

**Approved October 2017  
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**DAVISS COUNTY  
PLAYGROUND ASSOCIATION**

**BYLAWS OF  
OPERATIONS & GUIDELINES**

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**BYLAWS  
DAVISS COUNTY PLAYGROUND ASSOCIATION**

**ARTICLE I  
PURPOSE**

To have a program that will be beneficial to as many youths as possible and for this program to develop the youth of Daviess County into responsible beings. These bylaws of operations, except as amended by popular vote and approved by the Daviess County Parks (Dept./Board), shall govern the playgrounds.

**ARTICLE II  
PLAYGROUND/LEAGUE OFFICERS, COACHES OR PARENTS OF A CHILD  
PARTICIPATING WITHIN THE ASSOCIATION AGREE TO THE FOLLOWING:**

- A) To work with the other members to make the playground a place everyone can be proud of.
- B) To inspect and report all violations with playground fields, concession stand, restrooms, etc.
- C) To support the playground on fund-raisers, workdays, concession stands and by attending ball games, practices and playground meetings.
- D) To give suggestions for playground improvements. Every playground member has the right to voice his/her opinion on how money should be spent. Each suggestion will be discussed and decided by the playground committee.
- E) To let the playground officers and team representatives know of problems or concerns.
- F) To explore all possibilities for solving playground problems before bringing anyone else into the situation.
- G) To read, sign and abide by all forms including: Parents code of ethics ("Forms" pg. 5) and Coaches'/Volunteer's Packet ("Forms" pgs. 7-18). Failure to do so is grounds for dismissal.
- H) To put the safety of all children first and to help enforce the weather-related policies.

## **ARTICLE III OFFICERS**

### **SECTION I – PERSONNEL**

The Playground Committee shall include a President, Vice President(s), Secretary, Treasurer, Concessions Chairperson, Fund-Raising Chairperson, and, as honorary members, Team Representatives and all past playground Presidents. Any of the officers, except President, may serve in two of these positions, if necessary. Offices are two-year terms and elections are to be held yearly (half the board elected on odd years, half elected on even years).

### **SECTION II – DUTIES**

#### **A. Playground Committee**

- 1) To make and enforce playground rules and regulations.
- 2) To plan and carry out necessary playground fund-raisers.
- 3) To decide on purchases and maintenance for the playground.
- 4) To listen to and act on any complaints brought before the Playground Committee.
- 5) To appoint a replacement if the coach is in violation of his contract.
- 6) To secure the best officers for the next term.
- 7) To appoint all nonelective officers on the Playground Committee.
- 8) To take care of any emergency occurring.
- 9) To be responsible, along with coaches and team representatives, to see that parents and fans conduct themselves in an orderly fashion, by setting a good example.
- 10) To oversee maintenance for the playground and to insure that all motorized maintenance equipment is operated by an individual that is high school age or older.
- 11) To organize and host player registration.
- 12) To determine the number of teams the playground will sponsor.
- 13) To distribute players, following the guidelines set forth by each league.
- 14) To make coaching appointments (which will be forwarded to league boards for final approval, if called for).
- 15) To insure one member of the Playground Committee is on-site during operations.
- 16) To insure sales tax is paid in a timely manner in accordance of Kentucky Revenue Cabinet tax laws.

#### **B. President – elected by playground members; may succeed him/herself; must be knowledgeable concerning playground and Parks Department procedures, activities and obligations.**

- 1) To attend Playground Association and League meetings.
- 2) To be knowledgeable of the rules and regulations of each League.
- 3) To set up and conduct playground meetings. Meetings will be conducted in adherence to Roberts Rules of Order.
- 4) To co-sign checks with the Treasurer or Vice President (*one signature check if deemed by popular vote*).
- 5) To make sure coaches and assistants follow the Bylaws and Coaches Code of Ethics (“Forms” pg. 9).

- 6) To make necessary changes as required.
  - 7) To notify and get approval from Director of Maintenance of the Daviess County Schools by way of Parks Director before making any physical changes on the playground. This approval is to be applied for only through the playground President.
  - 8) To set up temporary committees as necessary to accomplish playground needs.
  - 9) To meet with teams and/or coaches to work out their problems and needs.
  - 10) To listen to complaints and decide if committee action is needed.
  - 11) To purchase insurance for the players and file necessary claims.
  - 12) To vote only when necessary to break a tie-vote.
  - 13) To inspect all playing facilities for safety and cleanliness ("Forms" pg. 23-25).
- C. Vice President – elected by playground members; may succeed him/herself; must be willing to learn the procedures of the playground, each League and the Parks Department.
- 1) To fulfill duties of President in his/her absence.
  - 2) To co-sign checks with President or Treasurer (*one signature check if deemed by popular vote*).
- D. Secretary – elected by playground members; may succeed him/herself.
- 1) To take minutes at all playground and committee meetings.
  - 2) To take inventory of all concession, maintenance and program equipment at beginning and end of each season, with copies sent to Parks Department.
  - 3) To keep on file a copy of all past minutes and records.
- E. Treasurer – elected by playground members; may succeed him/herself.
- 1) To keep accurate records of all funds made and spent.
  - 2) To make statements of playground finances at each meeting.
  - 3) To make State Tax report each quarter.
  - 3) To submit a copy of monthly bank statements to Parks and Recreation Department (beginning January 2012) (submit statements at RLeigh@daviessky.org)**
  - 4) To co-sign checks with President or Vice President (*one signature check if deemed by popular vote*).
  - 5) To make bank deposits.
- Footnote: Any member of playground has the right to view financial records.
- F. Concession Chairperson – elected by playground members; must have a telephone and transportation.
- 1) To be knowledgeable of regulations regarding concession stand operations and to obtaining all necessary permits.
  - 2) To be in charge of all concession purchases.
  - 3) To purchase all soft drinks, sport drinks and water in accordance with Beverage Concessions policy. ("Bylaws" pg. 22)**
  - 4) To be responsible for obtaining concession stand workers through each team representative.
  - 5) To make sure team representatives know what his/her job is concerning concession stands.

6) To ensure that concession proceeds are deposited.

G. Fund-Raising Chairperson – elected by playground members; should be a go-getter and a well-organized person; must have a telephone and transportation.

- 1) To be in charge of getting fund-raising ideas and presenting them to committee.
- 2) To work with team representatives on getting information, material and ideas to them.
- 3) To keep accurate records on checked-out items, money turned in and who sold what.
- 4) To work with treasurer on fund-raising deposits.
- 5) To make sure everyone understands the rules of fund-raisers.
- 6) To make sure team representatives and coaches promotes fund-raisers.
- 7) To insure all fund-raising efforts fall with in all legal boundaries mandated by federal and state agencies.

H. Team Representatives – \* a nonelective position; one per team; must have a telephone and be able to work and communicate with people; shall be an honorary member of the playground committee.

- 1) To work and communicate with team members, their parents, and team coaches.
- 2) To report team problems to Presidents when they occur.
- 3) To attend committee meetings.
- 4) To fulfill all duties listed under playground committee.
- 5) To work with concession chairperson and concession workers.
- 6) To present teams needs or suggestions to the playground committee for discussion.

*\* Nominated by coach, voted on by membership team, approved by Playground Committee.*

**Footnote on officers:** Elected officers are listed in sequence as to their position. If any officer cannot fulfill his/her duty (due to being absent or ill), then the next elected officer in sequence is to fill in during that absence.

If a vacancy occurs, the playground committee may elect a replacement to fill that position until the next general election.

#### **ARTICLE IV PLAYGROUND AND LEAGUE ELECTIONS**

A. Must be done prior to each September and made public a minimum of two (2) weeks prior to the membership meeting of the playground, with a copy of public advertising sent to the Parks Department two weeks prior also.

B. Playground Presidents shall be notified individually of league elections.

C. Nominations from the floor will be accepted at general meeting with nominee's approval.

D. Selection of all elected officers should be done by secret ballot if called for, keeping in mind their ability to do the job.

E. No proxies.

## **ARTICLE V VOTING**

- A. Elected officers are selected by a vote of the majority of playground members in attendance of the meeting. Parents or legal guardians of children who played at the playground the previous season or will play at the playground in the upcoming year are eligible to vote. One (1) vote per person allowed, maximum two (2) votes per family. Even if they do not have a child playing at playground, an active playground board member or coach is entitled to vote.
- B. Prospective coaches/assistants will be voted on annually by Playground Committee (parents and players involved with said coach/team should be consulted and their thoughts and feelings considered in the selection).

**Footnote:** All voting will be done in a fair manner, whereas it will best benefit the program and the youth it serves. The child must always be the first consideration.

## **ARTICLE VI COACHES**

### **SECTION I – COACH’S SELECTION**

- A. The playground committee will select one head coach for each team.
- B. Assistant coaches will be chosen by the head coach, but must be approved by the playground committee.
- C. Coaches must meet League qualifications.
- D. New teams – The President and committee must secure a coach when new team is formed.
- E. Vacant position – If there is more than one person wanting said position, the Playground Committee will decide on the best coach for the open position. Coaching seniority is to be given consideration.
- F. Each person is to be judged separately on his/her ability, which should include:
  - 1) past performance and service as a coach,
  - 2) previous service at the playground,
  - 3) ability to work with youth,
  - 4) ability to follow guidelines given to them by the President, Leagues & Parks Department.

### **SECTION II – COACHING REQUIREMENTS/RESPONSIBILITIES**

- A. Must enjoy working with youth and *be able to work with them and their parents.*
- B. Must be of good character.

- C. Must be a mature and responsible person.
- D. Must be supportive of the playground and its activities.
- E. Must read, sign and abide by all materials included in the Coaches' Packet (Forms pgs. 7-18). Failure to do so is grounds for dismissal.
- F. Must take care of team equipment during season.
- G. Must have access to a first aid kit, including an ice pack, at all games and practices.
- H. Must be responsible, along with playground officers and team representatives, to see that parents and fans conduct themselves in an orderly fashion, by setting a good example.

### **ARTICLE VII TEAM SELECTION GUIDELINES**

- A. Player distribution must be completed by the guidelines set up by each League.
- B. Progression Rule
  - Baseball (effective 1988) – Subject to age restrictions, a child must play one (1) year at each level before progressing to next level (Tee-ball to Peanut (Cal Ripken only) to Rookie to Minor League to Major League).
  - Softball (effective 2006) – Same as baseball, unless it is necessary to fill a team, a child can be allowed a 1-level jump to keep from forcing them to go to another playground. More than a 1-level jump has to be reviewed and approved by the softball board.
- C. Priorities when too many players sign up for a team:
  - 1) Form a new team, if possible
  - 2) Accept players who played on that particular team the prior year
  - 3) Accept players who played on that particular playground the prior year
  - 4) Accept brothers/sisters of present team members

### **ARTICLE VIII PLAYGROUND PURCHASES**

Any purchase over \$250.00, any capital expenditures and Playground Assistance funds ("Forms" pg. 22) must be approved by the playground committee, with the following being exempt: concession supplies, utilities, emergency repairs, insurance, league fees and game umpires.



## **ARTICLE IX INSURANCE**

Each playground is required to provide insurance on all players either through the appropriate leagues or through an insurance company and must submit proof to the Parks Department. Several leagues provide insurance coverage for their volunteers, as well as spectators.

The Daviess County Playground Association (DCPA) policy, funded by Daviess County Fiscal Court, provides coverage for grounds only. Any claims for injuries to players and spectators should be filed through the insurance carrier of the playground/league.

## **ARTICLE X PROGRAMMING OPTIONS**

By simple majority, the playground presidents of the Association have the authority to choose the programming options for baseball and softball operations. Programming options must be in place by August 31.

## **ARTICLE XI GENERAL RULES OF PLAYGROUNDS**

- A. No alcoholic beverages or illegal substance on playground. Any person in violation will be asked to leave. **MUST BE ENFORCED!**
- B. All playgrounds located at any Daviess County Public School facility, must adhere to the School Districts' "tobacco free" policy (Effective beginning 2007 season) also, use of tobacco products will be prohibited by coaches and players while participating in any team function and by umpires while at the playground.
- C. No motor vehicles permitted in play area except delivery vehicles, vehicles used to drag fields and mow grass. These must be taken out as soon as job is completed.
- D. All vehicles must be driven in a reasonable and safe manner on the playground and in parking areas.
- E. Anyone being abusive, using vulgar language or actions or causing a disturbance on the playground will be asked to leave. **MUST BE ENFORCED!**
- F. There are to be no physical changes on the playground without the approval of the Director of Maintenance of the Daviess County Public Schools. This approval is to be applied for only by the Playground President.
- G. Anyone witnessing inappropriate conduct exhibited by players, spectators, officials, coaches, playground officers, league officers, etc., is asked to complete a Request For Inquiry form ("Forms" pg. 19) in order for the incident to be investigated. Submit completed Request for Inquiry form to the Playground President or appropriate playground association representative.

H. Weather issues:

- 1) Safety of all children must be the most important factor when dealing with weather issues.
- 2) Follow Thunderstorm & Lightning Safety Rules (pg. 11) sign, as well as Outdoor Activity & Heat Safety Rules (pg. 10) sign posted at the playgrounds. If rules are ignored, a strong letter of reprimand will be sent to the coaches, umpires and Playground President involved. One (1) letter of warning will be sent, suspension to follow if next incident occurs. Game forfeiture may result from additional violations of these rules.

**ARTICLE XII  
AGE DETERMINATION / ELIGIBILITY**

- A. Participation in Daviess County Playground Association baseball or softball programs is determined by the sanctioning league body.
- B. Eligibility of players is determined by a minimum of one year of participation in a preceding level and/or age.
- C. To participate in any program, children must meet the minimum age requirement set forth by the league in which they will be participating.
- E. Each program identifies progressing levels of play and allowable age ranges.
- F1. All children who participate in Daviess County Playground Association programs are subject to a Progression Rule (baseball, effective 1988/softball, effective 2006).
- F2. The Progression Rule requires that a child play a minimum of one year in each level of baseball. If this choice, 1-year minimum is pursued by a player, parents & playground board, written parental permission is required.
- F3. The Softball Progression Rule prefers that a player play at least 1 year in each age division. A child can be allowed a 1-level jump to keep from forcing them to go to another playground. More than a 1-level jump has to be reviewed and approved by the softball board. A level jump in softball for children 14 and under required written parental permission.

**ARTICLE XIII  
SIGNIFICANT DATES**

FEBRUARY – Registration at playgrounds or designated locations

MARCH 15

Tryouts completed  
Drop dead date for numbers of teams (baseball & softball)  
Practice starts for Cal Ripken rookie, minor, major and fast pitch softball (weather permitting)  
Lights may be used at all facilities (except during testing period window)

APRIL 1

Practice starts for tee-ball, peanut, Little League rookie and softball  
Drop dead date for number of teams (Little League rookie, peanut & tee-ball)

LEAGUE TOURNAMENTS – HOSTING & BRACKETS

Tournament location information to Parks Department with league scheduling request.  
Schedules and brackets reviewed by Parks Department 1 week prior. No more than two (2) games per team per day during the regular season or tournament for tee-ball, baseball and 8U, 10U, 11U softball.

**ARTICLE XIV  
REGISTRATION GUIDELINES**

**(Effective 2016, all registration will be handled by Daviess County Playgrounds)**

- 1) Registration is held, at minimum, the first two Saturdays during the month of February at individual playgrounds or designated locations.
- 2) All Playground Association forms must be filled out completely and signed.  
This includes: Registration Packet or equivalent League approved forms including the Parents Code of Ethics (“Forms” pg. 5) Release, Indemnification and Hold Harmless form (“Forms” pg.4)
- 3) Registration fees and fund-raisers are set by each individual playground and should be reported to the Daviess County Parks Department.
- 4) Commencing in 2006, proof of residency is required at the time of registration. A driver’s license or utility bill (within past 3 months) will be accepted. A copy of the child’s birth certificate continues to be a requirement for registration.
- 5) A parent/legal guardian must be present to register a child (no exceptions). Paperwork may be picked up & taken home to be filled out but must be returned by parent/legal guardian.
- 6) The Daviess County Playground Association Street & Road Directory should be consulted to verify the address is in the proper playground district.
- 7) Copies of all transfers and pre-existing addresses must be forwarded to the Parks Department to be kept on file.
- 8) Every year players that live out of district want to play ball with the DC Playgrounds. As long as a player signs up during registration (1<sup>st</sup> two weeks of February), the order of precedence should be as follows:
  1. Home playground district
  2. County transfers/City resident
  3. Out-of-county (with Board approval)

## ARTICLE XV TRANSFER POLICY AND PROCEDURE

All youth in Daviess County that wish to participate in the summer recreation program must register to play at the playground in the area in which they reside. This determination of residency is per the Daviess County Public Schools Elementary School Boundaries that are in effect at the time the child registers. However, situations could arise that participants may wish to seek a transfer from their home playground to another playground. These requests shall only be considered if there is a legitimate reason for such a transfer. An example of a legitimate transfer request is if a playground has too few players or too many players to field a team or teams in a specific age group or if a player had lived/played previously in a different district without a break in play. Reasons such as “I don’t like a coach”, “I don’t like some of the players on my team”, “I want to play a specific position” or “I have friends on the other team” are not legitimate reasons. Requests for transfers, which list these types of reasons, will not be considered. If there is a legitimate reason for a transfer, then the following procedure is to be followed, without exception.

- 1) The player is to register at their “home” playground.
- 2) The player obtains Transfer Request Form (“Forms” pg. 6).
- 3) The player and his/her parents complete, sign and date “Form 1” (“Forms” pg. 6), Player Request.
- 4) A representative from both the home playground and playground the player wishes to transfer to must complete and sign the gray shaded box of the transfer request
- 5) The completed form shall then be submitted to the appropriate league or governing body for consideration.
- 6) A vote to approve or disapprove will be taken and the player will be notified of the results.
- 7) All approved transfers shall be for a period of one (1) year.
- 8) Careful consideration and judgment shall be used so as not to “load”, “stack,” or give a team an “unfair advantage.”
- 9) Progression rule shall apply when considering transfers.
- 10) Players that move into another elementary school district and wish to transfer to the new playground will not be required to complete the transfer procedure if they can provide proof of residency in the new school district.
- 11) All forms must be completed, signed and dated. If any form is left incomplete, the transfer process will be delayed until any such forms are complete.
- 12) Copies of all transfers and pre-existing addresses must be forwarded to the Parks Department to be kept on file.

**PLAYGROUNDS WITH MULTIPLE TEAMS IN THE SAME AGE DIVISION WILL NOT BE ALLOWED TO TRANSFER PLAYERS WITHIN THE PLAYGROUND. PLAYERS SHALL BE PLACED ON A TEAM BY MEANS OF THE APPROPRIATE LEAGUES DRAFT RULES. PLAYERS WILL REMAIN ON THEIR ORIGINAL TEAM UNTIL THEY BECOME TOO OLD TO COMPETE IN THAT AGE DIVISION OR THE TEAM FOLDS DUE TO THE LACK OF AVAILABLE PLAYERS. IF A TEAM FOLDS, THEN ANY RETURNING PLAYERS WILL BE DISTRIBUTED VIA DRAFT. THIS RULE IS INTENDED TO CREATE PARITY AMONG THE TEAMS FROM THE SAME PLAYGROUND.**

**ARTICLE XVI  
LIGHTING POLICY**

**I. PRIOR TO THE SUMMER:**

NO new inning after 9:15 PM  
Lights OFF at 9:30 PM  
Lights are NOT to be used until March 15

**II. SUMMER SEASON\*:**

**Baseball-**

1<sup>st</sup> game NO new inning after 7:45 PM  
2<sup>nd</sup> game NO new inning after 10:15 PM  
LIGHTS OFF – 10:30 PM

**Softball-**

Double Headers: 1<sup>st</sup> game begins at 6:00 PM, NO new inning after 7:15 PM  
2<sup>nd</sup> game begins at 7:30 PM, NO new inning after 8:45 PM  
LIGHTS OFF – 10:30 PM  
Triple Headers: 1<sup>st</sup> game begins at 6:00 PM, NO new inning after 7:15 PM  
2<sup>nd</sup> game begins at 7:30 PM, NO new inning after 8:45 PM  
3<sup>rd</sup> game begins at 9:00 PM and is allowed to play 1 hr. & 15 min

**School Playground**

**III. PANTHER CREEK/YELLOW CREEK PARK**

**A. Youth Games & Practices**

Prior to summer season, lights OFF at 9:30 PM  
NO lights during testing period

**B. Adult Games & Practices**

Softball – All play follows existing Park Rules  
Park Closes at 11:00 PM, April 1 – October 31

**Parks Fields**

\*\*\*\*\*  
**DAVISS COUNTY PUBLIC SCHOOLS MANDATORY TESTING PERIOD**  
*(Dates vary each year...see calendar for specific dates)*  
**Elementary and Middle School**  
\*\*\*\*\*

Daviess County Public Schools Central Office Advisory

**PLAYGROUND LIGHTS MUST BE OFF SUNDAY-THURSDAY DURING TESTING PERIOD**

All Lights Will Be Turned OFF by 9:30 PM on School Nights During the Months Prior to the Regular Summer Season (March, April & May).

**It is of the utmost importance that we comply with the School Board's Lighting Policy. Your cooperation will help the Playground Season begin on a favorable note, which will ultimately set the stage for a successful relationship with the Board.**

*Please do not go against the School Board's wishes, it will only hurt the program for which you all worked so hard.*

\***Summer Season** is defined as when the leagues commence full game operations, typically with or near the close of schools for the summer. Summer season is subject to change year-to-year.

ARTICLE XVII

# OUTDOOR ACTIVITY & HEAT SAFETY RULES

## RESTRAINTS ON ACTIVITIES

**HEAT INDEX 95° - 104°:** MANDATORY WATER BREAKS EVERY 30 MINUTES FOR 10 MINUTES IN DURATION & MONITOR ATHLETES

**HEAT INDEX OVER 104°:** POSTPONE ACTIVITY UNTIL HEAT INDEX DROPS BELOW 104°



IF AFTER 30 MINUTES THE HEAT INDEX (IN THE SHADE) IS STILL OVER 104° THE GAME IS TO BE CANCELED AND RESCHEDULED, WITH ANY PREPARATION BEING MADE TO START THE NEXT GAME ON TIME.



CHECK WITH THE NATIONAL WEATHER SERVICE, RADIO STATION OR PARK STAFF FOR HEAT INDEX INFORMATION.

### **H E A T D I S O R D E R S**

**SUNBURN** – skin redness; pain; swelling; blisters; headaches (apply ointment; if blisters appear, apply dry sterile dressing)

**HEAT CRAMPS** – painful spasms in legs/abdomen; heavy sweating (gentle massage for spasm; apply firm pressure for cramping)

**HEAT EXHAUSTION** – vomiting; fainting; cold skin; weakness (get victim to cool area; loosen clothing; sips of water unless vomiting; seek medical attention)

**HEAT STROKE** - hot, dry skin; rapid, strong pulse; possible unconsciousness (seek medical help immediately; remove outer clothing and reduce body temperature with cold bath or sponging; do not give fluids)

PARK STAFF/PLAYGROUND OFFICIALS/UMPIRES WILL HAVE THE FINAL SAY OVER ENFORCEMENT OF THESE RULES. IF RULES ARE IGNORED, A LETTER OF REPRIMAND WILL BE SENT TO THE COACHES, UMPIRES AND PLAYGROUND PRESIDENT(S) INVOLVED. ONE LETTER OF WARNING WILL BE SENT, SUSPENSION TO FOLLOW IF NEXT INCIDENT OCCURS. GAME FORFEITURE MAY RESULT FROM ADDITIONAL VIOLATIONS OF THESE RULES.

# THUNDERSTORM & LIGHTNING SAFETY RULES

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**\* THUNDER OR LIGHTNING \***

***SEEK SHELTER IMMEDIATELY!***

**IF YOU HEAR THUNDER OR SEE LIGHTNING YOU CAN  
BE STRUCK BY LIGHTNING!**



GO TO A SAFE SHELTER IMMEDIATELY OR MOVE TO A STURDY BUILDING OR HARDTOP. DO NOT TAKE SHELTER IN SMALL SHEDS, DUGOUTS, UNDER ISOLATED TREES OR IN CONVERTIBLE AUTOMOBILES.



STAY AWAY FROM WATER, WATER FOUNTAINS, METAL CONSTRUCTED BLEACHERS, METAL PIPES AND CHAIN LINK FENCES. TELEPHONE LINES CAN CONDUCT ELECTRICITY – USE CELL PHONES ONLY IN EMERGENCIES.



IF NO SHELTER IS NEARBY, FIND A LOW SPOT AWAY FROM TREES, FENCES AND UTILITY POLES. MAKE SURE THE PLACE YOU PICK IS NOT SUBJECT TO FLOODING.



IF YOU FEEL YOUR SKIN TINGLE OR YOUR HAIR STAND ON END, SQUAT LOW TO THE GROUND ON THE BALL OF EACH FOOT. PLACE YOUR HANDS ON YOUR KNEES WITH YOUR HEAD BETWEEN THEM. MAKE YOURSELF THE SMALLEST TARGET POSSIBLE AND MINIMIZE YOUR CONTACT WITH THE GROUND.

**PARK STAFF/PLAYGROUND OFFICIALS/UMPIRES HAVE THE FINAL SAY OVER CALLING  
GAMES AND SEEING THAT EVERYONE EVACUATES FIELDS UNTIL  
THE THREAT OF SEVERE WEATHER PASSES.**

**GAMES MAY RESUME FOLLOWING A THREE (3) MINUTE WARM-UP PERIOD, NO  
SOONER THAN THIRTY (30) MINUTES AFTER THE LAST SIGHT OF  
LIGHTNING OR THE LAST SOUND OF THUNDER.**

This page

IF RULES ARE IGNORED, A LETTER OF REPRIMAND WILL BE SENT TO THE COACHES, UMPIRES AND PLAYGROUND PRESIDENT(S) INVOLVED. ONE LETTER OF WARNING WILL BE SENT, SUSPENSIONS FOLLOW IF NEXT INCIDENT OCCURS. GAME FORFEITURE MAY RESULT FROM ADDITIONAL VIOLATIONS OF THESE RULES.

1. **ALL** suspensions or bans recommended by Leagues or Playgrounds must be reported on *Form S & B* to the Daviess County Parks Department.
2. Suspensions of 1, 2 or 3 games are considered Level 1 (suspensions). Suspensions of more than 3 games are considered Level 2 (bans). ***Any suspended or banned individual shall be prohibited from any contact with any Daviess County Playground Association team and/or entering any premises under jurisdiction of the Daviess County Playground Association during the period of the suspension or ban.***
3. Suspensions/bans of more than 3 games (Level 2) must have the concurrence of the Daviess County Parks Department.
4. Decisions regarding suspensions/bans must be made by the League or Playground within 3 days of receipt of report of the incident.
5. Suspension/ban recommendations and all supporting information must be forwarded to the Daviess County Parks Department within 2 days of the League or Playground decision. Level 1 reports will be filed for future reference and Level 2 reports will be reviewed for concurrence.
6. Official notice of the suspension/ban of more than 3 games will be sent from the Daviess County Parks Department within 2 days of receipt of information from League/Playground.
7. Request for Inquiry must be submitted to Playground/League/Parks Dept. within 3 days of the incident for it to be reviewed.

## **ADULTS**

(Parents, Spectators, Coaches, Playground, League & Game Officials)

### **INCIDENT**

### **CONSEQUENCE AFTER FINAL DETERMINATION**

- |                                                                             |                                                                                               |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 1. (a) Curse, malicious toward another adult or in the presence of a child. | 1 <sup>st</sup> offense: Minimum: banned for remainder of calendar year<br>Maximum: 3 yr. ban |
| (b) Curse (incidental remark)                                               | 2 <sup>nd</sup> offense: 3 yr. ban<br>1 game suspension                                       |



- |                                                                                                                                                   |                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Push, hit, strike, spit upon or threaten anyone (other than reasonable self-defense).                                                          | Minimum: banned for remainder of calendar year<br>Maximum: 5 yr. ban                                                                                                                                                                        |
| 3. Drinking or under the influence of alcohol or drugs.                                                                                           | Minimum: banned for remainder of calendar year<br>Maximum: 5 yr. ban                                                                                                                                                                        |
| 4. (a) Act in an irrational manner; make a public spectacle or nuisance of oneself.<br>(b) Act in an irrational manner; lewd or obscene behavior. | 1 <sup>st</sup> offense: send home<br>2 <sup>nd</sup> offense: banned for remainder of calendar year<br>1 <sup>st</sup> offense: Minimum: banned for remainder of calendar year<br>Maximum: 3 yr. ban<br>2 <sup>nd</sup> offense: 3 yr. ban |
| 5. Intimidate or verbally abuse a player, coach, official or parent.                                                                              | 1 <sup>st</sup> offense: 3 game suspension<br>2 <sup>nd</sup> offense: banned for remainder of calendar year                                                                                                                                |
| 6. Intentional violation of rules & regulations of the program involved with.                                                                     | Minimum: 1 game suspension<br>Maximum: banned for remainder of calendar year                                                                                                                                                                |
| 7. Disregard of Daviess County Board of Education Weapons Policy.                                                                                 | Minimum: banned for remainder of calendar year<br>Maximum: 5 yr. ban                                                                                                                                                                        |

<b>PLAYERS</b>
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- |                                                                                                                                                   |                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Push, hit, strike, spit upon or threaten anyone (other than reasonable self-defense).                                                          | Minimum: 1 game suspension<br>Maximum: banned for remainder of calendar year                                                                                                                                                                |
| 2. Drinking or under the influence of alcohol or drugs.                                                                                           | Banned for remainder of calendar year                                                                                                                                                                                                       |
| 3. Use of tobacco products                                                                                                                        | Each incident: 1 game suspension                                                                                                                                                                                                            |
| 4. (a) Curse, malicious<br><br>(b) Curse (incidental remark)                                                                                      | 1 <sup>st</sup> offense: Minimum: 3 game suspension<br>Maximum: banned for remainder of calendar year<br>2 <sup>nd</sup> offense: banned for remainder of calendar year<br>1 game suspension                                                |
| 5. Disrespect to coaches & umpires or other poor sportsmanship.                                                                                   | Minimum: verbal reprimand<br>Maximum: banned for remainder of calendar year                                                                                                                                                                 |
| 6. (a) Act in an irrational manner; make a public spectacle or nuisance of oneself.<br>(b) Act in an irrational manner; lewd or obscene behavior. | 1 <sup>st</sup> offense: send home<br>2 <sup>nd</sup> offense: banned for remainder of calendar year<br>1 <sup>st</sup> offense: Minimum: banned for remainder of calendar year<br>Maximum: 3 yr. ban<br>2 <sup>nd</sup> offense: 3 yr. ban |

## **COACHES & UMPIRES**

<u><b>INCIDENT</b></u>	<u><b>CONSEQUENCE AFTER FINAL DETERMINATION</b></u>
1. Use of tobacco products while in the act of coaching and/or umpiring.	(Coach) Each incident, suspended remainder of the game, plus 1 more game. (Umpire) 1 <sup>st</sup> offense: warning given 2 <sup>nd</sup> offense: remove for remainder of game
2. Failure to enforce severe weather rules.	1 <sup>st</sup> offense: letter of warning 2 <sup>nd</sup> offense: banned for remainder of calendar year <b>GAME FORFEITURE MAY RESULT FROM ADDITIONAL VIOLATIONS</b>

## **COACHES & PARENTS**

<u><b>INCIDENT</b></u>	<u><b>CONSEQUENCE AFTER FINAL DETERMINATION</b></u>
1. Harassment of an umpire.	Minimum: Immediate ejection Maximum: Banned for remainder of calendar year
2. Failure to abide by suspension rulings or bans	Banned for remainder of calendar year or remainder of ban, plus 1 yr.
3. Pursuing an umpire from the playing field at conclusion of game.	Minimum: 3 game suspension Maximum: 3 yr. ban

## **COACHES**

<u><b>INCIDENT</b></u>	<u><b>CONSEQUENCE AFTER FINAL DETERMINATION</b></u>
1. Responsible for conduct of players, assistants & parents.	To be considered an incident of the same proportion as #6 in the ADULTS category and shall be dealt with accordingly.
2. Ejection from game: <ol style="list-style-type: none"> <li>a. arguing</li> <li>b. harassing the umpire</li> <li>c. unsportsmanlike conduct</li> <li>d. cursing</li> <li>e. threatening actions</li> <li>f. physical aggression</li> </ol>	Ejection from game plus 1 more game and any other applicable penalties.

- Any on the field disciplinary action taken against a coach, player or umpire by a Playground Board should be forwarded to the respective League President within 24 hours of the incident, for further review.
- The suspension/ban of a coach or umpire from any Playground or League will be reported to all Playground and League Presidents/Boards. The Boards may choose to apply the reported suspension/ban to their Playground or League.
- The suspension/ban of a Playground or League Officer will be reported to all Playground and League Presidents/Boards. The Boards may choose to apply the reported suspension/ban to their Playground or League.
- Any disciplinary action taken against a parent or spectator by a Playground Board should be forwarded to all League Presidents in order to help enforce the Playground's disciplinary action.

**ARTICLE XVIII**  
**Background Check Guidelines**

(Updated 1-09-14)

**PURPOSE**

The Daviess County Playground Association recognizes the importance of providing a quality program for the youth in Daviess County. Adult volunteers and other leaders, such as umpires, are integral to the provision of a safe, fun and enjoyable program for the community. Due to the high level of direct public contact with program participants, the Parks & Recreation Department will complete mandatory background checks on all volunteers (coaches, board members, etc.) and umpires serving the 7 playgrounds within the Association: Burns, Country Heights, Knottsville, Sorgho, Stanley, Southern Oaks & Whitesville.

**CRIMINAL BACKGROUND CHECK**

Volunteers and umpires shall undergo record checks same as those required by the school systems and child-care centers.

Each application or renewal form provided shall conspicuously state the following: "FOR THIS TYPE OF POSITION, DAVIESS COUNTY REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED".

The ability to volunteer shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony sex crime or as a violent offender as defined in KRS 17.165 or other conviction determined by the league's sanctioning body to bear a reasonable relationship to the ability of the individual to perform the job. Probationary volunteering shall terminate on receipt of a criminal history background check documenting a record of such convictions.

**WHO MUST HAVE A BACKGROUND CHECK**

All volunteers and umpires 18 years and older within the Daviess County Playground Association shall have a background check conducted.

**BACKGROUND CHECK PROCEDURES**

All volunteers and umpires are to complete a league approved form to be submitted for the purposes of a background check. Existing background check disqualifiers shall be used for the purposes of disqualification.

**STATEMENT OF APPEAL**

There is no appeal process.

**STATEMENT OF CONFIDENTIALITY**

Sanctioning league board will respect the privacy of each volunteer/umpire and will at no time disclose provided information outside of the organization.

## ***Background Check Disqualifiers***

(Task Force recommended changes 9/23/08, approved by DCPGA 1/14/09)

(Parks Dept recommended changes 1/9/14, approved by DCPGA 1/13/14)

### **SEX OFFENSES**

- **All Sex Offenses** – *Regardless of the amount of time since offense.*  
**Examples include:** *child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

### **FELONIES**

- **All Felony Violence** – *Regardless of the amount of time since offense.*  
**Examples include:** *murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.*
- **All Felony offenses** other than **violence** or **sex** within the past 10 years.  
**Examples include:** *drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

### **MISDEMEANORS**

- **All misdemeanor violence** offenses within the past 7 years  
**Examples include:** *simple assault, battery, domestic violence, hit & run, etc.*
- **All misdemeanor drug offenses** within the past 3 years or multiple offenses in the past 10 years.  
**Examples include:** *simple drug possession, possession of drug paraphernalia, etc.*
- **All misdemeanor alcohol offenses** - *two (2) within 3 years or multiple (3 or more) in 10 years.* Two (2) misdemeanor alcohol-related offenses on the same date will not be considered as multiple within 10 years, it will be considered as a single charge.  
**Examples include:** *driving under the influence, drunk and disorderly, public intoxication, etc.*
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.  
**Examples include:** *contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

### **PENDING CASES**

Anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer (or umpire) until the official adjudication of the case. (1<sup>st</sup> charge toward a coach or officer, they are out; 2<sup>nd</sup> charge toward an umpire, they are out)

**ARTICLE XIX  
PLAYGROUND ASSISTANCE PROGRAM**

This is the policy governing the eligibility of the Playground Association to participate in the \$2,500.00 per playground annual maximum Daviess County Fiscal Court contribution to the betterment of Daviess County Playgrounds. Only those playgrounds under the direction of the Daviess County Playground Association are eligible. Programs attached to Panther Creek or Yellow Creek Parks are not eligible for this funding.

1. Requests must be in writing and signed by the playground president and treasurer and be for the infrastructure of the requesting playground.
2. **Any projects and/or purchases over \$999 must have 3 quotes attached.**
3. Funds cannot be transferred from one playground to another.
4. All projects and/or purchases should flow through the Parks Department budget and must be submitted to the Parks Director for approval. Projects and/or purchases must be approved by the county commissioner in whose district the project will occur as well as Parks Liaison and the County Judge/Executive. The Daviess County Fiscal Court budget is effective July 1 - June 30. **All purchases/projects must be completed prior to May 15.**
5. Once purchase/project is complete, playground shall forward or have vendor forward invoices to Daviess County Parks Department for processing and submission to Fiscal Court for payment.

NOTE: In the opinion of the Daviess County Fiscal Court, it is in each playground's best financial interest to become 501 (c) (3) corporation. The 6% sales tax savings is pure profit for playgrounds.

**Previously Acceptable Projects**

<b>Fencing</b>	<b>Batting Cages</b>
<b>Lighting</b>	<b>Concrete Work</b>
<b>Scoreboard</b>	<b>Septic System</b>
<b>Bleachers</b>	<b>Water line Installation</b>
<b>Dugouts</b>	<b>Pitching Machines</b>
<b>Backstops</b>	<b>Storage Buildings</b>
<b>Picnic Tables</b>	<b>New Roof</b>
<b>Polycapping</b>	<b>Riding Lawnmower</b>
<b>Air Conditioner</b>	<b>Water Fountain</b>
<b>Concession Stand Repair – doors, etc.</b>	<b>More than 5 truckloads of dirt or gravel</b>

**NO PAYMENT(S) WILL BE MADE FOR PURCHASES AND/OR PROJECTS  
ALREADY COMPLETED**

**ARTICLE XX**  
**CHARITABLE DONATIONS FOR PLAYGROUNDS**

Playgrounds are eligible to receive charitable donations from businesses and corporations by channeling them through Daviess County Fiscal Court.

1. Playground President must contact Daviess County Parks either by phone, e-mail, fax or mail with their request for a W-9 Form, as well as the name of the business and amount requested. (\*\*See contact information below)
2. **All donations channeled through Daviess County Fiscal Court (via W-9 form) must be from a business (not an individual) and must be at least \$200.**
3. The business is to send their donation to Daviess County Fiscal Court, noting which Playground it is funding.
4. A check will be cut from the Daviess County Parks budget (Parks Grants line item) and mailed to the Playground President.

**\*\*Contact Information**

Ross Leigh, Recreation Outreach  
Daviess County Parks & Recreation  
221 Allen Street  
Owensboro, KY 42303  
Phone: 270-685-6142  
[RLeigh@daviessky.org](mailto:RLeigh@daviessky.org)

**ARTICLE XXI**  
**BEVERAGE CONCESSIONS POLICY**

(effective January 2012)

- Playgrounds may choose one of the following options:
  - A) Sign a contract with a beverage concessionaire (recommended: only 1 year at a time due to the nature of volunteerism) but must be one of the 3 major vendors; Royal Crown Cola, Coca-Cola or Pepsi-Cola.
  - B) Purchase beverages at local stores, but must be one of the 3 major vendors; Royal Crown Cola, Coca-Cola or Pepsi-Cola (no off brands).
- No ENERGY drinks are to be sold at the playgrounds.
- Scoreboards are to be maintained or replaced by the playgrounds; they are no longer the property of Pepsi-Cola.
- Playground Assistance money may be used to purchase coolers, refrigerators and/or scoreboards. ("Forms" pg. 22)