

City of Scottsbluff

2019 SOFTBALL MANUAL

Mens \$550

Coed \$400

Womens \$400

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Revised January 22, 2019

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EACH CAPTAIN HAS THE RESPONSIBILITY TO MAKE SURE THAT ALL TEAM MEMBERS ARE AWARE OF THE FOLLOWING RULES AND REGULATIONS! ANY RULES NOT IN THIS BOOK REFER TO ASA/USA SOFTBALL RULES. IF ANY TEAM FEES COME BACK AS INSUFFICIENT FUNDS, THAT TEAM WILL NOT BE ABLE TO PARTICIPATE IN THE LEAGUE THAT SEASON AFTER THE REGISTRATION DATE. THERE WILL NOT BE ANY TEAMS ACCEPTED AFTER THE REGISTRATION DEADLINE.

Program Coordinator

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I. SEASON INFORMATION

- a. Hopefully you chose your league wisely...if you're in a league that is not at your skill level, there may not be an opportunity to switch leagues during the regular season. We have provided guidance with definitions of each league explaining the different skill levels on the website. It can be found under: Downloads/Adult Softball/League Definitions.
- b. When setting up leagues and divisions, the Athletics Office reserves the right to combine or adjust leagues due to registration numbers and previous team history. Not all leagues are offered every night.
- c. Season Timeframes
 - i. SUMMER: Season play will begin the first week of May with a tentative end date of late July or early August.
 - 1. M-F leagues will play 8 regular season games with a double-elimination tournament

II. WEATHER

- a. Every effort will be made to make up rain out games, but the Athletics Staff retains the right to cancel games should sufficient dates not be available. Make-up games may be played on a different night or field they were originally scheduled or teams might play a double-header on the same night but different field.
- b. If 35 minutes or 4 completed innings of the game have been played when game is stopped due to inclement weather, game will count as being played and will not be rescheduled.
 - i. REGULAR SEASON: Games not considered regulation will be restarted from the beginning. ii. TOURNAMENT: Games not considered regulation will be picked up where the game left off when it gets rescheduled. Team captains should present their scorebooks to the umpire or field supervisor for clarification and instructed about policies for completion of rain suspended games.
- c. If a game is delayed due to weather, the site supervisor will pull the players off the field. All sites will go by the "30/30 rule". This rule states: Take appropriate shelter when you can count 30 seconds or less between lightning and thunder. Remain sheltered for 30 minutes after the last thunder. This means when site supervisors see lightning strikes in the sky that is less than 30 seconds apart from each other, the games in progress will be officially delayed and players will be asked to seek shelter. Games will be delayed 30 minutes after the last lightning strike. DO NOT LEAVE THE AREA UNTIL THE SITE SUPERVISOR CANCELS THE GAME!! If players leave and the game resumes, the team could face a forfeit and the game will not be rescheduled!

III. ROSTER/WAIVER DATES AND DEADLINES

- a. Help is available by calling Kirk Bernhardt 308-672-8329. After the initial roster has been submitted the first game, then teams are allowed to add up to the third game. Teams need to have the minimum of 8 players enrolled on their roster by their first game. No additional players can be added after the 3rd game. Absolutely no change to the roster will be made after this date.
- b. After the third game, rosters will be LOCKED! Players that have not completed the enrollment process will not show up! It is the captain's responsibility to know who is enrolled on their roster!
- c. If a team does not have the minimum of 8 players enrolled on its roster 24 hours before the day of their third 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!

IV. FREE AGENTS/EXTRA PLAYERS

- a. We have an ever growing free agent list with players of all caliber of talent that are looking for a team! If your team is looking to add players, contact the Kirk Bernhardt to get the "Free Agent List" sent to you via email. There will be two free agent lists. One for upper and one for lower leagues. There will be a \$25 fee to be added to a free agent list. You will only be able to be on one free agent list and not listed on a permanent roster.

V. ELIGIBILITY

- a. Men's, Women's, and Coed Leagues
 - i. Individuals may play on only one team in each division of coed, men's or women's.
 - ii. In all adult divisions, players must 16-18 years of age with parents' consent.
 - iii. Women may play on a men's team and men may not play on a women's team. There must be at least 8 women's teams to have their own league on Monday nights. Any teams less than 8 will be added to the men's lower B league and play straight up.

VI. GENERAL LEAGUE RULES: MEN'S & WOMEN'S

- a. Stealing is allowed in Men's and Women's Leagues. With men's, stealing is permitted as long as the runner does not leave the base UNTIL the ball lands or makes contact with the glove after crossing the front edge of home plate. Any ball landing in front of or on home plate is a dead ball and runners cannot advance.
- b. Number of Players Needed for Men's/Women's Games:

- i. 10 players on the field. Up to 12 can bat.
- ii. The 12 players in the lineup can rotate in to play defense unlimited times in between innings.
- iii. Any amount of players over 12 would be considered substitutes and would have to replace current players in the lineup and field.
- iv. Any late arriving players will be placed last in batting order and can only enter at the half inning.

VII. GENERAL LEAGUE RULES: COED

- a. No stealing in Coed Leagues.
- b. Teams may have 12 in the lineup, but genders need to alternate. An out will be assessed if ANY gender bats back-to-back.
- c. Teams may start with 8 or 9 (shorthanded), 10, 11, or 12 players. Games may NOT be started with less than 8 players.
- d. If a team loses a player during the game, a team may play with an odd number, but an out being assessed. But play will not continue if the players fall below 8, and a forfeit will occur if no substitutes are available with a score of 7-0.
- e. The 12 players in the lineup can rotate in (to play defense) unlimited times in between innings.
- f. Any amount of players over 12 would be considered substitutes and would have to replace current players in the lineup and field.
- g. Any late arriving players will be placed last in batting order and can only enter at the half inning.
- h. Number of Players Needed for Coed Games:
 - i. 10 Players: Defense needs to have the following:
 1. Pitcher & Catcher - One of each gender
 2. Infield & Outfield - Two of each gender
 - ii. 9 Players (shorthanded): An out will be assessed when two of the same gender bats back to back. Defense needs to have the following –
OPTION 1:
 1. Pitcher & Catcher- One of each gender
 2. Infield - Two of each gender
 3. Outfield - At least one of each genderOPTION 2:
 1. Pitcher & Catcher- One of each gender
 2. Infield - At least one of each gender

3. Outfield - Two of each gender

- iii. 8 players (shorthanded)
Defense needs to have the following-

OPTION 1:

4. Pitcher & Catcher- One of each gender
5. Infield and outfield must consist of 3 girls and 3 guys, but cannot play all 3 girls or guys in the infield or the outfield, must be 1-2 or 2-1

- iv. Any walk to a male batter will result in a two base award. The next batter (a female) will bat.
EXCEPTION: With two outs, the female batter has the option to walk or bat. NOTE: Should the female batter-runner pass a male batter-runner when choosing to walk, no out shall be called during this dead ball period. A male batter-runner advancing to second base without touching first base shall be called out if properly appealed. This includes extra innings: if a male batter receives a walk in the extra inning(s), it is treated just as it was during regulation play and that batter goes to 2B. When the offensive team has 2 OUTS, the female has the option of hitting or walking.
- v. An arc or "mowed line" will be placed at 200 feet from home plate. The arc will extend from the left field foul line to the right field foul line. All outfielders will be required to remain on or behind this line until the ball reaches the plate. If in violation of the arc and the ball is not put in to play, there is no penalty. If the ball is put into play while there is an arc violation, the offensive team shall be given the option to take the result of the play or have the batter re-bat with the same ball and strike count. The umpire will signal a delayed dead ball and let play continue. When play is ceased, the umpire will converse with offensive captain and give them their option. If batter reaches first base and all runners advance one base, play shall continue with all runners being liable to be put out.
- vi. An infielder who defends the area of the field around first, second, third, or shortstop, must start on the dirt until the pitch crosses the plate or the ball is hit. For purposes of appeals and infield fly rule, the pitcher and catcher are also considered infielders.

VIII. GROUND RULES

- a. Judgment calls are not eligible for protest. If a rule is called incorrectly by the umpire, an appeal of rules can be brought to the supervisor for discussion. Time will be called and the clock stopped until the supervisor is present. Once the ruling is made, the game will continue as normal. The supervisor's ruling is final.
- b. REMEMBER, THE MORE YOU HUSTLE, THE MORE INNINGS YOU CAN PLAY!
- c. Games will be scheduled every hour. NO NEW INNING will be permitted to start 55 minutes after the game begins (unless a game is tied). Games will be played out until a winner has been declared. Game time is forfeit time. You will be allowed a 5 min timeframe for players to arrive to start the game before a forfeit is called. Example: 6 pm game and you only have 7 players with one on the way. You will do coin toss to select home/away teams, if player is not there by 6:05 game will be called a forfeit.
- d. Run rules will be in effect in all levels of play, including the tournament.
- i. 20 runs after 3 innings
ii. 15 runs after 4 innings

- iii. 12 runs after 5 innings

- e. A team may start and play with the minimum of 8 players. If a team drops to 7 players, the game will be forfeited. The final score on a forfeit is 7-0. You may play with 5 girls and 3 guys, 5 guys and 3 girls or 4 guys and 4 girls. You must have 6 original roster players to play with free agents.

- f. In the event of a tie game after 55 min and the current inning finished, the follow rules are in effect:
 - i. The last out from the previous inning will be placed on 2B and the lead-off batter in that inning will play with a 1-pitch count.

 - ii. The 1-pitch rule states that if a strike is called on the batter, the batter is OUT. If the pitch is called a ball, the batter WALKS.

- g. The captain or team representative from the winning team needs to verify the final score with the umpire by initialing the umpires score card following the game.

- h. All batters will begin their at bat with a ONE BALL - ONE STRIKE count, without a courtesy foul. The batter is out if he/she hits a ball into foul territory after two strikes. If the ball lands foul before the defense can catch it, the ball is dead and no runner(s) can advance. If the defense plays the ball, runners can advance at their own discretion.

- i. Home runs are based on location. The following home run limits will apply to all fields: (Any home runs over the limits are an OUT).
 - i. 2 Home Runs over what opponent has.

- j. When a player hits an over-the-fence homerun, the batter and all runners DO NOT RUN THE BASES – THEY JUST GO TO THE TEAM DUGOUT. This helps speed the game up considerably!

- k. **Definitions:**
 - i. **Interference:** When a runner gets in the way of a defender making a play on the ball or is struck by the hit ball. (This can be intentional or unintentional).

 - ii. **Coach's Interference:** The base coach is not allowed to touch their own base runner while rounding bases and the ball is in play.

 - iii. **Obstruction:** If a defensive player without the ball is preventing the runner from obtaining the next base or plate, and the runner is forced out of their natural base path, obstruction will be called and the runner will be awarded a base. The defense MUST have the ball to make a play on the runner.

 - iv. **Foul Tip:** The ball goes directly into the catcher's glove after being struck by a swinging bat. Base runner can steal on a caught foul tip in mens.

- v. **Foul Ball**: The catcher has to make an effort to catch the ball. No stealing is allowed on a foul ball.
- vi. **Fake Tag**: A defensive player that applies a tag to a runner without possessing the ball keeping the runner from advancing. The runner is awarded the next base.
- vii. **Four Base Award**: When the defense makes an error trying to rob a homer...i.e.-the ball going off the defenders glove then goes over the fence.
- viii. **Collision Rule**: When a player willingly makes aggressive contact with another player on the opposing team that the umpire deems intentional/flagrant.
 - 1. The player initiating the contact will immediately be ejected from the game and could be suspended from all games for the next 2 weeks with which they play or suspension from the remainder of the tournament.
 - 2. Any further collisions after serving the first suspension could result in the offender facing a suspension for the remainder of the season or following season, if necessary.
 - 3. In all cases, Kirk Bernhardt will contact the offending party and the team captain about suspension lengths and dates. Kirk Bernhardt's ruling on this is final.

IX. TOURNAMENT REGULATIONS

- a. No changes will be made to the tournament brackets once they have been published!
 - i. Request for game times may not be honored during the tournament.
- b. The tournament begins the week following the conclusion of the regular season games.
- c. Make sure to double check your team bracket for time and location of each tournament game. You are responsible for finding out when and where your next game will be played. Some teams may be scheduled to play at a different field than where they played the regular season.
- d. All time limits and ground rules will carry over from the regular season.
- e. Ejection of a player or team from a tournament game for any reason by an official will result in the suspension of the player from all teams/nights with which they play for the remainder of the tournament. The team could also be suspended from the remainder of the tournament. Individuals or teams who display inappropriate behavior after their final tournament game has been completed may be banned from registering or playing in the league the following year or another sport offered by the City of Scottsbluff Parks & Rec. Please see CODE OF CONDUCT for further details.

- f. All protests must be brought to the attention of the umpire and then Kirk Bernhardt prior to the last out of the game.
- g. Eligibility protests will be accepted during all games.
 - ii. all players may be protested.
 - iii. Protests are valid for interpretation of the rules.
 - iv. \$20.00 cash roster protest fee is required to protest someone's eligibility during play. Captains should notify an umpire whom they wish to protest. This must be done before the end of the game. The umpire and or Kirk Bernhardt will take care of the protest procedure. Captains of teams involved will be notified as to the result of the protest. If the protest is upheld, the \$20.00 fee will be refunded. However, if the protest is disallowed, the \$20.00 fee will NOT be refunded.
- v. Any player who is questioned for eligibility must comply with the request of the umpires or Kirk Bernhardt or game will be forfeited to opposing team. The protested player(s) must present a valid PHOTO ID. Players should bring their ID to the field.

X. COIN FLIP

- a. Home team will be decided by the flip of a coin. Winner of the flip of the coin has the option of being visiting or home team.

XI. SCOREKEEPING

- a. Each team shall be responsible for keeping their score book. The official will confer with the home team's score keeper for all updates. The visitor's scorekeeper will become the default scorekeeper if the home team does not have a scorekeeper. If neither team has a scorekeeper, teams will be responsible for keeping their own score and will report score to the umpire every half inning. Final scores must be confirmed by the team captain with the umpire following the game, by initialing the umpire's scorecard. Scorekeepers should verify the score at the end of each half-inning with the umpire.

XII. PITCHING

- a. Pitch height and speed is a judgement call by the umpire which WILL NOT be argued by players or fans. Teams will be issued an unsportsmanlike out for arguing pitch height. See UNSPORTSMANLIKE CONDUCT & PROFANITY for more details.
- b. For a pitch to be legal, the ball MUST be delivered with a perceptible arc between 6-10 ft.
- c. A pitched ball that does not meet these requirements is considered an illegal pitch and is a ball. Illegal pitches may be hit and baserunners are permitted to steal in mens.
- d. Each pitcher shall receive 5 warm up pitches when they begin the game. For each inning thereafter, they will receive 1 warm up. An automatic BALL will be called for every pitch that a pitcher continues to throw after the limit has been reached. These extra pitches do not have to be made to the catcher only. A BALL shall be called for a pitch thrown to an infielder if it is in excess of the limit.

- e. A pitcher that throws excessive speed more than once in the same game, will be removed from pitching but can play other positions.

XIII. EQUIPMENT

- a. Masks &/or shin guards may be worn by any defensive player.
- b. Any offensive or defensive player may wear an approved helmet.
- c. If a team does not have uniforms, then the same colored shirts are encouraged!
- d. Plaster casts or other hard substance in their final form may not be worn during the game.
- e. Exposed jewelry: We strongly urge players to not wear any jewelry, but if the umpire deems jewelry dangerous to yourself or others, it must be removed for the game. The umpire's judgment and ruling is final. If the player refuses to remove the jewelry, he/she will not be allowed to play. Medic alert bracelets or necklaces are not considered jewelry and must be taped to the body so the medic alert information remains visible. Fitbits or activity trackers are allowed. Metal clasps may need to be covered. Use tape/band aid/sweatband.
- f. Lack of equipment by any team will constitute a forfeit, unless another team is willing to supply it.
- g. Any exposed metal on cleats is NOT allowed. If player is found wearing metal spikes, they will be asked to change them. If a player does not change shoes, they will not be allowed to continue in the game. The team can play with the short-handed rule for this violation until shoes are changed.

XIV. BALLS

- a. The ONLY balls allowed for city rec play are: 12 inch YELLOW OPTIC, RED STITCHED SOFTBALL (52 COR / 300 LBS). The balls must be stamped with the ASA/USA SOFTBALL logo.
- b. NEW Ball allowed 2017: Tattoo NX3 is allowed. It's made as a one piece heat bonded urethane cover.
- c. Teams without the approved balls will be considered to have a lack of equipment, and be liable for forfeit.
- d. Balls can be purchased at all major sporting goods stores in Scottsbluff and online at various sporting good sites.
- e. It is HIGHLY suggested that each team has 6-12 balls on hand at all times.

- f. Each team shall provide 1 balls to the umpire at the coin flip. The umpire will give the ball to the opposing team.
- g. Blemished balls are permissible as long as the umpire can still see the ASA/USA SOFTBALL logo on it. THE UMPIRE'S RULING ON LEGALITY OF ANY BALL IS FINAL!
- h. Teams will hit the ball they have provided at the beginning of each inning.
- i. Teams should make sure to clearly mark in small lettering each of their game balls so that it is identifiable as their team ball.

XV. BATS

- a. All bats that will be used for the City of Scottsbluff Parks and Recreation League and have a current ASA/USA Stamp on the bat – even if you had the bat checked last year! A list of approved bats can be found on the ASA/USA SOFTBALL web site www.ASA/USA Softballsoftball.com in the Certified Equipment section.
- b. If a bat is deemed illegal or is disqualified for the game, the bat must be removed from the dugout. This decision can be appealed to Kirk Bernhardt who will have the final decision. If Kirk Bernhardt upholds the umpire's decision, the bat must be removed. Further appeals MUST go through the Kirk Bernhardt.
- c. Bats with cracks or dents in them will not be allowed.
- d. Umpires will check bats before every game!! Please have your bats ready so the start of the game isn't delayed!
- e. If a non-stamped bat is used to put the ball in play, an out will be assessed.
- f. If a player enters the batter's box with a non-stamped bat, the bat will be removed from the playing field and cannot be used again until a current stamp is placed on it. If bat is brought back into the game for any reason, the player in the batter's box will be disqualified and an OUT will be assessed.
- g. It is the responsibility of the players and teams to make sure they are using legal bats.

XVII. COURTESY RUNNER

- a. **NEW for 2017: A courtesy runner for any age may be used for any runner once per inning.**
- b. A batter that comes to bat in the same inning a second time and reaches base safely, may not have an additional courtesy runner, he/she must run for themselves.

- c. A courtesy runner whose turn at bat comes while on base will be out. The courtesy runner will be removed from the base and come to bat. A second courtesy runner cannot be substituted at this time. A courtesy runner may not run for an existing courtesy runner except for an injury or health concern.

XVIII. BLOOD RULE

- a. A player or coach who is bleeding or who has blood on his uniform shall be prohibited from participating further in the game until appropriate treatment can be administered. If medical care or treatment is administered in a reasonable length of time, the individual will not have to leave the game. The length of time considered reasonable is left to the umpire's judgment. The umpire shall:
 - i. Stop the game and allow treatment if injured person would affect the continuation of play.
 - ii. Immediately call a captain, trainer or another person to help the injured player.
 - iii. Apply the rules of the game regarding substitutions, re-entry and short-handed player if necessary.
 - iv. Any substantial time lost due to any injury, etc., will be added to the time limit of the game.

XIX. SUBSTITUTIONS

- a. If a base runner is injured and unable to continue and there is no eligible substitute available, the player who made the most recent out may run for the injured player. If this substitution is made, the injured person is removed for the remainder of the game, their position in the batting order is left vacant and no penalty is assessed.
- b. If a player other than a base runner is injured or leaves the game for any reason other than an ejection with no eligible substitution available, their position in the batting order left vacant and no OUT will be assessed. The player may not return to the game. If additional players leave for any reason, they must have a substitute. If not, the game is over by forfeit if a team has less than the required minimum number of 8 players.
- c. A player in the line-up in addition to the 10 defensive players can at any time rotate in to play defense.
- d. Anyone not in the line-up is considered a substitute and can only enter the game twice. That substitute must bat in the order of the player they replaced.
- e. If player re-enters the game in a position in the line-up other than their original starting position, this is considered an illegal re-entry. If a player tries to re-enter the game to play a 3rd time, this is also considered an illegal re-entry.
- f. Violation of the re-entry rule is handled as a protest.
- g. If a player is ejected and there are no substitutes available, the game will be forfeited to the opposing team.

XX. SPORTSMANSHIP & PROFANITY

- a. The umpire has the authority to assess ONE UNSPORTSMANLIKE OUT against the offending team for the use of PROFANITY which shall be defined as expletives (vulgar or profane language) not directed at umpires or opposing players, uttered by a player, captain, on the field or an individual within the dugout involved with the play of the team, frustrated with themselves, a teammate, or fan.
 - i. 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 umpire has the authority to assess ONE UNSPORTSMANLIKE OUT against the offending team for excessive protests, arguments, arguing pitch height, complaints, or behavior not appropriate in a recreation sports setting, (throwing bat, glove, gestures, whining, etc.). The out can be assessed to anyone involved with the team (players, coaches, captains, scorekeepers, or fans).
- c. Any outs assessed to the defense will be applied to their next at bat.
- d. Unsportsmanlike outs can be assessed as the third out of an inning or the last out of a game.
- e. Unsportsmanlike outs will be assessed as a “team out” and will not affect any batter or base runner. For scoring purposes, the putout will be credited to the catcher.
- f. NEW FOR 2017: Any player that is assessed 2 unsportsmanlike outs during a game will be ejected. Any team That is assessed 3 unsportsmanlike outs during a game will forfeit the game immediately. Refer to XXI EJECTIONS for more details.

XXI. EJECTIONS

- a. Game officials can eject any player, coach, or fan for the following: profane language; unnecessary roughness; harassment of officials; unsportsmanlike conduct; destruction of public property; being under the influence of alcohol or drugs during a game.
- b. Any player ejected must pay a \$25 fee to the city of Scottsbluff and will face a 1 week suspension from all teams/nights with which they play (or your next scheduled game- in the case of a rainout, scheduled bye, etc....Kirk Bernhardt will clarify to the team captain).
- c. The team captain and player will be contacted regarding a player ejection/suspension.
- d. Any player ejected will be removed from the game immediately and will not be allowed to play in any games at any fields the rest of the day (as well as the next week- see above). Kirk Bernhardt will determine the timeframe in which the ejected player needs to leave the premises. If the ejected player does not comply with the supervisor, the team may receive a forfeit and the player may face further game suspensions.

- e. On every ejection, a report will be completed and given to the City of Scottsbluff. Failure of the team captain to cooperate with this procedure could result in a forfeiture of the game or further sanctions.

XXII. FORFEITS

- a. Teams should be ready to play at least 15 minutes before game time. At game time, if one team is short of the required number of players it is considered a forfeit. The score shall read 7-0.
- b. In the event both teams cannot field the minimum required number of players at game time, the game will be declared a double forfeit. The score shall read 0-0.
- c. Only the team captain can notify Kirk Bernhardt if their team is willingly forfeiting their scheduled game.

XXIII. BANNED SUBSTANCES

- a. Alcohol:
 - i. According to the City Ordinance: "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."
 - ii. If alcohol is brought into the dugout by coach, player, or fan, the player and coach will be ejected immediately.
 - iii. If a player appears to be intoxicated, they will not be allowed to play.

XXIV. CODE OF CONDUCT

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

The City of Scottsbluff 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 Scottsbluff 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 Scottsbluff's 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

- i. 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.