



INDOOR MIXED-COED KICKBALL RULES MANUAL

2023: Each team will need to bring \$12/game for the umpire pay

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Revised October 2023

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EACH CAPTAIN HAS THE RESPONSIBILITY TO MAKE SURE THAT ALL TEAM MEMBERS ARE AWARE OF THE FOLLOWING RULES AND REGULATIONS!

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General Information

Weather Hotline: 402-441-7892 x 1

Inclement Weather Text Alert: www.teamsideline.com/lincolnne and Join our Text Communication List at the bottom of the page.

Website: www.teamsideline.com/lincolnne

The City of Lincoln does not discriminate against any person on the basis of gender, gender identity, or gender expression in the operation, conduct, or administration of community athletics programs for youth or adults. For questions regarding this policy, please contact Mindy Rush Chipman, at 402-441-8691.

I. THE PLAYING FIELD

- a. The kickball diamond is exactly like a baseball/softball diamond.
- b. The kickball diamond is a square with equal sides of 42 feet with a base at each corner.
- c. The distance from home plate to second base and from first base to third base is 59 feet.
- d. The pitching strip (mound) is 33 feet from the plate.
- e. The bunt line is 15 feet from the plate.
- f. **Alcohol is prohibited on the field or in the complex – no exceptions. Participants breaking field rules will be ejected from the game and will be considered by the Athletics Office for disciplinary action including expulsion from the league and other Parks and Recreation sports.**

II. EQUIPMENT/OFFICIALS

- a. Players should wear athletic clothing. Athletic shoes are required.
- b. Players may wear protective equipment providing it does not offer the wearer an unfair performance advantage. Any equipment deemed by the umpire as a performance enhancement must be removed or the player will be removed from play.
 - I. Shin guards and padded gloves are considered acceptable gear.
- c. The official kickball is a futsal ball size 4 with a pressure of 1.5 pounds per square inch.
- d. The uniform is an extension of the player.

III. UMPIRES

- a. **Teams are responsible to pay \$12 per team, CASH ONLY, to the umpire before the start of the game. Failure to pay will result in a forfeit.**
 - I. Payment is due prior to the coin flip.
 - II. If a team does not have their money, the opposing team can implement the 10-minute grace period to allow the team that doesn't have the \$10 to get the money or they can accept the forfeit. The game will begin once the umpire is paid in full.
 - III. If a team forfeits or no-shows, the Athletics office will pay the umpire.
 - IV. If a team doesn't pay, the result is a forfeit.
 - V. Any additional questions can be referenced on the *Q & A: Paying Umpires on the Field* located in the "Downloads" section on Team Sideline.
- b. Lincoln Parks and Recreation will provide an umpire for all games.
- c. Umpires have jurisdiction over play and must:
 - I. Call off any game still in play after 55 minutes that is tied, and the home has completed an inning.
 - II. Make rulings on any points not specifically covered in the rules (at the time of occurrence), but the ruling shall not be deemed as a precedent for future rulings. All occurrences will be reviewed by the Athletics Office for possible future rule changes.

IV. PLAYER ELIGIBILITY

- a. All participants must be 18 years of age or older and not attending high school.

V. ONLINE ROSTER/WAIVER DATES AND DEADLINES

- a. Paper rosters are no longer accepted. Please visit the website for online roster instructions. Help is available by calling the office.
- b. **ALL players must be enrolled on their roster by the first game. Additional players can be added until the week prior to tournament play. Absolutely no changes to the roster will be made after that date.**
 - i. Rosters will be LOCKED prior to tournament play and become visible to everyone! Players that have not completed the enrollment process will not show up on the roster! It is the captain's responsibility to know who is enrolled and on their roster!
- c. If a team does not have the minimum of 5 players enrolled on its roster 24 hours before the day of their **FIRST** game, that team will forfeit the game.
 - i. Teams WILL NOT be permitted to continue the season until they have met the minimum roster requirements!

VI. FREE AGENTS/EXTRA PLAYERS

- a. We have an ever-growing free agent list with players of all calibers of talent that are looking for a team! If your team is looking to add players, you can access the “Free Agent Listings” on the website.

VII. REGULATIONS

- a. Regulation games last 9 full innings or 55 minutes.
 - I. In the event of a tie score at the end of 9 innings AND with time remaining in the game, the game will continue as normal into the next inning (extra innings) until a winner is decided by:
 - a. A team leading at the end of an extra inning.
 - b. 55 minutes has concluded.
- b. No new innings will start after the 55-minute time limit.
 - I. If time has ended during an inning, the inning will be completed, and the game will be over.
 - II. In the event of a tie score at the end of time limit and an inning has been concluded, regardless of the inning, the game will end in a tie.
- c. In the event a tournament game is tied at the end of 9 innings OR time limit, play will continue as normal until a winner has been declared.
 - I. A tournament game may start extra innings even if the game has not reached the 9th inning.
 - a. During extra innings, any team leading at the conclusion of a full inning is declared the winner.
- d. A game that is called off by the umpire after 4 full innings of play shall be considered a regulation game. The game score at the end of the last full inning shall determine the winner. Regulation games called off that end in a tie shall be marked as a tie.
- e. There will be a limit of 10 runs per inning.
- f. Game run rules are in effect. The game will be over if any team is leading by the following:
 - I. 31 or more runs at any time
 - I. 21 runs after 7 innings
 - II. 11 runs after 8 innings
- g. A game may end at any time at the discretion of the losing team.

VIII. LINEUPS

- a. Indoor Kickball is played with 6 defensive players (1 pitcher and 5 utility players) but up to 10 may kick without substitution.
 - I. A minimum of 5 players (2 who identify with a different gender, 3 of another or “shorthanded”) are needed to start any regular season/tournament game.
 - a. If a team does not meet the minimum requirement to start a game, the game clock will start, and a 10-minute grace period will begin.
 - b. If the team still has not met the minimum requirements after the 10-minute grace period, the opposing team is granted a win by forfeit.
 - i. Teams/players may stay and play a scrimmage / pickup game if they wish.
 - II. Teams must play with a minimum of 2 people who identify with a different gender on defense.
 - III. When kicking, the lineup order does not matter when playing mixed coed, but the order must remain the same throughout the game, unless substitutions are used.
 - IV. Any eligible player arriving after the start of the game must be added to the end of the team’s lineup.
 - V. Any additional players (more than 10) may only enter the game as a pinch runner or be used as a substitute.
 - a. Anyone not in the lineup is considered a substitute.
 - i. A substitute must kick in the order of the player they replaced.
 - ii. If a player re-enters the game in a position in the lineup other than their original starting position, this is considered an illegal re-entry.
 - iii. Violation of the re-entry rule is handled as a protest. If a player is ejected and there are no substitutes available, the game will be forfeited to the opposing team.
 - VI. If a team does drop to 4 players during a game, for any reason, the game is over, and a win is awarded to the opposing team.

- b. It is HIGHLY SUGGESTED that teams make a lineup prior to the start of the game to prevent confusion.

IX. PINCH RUNNERS

- a. Runners maybe granted a pinch runner at any time during the game so long as the runner is of the same gender/gender identity. This can happen multiple times in the inning as well. *Please note, this rule is intended to help people who don't move around the bases well but still enjoy playing the game – not for teams to run up the score.*
 - I. If the runner's spot is up to kick in the lineup, the runner on base will be called OUT and the runner will come to kick. This can end an inning or a game!
 - II. If teams are found manipulating this rule to gain a sizable advantage on the bases, the opposing team has the option of:
 - a. The runner can be chosen by the opposing team – even if it's a player of a different gender identity.
 - b. The runner can be called out for unsportsmanlike conduct.
 - III. The runner can be anyone in attendance and does not have to be someone in the lineup or game.
 - IV. The umpire's ruling on substitute runners is final.

X. INJURY

- a. In cases of injury or illness, a time-out may be requested for participant removal and replacement with a substitute who identifies with the same gender. If the participant later returns to play, the participant must be inserted in the same kicking order position previously held.
- b. If a player is injured or becomes ill and cannot continue, the player will be removed from the lineup.

XI. EJECTIONS

- a. Any player ejected from the game will have to leave the complex immediately and may not return for the remainder of the day.
 - I. If a team does not have a valid substitute, the game is ruled a forfeit and a win awarded to the opposing team.
 - II. Multiple ejections on one team will result in the game being called and a forfeit being awarded to the opposing team.

XII. DEFENSE

- a. Balls must be pitched by hand. 'Bouncies' are NOT allowed. Bowling style is acceptable.
 - I. A ball that bounces more than 6 inches off the ground or has excessive speed will be called illegal and will not be called a strike if the ball is kicked foul. Balls must be rolled so that the offense has EVERY opportunity to put the ball in play! The pitcher may pitch any style so long as the ball is kickable.
- b. The defense, excluding the pitcher, can play at any distance/position on the field, regardless of gender, except for being inside the bunt line prior to the kick.
 - I. If a catcher is used, they must play behind the kicker until the ball is kicked.
 - II. All defenders must be in fair territory prior to the pitch.
- c. Pitcher can charge the plate, or back up into the outfield once the pitch is released.
 - I. The pitcher must have at least one foot on the pitching rubber when releasing the pitch.
- d. Once the ball is in play, the fielders have a right to the kicked ball. Baserunners should avoid contact with the defense at this time.
 - I. A runner that does not avoid contact with a defender before the defense has a chance to make a play on the ball will be out for interference.
- e. If the umpire deemed the defense, including the pitcher, has made an attempt or play on the ball, the defense is prohibited from hindering the runner's natural base path. This includes defenders not making an active play for the ball. The runner shall be safe up to the base which they were running – this includes a run-down (pickle). This is known as obstruction.
 - I. Runners that choose to advance beyond the obstructed base while the ball is still in play do so at their own risk and can be tagged / pegged out!

- f. Once an infielder has the ball under control and the runners forward progress has stopped, the play ends and time is called; and all fielders must return to their position and runners to their bases. The umpire's decision on the progression of the runner is final.
- g. Any ball touched by the defense prior to clearing the bunt line is a live ball and all runners may advance at their own risk.
- h. An out is recorded when:
 - I. 2 strikes / fouls.
 - II. Any kicked ball (fair or foul) that is caught by a fielder prior to the ball hitting the floor.
 - III. A ball tag on a base to which a runner is forced to run before the runner arrives at the base.
 - IV. A runner touched by the ball or who touches the ball at any time while not on base while the ball is in play.
 - V. A runner that intentionally hits the ball with their hand or arm.
 - VI. A ball tag of a runner on base, in which the runner does not tag-up as required when a ball is caught.
 - VII. A runner off base when the ball is kicked.
 - VIII. A runner physically assisted by a non-base running team member during play.
 - IX. Any kicker that does not kick in the proper lineup (appeal only).
 - X. A runner that passes another runner.
 - XI. A runner who purposely runs out of the base path.
 - XII. A runner who misses a base, as called by an umpire upon the conclusion of the play (appeal only).
 - XIII. A runner who fails to properly tag up on a caught ball, as called by an umpire upon the conclusion of the play (appeal only).
 - XIV. A runner tagged by the ball while on a base they are forced to vacate.
- i. **Pegging out is a legal play. Hitting a runner's neck or head with the ball is prohibited. Any runner hit in the neck or head is safe, and advances to the base they were running toward when the ball hits the runner plus one additional base. The umpire's discretion on this call is final.**
 - I. If the runner intentionally uses the head or neck to block the ball, and is so called by the umpire, the runner is out.
 - II. If a runner slides or ducks to avoid contact with the ball and is unintentionally struck in the head or neck is considered out.
 - III. Any defender that intentionally throws at another player's head or neck and is deemed flagrant by the umpire could be given an unsportsmanlike out or can be out right ejected from the game.
 - IV. The defense can hit a runner with the ball that way when the runner is within five (5) feet of the defender, but it must be done so in a non-aggressive manner. This is considered the "Halo Rule" and the runner will be considered safe if an aggressively thrown ball hits the runner.
 - a. An aggressively thrown ball is defined as a ball thrown at high speeds at or above the shoulders.

XIII. OFFENSE

- a. All kicks must be made by foot or leg, below the knee. Any ball touched by the foot or leg below the knee is a kick.
- b. A kicker may start their approach anywhere in foul ground and may kick it on or one step in front of home plate when kicking the ball. **The umpire's discretion on this rule is final.**
- c. Any form of bunting is allowed.
- d. All kicks must pass the bunt line (15'). This is a line that will be designated by the umpire. Any kick falling short of rolling past this line is considered a foul ball unless played by the defense prior to time being called.
- e. Any kicked ball that rolls foul and is either declared dead or touches the defense is a foul ball.
- f. 2 foul kicks result in an out.
- g. A kicked ball that hits an object in fair ground (a basket, the ceiling) and bounces in fair grounds IS a fair ball.
- h. Runners must stay within their natural base paths. Any deviation from that path to avoid a tag or a peg is considered out of the base path and the runner is out.

- I. Runners may choose their path from one base to the next but should follow a natural running arc.
- II. Runners are REQUIRED to change course to avoid interference with a fielder making a play.
- III. When attempting to avoid a ball tag, runners may move no more than 3 feet out of their established path.
- i. Neither leading off base, nor stealing a base is allowed. A runner may advance once the ball is kicked. A runner off base when the ball is kicked is out.
- j. A tag with the ball at any time the play is live is an out.
 - I. A tag attempt that is dropped by the defense but hits the runner is an out.
- k. If the runner is thrown out or attempted to be thrown out and the ball stays in play, the play will continue until the defense has control of the ball and the runners have stopped their forward progress, then "time" will be called, and play will stop.
- l. An overthrow is a ball thrown, kicked, or deflected out of the gym's playing area while making a defensive play toward a player or base.
 - I. Each facility has different playing areas. The umpire will define what is considered out of bounds prior to games.
- m. Base Running on overthrows:
 - I. A runner may advance only one base beyond the base the runner is on or running toward when the ball travels into foul territory.
 - II. One base on an overthrow is a restriction on the runner – not an automatic right for the runner to advance.
 - III. All awards are at the discretion of the umpire and are not eligible for appeal.
- n. If any fielder attempts to make an out prior to time being called, runners may commence base running.
- o. Any runner that intentionally touches the ball in play is out for interference. This interference causes the play to end, the runner to be out, and any other runners on base must return to the base from which they came, unless forced to advance.

XIV. BALLS AND STRIKES

- a. There are no balls and no walks.
- b. A count of 2 strikes is an out.
- c. A strike is:
 - I. A foul ball.
 - II. A ball that a kicker attempts to kick but misses the ball.

XV. FAIRS AND FOULS

- a. A fair ball is:
 - I. Any kick that hits any permanent structure that is considered in fair ground (basket, ceiling, lighting fixture) is considered fair, even if lands in foul territory.
 - II. A kicked ball landing and remaining in fair territory.
 - III. A kicked ball traveling passed the bunt line.
 - IV. A kicked ball that does not pass the bunt line but is touched by the defense.
 - V. A kicked ball landing in fair territory then traveling into foul territory beyond 1st or 3rd base.
- b. A foul ball is:
 - I. A kicked ball landing in foul territory.
 - II. A kicked ball touched in foul territory.
 - III. A kicked ball landing in fair territory that HAS NOT TOUCHED a stationary object (basket, ceiling, lighting fixture), that comes to rest in foul before reaching first or third base.
 - IV. A kicked ball that does not pass the bunt line (15').
 - V. A kicked ball touched more than once.

XVI. BALL IN PLAY

- a. During any play where a ball is popped or deflates significantly, that play shall be replayed with a properly inflated ball.
- b. A kicked ball that is lodged into a structure is declared a ground rule double.

- c. The umpire is part of the field.

XVII. SPORTSMANSHIP

- a. Player / Fan Behavior
 - I. The umpire has the authority to assess ONE OUT against the offending team for the use of PROFANITY or UNSPORTSMANLIKE behavior.
 - II. An OUT can be assessed to anyone including fans from a team exhibiting poor conduct.
 - III. The defense can be assessed an OUT for their conduct. This OUT will be assessed prior to the first kicker the next half inning.
 - IV. Only ONE OUT may be assessed per person / per play. If behavior continues; the player will be ejected.
 - V. A team penalty OUT can be assessed as the third out of an inning or the last out of a game.
 - VI. PLEASE NOTE – an umpire’s interpretation of profanity varies from one to the other. If your team doesn’t want to be assessed an out, don’t use any language that could be looked at as profanity.
- b. The spirit of these rules is to ensure a fun environment and participant enjoyment. All games are to be played in a sportsmanlike manner. If necessary, Lincoln Parks & Recreation will address any inconsistencies, discrepancies, and misunderstandings in accordance with the spirit of these rules. These rules are subject to change without notice.

XVIII. END OF SEASON TOURNAMENT

- a. All teams qualify for the season ending tournament.
 - I. Teams will be divided up by skill, this may not always be reflected by a team’s record!
 - a. Supervisors, umpires, and team’s input is always taken into consideration when deciding tournament brackets.
 - II. The tournament will begin the week after the last regular season game.
 - a. Teams will be notified if this changes.
 - b. Some teams may receive a first-round bye. Please look over your bracket carefully!
 - III. Brackets will be available within 48 hours of the final game.
 - a. Bracket times will NOT be adjusted once posted!
 - i. If a team has knowledge of a conflict prior to the schedules coming out, please contact the Athletics Office to discuss options.
 - ii. The Athletics Office, in most cases, can work with teams if given notification of conflicts.
- b. Anyone ejected from a tournament game will be ineligible to play the rest of the tournament season! This rule cannot be appealed.
- c. A team may protest a roster during a tournament game.
 - I. The protest must be made prior to the final out of the game.
 - II. The protesting team can select 2 players to protest.
 - a. Players being protested MUST have a photo ID.
 - i. If the players being protested do not have a photo ID, they’re considered ineligible players.
- d. In the case of a cancelled game due to weather, the games, times, and locations will be moved to the next available week.
- e. Teams are NOT required to give a 10-minute grace period in the tournament. The grace period is a privilege, not a right.
- f. If a team forfeits 3 times during the regular season, they will be dropped from the tournament.

XIX. BANNED SUBSTANCES

- a. Alcohol:
 - a. According to Lincoln City Ordinance 12.08.190: “It shall be unlawful for any person to consume or to have in his/her possession any alcoholic liquor in any park; and it shall be unlawful for any person under the influence of intoxicating liquor to enter or remain in any park.”
 - b. If alcohol is brought into the dugout by a coach, player, or fan, the game will be forfeited immediately.

- c. If a player appears to be intoxicated, they will not be allowed to play.
- b. Tobacco
 - a. Pursuant to Section 12.08.330 of the Lincoln Municipal Code, it is the policy of the City of Lincoln Parks and Recreation that the following facilities shall be designated as "tobacco-free", and tobacco use shall be prohibited. "Tobacco use" is defined as consumption of tobacco products by burning, inhalation, chewing, or other forms of ingestion. This also includes the use of e-cigs and other related devices.
 - b. Tobacco-free facilities include:
 - a. Picnic shelters located in areas defined as "parkland" - Ball fields and the multi-use sports fields including concession buildings and surrounding areas.
 - b. Signage designating facilities as tobacco-free will be posted in prominent locations. Parks and Recreation Department employees, parents, coaches, and park facility visitors are encouraged to assist in achieving compliance by bringing this policy to the attention of persons violating the policy. A person found to be using tobacco products in said areas will be asked to cease their usage or to leave the facility premises.

XX. CODE OF CONDUCT

City of Lincoln Parks and Recreation Department Behavior Policy: Disruptive and/or Prohibited Conduct

The City of Lincoln Parks and Recreation Department has established this Behavior Policy to ensure that parks and park facilities are safe, welcoming and provide equitable access to individuals and staff.

Individuals, participants, spectators, and staff are expected to exhibit appropriate behavior at all times. When any one individual's behavior is so disruptive, threatening, and/or offensive that they are impeding other participants from using parks or park facilities or threatening the safety and security of others or themselves, it is imperative that the Parks and Recreation Department take steps to remedy the situation. Disruptive or prohibited conduct includes any individual or group activity which is harmful or disruptive to other individuals lawfully using parks and park facilities or participating in or observing recreation activities or is otherwise inconsistent with regular activities normally associated with parks and park facilities.

a. Definitions:

- I. "Premises" shall include inside and outside areas of the City of Lincoln Parks and Recreation Department property, including parking lots.
- II. "Parks" shall mean and include any area of public ground dedicated as a park or held for the enjoyment of the public and managed and maintained by the Parks and Recreation Department within or without the limits of the city which is under the city ownership or control.
- III. "Park Facility" shall mean and include any swimming pool, recreation center or any other building or facility held for the enjoyment of the public and managed and maintained by the Parks and Recreation Department within or without the limits of the City which is under City ownership or control.
- IV. "Recreation Activity" shall mean any activity organized and managed by the Parks and Recreation Department for which a fee may or may not be charged, including but not limited to classes, team sports practices and games, and organized events.
- V. "Public Area" shall include parks and park facilities that are open for public use.
- VI. "Non-Public Area" shall mean area where the public is not allowed.
- VII. "Class of Facilities" shall group like-kinds of parks or park facilities such as parks and sports fields.
- VIII. "Disruptive Behavior" shall mean any of a group of identified inappropriate, disruptive, or undesirable behaviors that would warrant the intervention of Parks and Recreation Department staff.
- IX. "Prohibited Behavior" shall mean any of a group of identified behaviors that are deemed illegal or that create an unsafe, threatening, or insecure environment for other participants. These behaviors can result in immediate expulsion from parks or park facilities with local law enforcement assistance if required.

- X. "Suspension" or "Suspended" shall mean that an individual is provided written notice that they are not allowed on the premises and/or at a class of facilities of the Parks and Recreation Department for a period of up to 30 days as determined by staff.
 - XI. "Banning" or "Banned" shall mean that an individual is provided written notice that they are not allowed on the premises and/or or a class of facility the Parks and Recreation Department for an extended period of time greater than 30 days as determined by the Director.
- b. Prohibited Behavior – The following prohibited behaviors will be seen as grounds for immediate expulsion and suspension and/or banning from any and all parks or park facilities. Refusal to leave the park or park facility when asked to do so by staff shall result in a call to the local law enforcement for assistance. Individuals exhibiting prohibited behavior will be required to leave the premises immediately for the remainder of the day. Depending on the severity of the behavior, an individual may be required to leave the premises with no warning given. Staff response shall be documented. Individuals may be subsequently suspended by staff for a period of up to 30 days or banned for a period of 30 days up to 12 to 36 months after a review by and at the discretion of the Director depending on the nature of the offense. Offenses that may warrant longer banning up to and over 1 year, although all prohibited behaviors are considered serious enough to require banning.
- I. Being at a park or park facility while possessing or under the influence of alcohol or drugs
 - II. Trespassing knowingly into non-public areas of parks or park facilities without prior permission.
 - III. Exhibiting body hygiene that is so offensive as to constitute a nuisance or health hazard to other individuals.
 - IV. Using abusive or threatening language, including but not limited to name-calling, bullying, obscenities, sexist and/or racist language.
 - V. Behaving in a physically violent, threatening, or aggressive manner or any behavior that threatens a person's safety and security, including the individual's own safety.
 - VI. Possessing weapons or explosive substances, including fireworks, other than by authorized law enforcement personnel or as allowed by permit or written agreement.
 - VII. Panhandling.
 - VIII. Selling, soliciting, or engaging in any other commercial activity without prior written permission from the Director.
 - IX. Interfering with staff's ability to deliver services or to create and maintain a safe and secure environment for other individuals.
 - X. Vandalizing, damaging, or misusing of park equipment or supplies that results in financial loss to the City.
 - XI. Participating in gang related activities, to the extent such behavior is clearly recognizable and unambiguous, including the display or possession of gang related symbols, the use or hand signals, soliciting membership, intimidating, or threatening behavior, wearing, or displaying any gang colors or clothing identified with gang activities, etc.
 - XII. Committing any criminal offense or participating in any illegal activity, including theft from parks or park facilities or violation of Lincoln Municipal Code ordinances other than minor traffic violations.
- c. Disruptive Behavior – Additional behaviors not listed here may be inappropriate and disruptive as inconsistent with appropriate use of parks, park facilities and recreation activities including violation of rules and regulations of the Park and Recreation Department or rules or policies of a specific park facility. Response to disruptive behavior will generally be progressive in nature. Disruptive behavior shall be determined by staff based on their observation of the behavior and the totality of the circumstances, especially if the situation will benefit from de-escalation or by resolution of the parties involved. Individuals exhibiting disruptive behavior will receive a verbal warning for a first violation. Continued or repeated disruptive behavior will result in being required to leave the premises for the remainder of the day and potential suspension. Staff response may be documented and used in response to the individual's disruptive behavior in the future. Repeat exhibition of disruptive behavior that results in being required to leave the premises more than once in a 30-day period may result in suspension or banning for additional time.
- d. Suspension and Banning Procedure

- I. With any prohibited behavior, or any disruptive behavior that cannot be mitigated or resolved as provided herein, staff will initially issue or cause to be issued a written notification of a suspension, herein after referred to as “Notification of Suspension”, to the individual committing the offense which shall give notice to the individual the reason for the suspension.
 - II. The first suspension by staff shall be for a maximum period of 7 days and shall be a suspension from the premises and/or class of facilities of the Parks and Recreation Department. If an individual has previously been suspended for a violation of disruptive behavior within the prior 6 months or if the offense is especially egregious, they may be suspended by supervisory staff for a maximum period of 30 days from the premises and/or class of facilities of the Parks and Recreation Department.
 - III. Upon a finding by the Director that there are reasonable grounds to believe an individual should be banned from any or all of the premises, the Director shall issue a written banning order, hereinafter referred to as reason for the banning, and to what premises the banning applies. Banning Orders of 6 months or more shall be reviewed by the Law Department prior to the issuance.
 - IV. The Banning Order shall be served upon the banned individual by certified registered mail when such individual’s address is known or by hand delivery by any staff upon knowledge of the individual’s entry into any premises or by any contact with the banned individual. A copy of the Banning Order will be provided to all relevant staff. The Parks and Recreation Department shall endeavor to report to the Parks and Recreation Advisory Board regarding Banning Orders on an annual basis.
 - V. The banned individual shall have the ability to appeal the Banning Order as provided herein.
- e. Appeal Procedure of Banning Order
- I. A banned individual may appeal the Banning Order to the Director by filing with the Parks and Recreation Department a notice of appeal, hereinafter be referred to as “Appellant:”. The Notice of Appeal of Banning Order shall contain the Appellant’s name, address, and telephone number if applicable.
 - II. Upon receipt of a Notice of Appeal of Banning Order, the Director shall set a date certain for a hearing on the appeal within 15 days from the receipt of the Notice of Appeal of Banning Order. This time period may be extended with the written consent of the Appellant. The Appellant shall be notified of this date by regular mail to the address indicated on the Notice of the Banning Order.
 - III. In order to be assured a review of the merits at the hearing, the Appellant must be present at the hearing at which the appeal is heard. Failure of the Appellant to attend the hearing may result in a dismissal of the appeal by the Director, which by the operation will leave the Banning Order in effect.
 - IV. The hearing shall occur in the presence of the Director, or designated representative; the Parks and Recreation Advisory Board Chair, or designated represented; and the City Attorney, or designated representative; and the City Attorney, or designated representative.
 - V. At the hearing, evidence may be presented. The Appellant shall not be required to offer evidence at the hearing.
 - VI. After the hearing, the Director, within 15 days of the hearing on appeal, shall make a final binding written order, hereinafter referred to as “Final Order”. The Final Order shall be mailed to the Appellant at the address provided in the Notice of Appeal or Banning Order. The Final Order should contain the final decision of the Director and be approved to form and legality by the Law Department.
- f. Non-Compliance: Trespassing
- If a banned individual enters or refuses to leave any designated premises before the return date listed in the Banning Order or the Notification of Suspension, pursuant to staff’s request to leave, the banned individual will be considered as trespassing and law enforcement will be called.