



## LYNCHBURG PARKS & REC

# Athletic By-Laws

### **League Organization**

The City of Lynchburg Parks & Recreation Department organizes, supervises and manages athletic leagues in Softball, Volleyball, Basketball, Dodgeball, Kickball, Whiffle Ball and Ultimate Frisbee. It is the responsibility of the Parks & Recreation Department to provide facility supervisors, safe playing conditions, officials (as needed), and fair play. The Parks & Recreation Department reserves the right to make changes to any program as deemed necessary.

### **Sportsmanship**

The Parks & Recreation Department wants to remind everyone that one of the most important objectives of our programs is sportsmanship. Sportsmanship by players, coaches, officials and spectators is mandatory and requires everyone to remember that this is a **recreational league**. A major part of sportsmanship includes refraining from running up scores, allowing all members of your team a chance to participate, and shaking hand with your opponent after every game. Verbal or physical altercations of any kind will not be tolerated.

### **Payment & Refunds**

#### A. Individuals

- a. The City will recognize individuals as “registered” only if they have successfully completed a registration form, been placed into the appropriate league, and paid all fees in full. Refunds will only be considered if requested at least 10 business days prior to the start of the program and may be subject to an administrative fee for incurred costs. No refunds (or partial refunds) will be issued to customers who fail to attend an activity.

#### B. Teams:

- a. The City will recognize teams as “registered” only if they have successfully completed the team roster, been placed into the appropriate league, and paid all fees in full. For teams with company sponsors we will accept a signed letter on company letterhead stating they are sponsoring the team and intend to pay in full the amount listed on the letter. **Payment**

**will be due no later than 60 days from the date of this letter.** Refunds will not be granted to any team unless the league has been cancelled or the Parks & Recreation Department prematurely ends a program. We do not give refunds for scheduled games that cannot be played.

### **Schedule**

The Parks & Recreation Department will create all league schedules and when possible announce changes to any schedule at least one week in advance. Since leagues may vary in number of teams and length of schedule, at times schedules may be unbalanced.

**An unbalanced schedule** is one that does not provide the same number of home and away games or participation against the other league teams an equal number of times.

All leagues are guaranteed a pre-arranged number of *scheduled* games. We will try to make up all games when possible; however there is no guarantee they will get played.

### **Sanction Playing Rules**

Currently, the Parks & Recreation Department uses the following rules for play:

- Basketball – Virginia High School League, sanctioned by Lynchburg Parks & Recreation
- Volleyball – Virginia High School League and United States Volleyball Association, sanctioned by Lynchburg Parks & Recreation
- Softball – ASA rules, sanctioned by Lynchburg Parks & Recreation
- Dodgeball – National Dodgeball League, sanctioned by Lynchburg Parks & Recreation
- Kickball - Adult Co-Ed Kickball League, sanctioned by Lynchburg Parks & Recreation
- Ultimate Frisbee - Adult Co-Ed Ultimate League, sanctioned by Lynchburg Parks & Recreation
- Dixie Softball – Dixie Softball Inc. rules, sanctioned by Lynchburg Parks & Recreation
- Whiffle Ball – USWA rules, sanctioned by Lynchburg Parks & Recreation

**Local rules will supercede all sanctioned rules for all league play (when applicable).**

### **Local League Rules** ( See Rules Addendum)

The Parks & Recreation Department reserves the right to modify sanctioned rules for local league play in the best interest of the participants. Please review your sports *addendum*.

## **Player Eligibility**

- Playing rosters are limited per sport. Non-city residents are subject to a \$15 per sport season participation price. Please review your sport *addendum* for further information.
- When adding players to a roster that is registered as a “team”, it is the policy of the Parks & Recreation Department that all City of Lynchburg residents may be added to that roster without an additional charge. All non-city residents will be charged a \$15 participant fee.
- Participants must be at least 16 years of age prior to being eligible to participate in any Adult Athletic program and must complete a release of all claims “*Waiver Eligibility Form*” to become eligible.
- All players must sign the team’s roster or registration form *prior* to playing to become eligible to participate. Players may not be on more than one roster during the same season. Players may play in one Men’s / Women’s League, one Co-Ed League, and one Church League at the same time.
- All participants will be placed in the appropriate age division. Players must play within their age division. Age cut-off dates are listed under individual rules addendums.

## **Rosters**

It is the team Manager / Coaches responsibility to make sure all rosters are current and correct. Any player caught playing illegally, on more than one team, will be subject to disciplinary action.

## **Forfeits**

Forfeits are to be avoided at all times. If a team forfeits the minimum number of games allowed, they are ineligible for league championship. If a team forfeits the maximum number of games allowed, they will be dismissed from the league and forfeit the remainder of their playing schedule. See individual sport addendum for information on minimum and maximum forfeits allowed. All forfeits will factor in on postseason tournaments.

## **Protests**

Please adhere to the following criteria when filing a protest:

1. To properly submit a protest the officials must be notified at the time of the protest and what the protest entails. Officials must record a requested protest on their game card.
2. Those requesting a protest must submit the official protest in writing within 24 hours to the program’s commissioner.

3. The Commissioner will not receive or consider any protest based solely on a decision involving the accuracy of judgment of an umpire.
4. *Protests will only be considered concerning matters of the following types:*
  - a) Misinterpretation of a playing rule
  - b) Failure of an official/ umpire to apply the correct rule to a given situation.
  - c) Failure to impose the correct penalty for a given violation.
  - d) Ineligible player.
5. Every attempt should be made to resolve rule disagreements between the manager and umpire/ official at the game site. If the disagreement cannot be resolved at the game site the protesting manager should file a formal protest.
6. Important information to include in your written protest can be found under the individual sports addendums.
7. The Commissioner will notify the protesting manager within three days of the ruling via email or phone call.

### **Discipline**

It is the position of the Parks & Recreation Department that at no time will we ever tolerate physical or verbal abuse of players, spectators, officials or staff before, during or after any Parks & Recreation program.

The athletics division will follow the current department disciplinary policy in regards to all disciplinary infractions. A copy of the current policy will be kept on hand in the athletics office for review.

### **Cancellations**

All games cancelled due to weather will be announced on our cancellation line phone number **455-5892** and posted on the athletics website- [www.teamsideline.com/lynchburg](http://www.teamsideline.com/lynchburg). When possible the decision will be made by 3 p.m. week days and 7a.m. weekends.

### **Athletics Web Site**

Visit [www.teamsideline.com/lynchburg](http://www.teamsideline.com/lynchburg) for updated schedules, scores, standings, and cancellations. Also look for information concerning other athletic programs that are being offered

### **City Property Policies**

Since some of our programs occur at Lynchburg City School facilities, everyone must abide by both City of Lynchburg and Lynchburg City School policies. These policies include:

- NO Tobacco Products on school grounds, indoors or outdoors.

- NO Alcoholic beverages on school grounds or within City facilities
- NO Fighting, gambling or illegal activities

### **Athletics Staff Participation**

All Athletics staff is prohibited from participating in Adult Leagues offered within the Department of Parks & Recreation. This policy is established to alleviate the perception of any “conflict of interest” or favoritism towards a team that has a staff participant.

### **League Champions**

It has been determined that Adult League Champions (tournament champions, not regular season) will receive automatic entry into the next playing season under the following conditions:

- Register and pay team fees during the scheduled registration period.
- At least 70% of the roster must be the same as the previous season
- Must have a team representative attend Organizational Meeting
- Must play in the same league

In an effort to maintain balanced leagues Parks & Recreation – Athletics reserves the right to move teams into appropriate leagues based on overall team strength.

### **Advisory Meetings:**

All managers / coach’s will be invited to attend a pre-season Advisory meeting to discuss the following issues as it relates to each program:

- Discuss potential rule changes
- Identify program format (leagues alignments)
- Tournament schedule
- Playing schedule
- New ideas for play

The Commissioner of each program will have the final decision on all league matters. Advisory meetings serve as an opportunity to provide input into program changes in an advisory capacity, not a decision making capacity.

### **Playoffs**

When appropriate most leagues will have a post season playoff to determine the league champion. If a playoff cannot be held for any reason, the team with the best regular season record will be deemed the league champion. Tournament rosters will be the same as the roster during the regular season. Please review your sports addendum for the playoff format.