

# 2021



**Office Hours:**

Monday through Friday 8:00 am – 5:00 pm

**Gymnasium and Fitness Room Hours:**

Monday through Thursday 6:00 am – 8:00 pm

Friday 6:00 am – 6:00 pm

Saturday 8:00 am – 2:00 pm

Sunday Closed

## Sports & Facility Manual

Adopted: May 12, 2021  
Amended: July 14, 2021

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All sports are organized and played under Community Center District No. 3, Ward 7 Recreation Center's administration and are considered recreational and are not affiliated with any outside organization. The rules, regulations, and guidelines that W7R adopts and operates under are recreational rules and are solely under the authority of the Ward 7 Recreation Center Board of Commissioners. At times, W7R will utilize certain rulebooks published by independent sports organizations (i.e., Dixie Youth/Little Dribblers) that are subject to modification by W7R.

## I. SPORTS LEAGUE RULES

1. Acts of poor sportsmanship and misconduct on the part of players or coaches will not be tolerated. They will be ejected from the game and must leave the facility immediately or a forfeit will be declared. Parents or fans of a team who heckle or use abusive language toward umpires, game officials, opposing players, or other fans will cause the coach of the team at fault to be warned so that he/she can adequately warn the parents or fans. **Ejected participants must promptly leave all park properties and under no circumstances will they be allowed to return that day.**
2. All participants must play in their own age group unless approved by a director to 'age up'. See individual sport rules to determine age classification.
3. A player who is practicing or playing with a school team, after the deadline established by W7R for the individual sport, is considered ineligible for participation in the recreation program for that season. This rule applies to sports in which the recreation season and school season run concurrently. Only recreation organized teams can play in a recreation league.
4. Each recreation activity has a "Must Play Rule" which specifies the minimum amount of playing time for all participants. If a player will not be used in a game due to disciplinary action or injury/illness, the coach must notify the scorekeeper at the time the team roster is turned in. That player will not be allowed to enter that game any time after said notification. If a team violates this rule, it will forfeit each game in which a violation occurs, and the offending coach will face disciplinary action.
5. A player may only be added to a team roster by Ward 7 Recreation Center office. Players who register after the registration period are not guaranteed a chance to play. Specific requests for a certain coach will not be guaranteed. All players must register through W7R.
6. W7R will schedule each team to play up to two games per week, whenever possible. Each team will be scheduled for an equal number of games over the course of the season. All scheduling will be done by W7R office. This includes practice schedules, scrimmages, and game schedules.
7. Ward 7 Recreation Center will make every effort to reschedule games cancelled due to weather. Attempts are made to avoid holidays and school activities, but it is impossible to assure there will not be some conflict with other activities within the community. There is no guarantee that a game will be rescheduled when cancelled by anyone other than W7R.
8. W7R Office will handle all complaints regarding coaches, parents, spectators, facilities, workers, etc. in a timely manner. Ward 7 Recreation Center does not act on verbal complaints. Complaints must be emailed or filed in written format. Complaints will be addressed with the person involved although the person complaining can remain anonymous. If W7R rules or guidelines are broken, the director has the authority to decide how to handle the matter if it is not specified in this manual.
9. No tobacco products are allowed inside any building, on fields, bleachers, sidelines, or dugouts. A designated smoking area is available away from players and spectators.

10. W7R does not provide health insurance coverage to participants or users of its facilities.
11. All participants and visitors are responsible for maintaining the condition of any & all facilities they are assigned to use and shall only use facilities for their intended purpose.
12. Ward 7 Recreation Center reserves the right to adjust any sports, any leagues, all rules & regulations, coaches, and team rosters as needed for the benefit of the program.
13. An ineligible player is one who has not turned in his or her registration form, fees, playing in the wrong age division, and/or illegally drafted. If an ineligible player is caught participating in a game, said game will be forfeited with NO MAKE-UP GAME and WIN WILL BE GIVEN TO OPPOSING TEAM.
14. For most seasons, first place trophies will be provided to the winning team of each division. Medals will be provided to younger divisions, where score is not kept.

## II. COACHES/MANAGERS

1. Coaches will be assigned to teams by Ward 7 Recreation based on criteria listed in Section II:A if applicant does not have any disqualifying offenses listed in Section II:B; and pending team availability. If leagues are combined for any reason, W7R reserves the right to choose coaches based on previous listed qualifications.
2. For an applicant to be eligible for assignment to a team, they must have a valid application on file with Ward 7 Recreation Center.
3. Coaches are responsible for maintaining the condition of and returning all equipment issued to them for the team they have been assigned to coach at the end of that season. Coaches will be required to sign equipment in and out with proper inventory. Equipment should be returned no later than 30 days after the end of the season. Failure to do so will result in criminal charges and loss of coaching privileges.

Ward 7 Recreation Directors will make the final decision as to who will be declared a qualified applicant.

### A. **Qualifications of Coaches:** To qualify as a head coach, applicants will be judged on:

1. Experience coaching in youth sports.
2. Sportsmanship exhibited as a coach, fan, and player.
3. Prior complaints filed against the applicant; if any.
4. Attendance at coaching clinics or meetings.
5. Residency.
6. Ability to pass background check.
7. Child/Children in league.
8. Other applicable criteria.

### B. **Disqualifying Offenses:**

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following offenses:

1. **All Sex Offenses** – Regardless of the amount of time since offense.  
*Examples: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*
2. **All Felony Violence** – Regardless of the amount of time since offense.  
*Examples: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.*
3. **All Misdemeanor Violence** – Within the past ten (10) years.

*Examples: simple assault, battery, domestic violence, hit & run, etc.*

4. **Any Other Misdemeanor** – Within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

*Examples: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling money, etc.*

Persons who have been charged for any disqualifying offense or for cases pending in court shall be restricted from volunteering or working until the case is brought to resolution or the charges are dropped.

Failure to follow rules and guidelines set forth by W7R regarding sports, facilities, and coaches may disqualify a person from being assigned a team in the future.

### **C. Guidelines for Coaches:**

1. Promote the welfare of all participants in the program. Demonstrate good sportsmanship and treat players fairly.
2. Exercise patience, tolerance, and self-control in relations with players, other coaches, game officials, and parents.
3. Head Coach and Asst. Coach only; allowed in playing area. Provide a safe environment to ensure player safety. Be sure that an authorized adult picks up every child.
4. Instill in players the proper respect for opponents & game officials. Do not allow them to direct personal remarks or insulting remarks to opponents or officials.
5. Know the rules. Do not purposely violate rules and regulations.
6. Do not tolerate actions by players who are physically dangerous to opponents.
7. Remain in designated areas during games.
8. Recreation Board frowns on any behavior of adult leaders who do not have the players best interest at heart.
9. Do not use profanity or alcohol at practice or games in which youth are involved.
10. Do not forcefully put a hand on any player during practices or games.
11. Do not yell at or disrespect an official or another coach during a game.
12. Organize practices to train fundamentals appropriate to that age group.
13. Ensure that all players meet the minimum “Must Play Rule” time limits.
14. Players cannot be chastised for missing games or practice due to religious functions, school functions, or death in their family.

## **III. DRAFT PROCEDURE**

As a recreational facility, our primary objective is to ensure all players, parents, and coaches have an enjoyable experience and wish to return to play again in the following year. We firmly believe that maintaining competitive parity among all teams in each division is essential to this objective. Within each age group there is a wide range in skills, talents, and emotional maturity. W7R strives to ensure that teams are of equal capacity. The following paragraphs describe Ward 7 Recreation Center’s Player Draft Policy & Procedure that are used to ensure that (to the best of our ability) available talent is equally distributed among teams in each division.

### **A. Player Evaluations:**

The first step in equal distribution of talent is to estimate the skill level of each player. For this purpose, each division (except wee ball) will hold an evaluation session where each player will go through a series of basic drills. All coaches will be invited to attend evaluations, this will be known as the draft. W7R directors or appointees will be present and oversee these drills.

## **B. Team Selection Policies:**

1. Only assigned managers will be allowed at the draft and take part in the evaluations.
2. Assistant Coaches will not be named until after the draft. You cannot freeze a player on account of the parent assisting coaching.
3. A snake draft will be in place. Meaning each round will go in reverse sequential order. Coaches will draw numbers to determine the order of the picks. A coach's child will be picked up in the 3<sup>rd</sup> round.
4. If there will be the same number of teams as the previous year with a similar number of returners in a division, W7R Director can decide to allow the returners to stay on the previous year's team. However, the director can choose to redraft all players if the teams were uneven in talent the previous year and the returners will ensure the division talent will not be equally distributed for that season. If a team is added to the division, all players will be redrafted.
5. After the 2<sup>nd</sup> round pick, there will be a bonus pick for any team with less players due to last year's returning players. This will continue after each round until all teams have an equal number of players.
6. W7R will place siblings on the same team if they are in the same age group and W7R has knowledge of the relationship. Please make notes of any children in the same household on registration forms.
7. Requests that a player not play for a certain coach are subject to approval by the Recreation Center and must be submitted in writing with an explanation of good cause **prior** to the date of the draft.
8. W7R cannot guarantee accommodations for transportation requests.
9. In Co-ed divisions, each team shall include a comparable number of girls and boys with each team in the division.
10. Rosters are set and cannot be changed, unless deemed necessary by W7R Directors.
11. Any problems that arise, not covered in these procedures, will be resolved at the discretion of the Director.

## **IV. BASKETBALL RULES**

### **A. GAME PLAY**

Vinton Little Dribblers is a developmental league. Please make sure to remember it is about the kids. Our primary goal is not to win a game but to help improve and build skills. Vinton Little Dribblers is designed to allow all skill levels to play at a recreational level. All teams should be focused on skill development and not the score. Three things to focus on are listed below.

1. **Teamwork:** Please focus on working as a team and learning the fundamentals.
2. **Positions:** All players should have the opportunity to play all positions.
3. **Must Play Rule:** All players should play a full quarter from **start to finish**. If player comes out of the game for any reason, that quarter does not satisfy the "*Must Play Rule*".

### **B. RULES AND REGULATIONS**

Rules are played according to Louisiana High School Athletic Association unless changes are denoted in the Vinton Little Dribblers Rules.

Exceptions to the LHSAA Rules:

1. All designated players at game must play at least (1) complete quarter. A QUARTER IS DEFINED AS FROM THE BEGINNING OF QUARTER TO THE END OF QUARTER. Exceptions: If injury or

sickness denies them to return, their quarter will be fulfilled. Coaches must notify the score table of any player not able to return to finish their quarter.

2. The age of a player is determined by January 1<sup>st</sup> of the current calendar year, unless specified differently.
3. If a team is short of 5 players, a player may sub in from the younger age group to meet the minimum number of players required.
4. All divisions will have four (4) sixty second timeouts allowed per game. One (1) timeout per overtime period.
5. No profanity will be allowed by coaches, players, officials, or anyone else at Vinton Little Dribblers functions. Persons found to be in violation of this will be removed from the gym for that day and placed on probation for one year to date. Please refer to your copy of Rules and Responsibilities for Players, Parents, & Coaches.
6. The Ward 7 Recreation Director shall have the power to suspend any official, manager, coach, spectator, player, sponsor, team, or league violating any rules or regulations set forth by the Vinton Little Dribblers Rules. Any violation of rules and regulations may be subject to the official review by the Ward 7 Recreation Community Center Board of Commissioners.
7. Vinton Little Dribblers prohibits any physical and/or verbal abuse of a player. Any coach, player, official, spectator, or anyone else found to be doing so will be removed from the gym for that day and placed on probation for one year to date.
8. TWENTY POINT RULE: Any team that has a twenty (20) point lead cannot use a full court press. This applies to ALL AGE DIVISIONS at any time during the game.
9. High school students can assist with coaching any team. It is mandatory that an adult be listed as head coach and be present during practices and games.
10. Shirts must be tucked into shorts. Shorts must be worn waist high.
11. No jewelry is to be worn during games such as necklaces, rings, earrings, watches, bracelets, etc.
12. Defense in the backcourt is prohibited for 6U Co-ed, 8U boys and girls.
13. If a player is ejected out of the game, that player will also sit out the following game.
14. If leagues must be combined, the older division's rules will be followed.

**i. 6U DIVISION (5-6 YEARS)**

- a. Five or six as of January 1<sup>st</sup> of the current calendar year.
- b. The height of the basket will be approximately 8 ft 6 in.
- c. The youth basketball will be used for this division. (27")
- d. There will be no forfeits. The game will be played five on five, but if one team only has four players, the game will run four on four.
- e. All players must play (2) full quarters; this is specific to this age group. A quarter is defined as start to finish.
- f. Five-minute quarters with a running clock except for timeouts.
- g. No score will be kept.
- h. The game will start with the home team inbound the ball at half court.
- i. One coach from each team will be allowed on the court during play to instruct players.
- j. There will be no lane violations called and no individual fouls counted. Fouls will be enforced without free throws. Please teach the kids not to reach in.
- k. All fouls will result in an inbound pass at half court. No free throws.
- l. No screens. Setting screens in this age group is considered an illegal play.
- m. Defense is man to man only, no zone or double teaming. No slapping or reaching in at the ball.
- n. Possession will alternate each quarter or jump ball.
- o. Players should be taught not to run with the ball; dribbling should be emphasized.
- p. Defense in the back court is prohibited.



**ii. 8U DIVISION (7-8 YEARS)**

- a. The official girls' basketball will be used for this division. (28.5")
- b. Seven or eight as of January 1<sup>st</sup> of the current calendar year.
- c. Five-minute quarters with 2-minute overtime, only one overtime per game.
- d. Time limit for a no-show is 10 minutes unless the team has notified the Recreation Center and the coach of the other team.
- e. Teams with less than 5 players to show up for a game will be required to forfeit, but the game can be played out in a 4 vs 4 format.
- f. No pressing allowed at all.
- g. Players must play man to man defense. No double/triple teaming.
- h. Defense in the back court is prohibited.
- i. No three-point shots allowed.
- j. Player is allowed 5 seconds in the lane.
- k. All players must play (2) full quarters; this is specific to this age group. A quarter is defined as start to finish.
- l. The height of the basket shall be 8'6" from the floor.

**iii. JUNIOR DIVISION (9-10 YEARS)**

- a. The official girls' basketball shall be used for girls in this division. (28.5") The official size basketball will be used for the boys in this division. (29.5")
- b. Nine or ten as of January 1<sup>st</sup> of the current calendar year.
- c. Defense in the backcourt is prohibited except during the FOURTH quarter of the game. This rule shall be interpreted to allow a "free" outlet pass starting a fast break. Example: the defensive team in the backcourt cannot intercept a pass in the first 3 quarters.
- d. Player is allowed only 5 seconds in the lane.
- e. Free throw line shall be 13'6" from the plane of the face of the backboard.
- f. The basket shall be 8'6" from the floor.
- g. Three-point shot is not allowed.
- h. Five-minute quarters and two-minute overtime periods.

**iv. MAJOR DIVISION (11-12 YEARS)**

- a. Eleven or twelve as of January 1<sup>st</sup> of the current calendar year.
- b. Free throw line shall be 13'6" from the plane of the face of the backboard.
- c. The official girls' basketball shall be used for girls in this division. (28.5") The official size basketball will be used for the boys in this division. (29.5")
- d. Five-minute quarters and two-minute overtime periods.

**v. SENIOR DIVISION (13-14 YEARS)**

- a. Thirteen or fourteen as of January 1<sup>st</sup> of the current calendar year.
- b. The official girls' basketball shall be used for girls in this division. (28.5") The official size basketball will be used for the boys in this division. (29.5")
- c. Six-minute quarters and three-minute overtime periods.

**V. BASEBALL/ SOFTBALL RULES**

Ward 7 Recreation Center franchises with Dixie Youth, Dixie Softball, & Dixie Boys for its spring baseball/softball season. Rulebooks can be found online if not provided to coaches at the pre-season meeting.

1. Local League Options are chosen from the rulebook for each division and presented to coaches at the pre-season meeting.

2. Baseball playing age is determined as of May 1<sup>st</sup> of the current calendar year. The age divisions for **YOUTH**

<b>League</b>	<b>Age</b>	<b>League</b>	<b>Age</b>
<b>Wee Ball</b>	3 and 4	<b>AAA Division</b>	9 and 10
<b>Tee Ball – A Division</b>	5 and 6	<b>Majors</b>	11 and 12
<b>AA Division</b>	7 and 8	<b>Boys</b>	13 and 14

**BASEBALL** are:

3. Softball playing age is determined as of August 1<sup>st</sup> of the current calendar year. The age divisions for **YOUTH SOFTBALL** are:

<b>League</b>	<b>Age</b>	<b>League</b>	<b>Age</b>
<b>Wee Ball</b>	3 and 4	<b>Angels</b>	9 and 10
<b>Tee Ball – Sweeties</b>	5 and 6	<b>Ponytails</b>	11 and 12
<b>Darlings</b>	7 and 8	<b>Belles</b>	13 through 15

4. All leagues have **TIME LIMITS** for regular season games.

<b>League</b>	<b>Time Limits</b>
<b>Wee Ball</b>	2 innings
<b>Tee Ball, A, Sweeties</b>	0:45 hr.
<b>8U</b>	1:10 hr.
<b>10U</b>	1:15 hr.
<b>12U</b>	1:20 hr.
<b>15U</b>	Girls – 1:30 hr. Boys – 2:00 hr. or 7 innings

## **VI. YOUTH SOCCER RULES**

1. Players must be in Kindergarten or age 5 before August 1<sup>st</sup> and cannot be 13 before August 1<sup>st</sup> of the current year.
2. Every player must be allowed to play in every game scheduled. Failure to comply will result in a forfeit.
3. Teams can start with a minimum of 7 players and no more than 11 players. Agreement should be

made between coaches on number of starters before the game begins.

4. A tie will be counted as a half win-half loss. A playoff game will be scheduled at the end of the season to determine 1<sup>st</sup> place, if necessary.
5. Time limits for games are as follows:

<b>Age</b>	<b>Time Limit</b>
5 Year Olds	15 Minute Halves
6 to 8 Year Olds	20 Minute Halves
9 to 12 Year Olds	25 Minute Halves

### **A. RULES OF THE GAME**

#### **1. SUBSTITUTION:**

- a. Prior to throw in, your favor.
- b. Prior to goal kick, by either team
- c. After a goal, by either team
- d. After an injury, by either team
- e. At half time

Referee will allow time for substitutes to enter field before ball is in play.

#### **2. EQUIPMENT:**

- a. Footwear- tennis shoes or soft rubber cleats only
- b. Shin Guards- Mandatory for practice and games

#### **3. GAMES:**

- a. Opponent must be 6 yards from the center mark while kick off is in progress.
- b. Ball must make complete revolution before in play.

#### **4. FOULS AND MISCONDUCT:**

- a. Referee has control over game. Referee may eject a player, spectator, or coach for misconduct. Red or yellow card will be issued.

#### **5. IMPROPER THROW IN:**

- a. Ball goes to the other team.

#### **6. DIRECT KICK:**

- a. Goal can be scored. When a player intentionally commits any of the offenses listed, the opposing team will be awarded a direct kick. Goalie can only take 3 to 6 steps.
  - o Kicks an opponent.
  - o Trips
  - o Jumps at opponent.
  - o Charges
  - o Strikes an opponent.
  - o Holds
  - o Pushes
  - o Handles the ball with hand or arm.
- b. Opposing player must be 10 yards from the ball for a direct kick.

#### **7. INDIRECT KICK:**

- a. A goal cannot be scored. Ball must touch another player before passing through a goal, and an indirect kick will be awarded when:
  - o Dangerous Play- High Kick

- Offside
  - b. Players must be 10 yards away from ball for indirect kick, taken where the offense occurred.
8. PENALTY KICK:
- a. Awarded when one of the following offenses occurs inside the penalty box:
    - Kicks an opponent.
    - Trips.
    - Jumps at opponent.
    - Charges.
    - Strikes an opponent.
    - Holds.
    - Pushes.
    - Handles the ball with hand or arm.
    - Dangerous Play- High Kick.
  - b. Mark off: 12 yards for 9-12 age group, 6 yards for 6-8 age group
9. CORNER KICK:
- a. Opposing team should be 10 yards away.
  - b. Taken when ball passes over the back line having been played by one of the defending team members. A goal may be scored direct from such a kick.
  - c. Kicker may not touch the ball a second time until played by another player.
10. GOAL KICK:
- a. Taken when ball passes over the back line, last been played by one of the attacking team players.

## VII. YOUTH FOOTBALL RULES

Ward 7 Recreation makes an effort to join local associations to give opportunity for more play. A request can be made for a copy of their rules and guidelines. In the event W7R does not enter any association for the season, the following rules will be followed:

### i. Flag Football

- a. Player must be at least 5 years old and cannot turn 7 before August 1<sup>st</sup> of the current calendar year.
- b. 6-minute quarters with a 35-second huddle time, 3-timeouts per half.
- c. Field of play is 80 yards.
- d. 8 players on the field per quarter.
- e. Quarterback must take snap from centers back.
- f. No shotgun formation.
- g. Two coaches are allowed on the field, the rest on the sidelines only. Coaches are to remain quiet and motionless when quarterback comes under center or takes position. All coaches must be listed on the roster. Please note that due to safety reasons, all parents and other non-participants must not be on the sidelines. Coaches on the field must be at least 15 yards behind spot of the ball and may not move until after the play is over. Coaches will be reminded of this rule by the officials one time only. After that, if there is an infraction with this rule, then a 15-yard penalty shall be assessed each time.
- h. Each player is required to play 2 series or a minimum of a total of eight plays. We will hold to the "honor system". In the event of a violation of this rule, the first offense will result in the team forfeiting a win and the head coach being suspended for the team's next scheduled game. Second offense results in the head coach being suspended for the rest of the season with possible indefinite suspension.
- i. The clock stops only for:
  - a. Equipment time outs or injuries
  - b. Extra points

- c. In the last 2-minutes of each half, out of bounds play, incomplete pass, first down or penalties.
- j. In the event there is a tie at the end of regulation time, then both teams will play a sudden death overtime where each will get 4 downs starting at the ten-yard line to get the ball into the end zone.
- k. A K-2 ball shall be used for play.
- l. Mouthpieces must be worn at all times.
- m. A mercy rule will apply when a team is ahead by 30 points, thus concluding the game. If teams agree to keep playing, the score will be turned off and it will be a running clock for the time remaining.

#### **ii. Jr. Tackle Division (7-9 years)**

- a. Player must be at least 7 years old and cannot turn 10 before August 1<sup>st</sup> of the current calendar year.
- b. Field of play is 100 yards.
- c. Games will consist of (4) 7- minute quarters. Time will be stopped only for incomplete pass, out of bounds, punts, and an injury or penalty.
- d. At least 7 players must line up on the line of scrimmage for offense, with no more than 11 players on the field always.
- e. Ties will be a half game won and a half game loss. In the event of a tie for 1<sup>st</sup> place, there will be a playoff game.
- f. One coach will be allowed on the field. The rest of the coaches will be on the sidelines. Coaches are to remain quiet and motionless when quarterback comes under center and takes position. All coaches must be listed on the roster. Coach on the field must be at least 15 yards behind the spot of the ball and may not move until after the play is over. Coaches will be reminded of this rule by the officials one time only. After that, if there is an infraction with this rule, then a 15- yard penalty shall be assessed each time.
- g. Each player is required to play 2 series or a minimum of a total of eight plays. We will hold to the “honor system”. In the event of a violation of this rule, the first offense will result in the team forfeiting a win and the head coach being suspended for the team’s next scheduled game. Second offense results in the head coach being suspended for the rest of the season with possible indefinite suspension.
- h. A K-2 ball shall be used for play.
- i. Mouthpieces must be worn at all times.
- j. The weight limit on an intended ball carrier will be 85 pounds for this division. Intended ball carriers are those who carry the ball on an offensive play. There will be a 15-yard penalty and a warning will be issued on a player carrying the ball who is over the limit. The coach will automatically be ejected from the game if infraction is repeated. Any player intended to be a carrier must have their official weigh-in at the Recreation Center before games begin.
- k. A mercy rule will apply when a team is ahead by 30 points, thus concluding the game. If teams agree to keep playing, the score will be turned off and it will be a running clock for the time remaining.

#### **iii. Sr. Tackle Division (10-12 Years)**

- a. Player must be at least 10 years old and cannot turn 13 before August 1<sup>st</sup> of the current calendar year.
- b. Field of play is 100 yards.
- c. Games will consist of (4) 8-minute quarters. Time will be stopped only for incomplete pass, out of bounds, punts, and an injury or penalty.
- d. At least 7 players must line up on the line of scrimmage for offense, with no more than 11 players on the field always.
- e. Ties will be a half game won and a half game loss. In the event of a tie for 1<sup>st</sup> place, there will be a playoff game.

- f. Each player is required to play 2 series or a minimum of a total of eight plays. We will hold to the “honor system”. In the event of a violation of this rule, the first offense will result in the team forfeiting a win and the head coach being suspended for the team’s next scheduled game. Second offense results in the head coach being suspended for the rest of the season with possible indefinite suspension.
- g. A TDJ ball shall be used for play.
- h. Mouthpieces must be worn at all times.
- i. The weight limit on an intended ball carrier will be 110 pounds for this division. Intended ball carriers are those who carry the ball on an offensive play. There will be a 15-yard penalty and a warning will be issued on a player carrying the ball who is over the limit. The coach will automatically be ejected from the game if infraction is repeated. Any player intended to be a carrier must have their official weigh-in at the Recreation Center before games begin.
- j. A mercy rule will apply when a team is ahead by 30 points, thus concluding the game. If teams agree to keep playing, the score will be turned off and it will be a running clock for the time remaining.

# **FACILITY USAGE AND RENTAL POLICY & PROCEDURES**

## FACILITY USAGE POLICY AND PROCEDURES

### I. General Use Guidelines

1. Children under 12 years old must be accompanied by a parent/guardian at all times. Parent must also sign in their children at the front desk if they are accompanying them on the walking track or in the gymnasium.
2. No smoking allowed anywhere inside the building or near any entrances. This includes vaping devices.
3. Possession and/or consumption of illegal drugs and/or drug paraphernalia on W7R property by any person is prohibited.
4. Use of obscene gestures, vulgar language, and/or profanity will not be tolerated at any W7R facility. Noise volume should also be kept to a minimum out of respect for other patrons.
5. Possession and/or discharging firearms on W7R property is prohibited. Anyone found in violation will be turned over to the proper authorities for prosecution.
  - a. The only exception is duly appointed law enforcement personnel in the performance of their duties.
6. Using W7R's property without proper authorization is prohibited.
7. Entering W7R property without proper authorization or vandalizing W7R property is prohibited and will be turned over to the proper authorities.
8. Interfering with directors, managers, supervisors, or employees in the performance of his/her duties is strictly prohibited.
9. Food and drinks are allowed only in designated areas. Water is allowed in the equipment room if it has a screw type lid.
10. Fighting and/or roughhousing is strictly prohibited.
11. ONLY tennis shoes are allowed on gym flooring. Modest apparel is required throughout the facility.
12. Recreation Center Activity and Meeting Rooms may be used free of charge for public meetings from 8:00 a.m. to 5:00 p.m. on weekdays if the event is open to the public at no charge and there is availability on the scheduling calendar. A deposit will need to be paid at the time of scheduling and will be returned if the room is cleaned and no damage occurs during the event. Person scheduling event will be accountable for ensuring all rules are followed.
13. Any person or persons who are found in violation of any rule or regulation of the District is subject to disciplinary action by the District Director and/or the District Board of Commissioners and/or the appropriate legal authorities.

### II. Community Pool Rules

1. All Ward 7 Recreation general use rules and regulations including disciplinary procedures will be enforced.
2. Other swimming pool rules are:
  - a. The pool will close temporarily at the first sign of lightning.
  - b. No running.
  - c. No social visiting with the lifeguard on duty.



- d. No hanging on ropes.
- e. No smoking, eating, or chewing gum in pool area.
- f. One person at a time on diving boards.
- g. No life preservers unless Coast Guard approved.
- h. Only Lifeguards are allowed in in basket room.
- i. No personal contact.
- j. No horseplay.
- k. Age 8 years and under and all non-swimmers cannot be in the pool without an adult (18+ years) swimming in the pool with them. Ages 12 years and under must have a parent or adult (18+ years) stay in the general pool area, they cannot be dropped off.
- l. Only modest swim apparel allowed. Must wear proper swim attire, no blue jean shorts & t-shirts are allowed.
- m. Must shower before entering pool.
- n. Managers and lifeguards have the right to correct any other negative behaviors that are not listed, as they see necessary.

3. Disciplinary actions may include but are not limited to the following:

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Sit out for 10 minutes
- 3<sup>rd</sup> Offense – Sit out for 20 minutes
- 4<sup>th</sup> Offense – Suspended for 1 week
- 5<sup>th</sup> Offense – Suspended for 2 weeks

Any incidents after 3<sup>rd</sup> offense, or any serious infractions are subject to removal from the pool for the day. Any incidents after 5<sup>th</sup> offense, or any serious infractions are subject to suspension for the full season.

**Pool manager has the discretion to suspend, for the season, anyone that gives continuous problems or for any action that they feel has endangered another person.** Anyone not leaving the pool area when asked will be escorted out by the police.

### III. Lost and Found

Any items of value (not broken, damaged, un-usable, etc.) left at any W7R facility which are found by District staff shall be picked up and kept being returned to the owner. All items found shall be taken to the Recreation Center Office and kept there for a minimum of (4) weeks before disposing of them or donating items. Items found at the pool will be put in the lost and found at the pool and can be retrieved by speaking with the pool director or a lifeguard.

### IV. Age Eligibility

Age restrictions are enforced in each area of all W7R facilities. Children ages 12 years and younger are NOT allowed into the Ward 7 Recreation Center, Ted Lyons Ball Park, or the community pool without proper adult (aged 18+) supervision. A parent or guardian must remain in the area with the child. Children ages 13-14 are permitted in the Fitness Room but must have proper adult (aged 18+) supervision the entire duration of their time in the area. Ages 15 years and older are permitted in the Fitness Room after a release form has been signed.

### V. Disciplinary Procedures

Disciplinary actions may include but are not limited to probation, suspension, and expulsion penalties that are greater than, equal to, or less than the examples listed below. All persons participating in Ward 7 Recreation Center activities at any W7R property/facility, as well as any person on or using property of the District, agree to conduct themselves according to Ward 7 Recreation’s standards and expectations and abide by all disciplinary actions imposed by W7R.

1. Any person(s) who commits or attempts to commit a violation of any state, parish, or municipal ordinance may be subject to penalties as described above. (Includes expulsions from any school system based on aforementioned violations)
2. Any person(s) verbally assaulting another may be suspended from participation up to one year and placed on probation for at least one year.
3. Any person(s) physically attacking another may be banned from all Ward 7 Recreation Center facilities for a minimum of one year.
4. Any person found under the influence or in possession of any illegal drug while participating in a Ward 7 Recreation sponsored activity may be suspended for one year. Any person(s) found under the influence of any illegal drug or alcohol while on Ward 7 Recreation property will be required to leave the property. All Ward 7 Recreation properties are drug free zones.
5. All penalties may increase based on prior history of the person(s) involved as well as failing to abide by existing disciplinary rulings.
6. Local law enforcement may be called to assist in enforcement of W7R rules and regulations and any penalties called for.
7. Person(s) vandalizing W7R property and/or committing any other crimes will be prosecuted to the fullest extent of the law and be required to pay restitution for all property damage.
8. Failure to comply with W7R rules and regulations subjects participants to disciplinary procedures.

<b>Profane language used between individuals</b>	<b>First Offense:</b> One week suspension and contact parent/guardian.	<b>Second Offense:</b> Three-month suspension, certified letter
<b>Profane language directed toward an employee or other adult</b>	<b>First Offense:</b> Three-month suspension, certified letter	<b>Second Offense:</b> One year suspension, certified letter
<b>Fighting</b>	<b>First Offense:</b> Six-month suspension, certified letter	<b>Second Offense:</b> Indefinitely, certified letter
<b>Fighting, self-defense</b>	Director discretion, Parent notification	
<b>Vandalism</b>	<b>First Offense:</b> Minimum one year suspension, certified letter	<b>Second Offense:</b> Indefinitely, certified letter
<b>Weapons</b>	Indefinitely, certified letter	
<b>Theft</b>	<b>First Offense:</b> Minimum one year suspension, certified letter	<b>Second Offense:</b> Indefinitely, certified letter
<b>Indecent Behavior</b>	<b>First Offense:</b> Three-month suspension, certified letter	<b>Second Offense:</b> Indefinitely, certified letter

\*Any offense that requires a police report will result in an automatic six-month suspension.

## **VI. Memberships**

### **A. Proof of Residency Requirements**

Must provide two forms. Any substitution for listed proofs of residency shall be at the discretion of Ward 7 Recreation. In-district residents must live within Ward 7, Recreation District No. 3 and/or Vinton School District, or own property of said area.

1. Primary Residency I.D.: Valid LA Driver's license or a valid LA ID card with current address.
2. Secondary Residency I.D.: Current utility bill, voter's registration card, or fishing license verifying current address.
3. Additional forms of I.D. may be requested for proof of residency, marital status, dependents, and/or student status.
4. Out-of-District: a valid driver's license or state issued I.D. card is required.

### **B. Terms of Membership**

1. All memberships are a contract for the length of the Membership Agreement and are non-refundable.
2. If requesting for termination prior to expiration of membership, Member is liable for payment of all amounts then owed to District in full.
3. Membership cancellation requests must be in writing and require a 30-day notice.
4. Requests to cancel membership prior to expiration date will be considered for qualifying packages with documentation of relocating out of area, major health condition, and/or case of death.
5. Membership fees are not based on usage of facility.
6. Membership rates are subject to change. Notification of rate changes will be posted at the Ward 7 Recreation Center.
7. Membership cards must be scanned to access our facilities. The replacement fee for a lost card is \$5.00. This card remains the property of the District and must be surrendered upon demand.

### **C. Facility Guidelines**

1. Children 12 years and under are NOT allowed into the Exercise Room. Age restriction is enforced.
2. Children 13-14 years are not allowed into the Exercise Room without proper adult (aged 18+) supervision. Parent/guardian must remain in the Exercise Room with child.
3. Members must scan Membership ID card to enter facility. Lost or forgotten cards can be replaced for a \$5.00 fee.
4. Members and non-members must abide by the District's rules and observe all posted signage and warnings.
5. Members and non-members must wear modest apparel and closed toed tennis shoes throughout the facility.
6. Upon entering the building, members will need to sign/scan in at the front desk.
7. Non-members MUST wear designated wristband throughout their stay.
8. Respect for equipment, facility, and staff should be demonstrated at all times.
9. Water bottles must have screw type lids.
10. Towels are not to be removed from the Exercise Room.

#### D. Payment Information

1. Memberships paid in full will expire on expiration date of term purchased. Renewal of membership is at member's discretion.
2. Memberships paid monthly will automatically renew on a month-to-month basis at date of expirations, unless otherwise requested by customer. Month-to-month memberships may be cancelled by providing Ward 7 Community Center 30-day notice. Cancellation requests must be written; no phone calls will be taken.
3. If requesting early cancellation of membership within the initial 12-month period, Member is liable for payment of remaining draft amounts and/or any other outstanding amounts owed to Ward 7 Community Center in full.
4. Should any member's debt not be honored by the payment method on file, or a check be returned non-payable, the member is responsible for that payment plus a service charge applied by Ward 7 Community Center. The membership is subject to suspension until debt is paid, however membership drafts continue as scheduled by the member's chosen payment plan.

#### E. Facility Usage Rates

Below is the rate chart for Ward 7 Recreation Center & Community Pool. Family packages are defined as up to 5 (unless stated otherwise) family members living in the same household and dependent children 17 years of age and younger. Family members 18 years – 22 years will be approved if they are enrolled as full-time students. Proof of residency requirements must be met to receive in-district rates.

# Rates

	In-District	Out-of-District
Walking Track	Free	Free
Gymnasium	Free	Free
Exercise Room		
Single (15+ years)	\$180.00/annually	\$360.00/annually
Senior Citizen (60+ years)	\$120.00/annually	\$240.00/annually
Sr. Citizen + Spouse	\$180.00/annually	\$360.00/annually
Family (up to 5 members)	\$360.00/annually	\$720.00/annually
Additional family members	\$120.00 per additional person	\$240.00 per additional person
Non-Member Daily Pass	\$5.00/day	\$5.00/day
Pool		
General Admission	\$2.00/day	\$2.00/day
Season Family Pass (up to 4 members)	\$80.00/season	\$80.00/season
Additional family members	\$10.00 per additional person	\$10.00 per additional person

- Annual memberships can be set up to draft monthly. Please contact the Recreation Center Office for more details.

## VII. Rental Guidelines

Ward 7 Recreation Center facilities are not to be considered rental facilities for profit. Rental applications and requirements may be found in attached appendices. Rental Applications must be submitted to Ward 7 Recreation Center Office for consideration and approval prior to actual rental.

### 1. Activity / Meeting Room

The ACTIVITY/MEETING ROOM is available for business or public meetings, classes, or other small functions that take place during open hours. Rental charges apply for any private event or function. Rental fee is an hourly rate of \$25.00 with a deposit of \$25.00 per hour. Room has a max occupancy of approximately 50 people. Keys or key codes will not be given until all fees have been paid. If key codes cannot be used and a key is required to be checked out, there will be a key deposit of \$100.00 due from renter at the time of receipt of keys. Key deposit will be returned only if keys are returned within 3 business days.

### 2. Large Activity Room A/B

The LARGE ACTIVITY ROOM A/B is available to rent for large functions, 7 days a week. Room A has a complete kitchen attached. Rental charges apply for any private event or function. Room A with kitchen can be rented for an hourly rate of \$40.00 with a deposit of \$40.00 per hour. Room B can be rented for an hourly rate of \$25.00 with a deposit of \$25.00 per hour; this room does not have a kitchen. Rental fee for both rooms together is an hourly rate of \$65.00 with a deposit of \$65.00 per hour. Room has a max occupancy of approximately 125 people when combined. Tables and chairs are available in the room. Keys or key codes will not be given until all fees have been paid. If key codes cannot be used and a key is required to be checked out, there will be a key deposit of \$100.00 due from renter at the time of receipt of keys. Key deposit will be returned only if keys are returned within 3 business days.

### 3. Gymnasium

The GYMNASIUM is available for rent to groups, recreation leagues, schools, and other organized teams for basketball/volleyball play, clinics, or tournaments only. Rental fee is an hourly rate of \$20.00 for practice/play or \$200.00 for the day for tournaments and clinics with a \$200.00 deposit. If keys codes cannot be used and a key is required to be checked out, there will be a key deposit of \$100.00 due from renter at the time of receipt of keys. Key deposit will be refunded only if keys are returned within 3 business days.

### 4. Ted Lyons Ballpark

Applications and deposit fees are due and payable upon booking. Rental fees are to be paid the week of the rental. Fees shall only be returned for total rainouts or cancellations provided such cancellations are made known to the Recreation Center Office at least 30 days prior to the scheduled event. If cancelled 2 – 4 weeks prior to event, 50% will be refunded. With less than 2-week notice, no deposit will be returned.

1. RESTORATION OF PROPERTY: The lessee agrees to restore or pay the cost of restoring the facility, park, field, or any of its properties or equipment to its original condition, **if damaged by any member of the sponsoring group or by any spectator or participant in the activity**. This includes using fields during rainy or muddy conditions.
2. CLEAN UP: The lessee is responsible for the clean-up after the rental. If facility is left dirty and Recreation District personnel must do the clean-up, lessee will forfeit their clean up deposit.

3. LIABILITY: Neither the lessee, nor participants or spectators, shall hold Recreation District No. 3, nor any of its employees liable for any accident or injury incurred as a result of traveling to and from or participating in any event resulting from this rental.

4. RULES AND REGULATIONS: Rules and regulations pertaining to the preservation and safety of recreation property was adopted by Recreation District No. 3. The lessee is responsible for adhering to these rules and regulations or forfeit the lessee's rights to future use of Recreation District No. 3 owned properties and/or facilities. The major items are listed below:

- a. It is unlawful to sell or have in possession glass containers on recreation property.
- b. It shall be unlawful to have possession of any alcohol without off-duty law enforcement present for the duration of event. Proof of employment of officer shall be turned in at least 1 day prior to rental. Officer reserves the right to shut down event at his discretion.
- c. It shall be illegal to operate motorized vehicles within the boundaries of recreation property except in designated areas.
- d. It shall be unlawful to build fires except in designated areas.
- e. It shall be unlawful to conduct public meetings, assemblies, or speeches for any reason without first obtaining a written permit from Recreation Director's Office.
- f. It shall be illegal to sell and/or consume illegal drugs or narcotics on recreation property.
- g. It shall be unlawful to possess and/or discharge firearms on recreation property except duly authorized law enforcement personnel in the performance of their duties.
- h. It shall be unlawful to use obscene, vulgar, or profane language and/or gestures on recreation property.
- i. It shall be unlawful to interfere with any Recreation Director, District Commissioner, Game Official, or employee of the Recreation District, in the discharge of his or her duties or fail or refuse to obey any lawful command of the afore mentioned.

5. LIGHT USAGE: Light usage must be kept to a minimum. Please do not turn on lights until necessary, and schedule all games to end by 10:00 P.M.

6. PARKING: Parking will be allowed in designated areas only. No parking is allowed in area that will deny access to Emergency Vehicles. Tickets will be issued to violators.

7. RESTROOMS AND PRESS BOXES: Restrooms and press boxes are provided at no charge. These facilities are subject to vandalism and the lessee is responsible for keeping these facilities clean during the activity and locked after use.

8. FORFEITURE OF RIGHTS: Recreation District No. 3 reserves the right to make lessee responsible for adhering to the above rules and regulations or forfeit the lessee's rights to future use of recreation owned property and/or facilities. Lessee will also forfeit rights if law enforcement is called to act.

9. RATES:

Ballfield – Unlighted	\$150.00 per field
Add Ballfield Lights	Extra \$15/hr. per field
Concession Stand	\$75.00

10. DEPOSIT: A deposit of \$600.00 is required for the entire ballpark. If clean-up is not completed, lessee will forfeit \$500.00 of their deposit. If keys are not returned within 3 business days, lessee will forfeit \$100.00 of their deposit. Deposit must be cash, cashier's check, or money order. Venissat deposit is \$175.00. If clean-up is not completed at Venissat, lessee will forfeit \$75.00 of their deposit. If keys are not returned within 3 business days, lessee will forfeit \$100.00 of their deposit.

## 5. Community Pool

Swimming pool is available to rent on Sundays for private parties during the season. Any other day will require approval from the Pool Manager.

1. Renters are responsible for ensuring that all rules and guidelines for Ward 7 Recreation are followed.
2. Rental fee for District residents is \$40 an hour for up to 30 swimmers, \$50 an hour for more than 30 swimmers.
3. Rental fee for Non-District residents is \$50 an hour for up to 30 swimmers, \$60 an hour for more than 30 swimmers.
4. A deposit of \$15 per hour is required at the time of booking the rental.
5. All pool rules and guidelines will remain in effect.

### A. Facility Reservation Conditions

1. Reservations must be made in person or online at the time of booking. Deposit fees must be paid in full before the room will be scheduled for the individual. Reservations will be made on a first come, first serve basis. Rental fees must be paid before date of rental or deposit is forfeited. Reservations cannot be made over the phone.
2. Reservations can only be made within 90 days of scheduled event, unless approved by the Director.
3. Facility Rental Refund Policy - Reservations must be cancelled 14 days prior to event to receive a full deposit refund. If cancellation is received 7-13 days ahead of event, deposit will be refunded at 50%. Reservations cancelled with less than 7 days, will forfeit entire deposit.
4. Facilities will not be rented to anyone under 21 years of age without prior approval of security arranged through local law enforcement officers.
5. Ward 7 Recreation is not responsible for any injury to any persons attending a function on its properties. Any damages to the facilities will be the responsibility of renter. This includes damages by guests of your activity.
6. No smoking allowed anywhere in the building or near any entrances. This includes vaping devices.
7. Absolutely no decorations can be attached to any wall or ceiling. This includes but is not limited to usage of tape, staples, glue, and pins. Failure to follow this rule will result in forfeit of deposit.
8. Deposit and rental fees must be paid before key codes will be given to renter. Deposit will be returned only if clean up was performed following your activity, no damage was incurred during your rental period, and keys are returned if applicable. Clean up includes trash cans to be emptied. Kitchen returned to pre-event condition. Floors should be swept clean, and spot mopped as needed.
9. Rooms may be used free of charge for public meetings from 8:00 am to 5:00 pm on weekdays if the event is open to the public at no charge and a deposit is paid. All fees are subject to change. Return of

deposit will follow the same stipulations as other rental deposits. Contact the Ward 7 Recreation Center office for more information.

10. The use of vulgar language and profanity will not be tolerated on District property. Noise should be kept to a minimum.

11. NO charge of any kind for any commodity sold or services rendered may be collected by any individual or group using the facilities.

12. All functions need to end by 11:00 p.m.; this is quiet hours for the neighborhood.

13. Party using facility must act responsible. Any complaints from the public and the person in charge will lose their deposit and their rental privilege for the future.

14. There must be one adult chaperone (at least 21 years of age) for every 12 persons under 18 years of age.

15. No boiled crawfish, shrimp, crab, or fish fries on District property.

16. Food and drink in designated areas only.

17. All other Ward 7 Recreation rules and regulations apply.

**B. Priority in scheduling:** Priority in scheduling of rooms, gymnasium, fields, and pool will always be given to Ward 7 Recreation Center sports and activities first to be followed by:

- a. Ward 7 Recreation District leagues and teams
- b. Vinton Schools sports and clubs requests
- c. Vinton Youth Organizations
- d. Other Calcasieu Parish sports and clubs