

Manchester Parks and Recreation Department

Athletic Agreement

League/Tournament field Use Rules/Agreement

All organized leagues wishing to use the athletic fields of the Manchester Parks and Recreation department must adhere and agree to the following rules. Violation or lack of enforcement of the rules will lead to suspension of the use of the athletic fields.

General Rules:

1. Fields are open for use beginning March 1st and closed November 1st. Exceptions are school teams that are utilizing the fields for their games and practices. Early or late use permission should be requested prior to the season. Anyone wanting to practice or have a game between November 1st-February 28/29th will be allowed to rent the field or fields that are desired on Saturdays and Sundays only. Rentals must be during daylight hours. Rental availability is subject to weather and maintenance.
2. The Manchester Youth Baseball Association, Manchester Girls Slow Pitch, Manchester Girls Fast Pitch, Coffee County Soccer League and the Manchester Youth Football League will be allowed to reserve the fields for free by submitting their season's practice and game schedules. Once the regular season ends, the league must provide a list of tournament teams still needing use of field time. The league must issue in writing a schedule for the tournament team that is requesting field time. This must be submitted to the Athletic Coordinator.
3. Athletic leagues must provide to the Parks and Recreation Director, Recreation Commission, and the Athletic Coordinator the following items, prior to approval for the use of the fields:
 - a. Latest financial/bank statement
 - b. List of current board of directors/officers with contact information.
 - c. Teams/Organizations must provide a certificate of insurance coverage in the amount of \$1,000,000 with the City of Manchester listed as additionally insured.
 - d. A signed copy of MRD's Athletic Agreement
4. Each league will submit a practice and game schedule before the season commences. Both schedules must be submitted 7 DAYS PRIOR to start date. Fields will not be prepared properly and concession will not be scheduled until a copy of the schedule is emailed to the Athletic Director.
 - a. Any make up games must be submitted 2 DAYS PRIOR to the scheduled game. Make up games ideally should be scheduled Monday – Friday each week if possible. Saturday and Sunday are prioritized for tournaments first, if a tournament is not being held, then make up games may be scheduled. (Coffee County Soccer League is exempt from the Saturday and Sunday makeup rule.)
 - b. If games are not scheduled early enough, the fields may not get prepared properly and there may not be staff available for concessions.

5. At the beginning of the season, each league will submit a list of all persons authorized to have keys to the needed buildings. Keys will be issued to these people by the Recreation Department, not by the league.
6. Concessions will be provided by the Parks and Recreation Department for all league games and tournaments, unless the Parks and Recreation Director has granted an exception.
7. No change in athletic affiliation/sanctioning will be done without prior approval by the Recreation Commission for athletic leagues utilizing the athletic fields of the Parks and Recreation Department.
8. Anyone involved in a physical confrontation on parks and recreation department grounds will be ejected and suspended from using all parks and recreation department property for one-calendar year. Leagues should report this information to the Director and/or Assistant Director of anyone suspended because of unacceptable behavior while coaching, playing, or spectating. All action should be reported within 48 hours to the department in written form.
 - a. Any coach, manager, player, or spectator who is asked to leave the game, or the park by the umpire or league official for unsportsmanlike conduct will have a two-game suspension.
9. All tobacco and vaping are banned from playing fields, bleachers, and concessions areas.
10. Guests are allowed to use a field at no charge on a first come first serve basis, provided the field is not reserved. If a league has the field rented then the guests will have to allow for the league to use the field. If there are problems that arise, please contact the Manchester Parks and Recreation Department for assistance.

Field Maintenance:

11. The Maintenance Staff for the Parks and Recreation Department is responsible for maintaining the athletic fields. They will mow, drag, line and make necessary repairs to the fields to allow play. The Maintenance Foreman of the Parks and Recreation Department will work with athletic leagues to maintain fields as closely to recommended standards of the affiliation/sanctioning organization.
12. No league may make changes to the structures or install anything of a permanent nature or alter buildings and grounds without the written permission of the Recreation Commission.
13. No practices will be allowed on a field after it has been prepared for games.
14. Payment is required for lights in regards of field rentals after dark. With the exception of all scheduled leagues, they will receive no charge. However, the leagues are responsible with providing a schedule to the Athletic Coordinator to ensure access to lights.

15. Light curfew is 11:00pm. If a league uses lights beyond the 11:00pm curfew, they will be charged a \$75.00 fee.
16. In the event of poor weather, the Maintenance Foreman and the Athletic Coordinator of the Manchester Parks and Recreation Department will decide at approximately 3:00 pm each day on whether fields are playable. If the Maintenance Foreman or Athletic Coordinator states that the fields are playable, it is then up to the league president to cancel games if he or she finds that the fields are not in proper condition.
 - a. If a field is played on, when it should not be, the league is responsible for the damages. They will be invoiced if the field requires a repair. That league will not have access to that field until the invoice is paid.
 - b. MRD can cancel games at any time they deem necessary even if they have approved to play earlier in the day.
17. All play will be suspended when there is thunder/lightening present. The occurrence of lightning and thunder is not subject to interpretation or discussion – lightening is lightening and thunder is thunder. The police will be called to remove teams, coaches, and spectators from fields if this is violated. When lightening is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightening and/or thunder has not been present for 30 minutes.
18. Athletic fields will be closed for use to the public when maintenance repair is undertaken.
19. The fields will be reserved for seasonal play by the approved athletic leagues, however they will be open to public use and rentals on days when the approved athletic leagues are not playing.

Tournaments/Athletic Field Rentals

20. Each approved athletic league can host one tournament a year without paying the field rental fees for the specific purpose of a fundraiser for the league. **The league must get prior approval from the Parks and Recreation Athletic Coordinator before scheduling the tournament.**
21. If a league decides to hold a tournament outside of their one free tournament per year, they will be asked to pay the rental fees for a tournament.
22. Tournaments must be scheduled at **LEAST 14 DAYS IN ADVANCE** and a 50% non-refundable deposit is due at the time of the reservation with proper insurance coverage provided. The balance for the reservation is due 7 days before the tournament takes place.
 - a. \$75 per field per day
 - b. \$70 per State League game (Soccer)
 - c. \$75 extra per field if temporary fences are required (Softball/Baseball)
 - d. \$25 per additional drag, lining, and repacking of the mound or batters' boxes
 - e. \$25 for moving bases during the tournament (must be scheduled prior)

- 23. Teams/Organizations/Individuals must provide a certificate of insurance coverage in the amount of \$1,000,000 with the City of Manchester listed as additionally insured.
- 24. **RAIN POLICY:** In the event that a game, practice, or tournament is cancelled, you may receive a credit in our system to reschedule your event. The credit applied to the account will be only for the field rental fees that have been paid.
- 25. Each league is responsible for keeping the fields, bleacher areas, press boxes and surrounding areas clean. This includes picking up any debris left after the last game each night.
- 26. On tournament days, the parking lot in front of the Ada Wright Building will not be allowed to be blocked off. Leagues have the option to rent the building during the tournament for a fee of \$100 for a two days tournament or \$150 for a three-day tournament. Leagues also have the option to direct traffic at no charge, as long as those that have rented the Ada Wright Building are allowed access to the building.

Contact us:

Gilberto Infante
 Athletic Coordinator
 (931)728-0273 (work)

ginfante@cityofmanchestertn.com

Jackie Burks
 Maintenance Foreman
 (931)728-0273 (work)
 (931)952-1078 (cell)

jburks@cityofmanchestertn.com

Organization Name: _____

Organization Representative: _____

Season: _____

By signing below, you agree to follow and enforce all above rules. If any rules are not being followed, the Manchester Parks and Recreation Department has the right to suspend usage until further notice.

Organization Representative Name: _____

Signature: _____

Date: _____

Athletic Coordinator Name: _____

Signature: _____

Date: _____