7th Grade

Days/Hours of Operation: The summer day camp will operate every weekday from 6:30 a.m. – 6:00 p.m. beginning on June 2, 2014. We will be closed Thursday July 4th for Independence Day. Camp ends on August 15, 2014.

Registration Fee: \$25 per participant; non-refundable; includes 1 camp t-shirt. This fee does not go towards attendance fees. If you register and pay the \$25, then your child does not attend the camp this amount is NON-REFUNDABLE nor WILL IT BE CREDITED TO ANOTHER LCPR PROGRAM.

Summer Camp Rates:

	One <u>Child</u>	Two <u>Children</u>	Three <u>Children</u>
Weekly	\$85/wk	\$135/wk	\$185/wk
Daily	\$17/day	\$27/day	\$37/day

*You only pay for the days your child attends the program. To receive discounts for families with multiple children, all children must be siblings and live in same household.

*Weekly camp attendance fees are due on Friday of each week.

*There is a return check fee of \$30 per check.

Learning/Fun: This year's summer camp will encompass learning and fun. There will be a variety of classes from 8:00 a.m. – 12:00 p.m. Monday through Thursday. The campers will be separated into four groups by grade. **Please put the grade your child will be going into next year on your registration form.** If you want your child in a different group than what he/she is assigned please let the morning supervisor know and we will switch them to the preferred group.

Weekly Trips: After lunch, the campers will choose between the following activities: free play, crafts, weekly trips to the movies, bowling and swimming. The weekly trips will cost an additional fee admission ranging from \$3.50-\$10.00 per child. Children who go swimming must bring a swimsuit, towel, **shoes** to wear to the pool and sunscreen. If your child cannot swim and/or is under 48", they will be required to wear a lifejacket supplied by LCPR pool. **These trips are NOT mandatory.**

Friday Field Trips: Fridays are field trip days to fun and exciting places like Kate's Roller Skating in Indian Trail, Extreme Ice Skating in Indian Trail, Charleston Aquarium and Harbor Tour just to name a few. We provide 1 chaperone for every 10 campers. Parents are welcome BUT must pay the adult admission fee plus the bus fee. **Trips are NOT mandatory.** We will provide staff at the recreation center for those campers who

do not wish to participate in the field trips. ****FRIDAY FIELD TRIP T-SHIRTS**** All campers must wear their summer camp t-shirts on Friday field trips.

Minimum Participation: There must be a minimum of 40 campers per bus to go on the Friday field trips. If less than 40 sign up, the trip will be canceled. All fees paid in advance will be credited to your account.

NOTE: This does not pertain to rental buses. Those buses must be filled to the maximum capacity.

Snacks: We provide a morning snack, from which children can choose a pop tart, or cereal with milk and orange juice. We also provide an afternoon snack, from which the children can choose chips, cookies, fruit cup, pudding, popcorn and kool-aid. **If you do not wish for your child to have this type of snack, you may pack a snack for him/her to have at this time. Please let the camp supervisor know your child will be eating his/her own snack.** Also, let the camp supervisor know if your child has any food allergies.

Lunch: You must pack a lunch for your child and include a drink or money (\$1.50) for a drink from the vending machine every day of the week.

Payment: Payment for services rendered must be paid weekly on the last day of the week your child attends the program. If you fail to pay during the current week and wait until Monday of the following week, you will be charged a **\$15 late fee**. If your child doesn't attend the program on Friday, and you have not paid for that week, it is **YOUR** responsibility to make payment by 6 p.m. **We do NOT accept biweekly or monthly payments unless they are paid on advance.** We accept debit/credit card payments at www.mylancaster.org/parks. (Click on Parks and Recreation Online Portal.) No excuses or exceptions.

Problems with Payment:

If you fail to make your payment with the late fee by Monday, your child **will NOT be allowed to return to the program until the amount is paid in full.**

Insufficient Funds:

If we receive a check for insufficient funds you must pay the amount plus a **\$30 returned check fee**. Your child will not be allowed to attend the after school program until this amount has been paid in full. **PLUS all future payments must be made in advance with cash or money order.** If you do not pay for services in advance your child will not be allowed to return to the program.

Failure to Make Payment:

If you do not return to our program and have an outstanding balance, your child will not be allowed to participate in any LCPR sports programs until the amount owed to the summer camp program is paid in full.

NOTE: Swimming, bowling, movie fees are due on Monday of the current week.

NOTE: Friday Field trip fees such as skating, Charleston, etc. must be paid by the Friday before the Friday of the trip. – One Week in advance. Also you will not receive your tax statement until the amount is paid.

NOTE: If you fail to sign your child up for a Friday field trip by the required deadline, he/she can be put on a waiting list. If a child who has paid drops out then we will take the next child on the list.

Late Pick-up Fee

We realize that occasionally it may be impossible to get your child before 6:00 p.m. In the event you're running late, please call the site to let them know when to expect you. If you cannot get to the site within a reasonable timeframe, then make arrangements with someone listed on your registration form to pick your

child up. A late pick-up fee will be assessed at the rate of **\$5 for every five minutes you are late. If lateness becomes a consistent problem, your child will not be allowed to return to the program.**

To insure the safety of all participants in the summer camp program, the Sheriff's Department will be contacted should an emergency occur which threatens the welfare of the child. Late pick-up by parents may be considered an emergency.

Record of Payment

Receipts are issued for every payment made to the program. We issue statements for amounts paid to the summer camp and after school program on or before January 31st. We do not mail them. You must pick them up at the site your child attended, and there must be no past due balances.

Insurance

We do not provide insurance for your child while at the program. Should your child become injured while at the program, your own medical insurance will be responsible for medical expenses. If you do not have medical insurance, you can purchase insurance through the recreation department for \$9.00 per child. This insurance only covers your child when they are injured participating in a recreation department program. This coverage is from January through December. This insurance will also cover your child when participating in all recreation department programs.

Signing Out

The person who picks up your child is required to sign them out each day and this person must be listed on the registration form. If the staff has not seen this person before, they may ask for picture identification. If they cannot verify their identity, then the parent will be called for verification. Please advise friends and family that we may ask for identification before a child is released. Do not be offended if you are asked for identification. We are only trying to protect your child. **Anyone not listed on your registration form will not be allowed to take your child from the program.**

In the case of separated or divorced parents, the law stipulates that we cannot determine which parents may pick up the child. We must release children to either parent, regardless of which parent has registered the child, unless the custodial, enrolling parent has a court order concerning visitations or pick-up. **In that case, we must retain a copy of the court order in our files.**

Illness and Accidents

We no longer keep any medications on hand other than first aid supplies. If your child needs medication, you must provide the medicine with written instructions. If your child becomes sick while at the program, the parent will be called and advised to pick the child up immediately. If a parent cannot be reached, we will call the people listed on the registration form until someone picks the child up.

The staff will treat minor injuries such as cuts, scrapes, insect bites, etc. Parents will be notified of injury and treatment. If your child sustains a major injury, the staff will seek emergency medical treatment immediately. The parents will be contacted immediately. Should your child require medical treatment by a physician, we must have an Emergency Medical Treatment form signed by the parent giving permission to administer the treatment and providing medical insurance information.

Please list any allergies or medication the child is currently taking on the registration form and the Emergency Medical Treatment form

If your child takes an oral medication that must be administered while he/she is at the program, the medication must be in the original container with written instructions and you must complete a Permission to Administer Medication form. We are not allowed to administer any type of medication without written permission.

If a particular medication is requested to be kept on hand for emergencies such as bee stings, etc., the parent must provide written instructions.

Lice

Head lice are **not detrimental** to your child's health but it is a very aggravating problem. For this reason, we check all children for head lice on a weekly basis.

If we find nits or live bugs in your child's head you will be contacted immediately to pick up your child from the program. You must treat your child's head, entire bedroom including all bed linens, pillows, stuffed animals and carpet. You must vacuum your entire house and throw the vacuum bag away.

Your child may return to the program the next day; however he/she will be inspected for nits before entering the program. If the nits are still clinging to the hair, they are not dead and are still transmittable. If this is the case, your child will not be allowed to return to the program until there are no live nits.

Disciplinary Procedure

The only method of discipline we use is time-out and written warnings to the parent. We do not incorporate corporal punishment of any kind.

Two or more timeouts in one day or a serious violation of program rules may result in a write-up to the parent. Please note that when a student receives 3 write-ups within the current 12-month period they may be suspended from the program for 1-5 days. Any child who receives a fourth write-up within the current 12-month period may be permanently expelled from the program.

If you receive a write-up on your child, the staff will make you aware of what the misconduct was and what action was taken. You are required to sign the write-up acknowledging the misconduct and stating that you have been informed that your child may be getting close to suspension or expulsion from the program.

Refusal to sign the write-up does not nullify the consequences.

Please note that a child can be immediately suspended or expelled regardless of previous conduct in the program for severe offenses such as:

1. Fighting
2. Stealing
3. Physically assaulting staff
4. Racial harassment
5. Verbal or physical sexual harassment
6. Uncontrollable behavior which could lead to injury to self or others
7. Disrespecting staff

This list is merely a guideline of some of the more obvious types of misconduct, which may result in suspension or expulsion. The after school program and summer camp retains discretion to discipline each child as it sees fit. The after school program and summer camp emphasizes that the discipline to be imposed for any particular incident of misconduct rests in the sole discretion of the after school program or summer camp.

Parent Conduct: We may suspend or terminate services for any conduct by the parent or representative of the parent we believe is abusive, derogatory, or similarly unreasonable with ANY LCPR representative. We will discuss you may have in a professional and calm manner.

SWIMMING – BOWLING – MOVIES

Fees must be paid no later than Monday of the current week of the trips. This fee must be a separate payment from the attendance.

A Payment Form must be completed each week designating which trips the child will attend that week. Payment must accompany this form. Place the Payment Form and the payment in an envelope and deposit into the **drop box**.

Should your child not attend one of these trips for which you have already paid, then he/she will receive a credit for the following week for the **SAME** trip. We will NOT transfer the payment to a different trip. Ex. You pay for your child to go bowling and he/she decides they don't want to go bowling. You will receive a credit for bowling for the next week. **THIS WILL NOT BE CREDITED TO SWIMMING OR MOVIES.**

If your child does not attend this particular trip again during the rest of the summer camp then he/she will receive credit toward attendance in our after school program. If your child does not attend our after school program then a refund check will be issued for the credit by the end of August. **You MUST verify your credit status with the camp supervisor prior to August 12 to request a refund.**

Credits and refunds are only made for unused field trip (swimming, bowling, movies) fees and overpayment of attendance fees. This does not include the \$25 registration fee that is non-refundable.

If you have not received your refund by the mid-September, please contact Mike Barnes at (803) 285-5545.

FRIDAY FIELD TRIPS

Fees must be paid no later than Friday of the previous week for which the trip is scheduled. If you fail to pay before the deadline, all we can do is put your child on a waiting list. If a child that has already paid drops out we will take the next child on the waiting list.

NO REFUNDS ARE ISSUED for these trips because the admission is paid in advance and we cannot get a refund.

NOTE: Payments for all trips must be separate from attendance fee payments.

FARMERS AND ARTISAN MARKET RULES AND REGULATIONS

Market Season/Days of Operation: April & May- Saturdays only
June- Thursdays & Saturdays
July & August- Tuesdays, Thursdays & Saturdays
September & October- Thursdays & Saturdays
November & December- Saturdays only (while supplies last)

Market Hours: 7:00am- 1:00pm

Market Location: 1920 Pageland Highway, Lancaster, SC 29720

2) General Rules

- A.) Previous vendors and potential vendors must register with the market by completing an application and submitting required documents before you will be allowed to sell at the market. Registering or showing up on the day of the market will only be allowed if space is available and you submit an application. New applications/vendors must be approved by the market manager. Vendors are required to keep their information on their application current at all times. **The LCFM does NOT accept vendors with a criminal record.** All vendors must be Lancaster County residents. Vendors who had booths in 2013 who live outside Lancaster County are grandfathered and will be allowed to continue to sell at the LCFM.
- B.) Application for seasonal vendors from the previous year will be mailed out in March 2014. A drawing is held to randomly assign booths to each **seasonal** vendor.
- C.) No pets are allowed at the market except for service animals.
- D.) Vendors must dress neatly and appropriately for working with the public. Swim attire is prohibited.
- E.) Vendors are required to exercise proper hand washing techniques at all times. Use of hand wipes and hand sanitizers is recommended.
- F.) The sale and/or use of tobacco products of any kind is prohibited on the Lancaster County Farmers Market grounds at all times including during set-up and clean-up.
- G.) The selling/distribution or use of alcoholic beverages or illegal drugs is strictly prohibited at all times. Anyone believed to be under the influence of alcohol or drugs will be removed from the market.
- H.) Selling of live animals is prohibited.
- I.) Vendors are **required** to conduct themselves in a courteous and respectful manner in dealing with customers, other vendors and the market manager at all times. Do NOT walk around the market talking with other vendors and do not go behind their booth. This disrupts a vendor's business.
 - a.) There will be no "hawking" of products, distraction of customers from another vendor's table, or disparaging of another vendor's goods.
 - b.) Be respectful of your fellow vendors by not undercutting fair market prices.
 - c.) Abusive, profane, threatening or harassing language or actions towards vendors, customers, market manager or supervisor will not be tolerated.
 - d.) Firearms concealed or in full view are not allowed at the LCFM. Anyone with a firearm will be removed from the market immediately and will be fined \$25. They will continue to be suspended from the market until the fine is paid.
 - d.) There will be disciplinary action taken against any vendor who violates any policy.
See disciplinary action.
- J.) Vendors must be at least 16 years of age.
- K.) Vendors must man their sites at all times. Do not leave your area unattended.
- L.) Solicitations for product, services or charitable contributions by vendors are not permitted except with the express permission of the Farmers Market Manager.

3) Licenses

- A.) It is the responsibility of the vendor to research and comply with all federal, state, and local regulations governing the sale of their items. Products must be labeled, processed, and prepared in compliance with the SC Department of Agriculture and any other appropriate regulations. If selling livestock products (meat, dairy, fish, eggs, cheese and products made from such) for human consumption, vendors must furnish proof of compliance with all appropriate regulations and proof of their product liability insurance policy to the market manager with application two weeks before desired selling date.
- B.) It is the responsibility of the vendor to research and comply with all business and tax regulations for the sale of their items.
- C.) Vendors are legally liable for the food they sell at the LCFM and it is recommended that all vendors buy their own product liability insurance. Lancaster County is NOT liable for any food sold at the market.

4) Products Offered

- A.) Quality of product: All items must be healthy, safe and of a high quality. Do not display any products that are bruised, discolored, or undesirable.
- B.) Vendors may offer agricultural products, produce, plants, and crafts/artwork that they have produced or purchased that was grown in SC, including products made from SC agricultural products that they produced or grew (i.e. goat milk, soap, beeswax candles, etc.). Proof of purchase is required. See below requirement to resell.
- C.) In order for a vendor to be qualified to **resell** agricultural products at the Lancaster County Farmers Market, the vendor MUST produce at least twenty percent of his/her products available for sale on their own farm or garden during the season. **Any product purchased at the State Farmers Market for resale MUST be purchased from the SC shed ONLY. Proof of purchase will be required at the LCFM. If vendor claims he/she grew the product, a garden inspection will be mandatory to verify the claim.**
- D.) Nothing imported shall be sold at the LCFM. Produce available for sale must be able to be grown in SC, NC or GA. (No bananas, lemon, pineapples, etc.). Produce from other states may be offered, only when the same SC produce is not being harvested (ex. Apples from NC). All artisan/crafts must be homemade.
- E.) The market allows the participation of food vendors. Food vendors must provide required documents with application and must be compliant with all SCDA/DHEC regulations while at the market. Ice cream trucks on regular routes are not allowed.
- G.) Vendors are not allowed to sell dietary supplements, nutrition drinks or commercial candy.
- H.) The Lancaster County Farmers Market reserves the right to refuse the sale of any item. **LCFM also reserves the right to refuse space to a vendor.**

7) Market Space

- A.) A drawing is held to randomly assign booths to each **seasonal** vendor at the beginning of each market season.
- B.) Vendors and their families are allowed one booth only, unless they have separate farms and separate credentials for WIC and senior vouchers.
- C.) Vendors are not allowed to change or share booths. Each vendor will stay in their assigned booth regardless if a seasonal vendor is absent, even if the vendor gives you permission to use his/her booth. **All vendors are limited to one booth size.** If a vendor doesn't return to the market after two weeks he/she will forfeit their booth. At that time all vendors on that side will move down one booth. **NO refunds will be given for vendors who forfeit their booth.**

- D.) Vendors are required to sell their items from a table. No selling is permitted from the back of trucks, trailers or any other vehicle. If a customer requests to see a product in a vehicle, the vendor must bring it into the market shed.
- E.) Vendors will maintain clean sites. No offensive odors from merchandise or generators including noise. Vendor's trash must be collected and placed in the dumpster. If the dumpster becomes full, the vendor will be required to remove his/her trash from the property. All cardboard boxes must be broken down before being placed in the dumpster. Do not lay boxes or trash around the dumpster. Do not leave discarded produce on the grounds or in trash cans. **Before departing the market for the day all vendors are required to fold their tables and place in the storage room and sweep their booth area.**
- F.) Any product left at the LCFM whether it is outside or in the storage room will be thrown away or donated to HOPE. No vendor is allowed to store anything at the market.
- G.) Vendors are encouraged to "decorate" their tables to entice consumers to your product.
- H.) Tablecloths or covers are required for each table in your booth and must be provided by the vendor.**
- I.) Vendors must provide their own scales, containers, bags, etc. for the sale of their goods. Scales are subject to inspection. Vendors must pay for all tables in their booth regardless if they only have scales on them.
- J.) The market manager reserves the right to move vendor spots or the entire market to enhance or facilitate market operations.

8) Vendor Fee

- A.) **There will only be guaranteed booth for seasonal vendors. Seasonal vendors pay in advance for the entire season before the market begins. These are the ONLY booths that will remain the same for the entire market season. All other booths will be available on a first come first serve basis. The Seasonal Fee must be paid in full before the booth drawing occurs.**

Seasonal Vendors:

- \$20 Seasonal vendor fee
- \$2 per table

All Other Vendors:

- **Must pre-register at Springdale Recreation Center or at the LCFM BEFORE you will be allowed to set up a booth. You may not put anything out for sale until you have completed an application.**
- **Booths will be available on a first come first serve basis every day of the market season.**
- **\$4 per table.**

9) Signage

- A.) Prices for all items are **required** and MUST be easily visible. Vendors may use white boards, chalk boards, printed cards, etc. The signs must be neat, legible, and easy to see.
- B.) **Resale signs are required.** If you purchased the product for resale, a sign will indicate whether the product is Locally Grown (Lancaster County) or any other SC areas would be SC Grown.
- C.) Farmers who sell only what they grow **should** have a sign indicating that the product is home grown in Lancaster, SC.
- D.) If you are WIC and Senior Voucher approved, your signs must be clearly displayed. **If you are not approved to accept vouchers you will have a sign on your table that states you do not accept vouchers. If you do not provide your own sign, LCFM will provide one for you.**

10) WIC and Senior Check Payments

- A.) Any vendor who is **NOT qualified** to accept WIC and senior checks may **not accept** these types of payments. This is against the law and the vendor will be prosecuted to the fullest extent of the law and permanently banned from the LCFM.
- B.) Any vendor who is qualified to accept WIC and senior checks and purchases these vouchers from another vendor will be in violation of the law and will be prosecuted the fullest extent of the law and permanently banned from the LCFM.
- C.) Each Year vendors who are qualified to accept WIC and Senior vouchers must provide verification of your certification along with the expiration

11) Disciplinary Action

Any vendor who violates **any** of the LCFM rules and regulations are subject to the following disciplinary action:

- A.) First offense: Written warning from Market Manager and suspension from the market for the rest of the day.
- B.) Second offense: \$25 fine. Suspension from the market for the rest of the day and until fine is paid.
- C.) Third offense: Permanent expulsion from the LCFM.

NOTE: A vendor may be immediately expelled from the LCFM on the first or second offense depending upon the severity of the offense.

Vendors violating these policies will NOT receive a refund of any monies previously paid to the market.

The LCFM is intended to be a friendly and fun place for both vendors and customers. Vendors who constantly complain about other vendors or make unfounded accusations may be banned from the market. Vendors who tell customers and other vendors negative things about the market will also be banned.

Disciplinary actions may be appealed to the Market Manager in writing within five business days of the incident. The Market Manager will submit the appeal to the Lancaster County Parks and Recreation Commission at the next scheduled meeting. The Commission will review the appeal and take appropriate action and will render a written decision to the LCFM vendor within ten business days of review of the appeal. The LCPR Commission's decision will be final.

The commission meets the second week of each month.

Appeals should be mailed to: Mike Barnes, Farmers Market Supervisor, P.O. Box 243, Lancaster, SC 29721. Please include your mailing address in your appeal information.

- The Lancaster County Farmers Market, Lancaster County Parks and Recreation or Lancaster County shall NOT be responsible for any loss through theft, or otherwise, of products or any private property while on the Lancaster County property.
- The Lancaster County Farmers Market, Lancaster County Parks and Recreation or Lancaster County will NOT be responsible for personal injuries or damage to private property.
- The Lancaster County Farmers Market Manager and the Lancaster County Parks and Recreation Commission reserve the right to revoke a vendor's participation in the market if any of the above rules or regulations are violated. The LCPR Commission reserves the right to amend the rules and regulations at any time without prior notice.

PARK DIRECTORY

Area Parks may be reserved for special functions per the LCPR Staff's approval. Contact LCPR for details and to complete a Special Event Request Form. NOTE: A copy of Rental Policy is available at LCPR Office 260 S. Plantation Road or online at www.mylancasteresc.org/parks.

Buford Area

Bear Creek Park, 1672 S. Potter Rd. 4.5 acres includes a picnic shelter, open green space & a fishing lake.

Buford Battleground, 262 Rocky River Rd. 1 acre memorial site.

Buford Recreation Complex, 4073 Hurley Walters Rd. 26 acres with 3 youth & 1 adult baseball/softball fields and 2 soccer fields; playground

Buford Softball Field, 4240 Tabernacle Rd. 4 acres with 1 lighted softball field.

Buford Soccer Field, 1812 N. Rocky River Rd. 7 acres. 1 lighted soccer field.

Flat Creek Area

Flat Creek Park, 3500 Gold Mine Hwy. 6 acres includes a 1/5 mile walking track, lighted softball field, 2 lighted tennis courts, swing set, slide and merry go round.

Tripp Faulkenberry, 3404 Lee Deese Rd. 2 acre includes 1 lighted baseball field.

Heath Springs Area

Heath Springs Ball Fields, 107 S. College St. 4 acres includes 1 lighted and 1 unlighted baseball/softball field.

Heath Springs Soccer, 162 Solar Rd. 3 acres includes 1 multi-use/baseball/softball field

Indian Land Area

Bailes Ridge Nature Trail, Hwy 160 & Old Bailes Rd. 3 acres includes a natural walking trail.

Deputy Roy Hardin Park, 8341 Shelly Mullis Rd. 2 acres includes a picnic shelter, 2 playgrounds, swing set and a 1/3 mile paved walking track.

Indian Land Recreation Complex, 8286 Charlotte Hwy. 7 acres includes 1 multi-use field and 1 lighted softball field.

Walnut Creek Park, 10521 Walnut Creek Parkway. 60 acres. 2 T-Ball/Coach pitch fields, 4 baseball/softball fields and 1 regulation multi-purpose field, 2 small sided multi-purpose fields, 2 playgrounds, walking trails, tennis courts, basketball courts, pavilion, staff office, restrooms and concessions.

Kershaw Area

Andrew Jackson Recreation Complex, 6354 N. Matson St. 22 parcel of land includes 12,500 sq ft building

Marion Boan, 219 Little Dude Ave. 5 acres includes 2 lighted baseball/softball fields

Mullinax Park, 635 E. Church St. 4.5 acres includes 2 lighted soccer fields, swing set, arch climber, restrooms and concession building.

Lancaster Area

Bucklew Park, 409 Chester St. 11 acres include 2 baseball/softball fields, 2 picnic shelters, and playground.

Country Club Park, 2227 Morningside Dr. 1.5 acres includes 1/2 basketball court and 1 picnic table.

LCPR Pool & Tennis, 315 S. Wylie St. 4.5 acres includes 6 lighted tennis courts and 1 outdoor swimming pool with restrooms.

Laurie Brice Park, 1140 Elliot St. 5.5 acres includes 1 multi-use field.

Melvin Steele Park, 120 Springdale Rd. 10 acres includes 2 lighted multi-use fields.

Springdale Recreation Complex, 260 S. Plantation Rd. 65 acres includes 4 softball fields (2 lighted), 4 multi-use fields, restrooms and concession building.

Springs Park Boat Landing (Hwy 200 at Old Springs site). Includes boat ramp, fishing dock and paved parking.

Stafford Belk Park, 190 Brooklyn Ave.

Woodland Hills Tennis, 1158 Suttle Rd. 1.5 acres includes 2 lighted tennis courts.

LCPR Swimming Pool

POOL ADDRESS: 106 South Wylie Street, Lancaster, SC

POOL PHONE: 285-1006

Pool Season: Open- May 25
Close- Weekend before school starts

Public Swimming Days & Times: M-F 3:00-5:00pm
Sat. 12:00-5:00pm
Sun. 1:30-4:30pm

Public Swimming Fees: Single Day Fee: \$3 per person (ALL ages)
Single Month Pass: \$30 per person (ALL ages)
Single Season Pass: \$75 per person (ALL ages)
Family Month Pass: \$75 (no more than family of 5)
Family Season Pass: \$150 (no more than family of 5)

- Children 12 years and under **MUST** be accompanied by an **ADULT** (18 years or older).
- Children 5 and under **MUST** be accompanied in the water by an adult (18 years or older).
- Swim attire is strongly recommended. Athletic shorts that are lined and have a drawstring and hem in leg will be allowed. Shorts must stay at waist level. Water resistant shirts (that are NOT a loose fit) will be allowed. No cotton shirts or shorts will be allowed. No exceptions.
- Children under 48” that cannot swim will be required to wear a life jacket and will swim in a designated area. If you have an adult that cannot swim, you may provide them with a lifejacket, however, it must fit properly. Patrons that cannot swim are not allowed in the deep end.
- During home swim meets during the week, Public Swim will be **CLOSED**.

Nursery Swimming: M-F 1-2:45pm
\$2.00 per person per day

<u>Youth Swim Lessons (Ages 3-18):</u>	M-Th June 3-13*	10:00am-10:45am & 11:00am-11:45am
	M-Th June 17-27	10:00am-10:45am & 11:00am-11:45am
	M-Th July 8-18	10:00am-10:45am & 11:00am-11:45am
	M-Th July 8-18	6:00pm-6:45pm
	<u>Adult Swim Lessons (Ages 19-60+):</u>	M-Th July 8-18

** You MUST register for the first Swim Lesson Session at LCPR's Springdale Recreation Center Monday-Friday between 8:30am-5:00pm or online at www.mylancastersc.org/parks. All other sessions will take registration at the pool or online. For more information, please call 803-285-5545.*

Swim Lesson Fees: \$50.00 per participant

Pool Parties: Parties can be reserved by calling the pool at 803-285-1006. No parties can be held later than 8:30pm.

Fees per hour:	\$60	0-25 people
	\$80	26-50 people
	\$125	51-75 people
	\$150	76-100 people

FACILITY USE POLICIES

Recreation Center Rental Policies

This is for use of any or multiple rooms and/or gym of any of LCPR's Recreation Centers. All rentals are subject to the Director's approval. Rental contract and policy agreement must be completed and turned in to LCPR for approval and deposit must be made into to make reservation. Please contact our main office at 803-285-5545 for additional information.

- **Rental or Meeting Request** - The use of any of the Recreation Centers of Lancaster County Parks and Recreation (LCPR) will be on a first come, first served basis. All LCPR sponsored activities will take priority in the scheduling of such events. Other activities approved by the Director may be scheduled in the building if requested and if space is available.
- **Deadline for Rental or Meeting Request** - All information regarding each individual rental or meeting request must be set forth in specially designed forms provided by LCPR. They shall be received by LCPR at least one month prior to the scheduled date of use. Based on availability.
- **Reservations** - All reservations must be made with LCPR staff. No rental or meeting is confirmed until all forms are complete, signed by both parties, and the appropriate fees/deposits are paid.
- **Security Deposit** - The lessee is required to pay a \$100.00 Security Deposit to reserve rental date and to insure that the facility is cared for properly. Any trash, food, beverages, and or damages to the facility will result in the forfeiture of the deposit. Floors left with scuffmarks in such a manner that the floors must be stripped and waxed, will result in forfeiture of Security Deposit and/or additional billing. Damages that exceed the Security Deposit shall be billed to the lessee. The removal and non-return LCPR equipment shall result in forfeiture of the Security Deposit. Equipment replacement costs that exceed the Security Deposit shall be billed to the lessee. LCPR Staff shall determine whether such damage has occurred.
- **Rental Fee/Balance** - The rental fee/balance must be paid in full no later than 14 calendar days prior to the scheduled date of use to include the cash security deposit.

Andrew Jackson Recreation Center & Indian Land Recreation Center Rental Fees:

Gym (Regular Rental)	\$200/3hrs	\$325/6hrs	\$600/All day
Gym (For Profit)	\$450/6hrs	\$750/All day	
Activity Room (Regular Rental)	\$200/4hrs		
Activity Room (For Profit)	\$300/4hrs		
Conference Room	\$25/hr		
Overtime Fees	\$75/hr for any time use over set rental times.		

Buford Recreation Center & Springdale Recreation Center Rental Fees:

Gym (Regular Rental)	\$250/3hrs	\$400/6hrs	\$750/All day
Gym (For Profit)	\$600/6hrs	\$1050/All day	
Activity Room (Regular Rental)	\$200/4hrs		
Activity Room (For Profit)	\$300/4hrs		
Conference Room	\$25/hr		
Overtime Fees	\$75/hr for any time use over set rental times.		

Regular rentals: *The rental is not for profit or fundraising. No entry or raffle tickets may be sold before or during the event. No moneys may be collected during the event. No merchandise, food, or beverage sales are permitted during the event.*

***For Profit rentals:** Any event where guests are charged entry fees before or during the event, where guests are required or encouraged to purchase tickets and or donate money. Any event for profit, fundraising, or any food, beverage and or merchandise is sold.*

- **Rental Cancellation** - A rental must be cancelled no later than 7 calendar days prior to the scheduled date of use.
- **Rental Refunds** - The Director may authorize refunds of rental deposits, when the lessee gives notice of cancellation no later than 7 calendar days prior to the scheduled date of use. The Director shall review the cancellation and determine the percentage of refund. Should the Director determine that a loss would be suffered by LCPR they may deny a refund. In the event LCPR cancels a rental, reservation fees shall be refunded in full.
- **Catering** - A lessee shall not cater nor have food catered on the premises without the approval of the Director. Upon completion of a catered event, the caterers shall be responsible for the cleaning of the serving area. The serving area shall be left in manner as it was found. The Lessee and/or caterer shall be liable for any litigation related to food or beverages provided during use of the building. The lessee must produce a certificate of insurance for the vendor providing the catering.
- **Inflatable's**- Inflatable's may be brought in for birthday parties with the approval of the Director. The person or company providing the inflatable must carry a Certificate of Liability Insurance for no less than \$1,000,000 per occurrence. LCPR will not provide set up or take down of the inflatable's and will not provide any generators.
- **Damage to the Facility or Premises** - The lessee will not cause or permit any nails, spikes, anchoring devices, lighting fixtures, or communication devices to be driven into or affixed in any manner to the interior or exterior portion of the facility without the consent of the Director. No signs, posters, banners, or advertising materials of any nature may be affixed to the interior or exterior of the facility without the consent of the Director. The lessee shall not paint, stain, color, or alter any portion of the premises or equipment within. The lessee shall not cause or permit anything to be done which might cause damage or change the finish or appearance of the premises. This shall include furniture or equipment be it the act of the lessee, their employees, agents, or guests. The Director shall determine whether any such damage has occurred, the amount of the damage, the cost of repairing or replacing such damage, and whether such damage is the fault of the lessee.
- **Services Provided by LCPR** – Only the personnel necessary to the normal operation of LCPR's recreation facilities will be furnished by LCPR. The lessee shall hire and pay salaries of all other employees it requires in connection with a rental. All tables and chairs owned by LCPR will be set up and taken down by LCPR. The lessee shall return the rented area to the same condition as it was found provided normal wear and tear. The lessee will be required to remove and dispose of all cups, plates, table coverings, decorations, and food, etcetera to include floor from all areas rented into trash receptacles. LCPR will remove and dump trash receptacles. If deemed necessary by the Director, a floor covering may be placed over floors as a protective measure. All or part of the Security Deposit may be retained if the rental is not cleaned as specified.
- **Subleasing of Space** - The lessee shall not assign or sublease the rental space without the written consent of the Director.
- **Police Protection** - The lessee shall provide at their cost such police protection as may be deemed necessary by the Director. Should the lessee fail or refuse to furnish the required police protection, the Director may require the same to be furnished and charge the cost to the lessee or cancel the rental.

- **Special Notices** - Food, drinks and smoking will be restricted to designated areas. Consumption of alcoholic beverages on LCPR property is strictly prohibited. LCPR will not provide nor be held responsible for storage of equipment involved in or for items left or stolen during the time of rental.
- **Hours of Operation** - Rentals may be reserved during LCPR regular hours of operation. LCPR's Springdale Recreation Center hours of operation are Monday- Friday 8:30am-5:00pm. All other LCPR's Recreation Centers hours are seasonal and are posted at entrance doors. Exceptions are County Holidays.
- **Rental Hours** - The duration limit begins when renter enters the facility to set up and ends when renter leaves the facility after cleaning up. Rental hours may vary by location depending on other scheduled events and reservations. Rentals may not begin earlier than 7:00am and must end by 10:00pm. Sunday rentals may begin no earlier than 2:00pm and must end by 9:00pm.
- **Overtime Fees** - Rentals that begin before or end after scheduled rental hours of any LCPR's Recreation Centers will be charged an additional \$75/hr. All or part of the Security Deposit may be forfeited to cover this cost.
- **Seating and Standing Capacity** - Lancaster County has determined the maximum legal seating and standing capacity for all Recreation Centers. These capacity limits must be strictly adhered to. Rentals cannot be accepted for any number over the legal capacity. LCPR will provide tables and chairs up to the inventory stored at each Recreation Center. Additional tables and chairs for additional seating (not to exceed the limits below) must be provided by the lessee.

<u>Andrew Jackson Recreation Center & Indian Land Recreation Center:</u>		
<u>Room</u>	<u>Seating</u>	<u>Max Cap.</u>
Gymnasium 120' L x 65' W	Maximum Seating Capacity (with tables and chairs)	300
	Maximum Bleacher Capacity	200
	Maximum Standing Capacity (w/o tables and chairs)	450
Activity Room 40' L x 30' W	Maximum Seating Capacity (with tables and chairs)	100
	Maximum Standing Capacity (w/o tables and chairs)	125
Conference Room 26' L x 23' W	Maximum Seating Capacity (with tables and chairs)	25
	Maximum Standing Capacity (w/o tables and chairs)	50
<u>Buford Recreation Center & Springdale Recreation Center:</u>		
<u>Room</u>	<u>Seating</u>	<u>Max Cap.</u>
Gymnasium 170' L x 65' W	Maximum Seating Capacity (with tables and chairs)	500
	Maximum Bleacher Capacity	400
	Maximum Standing Capacity (w/o tables and chairs)	654
Activity Room 50' L x 40' W	Maximum Seating Capacity (with chairs)	144
	Maximum Standing Capacity (with tables and chairs)	103
Conference Room 26' L x 23' W	Maximum Seating Capacity (with tables and chairs)	25
	Maximum Standing Capacity (w/o tables and chairs)	50

- **General Notices-**

- a. The lessee hereby release, jointly, and severally, LCPR, the County of Lancaster, its officers, employees, agents, and staff members from any losses, claims, damages, or lawsuit arising from the use of LCPR facilities by the lessee or their guests.
- b. Further the lessee hereby indemnifies and holds harmless, jointly and severally, LCPR, the County of Lancaster its officers, employees, agents, and staff members from any losses, claims, damages, settlements, judgments, and liabilities, including without limitation all costs, expenses and judgments relative thereto (including court costs and attorney's fees) that may be asserted against or suffered by the County of Lancaster as a result of or in connection with the use of LCPR facilities by the lessee and their guests.
- c. The Director, in their discretion, may require the lessee to obtain specific types of insurance coverage or security bonds as a condition of use of LCPR facilities.
- d. LCPR reserves the right to reduce or limit the hours or days for which LCPR facilities may be rented.
- e. The decision as to whether a proposed use or activity is appropriate to be conducted within any part of the LCPR's Recreation Centers shall rest solely at the discretion of the Director.
- f. The lessor warrants that it is in compliance with the American with Disabilities Act (P.L. 101-336) and that it will, in carrying out the requirements of this lease; comply with all respects with provision of the Act and in implementing regulations.
- g. LCPR has on hand a specific number of six foot rectangular tables and folding metal chairs depending on Recreation Center for rental use.

Note! No posters, banners, signs, or any literature may be posted on walls, hallways, trees, telephone poles, light poles, vehicles, building premises, or embedded in any manner in the ground. Information may be handed out in the rented area only.

Walking

Walking trails are available at Roy Hardin Park in Indian Land, 1/4 mile, Heath Springs Walking Track, 1/5 mile, Springdale Walking Track, 1/3 mile and Flat Creek Park 1/5 mile. The county high school stadiums are open periodically for walkers. Please contact the local High School when this is allowed.

LCPR has four indoor facilities that walkers can access to escape heat or cold to continue their walking programs. Many seniors gather for a walk and social interaction in the morning and afternoon at Springdale Recreation Center located at 260 South Plantation in Lancaster and Indian Land Recreation Center at 8286 Charlotte Highway. Andrew Jackson Recreation Center 6354 Matson in Kershaw, Buford Recreation Center 4073 Hurley Walters Road in Buford. All of these facilities are open for walkers at designated times. Please check with these facilities for information, Springdale 285-5545, Indian Land 802-7529, Andrew Jackson 475-4716 and Buford 289-5500.

Joint Use Facility Indian Land Recreation Center/ Council on Aging

The Lancaster County Council on Aging (COA) and LCPR share the Indian Land Recreation Center. The COA operates morning programs and serves as the meal site for the Indian Land area of the county. Call 803-802-GOLD (4653).

Use of Park Facilities for Special Events or Tournaments:

A Special Event Request Form must be completed and turned in to the Director for approval. Fees may be based on attendance, revenue, and/or the type of activities. This form can be downloaded from the website or sent via email or fax to requester.

Approval guideline (In addition to guidelines in Special Event Request Form):

- Provided such use does not conflict with any program or function of LCPR.
- The individual or groups sponsoring the tournament or event shall have the responsibility of enforcing all park conduct rules.
- Failure to enforce park rules will result in immediate suspension of play, forfeit of all deposits, and loss of privilege for use of the facility
- No alcoholic beverages will be sold or consumed on the park property.
- LCPR Staff will prepare the fields for use on Monday through Friday.
- LCPR Staff may be available to line off fields on Saturday and Sunday for a fee of \$25.00 per field.
- Lights on fields will be turned off at 11:50pm. No games may be played until after 12:30pm on Sunday.
- Should the tournament be delayed because of weather conditions, the tournament may be continued at no additional cost on the next available date. The park area must be cleaned. There will be no refunds.
- Cost: In order to reserve any site for tournaments & events, deposits must be paid in full before a reservation is granted.

Policy for Use of Fields or Basketball Courts

Any group outside of LCPR shall have the right to rent baseball/softball/soccer fields or any of our area Recreation Center basketball courts for practice sessions on a first come, first serve basis, provided such use does not conflict with LCPR sponsored functions. You must pay in advance in order to reserve the field/court use.

Fees: \$20 per hour per field (with or without lights)
\$40 per hour per recreation center basketball court

To reserve a field or court for practice: A team representative may call and speak to LCPR Staff on the Wednesday and thereafter that week to reserve space for the next week. A reservation week is Monday through Sunday. A team may reserve at least one and possibly two practice times, depending on available space, for the upcoming week. Example: The Wednesday date is the 6th. A team representative calling on the 6th may reserve a practice(s) for the week beginning with the Monday date the 13th through Sunday the 19th. A team representative calling on the 6th may also check if there is available space for another practice(s) the week of Monday the 6th through the Sunday of the 12th. The team representative may not leave on voice mail the request for practice time and be guaranteed the requested date and time. The team representative must be onsite for the duration of the scheduled rental/practice.

Policy for Games, Tournaments, or All Day Use

Any group outside of LCPR shall have the right to rent baseball/softball/soccer fields for games on a first come, first serve basis, provided such use does not conflict with LCPR sponsored functions. A \$50 non-refundable deposit is required for all-day/tournament rentals before your selected date can be held. All other hourly rentals must require full payment in order to reserve date and fields, and is based on what is available at that time. Please note that hourly rentals rained out may be carried over to another date.

Springdale Baseball/Softball Field Fees: Total of Four Fields, all 200 ft.; Only 2 fields have lights
\$175 per day per field with no lights
\$200 per day per field with light use

Walnut Creek Baseball/Softball Field Fees: Total of Six Fields, sizes as follows:
Field A 200 ft; lighted
Field B & C 120 ft; no lights
Field E 285 ft; no lights
Field F 225 ft; lighted
Field G 300 ft; lighted
Fields A, E, F, G \$175 per day no lights
Fields A, F, G \$200 per day with lights
Fields B & C \$125 per day no lights

Soccer Field Fees: \$50 / per field / for single game
\$150 / per field / for multiple games
\$20 extra per hour if lights used
(Fees include LCPR staff lining off the fields.)

Special Tournaments & Leagues of Other Sanctioning Entities:

LCPR shall negotiate facility use agreements with sanctioning organizations. The Director or his designee shall be responsible for the terms of this agreement. LCPR reserves the right to operate all concession functions during such tournaments or leagues.

Policy for Use of lights on Park Facilities

- LCPR shall provide utilities for programs designed for LCPR operated leagues during the time of scheduled games & practices only, provided funding is approved in the JRC’s Operating Budget.
- Entry fees for adult league programs shall include a fee for utility cost.
- Any group shall have the right to rent lighted ball fields for practice sessions on a first come, first serve basis, provided such use does not conflict with LCPR sponsored functions. Please contact our main office for availability and scheduling at 803-285-5545.

Lancaster County Parks and Recreation Picnic Shelter Use Policy

Lancaster County Parks and Recreation has Picnic Shelters for use. All General Park Use Policies shall be observed as well as adopted City and County Adopted Ordinances for activities conducted in the park areas. Hours of operation shall be observed and enforced by local law enforcement agencies.

To reserve a picnic shelter, please call 803-285-5545. The contact shall issue a shelter use permit to be carried to the shelter and post the anticipated use. The group using the picnic shelter is expected to clean the facility.