



PUBLIC USE MANUAL FOR COMMUNITY USERS AND SPORTS ORGANIZATIONS

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**Roanoke County
Parks, Recreation & Tourism Department
Community Use Manual
For Sports Organizations
And Community Users**

Purpose

Roanoke County Parks, Recreation and Tourism encourages the community use of facilities for the recreational pursuits of its residents, businesses, and organizations. The purpose of this manual is to provide the Roanoke County community and staff with uniform administration of the process and equitable treatment of our customers.

The Department is committed to providing assistance and reasonable accommodations for qualified individuals with disabilities to access services and programs offered by the department. In accordance with the Americans with Disabilities Act, Roanoke County Parks, Recreation, and Tourism shall ensure that services, programs, benefits and activities of the agency are accessible to qualified individuals with disabilities and that no individual, regardless of their disabilities, shall be discriminated against in the pursuit and enjoyment of services offered.

Also, in accordance with the Americans with Disabilities Act, Roanoke County Parks, Recreation, and Tourism shall not allow community use of facilities by individuals, businesses, or organizations that discriminate against individuals with disabilities. Therefore, individuals using Roanoke County Parks, Recreation, & Tourism Department property shall make every reasonable effort to provide adaptations and accommodations for qualified individuals with disabilities.

I. Policy

The use of athletic facilities, park pavilions, open space, and recreation centers will be encouraged for activities contributing to the development of individuals through skill development, social interaction and wholesome fun. The Department will coordinate and organize various sporting groups, events, instructional programs, and activities when sufficient interest has been expressed and resources are available to provide quality experiences for participants. Staff will solicit community feedback on issues relative to the service needed to carry out these programs and services. Facilities will generally be made available to the community and athletic organizations outside regularly scheduled activities or commitments of Roanoke County Parks, Recreation, and Tourism. The person(s) designated under Section II Authority must specifically approve the use of facilities by all organizations and citizens. Use of facilities by any organization will comply with Federal, State and County laws and regulations including licensing requirements.

II. Authority - In accordance with the April 25, 1989, Public Park Use Ordinance of the County of Roanoke, Ordinance # 42589-8, Chapter 15, Roanoke County Parks, Recreation, & Tourism has the authority to regulate the uses, procedures, and associated fees for the public use of all lands and facilities under its control.

- A. The Assistant Director of Parks and/or Recreation or their designee is authorized to approve the use of public parks, community centers and schools.
- B. The Coordinator of Special Events and Tourism is authorized to negotiate with individuals, businesses, and organizations for the development and implementation of major special events in County parks, centers, and school facilities.

III. Outdoor Facility Use Guidelines

A. Priority of Scheduling –The order of priority for the use of Department grounds shall be as follows:

1. Roanoke County activities or events;
2. Sanctioned Organizations and Contractual Partners;
3. Roanoke County Public Schools
4. County based organizations or citizens
5. Non-county based organizations or citizens

B. Facilities Available – The facilities found below maybe secured by citizens or users for community activities depending on the scope of request, maintenance programs and facilities available. Approved community activities may include, but are not limited to, games, practices, picnics, instructional programs, tournaments, festivals, clinics or concerts. Activities which do not fall into the above mentioned categories and appear to be of questionable motive will be referred to the department Director for review and decision.

- Public Park Open Space
- Picnic Shelters
- Athletic Facilities
- Equestrian Facilities
- Tennis Courts

C. Scheduling of Facilities - All organizations/persons requesting the use of County facilities must submit an application to the Department. Applications will be taken on a first come first serve basis beginning February 1st of the current year in the order of priority listed in Section III A of this Manual. No facility will be considered reserved until the application has been processed, approved and issued. Applications can be found in the Appendixes for the following:

- Organized Athletic practices or games
- Use of Equestrian Center
- Use of Picnic Shelters
- Hosting a Tournament
- Organized Use of Tennis Courts
- All other organized use

D. Fees and Insurance Requirements for use of Facilities– The Department typically charges fees for those services and facilities not defined as a basic level of service by the Roanoke County Board of Supervisors. At the discretion of the Department, applicants for facility use may be required to submit a certificate of general liability insurance for \$1,000,000 listing the County of Roanoke Board of Supervisors as additionally insured.

E. Use Restrictions and General Guidelines - All permitted users are responsible for the guidelines set forth in the permit as well as all related policies and procedures found both below and in the Public Parks Ordinance. Failure to abide by the stated conditions may result in possible restrictions from further use and other penalties authorized by the Roanoke County Board of Supervisors.

1. Hours of Usage

Parks, Recreation, & Tourism Outdoor Facilities: The hours of park use will normally be restricted to the period from 8:00 a.m. until sunset or posted park closing time, with the exception of lighted ball fields or park amenities which can remain open until 11:00 p.m. Any exceptions to this policy must be approved in writing by the Department.

School Facilities: For indoor facilities the hours of use will be from the dismissal of school or after the school athletic programs are completed until 10:00 p.m. For outdoor facilities the hours of use will be until sunset for unlighted areas and until 11:00 p.m. for lighted areas.

2. Grandfather Rights - Generally, groups requesting facilities that they have used in prior years will be given priority consideration in scheduling. However, no one group has sole ownership of a facility. When it is in the best interest of the public, the facility will be scheduled for another group. This does not apply to facilities that have been leased to organizations in the community. Where possible, community groups will be assigned facilities within the community's accepted boundaries. However, when a facility deficit exists in one area and a surplus in others, the surplus facilities can be reassigned to other areas.

3. Open Space - The Department will make every effort to provide space for spontaneous play in County Parks. These open space areas can be used on a first come, first serve basis.

4. Itinerant Food Concessions Permanent Food Concessions, Product Sales, and Vending Machines: The Director of the Department of Parks and Recreation shall approve all food and product sales on or in parks and Recreation Facilities. All requests shall be in writing to the Director and shall be received a minimum of three months prior to the date requested. Upon approval a special use permit will be issued after the department has received all associated fees. Concession operators - shall abide by the Roanoke County Park Ordinance, the Community Use Manual, The Roanoke County Health Department regulations, and any product contracts currently in force between the County of Roanoke and product vendors.

5. Special Event Concessionaires, vendors, or crafters - Groups or individuals that request the use of park property for a profit-making concession, program, or event shall make their request in writing to the Tourism and Event Coordinator. The fee for such use shall be negotiated according to scope, direct cost if any, and type of event. Approved vendors shall obtain all required permits, licenses, and inspections required to operate a business in Roanoke County and shall pay all associated fees and taxes. Concession fees are in addition to any rental fees established for the use of Roanoke County facilities. Organizers of non-sponsored events or activities are responsible for payment of concession fees and ensuring that permits and inspections are obtained.

6. Fundraising Activities - A detailed written request must be submitted for review on a Special Use Request form to the Tourism and Event Coordinator for outdoor facilities or the Assistant Director of Recreation for indoor facilities at least 30 working days prior to the requested date of the program. Upon approval the group will receive a permit for use. Approved groups may not restrict public access to a County Park or facility in return for an entry fee, without prior approval of the Department. If approved, the sponsoring organization will be responsible for all direct expenses to be paid in full at least ten days after the program date.

7. Picnic Shelters - Shelters are available on a first come, first serve basis at no charge, unless the shelter has been specifically reserved. Reservations will be accepted on a first come, first serve basis beginning the first working day in February for the season which runs from April 1 through October 31 of each year. Call (540) 387-6078 to reserve a shelter. Reservations require payment of a rental fee. The Department of Parks and Recreation may assess additional fees for direct costs of services provided. Upon confirmation, a receipt and park reservation permit will be forwarded to the group's contact person. Refunds of reservation fees will not be provided; however, rescheduling is allowed. No shelters will be considered reserved until the application is processed and approved.

IV. Recreation Clubs Guidelines for Youth Sports

A. Recreation Club Overview - Roanoke County Parks, Recreation and Tourism sanctions community organizations to provide Roanoke County sponsored athletic leagues. These organizations are authorized to provide team sports for Roanoke County citizens in partnership with Parks, Recreation and Tourism and are responsible for managing their programs in accordance with the policies and guidelines outlined in this manual.

B. Forming New Recreation Clubs - The first step to request sanctioning is to meet with the Director of the department to discuss the scope of the request. The request shall include a complete description of the proposed program, number of participants anticipated, number and type of facilities requested, cost and how the program will be funded. Roanoke County Parks, Recreation and Tourism shall not sanction or approve the use of County resources or facilities by clubs or organizations, which will duplicate existing services already being provided by the Department, area recreation clubs, or the community. If a request is denied appeals shall be submitted to the Roanoke County Parks, Recreation and Tourism Advisory Commission.

C. Yearly Requirements of Recreation Clubs - In order for an organization to be sanctioned by Roanoke County it must meet the requirements listed below.

1. Insurance— All Recreation Clubs must provide annually a certificate of general liability insurance for \$1,000,000 listing the County of Roanoke Board of Supervisors as additionally insured. This policy should cover the actions of the organization's board of directors, coaches, volunteers, and officers.
2. Board and Bylaws – A copy of the organization's bylaws, current officer list and contact information must be provided to Roanoke County Parks, Recreation and Tourism.
3. Sanction Renewal - Each year by March 1st clubs and organizations shall present documentation verifying that their status or purpose has not changed from that given originally to obtain sanctioning. They shall provide copies of any documents that have changed, such as bylaws, constitution, certificates of insurance, and officers.

D. Responsibilities of Sanctioned Recreation Clubs

1. Policies and Procedures - Clubs must follow and enforce all policies and procedures outlined in the Community Use Manual.
2. Facility Use Permits – Sanctioned recreation club shall coordinate facility needs with Roanoke County Parks, Recreation and Tourism prior to each season through a special field use application process. This process will include

communicating the number and size of facilities requested based upon the anticipated number of teams, divisions and leagues that will be playing. This should be done no less than 60 working days prior to the date of use for seasonal team scheduling and no less than 10 working days for occasional use. Sanctioned youth athletic teams or recreation clubs will not be charged a participation fee by the Roanoke County Parks, Recreation, & Tourism Department for participation in league play. A facility use permit will be assigned for each sport during the authorized sport season.

3. Scheduling - In order to provide for maximum flexibility and to ensure the most efficient use of facilities, the Recreation Clubs are authorized to assign facilities in a manner that best meets the needs of their program. When disputes regarding scheduling arise, the Department has the ultimate authority to decide the scheduling of practice and game schedules.

4. Meetings - A club representative is required to attend all meetings needed to coordinate programs with Roanoke County Parks, Recreation and Tourism.

5. Change of Service Levels - Clubs shall request permission from Roanoke County Parks, Recreation and Tourism in writing at least 12 weeks in advance of the season to change service levels of the leagues, the club's organizational status, or increase services which have an impact on Roanoke County Parks, Recreation and Tourism's facilities and budget. If approved by the Department the club will be responsible for all operational expenses until such time as funding is received in the general fund budget. Roanoke County is not responsible for costs associated with unapproved changes.

6. Subleasing - No organization may sponsor or sub-lease a program or facility to any other organization.

7. Athletic Facility Concessions - permits to operate concession stands and product sales on Roanoke County property are awarded to County sanctioned Recreation Clubs at sites within the organization's accepted boundaries with the express purpose of allowing the clubs to generate income to support the leagues and make athletic facility improvements. The approved operators are responsible for operating within the accepted Health Department and Building Code restrictions, obtaining all necessary permits and liability insurance, and equipping the concession. The County covers the reasonable utility cost and general maintenance of the building for sanctioned youth athletic clubs, but does not manage or control the concession operations in any way nor is the county liable for the operation. Generally, groups requesting concession rights that they have held in prior years will be given priority consideration in award of the concession operation at that facility. When multiple clubs share the concession operation, they must split the expenses and profits equitably. Recreation Clubs can not hire or subcontract for concession vendors under this agreement without the approval of the Department.

8. Coach Selections - Recreation Clubs are responsible for the selection of all coaches. The process for coach selection should be fair and just.

9. Coaches Background Screening – The Head Coach and Head Assistant Coach are required to be screened through Roanoke County’s Criminal History Background Check.

10. Interlocking - Teams formed from residents outside the boundaries of Roanoke County may interlock with Roanoke County leagues under the following conditions if the Interlocking department/organization:

- Is supported by a local government.
- Will not impact facility or resource capacity.
- Request to interlock is received one month before the season starts.
- Provides a home field in their jurisdiction for home games.
- Covers all direct cost.

The Department reserves the right to deny interlocking if it is not in the best interest of the program and participants.

11. Special Use of Facilities – All activities which require the use of Roanoke County facilities that are not in the scope of regular season practice and play will be required to submit a Special Use Application.

12. Fees - Recreation Clubs may charge a participant registration fee to recover their costs for the program.

13. Signage – Recreation Clubs shall obtain all appropriate approval(s) and/or permit(s) and meet the established standards as required by the Roanoke County Park Ordinance and Roanoke County Planning and Zoning Sign Ordinance prior to any public display or advertising on Roanoke County property. Request for signage by recreation clubs on School board owned property would have to have approval by the Roanoke County School Board and Parks and Recreation. Specific guidelines can be found in Appendix. The purpose of this policy is to define standards that allow Roanoke County approved and sanctioned recreation clubs the opportunity to erect sponsorship banners or advertising signboards in public parks without impacting park aesthetics or visitations by the general public.

V. Athletic Program and Participation Standards

A. Eligibility

1. Age – The eligibility age for participation in youth sports shall be a minimum of 6 and a maximum of 18 years of age and enrolled in high school except for youth basketball which the minimum age is 7. The cut-off date to establish the age of the child is on or before September 30th of the current year. Roanoke County will honor an alternate cut-off date established by the sports sanctioning organizations if that date does not expand the age brackets or increase the age eligibility established by Roanoke County Parks, Recreation and Tourism.
2. Residency - Players on youth athletic teams sanctioned by the Department shall be Roanoke County residents. The official address used to determine residency is the current address of the child's legal guardian at the time of registration.

Non County Residents who attend a Roanoke County Public School may be eligible to participate with the Sanctioned Recreation that serves the school the child attends if the Recreation Club has space available and it does not conflict the requirements of their sanctioning organization. All non-county players will be required to purchase a non-resident participation pass annually through the Parks, Recreation and Tourism Department and can not begin practice or play until the permit has been approved and issued by the Department. Non-County Resident Participants must play with the Recreation Club that serves the school the child attends.

3. Recreation Club Boundary's– Participants must play with the Recreation Club that serves their legal residence. Recreation Club boundaries are determined by elementary school attendance zones and can be found below.

School	Football	Cheer	Soccer	Basketball	Baseball	Softball
Back Creek	CSRF	CSRF	VAFC	CSRF	*CSN or CSA	SCSL
Bent Mtn.	CSRF	CSRF	VAFC	CSRF	*CSN or CSA	SCSL
Burlington	NRRC	NRRC	NRRC	NRRC	NRRC	NRRC
Bonsack	VYB	VYB	VYB	VYB	VYB	VYB
Cave Spring	HVYSA	HVYSA	VAFC	HVYSA	*CSN or CSA	SCSL
Clearbrook	CSRF	CSRF	VAFC	CSRF	*CSN or CSA	SCSL
Fort Lewis	GYB	GYB	GYB	GYB	GYB	GYB
Glen Cove	NRRC	NRRC	NRRC	NRRC	NRRC	NRRC
Glenvar	GYB	GYB	GYB	GYB	GYB	GYB
Green Valley	HVYSA	HVYSA	VAFC	HVYSA	*CSN or CSA	SCSL
H. L. Horn	VYB	VYB	VYB	VYB	VYB	VYB
Mason's Cove	GYB	MCRC	MCRC	MCRC	MCRC	MCRC
Mt. Pleasant	VYB	MPRC	MPRC	MPRC	MPRC	MPRC
Mtn View	NRRC	NRRC	NRRC	NRRC	NRRC	NRRC
Oak Grove	HVYSA	HVYSA	VAFC	HVYSA	*CSN or CSA	SCSL
Penn Forest	CSRF	CSRF	VAFC	CSRF	*CSN or CSA	SCSL

W.E. Cundiff	VYB	VYB	VYB	VYB	VYB	VYB
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**CSN and CSA boundaries are based on geographic boundaries and can be found by contacting the club.*

Cave Spring Recreation Foundation (CSR富)	Cave Spring American Little League (CSA)
Cave Spring National Little League (CSN)	Glenvar Youth Booster Club (GYB)
Mason Cove Recreation Club (MCRC)	Mount Pleasant Recreation Club (MPRC)
North Roanoke Recreation Club (NRRC)	Valley Athletic Football Club (VAFC)
Vinton Youth Booster Club (VYB)	Hidden Valley Youth Sports (HVYSA)
South County Softball League (SCSL)	

Boundary Line Exceptions - Youth sports participants must play for their home Recreation Club unless they meet one of the criteria listed below. The exceptions not listed in this policy will be dealt with on an individual basis with the best interest of the County's program. Any participant found to be playing in an incorrect boundary will be subject to disciplinary action which may include removal of participant from program.

a. The home club does not sponsor a specific sport (Major, minor, A and B leagues are not considered separate sports). In this case the player will be required to register with the club that serves the County High School the child should attend based on their official address at the time of registration. If the participant's home club and the club that serves their High School do not offer the sport, the player will be considered a free agent and be allowed to play with any of Roanoke County's Recreation Clubs. If a participant plays in an out-of-boundary club for a sport, they may stay in that club until they age out of that sport, or choose to go back to the home club if that sport is offered in the future. If the participant chooses to go back they must stay with that club until they age out of the program. If the participant skips a year in the out-of-boundary club, they must return to their home club if the sport is now available. Recreation Clubs in other areas may choose not to take players if it conflicts with their bylaws or space is not available. The player will be required to return to their home club for sports that are offered.

b. The home club does not have enough players to form a team (Major, minor, A and B leagues are not considered separate teams). The players who have registered with the home club will be required to play with the club that serves the High School the child should attend based on their official address at the time of registration. If the participant's home club and the club that serves their County High School do not have enough players to form a team, the player will be considered a free agent and be allowed to play with any of Roanoke County's Recreation Clubs. If a participant plays for an out-of-boundary team for a sport their home club does have sufficient numbers for, they may stay in that club until they age out of that sport, or choose to go back to the home club if that sport is

offered in the future. If the participant chooses to go back they must stay with that club until they age out of the program. If the participant skips a year in the out-of-boundary club, they must return to their home club if the sport is now available. Recreation Clubs in other areas may choose not to take players if it conflicts with their bylaws or space is not available.

c. A participant moves out of the County or boundary after registration. The participant may continue to play on that team for that season only. They will then need to sign up with the locality or club that serves their new address for all future sports. *Participants who were registered on teams prior to the original adoption of this policy (August 2002) will be allowed to age out with the club in all sports he/she previously played. If the participant skips a year in the out-of-boundary club, they must then go to the new club if the sport is available.*

d. A county resident attends a school located in Roanoke County that does not serve their legal residence. The participant has the choice to play for either their home club or the club(s) that serves the school the participant attends. Once a participant chooses a club, they must do so for all sports offered by the Club. If the participant chooses to go back to his home club, they must stay with that club until they age out of the program. Recreation Clubs may choose not to take participants from outside their established boundaries if it conflicts with their sanctioning requirements. Example: Little League or Dixie Baseball

4. Multi Sport Participation - No participant may participate in more than one Parks, Recreation and Tourism sanctioned sport in the same season.

B. Adult Athletic Eligibility Guidelines

1. Ages- The eligibility age for participation in adult sports shall be a minimum of 16 years of age for softball and 18 for basketball.

2. Residency - There will be open registration for adult athletic teams; however, if resources become limited, priority will be given to Roanoke County residents and County-based industrial teams.

3. Fees - Sanctioned adult athletic teams will pay a participation fee, established by Roanoke County Parks, Recreation, and Tourism. All fees are to be submitted with a team roster. Each team will then be provided with a schedule for their practices and games. This schedule serves as the permit authorizing them to use the facility.

C. Athletic Program Standards and Guidelines – The following guidelines are not meant to limit participation, but simply establish the basic level of service the County will strive to provide to citizens of Roanoke County.

1. Sport Seasons - Roanoke County sanctions the following sports to play in the following regular seasons only.

Sport	Season	Dates
Baseball	Spring/Summer	1 st Week in April through June
Softball	Spring/Summer	1 st Week in April through June
Adult Softball	Spring/Summer	1 st Week in April through June
Soccer	Fall	1 st Week in August through October
Football	Fall	1 st Week in August through October
Cheerleading	Fall	1 st Week in August through October
Adult Fall Softball	Fall	1 st Week in August through October
Basketball	Winter	Mid November through March
Adult Basketball	Winter	Mid November through Mid March

2. Team Formation

a. Registration – Recreation Clubs are responsible for certifying the eligibility of all players who register with the club.

i. Youth Registration dates for teams shall fall within the following ranges. Any participant who wishes to register must be taken during this time. Recreation Clubs are highly encouraged to register players up through the game season.

Baseball	January 1 st – March 15 th
Softball	January 1 st – March 15 th
Soccer	May 1 st – July 15 th
Football	May 1 st – July 15 th
Cheerleading	May 1 st – July 15 th
Basketball	September 1 st – November 1 st

ii. Adult Registration - All registration will be taken online and registration will not be completed until entry fees are received. Registration is on a first come first serve basis

Adult Softball	March
Adult Fall Softball	July
Adult Basketball	Late November / Early December

b. Rosters – All Recreation Clubs and teams are to submit verified team rosters which include names, addresses, phone number, date of birth of participants, and the school they attend. The roster shall also include the full name, home address, email address, and telephone number of the coach. All rosters must be submitted to the Department 10 days prior to the first scheduled practice. Recreation Clubs or teams whose rosters are not submitted to the Department 10 days prior to their first practice will not be allowed to start until rosters have been received and verified by Roanoke County.

i. Youth rosters shall be submitted to Roanoke County prior to:

Baseball	March 20 th
Softball	March 20 th
Soccer	July 20 th
Football	July 20 th
Cheerleading	July 20 th
Basketball	November 7 th

ii. Youth rosters shall be within the following ranges:

Baseball	12 – 15 per team
Softball	12 – 15 per team
Soccer	12 – 22 per team
Football	16 – 32 per team
Basketball	10 – 12 per team
Cheerleading	6 per team minimum

iii. Adult Rosters shall be submitted to Roanoke County prior to the first scheduled game or practice.

iv. Adult rosters shall be within the following ranges:

Adult Softball	11 – 20 per team
Adult Fall Softball	11 – 20 per team
Adult Basketball	10 – 20 per teams

c. Drafting - Any Recreation Club with more than one team in an age group must draft teams. Recreation Clubs whose sports are sanctioned by an outside organization may use their sanctioning organizations draft procedures if approved by the Department prior to the season. Recreation Clubs who have created their own draft procedures must have the procedures approved and on file with the Department prior to drafting. A non-participatory Recreation Club President or Board Member will be required to conduct all players' drafts. Once the draft is concluded and all teams are formed, there will be no trades made between teams. If any transportation or hardships arise, only the Recreation Club President may move players to a different team. This information should be shared the Recreation Club's Board and the Department.

i. Draft may not take place prior to these dates.

Baseball	March 15 th
Softball	March 15 th
Soccer	July 15 th
Football	July 15 th
Cheerleading	July 15 th
Basketball	November 1 st

d. Scheduling Allowances: When participation demand exceeds supply and resources, Roanoke County Parks, Recreation, and Tourism will establish a limit on participation by implementing one or more of the following alternatives:

- Priority will be given to Roanoke County residents.
- Team sizes shall be increased to necessary levels.
- Activities shall be scheduled on Sundays as needed.
- Teams shall share facilities during practices.
- The sport season shall be lengthened or reduced as needed.
- The number of games per team shall be reduced.
- The minimum number of practices per team reduced.
- Reduce the requirements in the all-play rule.
- Limit the number of teams per league or division.
- Limit the number of participants per club.

3. Practice Guidelines -

a. Start Dates - Practices may not start until the following dates

Baseball	April 1 st
Softball	April 1 st
Soccer	August 1 st
Football	August 1 st
Cheerleading	August 1 st
Basketball	Mid November (Date TBD by County)
Adult Softball	August 1 st
Adult Fall Softball	(Date TBD by County)
Adult Basketball	(Date TBD by County)

b. Participation Guidelines: For facility planning purposes and as part of the basic level of service to be provided the community for their general tax dollars, Roanoke County has established minimum participation guidelines for youth sports. The following are the recommended minimum participation guidelines:

Indoor Leagues

Youth Basketball, Ages 7 & 8:

During practice season - one 1-hour practice slot weekly.

During game season - one 1-hour practice slot per week per team and one (1-hr.) game per week.

Of teams per facility for practices - elementary school gyms will handle one team during practice; middle, junior and high school gyms will handle two teams during practice.

Youth Basketball, Ages 9 to 18:

1. 5-hour practice slots

During practice season - one practice slot per week per team.

During game season - one practice slot per week per team and one (1 hr.) game per week.

Of teams per facility for practices - elementary school gyms will handle one team during practice; middle, junior and high school gyms will handle two teams during practice.

Outdoor Leagues

Youth Soccer, Ages 6 to 18:

1. 5-hour practice slots

During practice season - two practice slots per week per team with instructional and division 1 teams practicing with two or more teams per field or designated open space.

During game season - one (1 hr.) game slot per week and one (1-hr.) practice slot per week with instructional and division 1 teams practicing with two or more teams per field

Youth Football, Ages 6 to 13:

During practice season or after school starts - three 2-hour practice slots per week per team with peewee teams practicing with two or more teams per field or designated open space.

During game season or after school starts - No team shall practice & play more than 3 times per week. Peewee teams shall practice with 2 or more teams per field.

Youth Baseball/Softball, Ages 6 to 18:

1.5-hour practice slots for ages 8 & under and two hours for all older age groups

During practice season - two slots per team per week

During game season - one practice slot and two (2 hr.) game slots per team per week

c. Maximum amount of play per week- Each sport is limited to three (3) two (2) hour sessions of play per week. Sessions include games, practices, team functions, and meetings. The week runs Sunday through Saturday. When Roanoke County schools are not in session, teams may practice or play one (1) additional session during the week.

d. Fair and Equitable Scheduling- Each club must ensure that schedules are developed that are fair and protect the health and welfare of the child. Practices and games should end by 10:00 pm on school nights and consideration should be given to school based educational conflicts.

4. Game Guidelines

a. Number of games- The minimum/maximum number of games per team will fall within the following ranges depending on the number of teams, facilities available and financial support. The Department reserves the right to form divisions as necessary due to the number of teams. Divisions may change from year to year. Recreation Clubs doing their own schedules must have their schedules approved prior to the start of games.

Baseball/Softball	15 – 18 games
Basketball	10 – 12 games
Football	8 – 10 games
Soccer	10 – 12 games
Adult Softball	14 – 18 games
Adult Fall Softball	10 – 14 games
Adult Basketball	8 to 10 games

b. All play rule - Roanoke County requires youth teams to follow the all-play rule published in the rules and regulations for each sport. Penalties for not complying will be stated in the rules.

c. Maximum amount of play per week - Each sport is limited to three (3) two (2) hour sessions of play per week. Sessions include games, practices, team functions, and meetings. The week runs Sunday through Saturday. When Roanoke County schools are not in session, teams may practice one (1) additional time during the week.

d. Rules and Regulations – Recreation Clubs must enforce the rules and regulation set forth for each sport.

e. Schedule Request – Special request for team schedules will only be considered that relate to school education conflicts.

f. Cancellations - In the best interest of public safety and protection of public property, scheduled activities may be canceled by the Department. Whenever possible the Athletics Division will update cancellation announcements both online and on the Youth Athletics Cancellation Line 540-387-6455 x6.

i. Inclement Weather Policy - In the event adverse weather conditions develop while an activity is in progress and a representative from Roanoke County Parks, Recreation, and Tourism is not present, it is the responsibility of the league representative, coach, teacher, or the scheduled official to determine whether or not conditions that exist will endanger the safety of the participants and whether or not the activity will have a serious adverse effect on field conditions. If a league fails to cancel field use during inclement weather and such use causes extensive field damage, the league will be responsible for any repair costs.

a. Lightning Policy - If thunder is heard, be aware and keep a look out for lightning. If thunder is heard and lightning is seen, all players and spectators shall be moved to a sheltered area or to their cars. Wait at least 20 minutes from the last streak of lightning to resume play or practice.

5. Out of Season Programs – are any programs not played during its assigned sport season. Recreation Clubs are allowed to hold a six (6) week instructional program during the off-season if field space is available. Recreation Clubs are responsible for any direct cost associated with the program. No standings or formalized games will be played during this time.

6. Pre/Post Season Tournaments - Roanoke County does not sanction pre or post season tournaments. However, the use of a facility may be obtained by applying for a special use application and paying for direct cost if field space is available. Travel Assistance may be applied for national tournaments.

7. Field Lights - Clubs may use athletic facility lights for scheduled team practices and games only. Unscheduled use of lights by individuals, coaches, volunteers, or officials is not authorized. For the first offense the recreation club or individual will be charged for each hour the lights were on. For a second offense, access to the light controls will be removed from the individual/s. For the third offense, the club, organization, or individual will be billed for each hour the lights were on and for the cost of securing the light controls and re-keying the locks. For athletic fields equipped with lights, the club representative scheduled to use the facility for team practice is responsible for the turning on and off the lights. For

scheduled game use of fields the home team coach is responsible. The lead official will also confirm that the lights are turned off within 15 minutes of game closing. Lights must be turned off no later than 11:00 p.m. and turned on no earlier than 30 minutes prior to sunset. The utility cost of lights left on after 11:00 p.m. will be charged to the clubs scheduled to use the facility on that occasion on a per hour basis from 11:00 p.m. until turned off. Lights should not be turned on until 1/2 hour before sunset. Clubs turning lights on early will be charged for each hour the lights were on before 1/2 hour before sunset.

8. Violation of Community Use Standards and Policy - It is the goal of the department to provide a fun, safe, positive and supportive atmosphere for all players, coaches and spectators. The Department has taken a proactive stance in dealing with unsportsmanlike acts and conduct and defined the responsibilities of each party listed the appendix. Anyone found not following these guidelines may face punishment including suspension from all of Roanoke County's programs.

a. Youth Athletic Appeals Committee - Roanoke County has created an appeals process for any participant, spectator or coach who is suspended for more than 5 games. The Appeals Committee is made up of a minimum of three (3) to a maximum of five (5) Recreation Club Presidents who will make a recommendation to the Department Director regarding the suspension.

b. Recreation Club Appeals Committee - Roanoke County has created an appeals process for any Recreation Club that is reprimanded or found in violation of any of Roanoke County's Policies and Procedures. The Appeals Committee is made up of a minimum of three (3) to a maximum of five (5) Recreation Advisory Commission members who will make a recommendation to the Department Director regarding the punishment.

VI. Basic Level of Service - The Department will provide the following basic levels of service for facilities:

A. Recreation Division Services (subject to yearly budget allocations) Services requested above this level can be purchased and will include material and staff costs.

1. Schedule the use of County Park and School fields, gymnasiums, classrooms, and lease properties with the cooperation of representatives of user groups.
2. Act as liaison between school administrators and the community for use of school facilities. The Supervisors of Youth and Adult Athletics, Special Events, or other designated Parks and Recreation Department staff shall obtain all requests for school facilities. No citizen or club is authorized to obtain a permit in the name of or on behalf of Roanoke County Parks, Recreation, & Tourism sponsored activities or leagues.
3. Provide maintenance schedules of County Park and School facilities.
4. Issue a permit no later than one week prior to season start-up.
5. Department staff will check facilities periodically to insure groups are participating at the correct location, identifying those areas, which are not being utilized, and assisting the groups scheduled with their day-to-day problems such as field conflicts, parking, etc.
6. Provide each league a copy of the Community Use Manual.
7. Together with the league volunteers, develop seasonal sports league information, rules, programs, and long range planning. Review distribution of facilities and resources at the beginning of each fiscal year to establish service levels for the year.
8. Hire, provide orientation, schedule, and/or contract for and pay the cost of sports officials for basketball, soccer and football; umpires for baseball/softball; and facility supervisors, scorekeepers, and custodians as needed. The Department of Parks and Recreation will establish pay rates and the number of officials to be provided for each game.
9. Purchase and provide scorebooks for the official scorekeepers for basketball and blood borne pathogens clean up kits for gymnasiums.
10. For school facilities used during the regular season of sanctioned play the Recreation Division will handle the following:
 - a. Schedule the facility
 - b. Schedule and pay for building supervision
 - c. Schedule and pay for custodial cleanup

11. Youth Athletic Section staff will develop game schedules for basketball, soccer, and football. Practice schedules for basketball, soccer, and football will be developed by the Recreation Club and submitted to Roanoke County Parks, Recreation, and Tourism for review, approval, and a permit to schedule use of the facilities.
12. Practice and game schedules for baseball and softball will be developed by the Recreation Club and submitted to Roanoke County Parks, Recreation, and Tourism for review, approval, and to secure a permit for facility use.
13. Adult Athletic Section staff will develop game schedules for basketball, football, and softball. Practice schedules will be developed for softball only.

B. Parks Division Services (subject to annual allocations): The Parks Division will provide the following basic level of maintenance and support service. Services requested above this level can be purchased and will include material and staff costs. Basic maintenance services at outdoor parks include:

1. Baseball/softball fields for regular season play and practice:
 - Appropriate seasonal ball field preparation.
 - Mowing of grass at least once per week as needed.
 - Infield prep and dragging once weekly in April; twice a week in May and June.
 - Trash canister pickup.
 - Installation of bases and up to two pitcher's plates per field.
 - Maintenance and repair of fencing and backstops for normal wear and tear.
 - Outfield markings at least once per week from April through June.
 - Infield lines put down each game day.
 - Maintenance, repair, and utility costs of field lighting during the standard season.
 - Dragging of infields for end-of-season tournaments. No infield lines will be provided.
2. Soccer/football fields for regular season play and practice:
 - Appropriate seasonal field preparation.
 - Mowing of grass at least once per week as needed.
 - Trash canister pickup.
 - Field marking once per week.
 - Maintenance, repair, and utility costs of field lighting during the standard season.
 - Standard goals at park sites.

3. Picnic Pavilions:

- Mowing of grass at least once per week as needed.
- Trash canister pickup.
- Sweep shelter as needed.
- Maintenance and repair of pavilions, tables, grills, and trash receptacles.
- Restrooms cleaned and serviced daily.

4. Equestrian Center:

- New gate lock and combination for members each year.

5. For School Facilities: To be negotiated annually with the Roanoke County School Administration.