



# 2024

## Sports & Facility Manual



SPAR Board Approved

October 23, 2023

Administration Offices • 933 W. Parish Rd  
Carlyss Park • 6043 Carlyss Dr  
Center Circle Park • 80 Center Cir  
Frasch Park and Golf Course • 400 Picard Rd  
Kyle Street Park • 200 Kyle St  
McMurry Park • 300 Hazel St  
Recreation and Aquatic Center • 933 W. Parish Rd  
The Grove at Heritage Square • 1211 Ruth St  
Maplewood Commons • 4408 Maplewood Dr.

## POLICY STATEMENT

It is the goal of Sulphur Parks and Recreation to provide the finest sports, recreation, and park facilities as possible. SPAR will strive to have the fairest and most inclusive sports and recreation programs possible; that all persons be treated equally without regard to race, sex, ability, social standing, economic status. SPAR will do its best to uphold the public good to the highest possible standards.

## SPAR FACILITIES CODE OF CONDUCT STATEMENT

Sulphur Parks and Recreation is committed to offering a higher quality of life for all its residents and visitors. While SPAR strives to provide a variety of recreation opportunities, equitable programs, and an array of facilities, for its community, it is the responsibility of patrons and the public to maintain a level of dignity and upright demeanor when utilizing SPAR facilities or when representing SPAR. Persons found acting in opposition of this effort or who are considered to be acting with ill intent toward SPAR facilities, patrons, or staff are subject to disciplinary actions by SPAR and other appropriate authorities.

## RECREATION BOARD of COMMISSIONERS STATEMENT

The Sulphur Parks & Recreation Board of Commissioners regulates all rules and procedures of operations that Community Center District 2, of Ward 4, Calcasieu Parish follows. The Board of Commissioners meets at regularly scheduled meetings at 5:30 P.M. on the third Tuesday of each month unless other dates and times are advertised and provided for. Persons wishing to appear before the Board should contact the Sulphur Parks & Recreation offices during business hours and file a written request to have the Board's Secretary and/or the Director place the item of reference on the agenda.

The SPAR Board of Commissioners has implemented a Sports & Facility Manual that lists the current Recreation Policies & Procedures (not all-inclusive) to be followed. A public meeting is advertised and held in the fall of each year to solicit input from the public in regard to suggested corrections and changes. Other input with the staff is welcomed throughout the year. The staff reviews the information collected and presents possible changes to the Board. The Board then reviews, discusses, and adopts any changes to the Sports & Facility Manual at the Board Meeting.

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All sports and competitions organized and played under Sulphur Parks & Recreation’s administration are considered recreational and are not affiliated with any outside organization. The rules, regulations, and guidelines that SPAR adopts and operates under are recreation rules and are solely under the authority of the Sulphur Parks & Recreation Board of Commissioners. SPAR at times does utilize certain rulebooks published by independent sports organizations (i.e. Little League/ AAU) that are subject to SPAR modifications. However, the utilization of the rulebooks does not mean that any SPAR activity is subject to any outside organization’s rules and/or regulations. The use of outside reference services is simply an easy way for all persons involved to communicate and adapt to each sport’s requirements. The rules adopted by SPAR are subject to change at any time. SPAR reserves the right to adopt, to amend, and/or to delete rules, rulebooks, and operating procedures at any time.

### ALL LEAGUE RULES

- I. Acts of poor sportsmanship and misconduct on the part of players and coaches will not be tolerated. They will be ejected from the game and must leave the facility immediately or a forfeit will be declared. Parents or fans of a team who heckle or use abusive language toward umpires, game officials, opposing players, or other fans will cause the coach of the team at fault to be warned so that he/she can adequately warn the parents or fans. If the problem continues the coach will be required to remove the parents or fans from the facility or a forfeit will be declared. Ejected participants must promptly leave all park properties and under no circumstances will they be allowed to return that day. Any team not playing according to the basic fundamentals of the game shall be eliminated from further competition in that season and not allowed to reorganize. No more than 30% of the dissolved team's roster may appear on any other team's roster in subsequent seasons.
- II. A minimum of four teams is required before a new league or sport will be added to the SPAR program. SPAR will register all ages for each sport in an effort to offer as many participating divisions possible. SPAR reserves the right to review and make adjustments to sports, leagues and team rosters as needed should rare and/or unforeseen circumstances develop in order to maintain safe and fair play guidelines.
- III. All participants must play in their own age group.  
Playing age for all sports is determined as follows

Sports	Age Requirement	Registration Season
Basketball	Age on Sept 30 of Registration Year	Early Oct – Early Nov
Baseball	Age on August 31 of Registration Year	Mid Jan – End Feb
Softball	Age on December 31 prior to Registration Year	Mid Jan – End Feb
Slow Pitch Softball	Age on December 31 prior to Registration Year	May
Football	Age on Sep 30 of Registration Year	Early May – Mid Aug
Volleyball	Age on Sep 30 of Registration Year	Early May – Mid Aug
Soccer	Age on Sep 30 of Registration Year	Early May – Mid Aug
Adult Sports form own teams and submit rosters during or before corresponding youth seasons.		

Participants who are 18 and younger will be considered youth participants. Participants who are 19 and older will be considered adult participants. Note: Participants no longer in high school that become 18 years old prior to the start date of the Adult sports seasons may choose to play as adults. Those participants will not be eligible for youth sports for the remainder of their SPAR sports career.

- IV. All participants in the programs of SPAR must be permanent residents of SPAR;, unless given special permission. If they are not residents, they are considered illegal. Adult teams must submit roster and registration forms with photocopy of Driver’s License or other valid proof of residency at time of registration. This does not eliminate the need for proof of identification required upon request by SPAR during participation. Use of an illegal player will cause forfeiture of all games in which the ineligible player was used and the coach is subject to disciplinary action. If it is an adult sport, the team will not be allowed to participate the following year. If a second illegal player is found on the same adult team in the same season, that team will be dropped for the remainder of the season. Protests on the use of an illegal player must be submitted in writing to the sports office with any proof that is available.
- V. All youth and adult sports are drafted and played on a citywide basis.
- VI. A player who is practicing or playing with a school team after the deadline established by SPAR for the individual sport is considered ineligible for participation in the recreation program for that season. This rule applies to sports in which the recreation season and school season run concurrently. Only recreation organized teams are allowed to play in a recreation league.
- VII. If a player misses one-half (1/2) of their practice schedule or one-half (1/2) of their scheduled regular season games or quits the team, the head coach must notify the sports office and drop the player at that time (Exceptions: Incapacitating injury, summer vacation). The parent must be notified that the player is dropped but can re-register the next season. Regardless of the reason, players who are

dropped from one team may not play for any other team during that season. If the player is dropped before the team plays 50% of its scheduled games, the player is eligible for the next year's draft. If the player is dropped after the team plays 50% of its scheduled games, the player is bound to that team until he/she changes leagues and may not return to the draft.

- VIII. Players who have missed one or more games due to serious injury or illness must provide coach with a medical release signed by a doctor before they may return to the team and play. A player who fails to provide the medical release before they return to play will be declared an ineligible player and disciplined according to the applicable rule book.
- IX. Each recreation activity has a must play rule which specifies the minimum amount of playing time for all participants. If a player will not be used in a game due to disciplinary action or injury/illness, the coach must notify the scorekeeper at the time the team roster is turned in. That player will not be allowed to enter that game any time after said notification. If a team violates this rule, it will forfeit each game in which a violation occurred and the offending coaches will face disciplinary action.
- X. Players may only be added to a team roster by SPAR. Late registration periods will apply in all sports and be posted with regular registration, tryout, and draft dates.  
SIBLINGS registered AFTER Draft will be assigned as follows:
1. If signed up on same day they will be considered as one assignment and placed on same team
  2. If signed up on separate days and both are in pool unassigned, they will be placed together on same team
  3. If signed up separately and one has been placed before the other has signed up, there is no guarantee they will be placed together on the same team.
- SPAR'S decision on player assignments from the pool is based on the written documentation on file in reference to team player counts. SPAR reserves the right to create new teams from large numbers of late registrars in the pool when necessary.
- The priority ranking for assigning players from the pool will be:
1. Team rosters that were uneven after the draft will be equalized and
  2. Dropped players will be replaced if the roster drops below the assigned minimum for the particular sport.
  3. If a returning player registers late they will be re-assigned to their previous year's team.
- The minimum number of players for each team will be designated by sport (see rules for individual sports). Players who register after the registration period are not guaranteed a chance to play.
- XI. SPAR will schedule each team to play up to two games per week whenever possible. Each team will be scheduled up to 10 games during the course of the season. When possible, more games may be scheduled. Leagues for which the rule book specifies a minimum number of games will have that number of games scheduled. In large and/or interlocking leagues, teams may not play every other team within the league(s).
- XII. Due to the size of SPAR and the number of teams participating and the fact SPAR encourages participation over winning, only games canceled because of weather or other "act of God" will be considered for rescheduling. Every attempt is made to avoid holidays and school activities that SPAR is aware of; but it is impossible for the sports seasons not to conflict with other activities within the community. In the case of rainout, every effort will be made to reschedule. There is no guarantee that cancelled games will be rescheduled.
- XIII. There is no forfeit time in any leagues. A team must have the required number of players (see individual sports rules that follow) at the scheduled game time and a complete and accurate roster on file with the scorekeeper before the game begins. To be eligible to participate a player must be in uniform. Coaches should call players the day of the game to make certain they have enough players to play the scheduled game and, if they do not, contact the sports office as soon as possible so that the opposing team may be notified. If a forfeit does occur, coaches may not agree among themselves to play the game and have it counted any other way except as a forfeit. The teams may scrimmage/practice as long as it does not interfere with the next scheduled game and as long as the behavior and safety of the participants warrants. When possible, officials may be approved to work the scrimmage, but no score will be kept either in the score book or on the score board.
- XIV. SPAR will handle any and all complaints about coaches, players, spectators, facilities, workers, etc. and render any necessary disciplinary action in a timely manner. SPAR does not take action on verbal complaints. Complaints may be emailed or filed in written format in person. Protests for any rules violation must be filed in writing with the sports office on the next business day. Protests will be ruled on every two weeks. SPAR does not take action on or extend the time for filing the written protest on the basis of a verbal report.
- XV. No tobacco products, including but not limited to vape or e-cigarettes, are allowed inside any SPAR facility including gymnasiums or on any playing fields including dugouts, bleachers, and sidelines. Smokers must completely exit the fields, courts, or other facility so as not to interfere with players, spectators, or SPAR workers. During events with no reentry, smoking, and electronic vapes may be prohibited

completely.

- XVI. SPAR may recognize league committees created for auxiliary purposes. No action taken by the league or any league committee can be contrary to the guidelines of SPAR. SPAR will not accept any liability for actions taken by a league or any league committee. The financial information of the league is open to review by SPAR and/or parents for informational purposes only. An annual financial report may be filed with SPAR.
- XVII. SPAR is not involved in the organization of or operation of all-star or tournament teams. However, leagues or groups selecting such teams should have a selection method on file in the sports office. (See Appendix A of this manual). Teams must schedule any use of SPAR facilities through the sports office.
- XVIII. SPAR does not provide health insurance coverage to participants or users of its facilities. If an individual league committee offers insurance, it is totally separate from SPAR and SPAR will not intercede.
- XIX. All participants and visitors are responsible for maintaining the condition of any and all facilities they are assigned to use and shall only use facilities for their intended purpose.
- XX. SPAR reserves the right to make adjustments to sports, leagues and team rosters as needed.

## COACHES/MANAGERS

- I. Coaches must be at least two years older than the oldest age group in the league they wish to coach. Preference will be given to qualified persons over 18-years-old.
- II. To qualify as a head coach, applicants will be judged on:
  - a) Experience coaching in youth sports
  - b) Sportsmanship exhibited as a coach, fan, and player
  - c) Prior complaints filed against the applicant if any
  - d) Attendance at coaching clinics
  - e) Membership in youth sports coaching associations
  - f) Residency within SPAR boundaries
  - g) Ability to pass background check
  - h) Other applicable criteriaSPAR will make the final decision as to who will be declared a qualified applicant and assign them to a list of qualified applicants. Said judgements are subjective decisions made administratively by SPAR staff.
- III. Coaches will be assigned to teams by SPAR based on criteria in section II. A qualified applicant who was a registered assistant coach the previous year will be assigned as head coach of said team, if the head coach is not returning. If there are two or more qualified applicants for said team(s) and for all other open teams, the approved applicant with the highest seniority ranking will be awarded first choice of available teams with other approved applicants choosing from available teams in order of ranking. SPAR reserves the right to amend the process based on individual circumstances upon approval of a committee composed of SPAR administrative staff. Leagues operating under the auspices of SPAR may assign head coaches who have been approved by SPAR to teams using their own assignment process if said process has received prior approval from SPAR. SPAR will provide a list of approved applicants as soon as possible after the application deadline for coaches.
- IV. In order for an applicant to be eligible for assignment to a team, they must have a valid application on file with SPAR by the close of the advertised registration period for the requested sport. SPAR will advertise the registration deadline through all available methods in a timely manner. Applications received after the advertised deadline may be assigned to a team but may not have the same opportunities as those provided applications, which are received before the deadline.
- V. Post draft, head coaches may designate two assistant coaches as registered coaches. The registered coaches will be eligible to be named head coach of said team if they are deemed a qualified applicant by SPAR. Head coaches must notify SPAR who their registered coaches are prior to the start of the season and have them submit a completed, written coaching application.
- VI. Persons interested in being a head coach must apply before the advertised deadline prior to each season. Persons who head coached or were a registered coach the preceding year must reapply before each season; head coaches and assistant coaches are not automatically reinstated to a team or considered an applicant based on prior service as a head coach or assistant coach.
- VII. Coaches are responsible for maintaining the condition of and returning at the end of the season any and all uniforms/equipment issued to them for the team they have been assigned to coach. Coaches will be required to sign equipment in and out with proper inventory. Equipment should be returned no later than 45 days after the end of the season.



## DRAFT PROCEDURE

- I. Teams will draft players on a rotation basis established by a card draw. In the first round, the lowest card will draft first and the highest card will draft last. In the second round, the highest card will draft first and the lowest card last. Subsequent rounds will follow this pattern.
- II. Number of players per team:
  - a. The number of players each team will carry will be determined prior to the start of the draft.
  - b. In leagues with more than one age group, the number of players of each age group will be determined prior to the draft. Every team in the league should have approximately the same number of players of each group.
  - c. No team in a multi-age group league should have more than eight players of any one age. Exception: the formation of a new team may result in a greater number for one to two years.
  - d. As a team reaches its required number of players, it is removed from the rotation.
  - e. Administrative or clerical errors uncovered at the draft will be corrected in a timely manner by the staff. Any errors uncovered after the draft will be corrected as expeditiously as possible by looking to the late pool of players, if available, or in the least obtrusive way using the draft information.
- III. In multiple age group leagues, the youngest age will be drafted first. The draft process will begin again with each subsequent age group. In new leagues, reorganized leagues, and leagues with more than one age group, the draft order will reverse with each new age group. In older age groups, teams with fewer returnees will receive bonus picks prior to the first round so that they will have the number of players in the older age groups equal to that of one less than the average number of other team's returnees. In Contact Football, teams needing bonus picks will receive picks in both older age groups (evenly split, if odd – older age +1) that will bring them to four (4) less than the average number of returners.
- IV. The head coach's child is protected in the draft. The head coach's child must be chosen in the fourth round. A head coach's child is defined as a child by blood, marriage, or legal order. In the case of legal order, they must be a permanent resident of the home.
- V. One assistant coach's child may be protected. The assistant coach's child must be chosen in the first round. An assistant coach's child is defined as a child by blood, marriage, or legal order. In the case of legal order, they must be a permanent resident of the home.
- VI. Following the SPAR Director's approval, a player may transfer to a different team within the same league to follow their parent who is a first-year head coach for another team. The team forfeiting rights to the player will receive a bonus pick at the end of the first round of the draft. The team gaining the player will not draft in the first round. All other picks by both teams will be determined by their draft position as determined by the card draw.
- VII. SPAR will make an attempt prior to the draft to contact parents if they become aware of siblings in the same division whereas the older sibling that participated in the prior year has not registered to play in the current year, but the younger sibling has registered to participate. An attempt (not a guarantee) to contact the parents will be made in order to notify them of the potential split of the siblings if they are not registered in a timely manner. Example: Younger sibling drafted in first round of draft and older sibling registers some time later would cause chaos for the team and the division to try to remove one player and place him on another team. If there is qualifying sibling options signed up properly, the child moving into the league for the first time must be chosen in the fourth round. If two or more siblings of the same age are entering a league for the first time, they must be chosen in consecutive rounds. If two or more siblings of different ages are entering a league for the first time, they must be chosen in identical rounds.
- VIII. When a new team is formed, that team will receive the first draft choice from all eligible players in each age group as bonus picks. The position of the new team within the draft will be determined by the same card draw that determines the draft position of all other teams. If there is more than one new team, position for bonus picks will be the same as draft position as determined by the card draw.
- IX. If players new to a league have requested special consideration due to extenuating circumstances (i.e. ride problems) and those considerations did not work themselves out during the course of the draft, coaches may work them out immediately after the draft but they must be done before the draft meeting is declared concluded by the Sports Supervisor or Sports Assistant conducting the meeting. Note: Bonus picks are to be considered as part of the first (1<sup>st</sup>) round of that age group. Any and all transfers of players must be of equal rounds. Any and all changes must be approved by the attending Sports Supervisor or Sports Assistant.
- X. A head coach may have up to two assistant coaches present at the draft to help. However, someone whose child is in the draft may not enter the draft room until their child has been selected.
- XI. When possible, skills showcase may be held for sports in which there are live skills/drills performed by

players. SPAR will attempt to schedule alternate dates for rained out skills showcase. Leagues in which skills showcases are held must provide the labor necessary to run the showcase. Players signed up to play but are absent from skills showcase will be drafted in an auxiliary draft before the regular draft through card draw process by SPAR Sports Staff. A number from 1 to total #'s needed will be assigned to each player who did not attend the skills showcase. The card draft order selection process will continue as if the regular draft was ongoing. The draft order will not start over, and the normal flow of the draft will be followed until all players are placed on teams. Inadvertent errors or omissions will not require redistribution as this is a blind process with no advantage intentionally gained by recipients.

## PRACTICE GUIDELINES

- I. A practice is defined as any gathering of one-half of the players listed on a team's roster with that team's coach or coaches for the purpose of improving the performance of that team.
- II. Teams will be scheduled two practices a week prior to the start of the season if the quantity of facilities permits. After the start of the season, coaches may schedule one practice per week. During the school year, SPAR will attempt to minimize the length of practices (the intent being to keep younger players from practicing into the later evening.). However, practices should never exceed two (2) hours in length. Special circumstances that may occur to alter the 2-hour rule requires prior approval from the Sports Staff.
- III. Practices must be scheduled through the sports office. Any change in time or site of a practice must be reported to the sports office. This includes school and other public facilities which may be used for practices (many of these facilities will be used by SPAR and conflicts may develop if they are not scheduled through the recreation office).
- IV. Two additional, optional practices may be scheduled on SPAR facilities, if space is available, or on other sites. Coaches must report optional practices to the Sports Office and available sites will be filled on a first come-first served basis. Players may not be forced to attend or be penalized for not attending an optional practice.
- V. A rained-out practice may be rescheduled through the sports office if facilities and times are available. As much as possible, the same facility and time will be used.
- VI. Coaches should discourage players from arriving at a facility too early for a practice or staying late after a practice. They should not arrive more than 10 minutes before their scheduled practice time and must not interfere with a practice in progress.
- VII. A team that has a practice cannot bring in another team to practice without consulting the sports office and having the other team call the sports office to schedule a coinciding practice.
- VIII. Facilities can be booked one week in advance for SPAR Organized League Teams.  
Order of priority for booking practices is:
  - a. League teams
  - b. Post-season league all-star teams
  - c. Non-recreation League teams (Please refer to the Tournament Team Application and Guidelines in Appendix C of this manual for details).
- IX. Facilities can only be scheduled for practice during normal operating times during the respective season.
- X. Practices are subject to cancellation if SPAR needs the facility for games.



## **PROBATIONARY LEAGUES or SPORTS**

SPAR will attempt to offer new opportunities to satisfy the recreation needs of the community. If a new program is successful and sees increasing participation for 3 years, SPAR will create and submit official league or sport rules for addition to the sports manual.



## YOUTH BASKETBALL RULES

- I. Except where superseded by the following rules and regulations, basketball will be played according to National Federation Basketball Rules.
- II. The basketball season is normally December, January and February and is considered the first season of the sports year.
- III. League ages are:

League	Age	League	Age
Adult	18 and over	Sophomore Boys	10 and 11
Senior League	14 and 17	Sophomore Girls	10 and 11
Junior Boys	12 and 13	Freshmen Boys	8 and 9
Junior Girls	12 and 13	Freshmen Girls	8 and 9
		Instructional league	7

SPAR will register all ages for each sport in an effort to offer as many participating divisions possible. SPAR reserves the right to review those registration totals then add, combine and/or drop any divisions or league as needed to maintain safe and fair play guidelines.

- IV. Adults, Senior Boys, Senior Girls, and Intermediate Boys organize their own teams with a minimum roster of ten (10) players. Senior Boys, Senior Girls, and Intermediate Boys teams must have an adult coach who is a parent, guardian, or at least two years older than the oldest age group in the league. Players in Adult, Senior Boys, Senior Girls, and Intermediate Boys leagues are required to have a valid picture ID in their possession at each game or they will be considered ineligible to play.  
 NOTE: *Special dispensation is offered to a 14-year-old attending High School, with a birthday between August 1 and September 30, which allows them an irrevocable option to play up in class with the Intermediate Boys or Girls 15-16-year-old league. Persons that are eligible under this rule will also qualify to participate in the Senior Boys or Girls 17-18-year-old league. Under this rule a player will have two (2) years of eligibility in the 15-16-year-old league and three (3) years in the 17-18-year-old league. Any person choosing to play up in class according to this rule will not be allowed to drop back down in age groups for the remainder of their eligibility.*
- V. A team forfeits if it has less than five eligible players in the gym at the scheduled game time. In order to receive a win by forfeit, a team must have five eligible players in the gym and the team roster in the official score book at the scheduled game time. If both teams forfeit, they will each receive a loss.
- VI. Teams must wear different colored jerseys. If both teams show up with the same color, one team will be required to wear the pinnies furnished by SPAR. A coin flip will determine which team wears the pinnies. Uniforms must be in accordance with the National Federation Basketball Rules except that college, professional, or sponsor logos are allowed if approved by SPAR. Player numbers must be no more than two digits and only contain numbers 0-5 (i.e. 5,10,52,35). Pinnies may be worn over regular uniform even if colors are contrasting.
- VII. Leagues in which players are drafted must play every player a minimum of six minutes in each game. The six minutes must be played in one block of six minutes or two separate blocks of at least three minutes. The game clock will be stopped at the three-minute mark of each quarter to facilitate coaches making their substitutions. (The clock will stop at the three-minute mark. Once the ball is dead, the horn will sound and substitutions may be made. Coaches should have their players at the scorer's table before the three-minute mark and horn. No other time during the quarter may a sub enter the game except injury, illness, or disqualification.) Once all players from each respective team have played their six minutes, coaches may substitute according to normal regulations as spelled out in the rule book.
- VIII. All leagues get two time-outs per half (unused time-outs from the first half do not carry over to the second half). Attempting to call a time-out when the two time-outs have already been used will result in a two-shot technical foul.
- IX. All youth leagues play four six-minute quarters, and the clock will stop according to timing regulations in the rule book. Adult leagues will play two 15-minute halves and the clock will stop according to timing regulations in the rule book. Teams will receive a minimum of four minutes of pre-game warm up time. The clock will be set with actual time remaining before the scheduled game time if it is greater than five minutes. If less than five minutes, five minutes will be set on the clock at the conclusion of the previous game. Games tied at the end of regulation play will be counted as a completed game. Time limits, tight scheduling and the inability to consistently provide all participants with overtime periods makes the no overtime periods necessary.

- X. Once a team builds a lead of 12 or more points over their opponent, they may not press in the back court. On a violation, any points scored are disallowed and the coach is warned. On the third violation, the team will receive a technical foul.
- XI. In the Instructional, Freshmen Boys and Girls Leagues, the defense CANNOT back court press at any time once their opponent has received a defensive rebound and is bringing the ball up court. The defense must set up at half court and/or may press or trap in the front court only after the ball has crossed the mid-court line.
- XII. Instructional, Freshmen Boys and Girls, and Sophomore Boys and Girls will use a free throw line 3-1/2 foot in front of the regulation free throw line. Freshmen Boys and Girls and the Instructional League will shoot on 8 1/2 foot goals.
- XIII. No dunking or hanging on nets/rims allowed in any gymnasiums during games, practices, or open play.

### **INSTRUCTIONAL LEAGUE RULES AND GUIDELINES**

Except for the following rules and regulations, Instructional League will be played according to all other applicable SPAR rules and regulations and National Federation Basketball Rules.

- I. Coed teams formed; unless numbers dictate otherwise.
- II. Games will be composed of four 4-minute quarters played with running time and no score kept in the score book or on the score board.
- III. Every player present must play a minimum of 8 minutes (2 quarters).
- IV. Substitutions will be made at the end of each quarter during the break. (Exception: injury, illness, or disqualification.)
- V. Clock will stop when fouls are called, however, no free throws will be shot. The offended team will receive the ball for a throw in from the spot out of bounds nearest to where the foul occurred. Fouls will be recorded for each player.
- VI. At the end of the first and third quarters, each coach will take their team to their goal and each player shall shoot one (1) free throw.
- VII. Teams may not press in the back court at any time. Once their opponent gains control of the ball in the back court, their players must back off and pick them up in the front court.



## YOUTH BASEBALL/SOFTBALL RULES

Except where superseded by the following rules and regulations, boys' leagues will play according to Little League Baseball rules and girls' leagues will play according to Little League rules. All leagues will draft teams by using the city-wide draft format effective 2004.

- I. The Baseball and Softball 9-18 year-old seasons will be played late April through the end of June. The 9-18-year-old Youth Slowpitch Softball seasons will be played early to mid-May through July 4. Tee Ball, Coach Pitch, and Lil Angel seasons will be played May through June. Exact playing dates are subject to change.

- II. The age divisions for youth baseball are:

League	Age	League	Age
Wee Ball /Tee Ball	5 and 6	Intermediate	11 and 12
Coach Pitch	7 and 8	Junior League	13 and 14
Minor League	9 and 10	Senior League	15 to 19

SPAR will register all ages for each sport in an effort to offer as many participating divisions as possible. SPAR reserves the right to review those registration totals then add, combine and or drop any divisions or league as needed to maintain safe and fair play guidelines.

- III. The age divisions for youth softball are:

League	Age	League	Age
Wee Ball/Lil Angel (Tee Ball)	5 and 6	Junior Girls	11 and 12
Coach Pitch	7 and 8	Intermediate Girls	13 and 14
Ponytail	9 and 10	Senior Girls	15 to 18

SPAR will register all ages for each sport in an effort to offer as many participating divisions possible. SPAR reserves the right to review those registration totals then add, combine and or drop any divisions or league as needed to maintain safe and fair play guidelines.

- IV. SPAR may call off games and practices due to rain or wet fields. Rain out decisions may not be made until 3:30 p.m. of the day of the game or practice. Coaches will be called as soon as possible after the decision is made. Coaches should inform their players and parents to call the rainout hotline or check Facebook.

- V. All leagues have time limits for regular season games. In all leagues, NO pitch shall be allowed once the regulation time limit for that league has expired. See list below. Incomplete games as a result of this rule will refer back to the score of the last complete inning.

League	Time Limit
Wee Ball, Lil Angel, Tee Ball,	1:00
Coach Pitch, Machine Pitch, Ponytail, Minor League (9-10),	1:15
Junior Girls, Intermediate Girls, Senior Girls, Intermediate League	1:30
Junior League (13-14)	1:45
Senior League	2:00

- VI. A tie will only be played out if the time limit (See Section V above) has not expired. If the tie is not broken before the time limit expires the game will be declared a tie and not played to its conclusion.

- VII. Teams may not arrive early to take batting practice on a field that has a regular scheduled game. The visiting team may take up to five minutes of infield practice beginning 15 minutes before the scheduled game time. The home team may take up to 5 minutes of infield practice beginning 10 minutes before the scheduled game time. Game time will not be delayed for the purpose of teams taking infield practice. Exception: First game ending late - In which case, the visiting team must begin their infield practice within five minutes after the completion of the first game.

- VIII. All teams in all leagues, except Senior League, shall bat the roster of players present for the game and all eligible players must play a minimum of six outs per game in the field. The outs may be played in either one set of six consecutive outs or two sets of three consecutive outs. Exceptions: 10 run-rule and any other "act of God." If a batter is injured before or during their at bat, and batter cannot complete

their at bat, the batter shall be replaced by the team's next batter who will assume the ball/strike count of the injured batter. If a base runner is injured and cannot continue, the last recorded out, or the player scheduled to bat last, will run in their place until they are put out or score or the inning ends at which time the injured player will be scratched from the lineup. Players scratched due to injury or illness shall not be considered outs and may not reenter the game without a doctor's release. Players showing up late will be added to the bottom of the lineup. Players not present at game time must be scratched. If they show up late, they will be added to the bottom of the lineup. Outs will not be registered until the batting roster drops below the minimum numbers of players required by the respective rule book regardless of the reason they are removed from the batting roster.

- IX. One head coach, two assistants, and one score keeper may be in the dugout with the players during the game. Coaches/manager must remain in the dugout or within the dugout doorway, if possible, depending on the field. The defensive coach/manager (one only per team) may step out to get the attention of the players and/or give them instructions. The defensive coach/manager may not be more than four feet from the dugout and must stay within the width of the dugout. The offensive coach/manager does not have this privilege due to the fact that the offensive team has base coaches who are already outside the dugout. The defensive and offensive coach/manager is not allowed to go any further than the ends of the dugout unless there is an emergency, injury, etc. Even during timeouts, coaches may not leave this area unless he/she is going on to the playing field for a pitching conference, etc. Any coach/manager that leaves the area will cause the team to receive one warning; the second infraction, even if accidental, will cause the umpire to disqualify that coach/manager from the game and be asked to leave the game. The actions of the coach/manager will be deemed unsportsmanlike conduct. Any coach/manager who leaves the dugout area to argue a call, or to talk to the umpire, will not receive a warning but be subject to immediate ejection. This rule is deemed necessary to promote sportsmanship.
- X. Ages 9 to 18 in Youth Softball and Youth Slow Pitch Softball will have a 15 run-rule in effect after 2-1/2 innings (if home team is ahead) or 3 innings.
- XI. Baseball/Softball annual field usage schedule can be found under FACILITY USAGE AND RENTAL RULES – Fields, Gymnasiums, and Tennis Courts, Section II & III.
- XII. All teams may start games with 8 players, they become visitors; their leadoff spot will be an out until a player arrives, that player is inserted into the leadoff spot. After 2 1/2 innings are completed with only 8 players present, a forfeit is declared. The 8-player rule applies to all BB/SB leagues unless a less restrictive covenant per rules of the sport allows otherwise.

## 5-YEAR-OLD WEEBALL SOFTBALL LEAGUE

Except where superseded by the following rules the five-year-old Girls Wee ball will play by the rules stated in the aforementioned sections.

- I. 5-year-olds are organized and played separately from 6-year-olds.
- II. Team rosters will move up together into 6-year-old Tee Ball Leagues
- III. Play 3 innings or 1 hour per game
- IV. Defense - 3 coaches allowed in outfield area; Head coach only to address umpires; Everyone present plays defense; Infielders @ C, P, 1b, 2b, 3b & rover; Outfielders are all others present; Fielders urged to throw ball to basemen; Dead ball = when pitcher has ball on mound.
- V. Offense - 3 coaches allowed @ HP, 1b, and 3b; Head coach only to address umpires; Everyone bats each inning; First inn. bat first to last and reverse each inn.; players should only advance one base per batted ball; Last batter runs all bases to clear them; Teams switch after last batter touches plate.

## LIL ANGELS SOFTBALL (T-BALL) RULES

Except where superseded by the following rules and regulations, Lil Angels will be played according to Little League Rules.

- I. The game will be five innings or one hour, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES Section VII). There is no run rule.
- II. Only one defensive coach will be allowed to stand outside the dugout and they must stay within five feet of the dugout.
- III. Only one offensive coach is allowed in the first base coaching box and only one offensive coach is allowed in the third base coaching box. The offensive coaches must remain in their respective coaching box. Remarks from the base coach will be directed to the runner only. A third offensive coach will be allowed to assist in positioning a batter in the batter's box. The coach can position the batter after each swing.
- IV. The batter is allowed only three swings, whether they are fair or foul. The batter is out and the ball is dead if, in the umpire's judgement, the batter bunts or attempts to bunt.
- V. The ball is dead and a strike is called on the batter if:
  - a. the batted ball does not go 10 feet beyond the front of home plate between the first and third base lines. (The edge of the grass in front of the plate is used as the 10-foot line.)
  - b. the batted ball hits the tee a second time.
  - c. the ball is knocked off the tee stand by either an actual or practice swing.
- VI. No infield fly rule.
- VII. The offensive coach must pull the tee and the bat after each batter so that it will not interfere with any play at home.
- VIII. If a player on the field gets hurt by a batted or thrown ball, the ball is dead and runners get the base they are advancing to.
- IX. UMPIRE will call "time" at the end of every play. "Time" should be called BY UMPIRE as soon as play has ceased and runners are not obviously advancing. Time called by the participants WILL BE ignored until all runners stop advancing
- X. No stealing.
- XI. The offensive team will be allowed three (3) outs or eight (8) batters each half inning. The half inning will then be declared over. No score kept, only the batting line up kept to maintain order. Before the ball is in play the catcher must be in the designated area/circle wearing a batting helmet with a face guard and a chin strap or approved catchers helmet/mask and a throat protector.
- XII. There will be ten players on defense. Six players in the infield and four players in the outfield. Infielders are to be behind the 35-foot line and outfielders are to be beyond the infield arc (35-foot radius from the front center of the pitcher's plate). The ball will not be allowed to become alive until the defensive players conform to this rule. Once the ball is hit then all players can move accordingly.
- XIII. An 11-inch diameter Incredi-ball type softball will be used.

## COACH PITCH SOFTBALL RULES

Except where superseded by the following rules and regulations, Coach Pitch will be played according to Louisiana ASA Coach Pitch Rules and Little League Rules.

- I. The game will be five innings or one hour and 15 minutes, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII). There is no run rule.
- II. Ten players will play in the field with 4 outfielders. The 4<sup>th</sup> outfielder will not be allowed to assume an infield position. All outfielders must stay behind the baseline.
- III. The player pitcher shall assume a position directly behind or to the left or right of the coach pitcher and must stay there until the ball is hit.
- IV. The catcher will stand away from the batter until after the batter swings then assume the defensive position. The catcher will also return the ball to the mound.
- V. UMPIRE will call "time" at the end of every play. "Time" should be called BY UMPIRE as soon as play has ceased and runners are not obviously advancing. Time called by the participants WILL BE ignored until all runners stop advancing.
- VI. Each batter is allowed a maximum of five (5) pitches in or out of the strike zone. There will be no base on balls. The batter will be declared out on five fouls or failing to hit a fair ball on the five pitches. The offensive team will be allowed five runs or three outs, whichever comes first, and the inning will end.
- VII. An 11-inch diameter softball will be used.
- VIII. The coach pitcher can only be changed at the half inning; they may not be changed after individual batters.  
Pitching coach hit by a batted ball:
  - a. If, in the umpire's judgement, the coach did not make a legitimate attempt to get out of the way, then the batter is declared out.
  - b. If, in the umpire's judgement, the coach did make a legitimate attempt to get out of the way, then the ball becomes dead and a no pitch is declared.
- IX. The pitching coach must keep one foot on or straddle the pitcher line. The pitching coach cannot coach from their position neither verbally nor physically and once the ball has been hit, must position themselves as not to interfere with the defensive teams play in any way.
- X. The batting order shall consist of all players on the team roster present at the beginning of the game. Late arrivals shall be inserted as the last batter. All players on the team roster shall bat before returning to the top of the order.
- XI. Free substitution on defense. Batting order must remain the same.
- XII. No bunting. Runner(s) may not leave the base until the ball is hit or the ball is hit or the ball crosses the plate.

## **PONYTAIL SOFTBALL RULES**

Except where superseded by the following rules and regulations, Ponytail will be played according to Little League Rules.

- I. The game will be five innings or one hour and fifteen minutes, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII).
- II. Each defensive team must field nine players to start a game. Teams may use ten players.
- III. The offensive team will be allowed five runs or three outs whichever comes first and the inning will end. The defensive team will be allowed to give up four walks per inning after which the player pitcher must be relieved by a coach pitcher from the offensive team. While the coach pitcher is on the mound, Coach Pitch League Rules will apply to any parts of the game affected by the coach pitcher. While the coach pitcher is on the mound, the batter will only be allowed three pitches to put the ball in play after which they will be declared out. The player pitcher or a substitute player pitcher will reassume the mound at the start of the next defensive half inning.
- IV. Five innings will constitute a complete game even if game time has not expired.
- V. The pitching rubber will be located 35 feet from the point of home plate. The bases will be set at 60 feet.
- VI. An 11-inch diameter softball will be used.

## **JUNIOR GIRLS FASTPITCH SOFTBALL RULES**

Except where superseded by the following rules and regulations, Junior Girls will be played according to Little League Rules.

- I. The game will be five innings or one hour and thirty minutes, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII).
- II. Each team must field nine players to start a game.
- III. Pitchers will throw from 40 feet. Bases will be set at 60 feet.
- IV. The offensive team will be allowed seven runs or three outs, whichever comes first, and the inning will end.

## **INTERMEDIATE GIRLS FASTPITCH SOFTBALL**

And

## **SENIOR GIRLS FASTPITCH SOFTBALL RULES**

Except where superseded by the following rules and regulations, Intermediate Girls and Senior Girls will be played according to A.S.A. Rules.

- I. The game will be seven innings or one hour and thirty minutes, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII).

Each defensive team must field nine players to start a game.

Pitchers will throw from 40 feet. Bases will be set at 60 feet.

The offensive team will be allowed seven runs or three outs, whichever comes first, and the inning will end.

## 5-YEAR-OLD WEEBALL BASEBALL LEAGUE

- I. Except where superseded by the following rules the five-year-old Boys Wee ball will play by the rules stated in the aforementioned sections.
- II. 5-year-olds are organized and played separately from 6-year-olds.
- III. Team rosters will move up together into 6-year-old Tee Ball Leagues
- IV. Play 3 innings or 1 hour per game
- V. Defense - 3 coaches allowed in outfield area; Head coach only to address umpires; Everyone present plays defense; Infielders @ C, P, 1b, 2b, 3b & rover; Outfielders are all others present; Fielders urged to throw ball to basemen; Dead ball = when pitcher has ball on mound.
- VI. Offense - 3 coaches allowed @ HP, 1b, and 3b; Head coach only to address umpires; Everyone bats each inning; First inn. bat first to last and reverse each inn; players should only advance one base per batted ball; Last batter runs all bases to clear them; Teams switch after last batter touches plate.

## TEE BALL BASEBALL RULES

Except where superseded by the following rules and regulations, Tee Ball will be played according to Little League Rules.

- I. The game will be five innings or one hour, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII). There is no run rule.
- II. Only one defensive coach will be allowed to stand outside the dugout and they must stay within five feet of the dugout.
- III. Only one offensive coach is allowed in the first base coaching box and only one offensive coach is allowed in the third base coaching box. The offensive coaches must remain in their respective coaching box. Remarks from the base coach will be directed to the runner only. A third offensive coach will be allowed to assist in positioning a batter in the batter's box. The coach can position the batter after each swing.
- IV. The batter is allowed only three swings whether they are fair or foul. The batter is out and the ball is dead if, in the umpire's judgement, the batter bunts or attempts to bunt.
- V. The ball is dead and a strike is called on the batter if:
  - a. The batted ball does not go 10 feet beyond the front of home plate between the first and third base lines. (The edge of the grass in front of the plate is used as the 10-foot line.)
  - b. The batted ball hits the tee a second time.
  - c. The ball is knocked off the tee stand by either an actual or practice swing.
- VI. No infield fly rule.
- VII. The offensive coach must pull the tee and the bat after each batter so that it will not interfere with any play at home.
- VIII. If a player on the field gets hurt by a batted or thrown ball, the ball is dead and runners get the base they are advancing to.
- IX. UMPIRE will call "time" at the end of every play. "Time" should be called BY UMPIRE as soon as play has ceased and runners are not obviously advancing. Time called by the participants WILL BE ignored until all runners stop advancing
- X. No stealing.
- XI. The offensive team will be allowed three (3) outs or eight (8) batters each half inning. The half inning will then be declared over. No score kept, only the batting line up kept to maintain order. Before the ball is in play the catcher must be in the designated area/circle wearing a batting helmet with a face guard and a chin strap or approved catchers helmet/mask and a throat protector.
- XII. There will be ten players on defense. Six players in the infield and four players in the outfield. Infielders are to be behind the 43-foot line and outfielders are to be beyond the infield arc (55-foot radius from the front center of the pitcher's plate). The ball will not be allowed to become alive until the defensive players conform to this rule. Once the ball is hit, then all players can move accordingly. Before the ball is in play, the catcher must be in the designated area/circle wearing a batting helmet with a face guard and chin strap or approved catchers helmet/mask and throat protector.
- XIII. A "level 10" training baseball will be used.

## **COACH PITCH/MACHINE PITCH BASEBALL RULES**

Except where superseded by the following rules and regulations, Coach Pitch will be played according to Little League Baseball Rules.

- I. Field Dimensions
  - a. Bases are 60 ft.
  - b. Pitching Circle will be 6 feet in diameter with pitching rubber at 40 feet from home plate.
  - c. Fair Ball Arc will be a 20-foot arc drawn from 1<sup>st</sup> baseline to 3<sup>rd</sup> baseline in front of home plate. A ball must go past this line to be fair.
  - d. The pitcher's rubber will extend out to the left 10 feet and the right 10 feet as a safety line.
  - e. Pitchers Line drawn from the pitcher circle to the fair ball arc.
- II. The game will be five innings or one hour and fifteen minutes, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VI). There is no run rule.
- III. 10 players will play in the field with 4 outfielders. The 4<sup>th</sup> outfielder will not be allowed to assume an infield position. All outfielders must stay behind the baseline.
- IV. Runner(s) may not leave the base until the ball is hit or the ball crosses the plate. No stealing is allowed.
- V. The batting order shall constitute all players on the team rosters at the beginning of the game. Late arrivals shall be inserted as the last batter. All players on the team roster shall bat before returning to the top of the order.
- VI. Maximum of 7 runs per inning or 3 outs. Including the last inning.
- VII. The defensive player listed as pitcher must stay in pitcher's circle until the ball is hit.
- VIII. A batter will receive a maximum of 5 pitches or three swinging strikes. Batter will be called out on the fifth pitch, unless the fifth pitch is a foul ball. A foul on the last pitch does not count unless caught in the air, in which case the batter will be called out.
- IX. Free substitution on defense. Batting order must remain the same.
- X. No bunting
- XI. Pitching coach hit by a batted ball: If a batter hits the coach/coach feeding the pitching machine, then a dead ball is declared and the pitch is declared a no pitch.
- XII. Pitching Machine hit by a batted ball: If a batted ball hits the pitching machine, the ball is dead; the batter is allowed first base and any runners forced to advance will also advance one base.
  - XIII. The coach pitcher can coach or position his/her batter ONLY and cannot coach runners from their position neither verbally nor physically and once the ball has been hit, must position themselves as not to interfere with the defensive teams play in any way.
- XIII. UMPIRE will call "time" at the end of every play. "Time" should be called BY UMPIRE as soon as play has ceased and runners are not obviously advancing. Time called by the participants WILL BE ignored until all runners stop advancing.

## **MINOR LEAGUE BASEBALL RULES**

Except where superseded by the following rules and regulations, Minor League will be played according to Little League Baseball Rules.

- I. The game will be five innings or one hour and fifteen minutes, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII). A ten-run rule will be enforced after three innings of play. (2.5 if the home team is leading)
- II The batter may not fake a bunt and then swing or hit away. The Umpire will declare a dead ball immediately and the batter will be called out. Please note that this rule does not eliminate the fake bunt from the game but does protect the infielder charging in to cover a bunt.
- III. The offensive team will be allowed ten runs or three outs, whichever comes first, and the inning will end.

## **INTERMEDIATE LEAGUE BASEBALL RULES**

Except where superseded by the following rules and regulations, Intermediate League will be played according to Little League Baseball Rules.

- I. The game will be six innings or one hour and thirty minutes, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII).
- II. The batter may not fake a bunt and then swing or hit away. The Umpire will declare a dead ball immediately and the batter will be called out. Please note that this rule does not eliminate the fake bunt from the game but does protect the infielder charging in to cover a bunt if the batter decides to hit away.

### **JUNIOR LEAGUE BASEBALL (13-14)**

Except where superseded by the following rules and regulations, Junior League will be played according to Little League Baseball Rules.

- I. The game will be seven innings or 1 hour and 45 minutes, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII).
- II. Ages 13 and 14 are eligible to play.

### **SENIOR LEAGUE BASEBALL**

Except where superseded by the following rules and regulations, Senior League will be played according to Little League Baseball Rules.

- I. The game will be seven innings or two hours, whichever comes first, unless tied (See YOUTH BASEBALL/SOFTBALL RULES, Section VII).
- II. Ages 15 to 18 are eligible to play.



## YOUTH SOCCER RULES

Except where superseded by the following rules and regulations, soccer will be played according to the International Football Association (IFAB) Laws of the Game.

- I. Ages 5 to 15 are eligible for soccer. Leagues will be divided as follows:

Under 6	5 yr. old separate divisions for boys & girls
Under 8	6 and 7 yr. old separate divisions for boys & girls
Under 10	8 and 9 yr. old separate divisions for boys & girls
Under 12	10 and 11 yr. old separate divisions for boys & girls
Under 14	12 and 13 yr. old separate divisions for boys & girls
Under 16	14 to 15 yr. old separate divisions for boys & girls

SPAR will register all ages for each sport in an effort to offer as many participating divisions possible. SPAR reserves the right to review those registration totals then add, combine and or drop any divisions or league as needed to maintain safe and fair play guidelines.

- II. Teams with 16 or fewer players at a game must play each player in attendance one half of the game. Teams with 17 or more players at a game must play each player in attendance one quarter of the game. (See also All League Rules.)
- III. Games will be played September, October, and November).
- IV. Shin guards are mandatory and FIFA and the USSF require socks be worn over them.
- V. No goal keeper and no penalty kick allowed in the Under 6, Under 7 and Under 8 Leagues. Defenders will not be allowed to take a stationary position in the goal box area. All players in the game are expected to be active members of the team attempting to advance the ball to score goals. Standing around uninvolved or seemingly "left out of the action" is not the ultimate goal of the SPAR Soccer program and coaches must make every effort to keep players involved in the game.
- VI. Under 6, Under 7 and Under 8 leagues will have a two-minute break at the midway point of each half. They may only substitute at the 2-minute break, half time, or injury time outs. All older leagues will substitute as specified in the rule book.
- VII. Game times will be as follows:

Under 6 and Under 7	20-minute halves
Under 8, Under 10 and Under 12	25-minute halves
Under 16 and Under 18	30-minute halves

- VIII. In the younger Soccer leagues (U6, U7, U8, U10. & U12) teams will draft smaller rosters and play with lower numbers of players on smaller fields. Team rosters and numbers of players on the field are subject to change based on annual registration figures, total teams, plus other unseen factors that may arise. Games will have quarters to allow coaches to make substitutions. In all Divisions, each Coach will play ALL players in attendance a minimum of 1/2 of the game.

U6	max 4 vs 4 (min 3 vs 3), NO Keeper	U12	max 9 vs 9 (min 7 vs 7), # includes Keeper
U7	max 4 vs 4 (min 3 vs 3), NO Keeper	U14	max 11 vs 11 (min 9 vs 9), # includes Keeper
U8	max 5 vs 5 (min 4 vs 4), NO Keeper	U16	max 11 vs 11 (min 9 vs 9), # includes Keeper
U10	max 8 vs 8 (min 5 vs 5), # includes Keeper	U18	max 11 vs 11 (min 9 vs 9), # includes Keeper

## YOUTH CONTACT FOOTBALL RULES

Except where superseded by the following rules and regulations, football will be played according to National Federation Football Rules.

- I. Ages 10 to 12 are eligible for contact football. Parents of eligible ten (10) year old football players will have the OPTION to register their child to play in the Youth Contact Football Division for 10-11-12 year old, OR, play Flag Football in the newly created Varsity Flag Football Division for 9-10-year-old. Parents of the ten-year-old will have a 15 day "Grace Period" following Draft Day to "Drop" their child from their first choice and enter them into the other division. Players will be allowed to change divisions once during the Grace Period. No changes allowed once the Grace period expires. Any 10-year-old players dropping from one division to enter into the other division during the "Grace Period" will be assigned to their new team through the "Late Player Pool" policy as outlined in the ALL LEAGUE RULES, Section IX of the SPAR Sports and Facilities manual. Beginning in 2000 unattached players will be drafted city-wide. Returnees will remain on the same team they played on the previous year until their eligibility expires.  
SPAR will register all ages for each sport in an effort to offer as many participating divisions possible. SPAR reserves the right to review those registration totals then add, combine and or drop any divisions or league as needed to maintain safe and fair play guidelines.
- II. Games will be four 8-minute quarters.
- III. Every player must play a minimum of six (9) plays (Punts do not count as a play.). SPAR strongly recommends series of three consecutive plays to make tracking of plays easier.
- IV. Players may not go on a school field for practice or a game unless a coach is present.
- V. Teams will be allowed two time-outs per half. Unused time outs will not be carried into the next half.
- VI. Kickoffs and punts will be optional. For kickoffs, if the kicking team opts to physically kick, only a kicker, place holder, and receiver should take the field. The receiver has the option to catch the kick and take offense from the site of the catch or let the kick go and take offense from wherever the ball lands and stops. Kick receivers cannot advance the ball. If the kicking team chooses to not to physically kick, the ball will be placed on the 30-yard line and the non-scoring team will take over offense. Touchbacks for kickoffs should be placed at the 20. For punts, if the kicking team chooses to physically punt on 4<sup>th</sup> down, the two teams will line up as normal in a kneeling position. A long snapper, punter, and punt receiver should be the only players not kneeling. The receiver has the option to catch the punt and take offense from the site of the catch or let the punt go and take offense from wherever the ball lands and stops. Punt receivers cannot advance the ball. If the kicking team chooses not to physically punt on 4<sup>th</sup> down, the officials will place the ball twenty-five (25) yards down field but no deeper than the 10-yard line and the clock will be stopped to change possession. Kickoffs and punting are encouraged as it creates an opportunity to develop skill players at an early age. If a safety occurs, the ball will be placed on the opposite 20-yard line.
- VII. After a touchdown, a running play will be counted as one point while a kick that is good will be counted as two points. A tee will be allowed on the kick attempt.
- VIII. The home team will furnish the two chain men. The visiting team will furnish the downs keeper.
- IX. Game jerseys may not be used for practices.
- X. Extra markings are not allowed on the uniforms or helmets. Players must be outfitted with properly fitting equipment; failure to do so results in liability for both the coach and SPAR.
- XI. SPAR will apply the following tiebreaker procedure for the post season criteria: 1) head-to-head game results, 2) divisional record, 3) record against other divisional leaders, 4) record against next ranked team(s), 5) flip of a coin. SPAR does not present trophies.

## YOUTH FLAG FOOTBALL RULES

Except where superseded by the following rules and regulations, flag football will be played according to NIRSA rules.

- I. Ages 7 to 10 are eligible for flag football
  - \*Ages 7 and 8 are eligible to play in the JV Flag Football Division,
  - \*Ages 9 and 10 are eligible to play in the Varsity Flag Football Division
  - NOTE: The Parents of eligible ten (10) year old football players will have the OPTION to play in the Youth Contact Football Division for 10-11-12 year old, OR, play in the newly created Varsity Flag Football Division for 9-10-year-old. Parents of the ten-year old will have a 15 day "Grace Period" following Draft Day to "Drop" their child from their first choice and enter them into the other division. Players will be allowed to change divisions ONLY once during the Grace Period. No changes allowed once the Grace period expires.
  - SPAR will register all ages for each sport in an effort to offer as many participating divisions possible. SPAR reserves the right to review those registration totals then add, combine and or drop any divisions or league as needed to maintain safe and fair play guidelines.
- II. Games will be two 15-minute halves.
- III. Every player must play a minimum of six (9) plays (Punts do not count as a play.). SPAR strongly recommends series of three consecutive plays to make tracking of plays easier.
- IV. Teams will be allowed two time-outs per half. Unused time outs will not be carried into the next half.
- V. Players may not go on a school field for a practice or a game unless a coach is present. One coach will be allowed in the huddle on offense for the first half of the season only. After delivering the play to the team, he/she must back out of the playing area to avoid interference in the game. The team represented by the coach will lose its on field huddle privilege should he/she become involved in un-sportsmanlike conduct while on the field.
- VI. There will be no kickoff or punts. In place of the kickoff, the ball will be placed on the 20-yard line and the non-scoring team will take over offense. In place of the punt, the referee will set the ball ready for play and give the offensive team their choice of punt or run another offensive play. Once the offensive coach chooses to punt on 4<sup>th</sup> down, the officials will place the ball thirty (30) yards down field but no deeper than the 10-yard line and the clock will be stopped to change possession. If a safety occurs, the ball will be placed on the opposite 20-yard line.
- VII. After a touchdown, a two-point conversion attempt will be from the 10-yard line and a one-point conversion attempt will be from the 3-yard line.
- VIII. The home team will furnish the downs keeper.
- IX. Game jerseys may not be used for practices.

## **YOUTH VOLLEYBALL RULES**

Except where superseded by the following rules and regulations, Youth Volleyball will be played according to National Federation Rules.

- I. Ages 8 to 18 are eligible to register individually. SPAR will register all ages for each sport in an effort to offer as many participating divisions possible. SPAR reserves the right to review those registration totals then add, combine and or drop any divisions or league as needed to maintain safe and fair play guidelines.
- II. Matches are made up of three games. Rally point scoring is used where games 1 & 2 go up to 21 points and game 3 goes to 15 points. All services will result in a point being scored for one team or the other and a team must have a two-point lead or more to win a game. Each player present must play at least one game.
- III. During a volley, if the ball hits the ceiling of the gym (including lights, beams, and any other overhead obstruction) as a result of your team's hit and returns to your court, it may be played if another hit is available. If another hit is not available, a point or side out will be declared.
- IV. During a volley, if the ball hits the ceiling of the gym (including lights, beams, and any other overhead obstruction) as a result of your team's hit but continues over the net to the opponent's court, a point or side out will be declared.
- V. No back-row player may block or spike from in front of the 10-foot spiker's line.
- VI. Each team is allowed two time-outs of one-minute duration per game.
- VII. Free substitutions will apply to all entries.
- VIII. Only coaches and players may be in the team area. Coaches may give instructions from the bench only.
- IX. The alternate server's line which is 5 feet closer to the net may be used by 8 to 12-year-old underhand servers only.

## **INSTRUCTIONAL LEAGUE RULES AND GUIDELINES**

Except for the following rules and regulations, Instructional League will be played according to all other applicable SPAR rules and regulations and National Federation Rules.

- I. Matches are made up of at least two games. Three can be played if time permits. Rally scoring will be used.
- II. Players will line up and make a full rotation before coming out. No free substitution is allowed unless all players have not had a chance to rotate in. Players should enter through the back middle (one spot) and exit through the server's position. Coach should make every attempt to start new players for the second game.
- III. The alternate server's line may be used by 8 to 9-year-old underhand servers only. Players in this league may serve from anywhere behind the 10 ft line. This league will utilize the normal serving line for overhand serves.
- IV. At the end of the first and second game(s) each team will line up at its own 10 ft line and every player will have two chances to serve over the net.



## ADULT LEAGUE RULES

Team rosters and registration forms for each player are the responsibility of the manager and must be on file in the Recreation Office prior to participation. The team roster must have the sport specific minimum eligible players. Players may be added during the season if the player has not played a regularly scheduled game with any other team in the league and all other requirements are met. An eligible player who registered with one team may transfer to another team only once prior to the scheduled start of the season. Teams forfeiting games without prior notification to the SPAR sports staff will be charged \$50 per game. This CASH ONLY fee along with a written explanation must be turned into the staff before becoming eligible to play the team's next scheduled game. The explanation should include why the "no show" happened and what the team is doing to ensure future games will not be forfeited. The forfeit fee will be waived if that team representative contacts the SPAR Sports Staff prior to 3:00 p.m. on the day the game is scheduled, giving adequate time to notify their opponent and game officials.

- I. If an adult team drops out during the season, its players may register to play with another team during that season and the team may not be allowed to enter the league the following season.
- II. Two ejections for un-sportsmanlike conduct by the same participant will result in his/her suspension for the remainder of the season. Players ejected for fighting will be suspended for the remainder of the season. Suspensions may be extended beyond the end of the season (see also Disciplinary Procedures).
- III. Registrants who are attending McNeese State University are eligible to participate if they are living in dorms or apartments due to cost of living and if they have been and normally would be residents of the recreation district. They must provide proof they are enrolled and actively attending the university.
- IV. In adult sports where team numbers are deemed low by SPAR staff, teams may have the option to include out-of-district individuals at a per player fee. Teams are encouraged to be predominantly Sulphur, and payment for out-of-district players must be provided to the Sports Department prior to the creation of the game schedule. Fees are determined by sport as operational costs vary. Individuals added during the season fall under the same restrictions. Payment must be submitted to the office 24 hours in advance of the next participating game. Fees are charged on a season/league basis. If SPAR allows out-of-district individuals to register on a team, team capacities may be enforced based on facility availability. Preference will still be given to Ward 4 District 2 residents only, and then on a first come first serve basis.

## **ADULT BASKETBALL RULES**

- I. Except where superseded by the following rules and regulations, adult basketball will be played by National Federation Basketball rules.
- II. Adult basketball will be played December, January, and February. Minimum roster requirement – 10 players.
- III. A team forfeits if it has less than four eligible players in the gym at the scheduled game time. In order to receive a win by forfeit, a team must have four eligible players in the gym and the team roster in the official score book at the scheduled game time. If both teams forfeit, they will each receive a loss.

## **ADULT SLOW PITCH SOFTBALL RULES**

- I. Except where superseded by the following rules and regulations, adult slow pitch softball will be played by ASA rules.
- II. Adult softball will be played as two separate seasons. The spring season will be played in February and March. The fall season will be played in July and August. Minimum roster requirement – 12 players.
- III. Game time is limited to 55 minutes. If possible, a seven-inning game shall be played with a 15-run rule enforced after 3-1/2 or 4 innings or 10-run rule enforced after 4-1/2 or 5 innings. Apply this 'tie breaker' format after a regulation game ends tied:
  - a. Place the last batter of the previous inning on 2B to enhance scoring a run;
  - b. Each team gets one (1) at bat with only the next three (3) hitters in the lineup scheduled to appear or three (3) outs, whichever comes first
  - c. Game ends after each team has completed their at bat or the home team scores one more run than the visiting team has scored.
  - d. The last batter may not be intentionally walked.
- IV. Teams may bat the roster with free substitution on defense but must notify the umpires and scorekeeper of their intentions before the game. When batting the roster an out will not be issued for a scratched player until the team lineup drops below 10 players. Exception: ejected players handled per rule book.
- V. Each batter begins their at bat with a 1-1 count. There is no courtesy foul allowed in the men's leagues. A courtesy foul is allowed in the women's leagues. Courtesy foul for women only is allowed in the coed league. Courtesy runners are allowed in both leagues. The courtesy runner will be the last recorded out or the player scheduled to bat last if there are no outs.
- VI. All leagues will use the ASA Class 'C' (3) home run rule.
- VII. Players needed for games: recommended number is 10, required number is 9, and SPAR short-handed number is 8.
  - a. Teams may start games with 9 players and the 10th spot is an out until a player arrives to fill that spot in the batting order.
  - b. Teams may start with 8 players, they become visitors; their leadoff spot will be an out until a player arrives, that player is inserted into the leadoff spot. After 2 1/2 innings are completed with only 8 players present, a forfeit is declared. NOTE: No team will receive more than one short handed out per inning. (8 players = leadoff out; 9 players = #10 spot is an out.)

## **ADULT VOLLEYBALL RULES**

- I. Except where superseded by the following rules and regulations, adult volleyball will be played by National Federation Volleyball rules.
- II. Adult volleyball will be played September and October. Minimum roster requirement – 10 players.
- III. A team forfeits if it has less than six eligible players in the gym at scheduled game time. In order to receive a win by forfeit, a team must have four eligible players in the gym and the team roster in the official score book at the scheduled game time. If both teams forfeit, they will each receive a loss.
- IV. Adult sand volleyball (2023 start date) will be played May and June. Minimum roster requirement – 2/4players. Adult sand volleyball will be played according to National Federation Volleyball rules – Official Beach Volleyball. League may be 2 persons or 4 persons teams based on interest in 2023.

## **ADULT FLAG FOOTBALL**

- I. Except where superseded by the following rules and regulations, adult flag football will be played by USA Flag rules.
- II. Adult Flag Football will be played in September-October. Minimum roster requirement – 12 players.
- III. Game time is limited to 55 minutes.
- IV. Players needed for games: recommended number is 8, required number is 7, and SPAR shorthanded number is 6.
  - a. Teams may start with only 6 players. They become visitors.
  - b. After 10 minutes are completed with only 6 players, a forfeit is declared.





## DISCIPLINARY PROCEDURES

SPAR strives to maintain the highest standards of sportsmanship and behavior for all its sports participants as well as all persons having reason to be on and/or use any of its facilities and properties. Enforcement of these standards and expectations and any disciplinary action taken is an administrative function for any and all acts deemed outside SPAR's standards and expectations for behavior. Disciplinary actions may include but is not limited to probation, suspension, and expulsion penalties that are greater than, equal to, or less than the examples listed below. All persons participating in SPAR sponsored activities whether on SPAR owned properties/facilities or at other properties/facilities, as well as any persons on and/or using SPAR owned properties/facilities, agree to conduct themselves according to SPAR's standards and expectations and abide by any and all disciplinary actions imposed by SPAR.

- I. Any person(s) who commits or attempts to commit a violation of any State, Parish or Municipal ordinance may be subject to penalties as described above. (Includes expulsions from any school system based on aforementioned violations)
- II. Players may be disciplined as per the requirements of the individual sports rule books. However, excessive behavior may result in more severe penalties.
- III. Disciplinary action may be taken against any coach teaching or allowing poor sportsmanship including abusive language directed toward players, coaches, fans, officials, etc. Disciplinary action includes, but is not limited to, suspension from coaching duties or removal from coaching duties.
- IV. Any coach ejected from a game MUST complete "Protecting Youth Athletes for Coaches" on the NAYS website and submit their completion certificate to the athletics department before being allowed to return to games.
- V. Any person verbally assaulting another may be suspended from participation up to one year and placed on probation for at least one year.
- VI. Any person(s) physically attacking another may be banned from all SPAR facilities for a minimum of one year.
- VII. Any person(s) found under the influence of or in possession of any illegal drug while participating in a SPAR sponsored activity may be suspended for one year. Any person(s) found under the influence of or in possession of alcohol while participating in a SPAR sponsored activity may be suspended for the remainder of the season. Any person(s) found under the influence of any illegal drug or alcohol while on SPAR property will be required to leave the property. All SPAR properties and public property within one thousand feet of SPAR properties are drug free zones.
- VIII. All penalties may increase based on prior history of the person(s) involved as well as failing to abide by existing disciplinary rulings.
- IX. Local law enforcement may be called to assist in enforcement of SPAR rules and regulations and any penalties called for.
- X. Person(s) vandalizing SPAR property and/or committing any other crimes will be prosecuted to the full extent of the law and required to pay restitution for any and all property damage.
- XI. SPAR may require in place of or in addition to suspensions or other disciplinary actions, that individuals attend anger management programs.
- XII. Failure to comply with SPAR rules and regulations subject participants to disciplinary procedures.



## **PUBLIC INQUIRY, CONCERN, or COMPLAINT**

SPAR operates under the direction and guidance of a Recreation Board of Commissioners appointed by Calcasieu Parish Police Jury. Appointed members are volunteers representing the Ward 4 District 2 recreation district. SPAR will make every attempt to answer an inquiry, concern, or complaint in a timely manner based on the urgency of the request. Any public inquiry, concern, or complaint regarding SPAR programs, facilities, or operations should be directed in the following manner:

- I. Notify department head concerning the inquiry, concern, or complaint
  - a. Recreation Aquatic Center and Waterpark Programs
  - b. Athletics Programs and Tournaments
  - c. Golf Course
  - d. Maintenance
  - e. Administration.
- II. If the SPAR department does not address the inquiry, concern, or complaint in a timely matter, notify the Director of SPAR.
- III. If an inquiry, concern, or complaint, is still unresolved, persons may request to be on the agenda for board discussion at the next monthly board meeting. As stated in the Recreation Board of Commissioners' Statement at the beginning of this Manual, those persons wishing to be added to the agenda should contact the SPAR Board's Secretary during normal business hours and submit a written request providing person's name, contact information, and item to be discussed. Contact should be made at least a week prior to the board meeting due to preparations of Board packets and public posting of agenda.



**FACILITY USAGE AND  
RENTAL RULES**

## FACILITY USAGE

- I. SPAR Facilities are not to be considered rental facilities for profit. Rental applications and requirements may be found in attached appendices. Rental applications must be submitted to SPAR for consideration and approval prior to actual rental.
- II. Annual facility usage schedule:

Pattison Complex	Fields #1 - 10	open January 15 – December 15
Frasch Park	Fields #11 & 12	open March 15 - October 15
	Gymnasium	open November 1 – February 28
North Frasc Park	Fields #13 - 18	open March 15 - August 15 (SHS @ Jan)
Kyle St. Park	Gymnasium	open November 1 – February 28
Carlyss Park	Fields # 24 - 27	open January 15 – December 15
	Gymnasium	open January 15 – December 15
	Football Field A – B	open August 1 – October 31
McMurry Park	Gymnasium	open January 15 – December 15
	Tennis Complex	open year-round
	Fields #28 – 39	open March 15 – August 15
	Fields #40 – 41	open March 15 – August 15 (SHS @ Jan)
	Soccer Fields #1-5	open March 15 – December 15

Field closure period December 15 – January 15 to all organized SPAR registered team practices.

- III. Solicitation of goods and/or services are not permitted within SPAR Recreation & Aquatic Center by members, guests, employees, or others.

## RECREATION/BANQUET ROOMS/PICNIC PAVILIONS

SPAR maintains three large rooms which may be rented for banquets, dances, and other functions. Each has a complete kitchen attached. The facilities and the number of people they are rated to seat are: Carlyss Park – 75, Frasch Park – 100 (Tables and chairs are provided in each facility)  
SPAR maintains a large picnic pavilions (max. capacity 100) at Frasch Park and Carlyss Park which may be reserved for no charge. All other picnic pavilions at all SPAR locations are used on a first come, first served basis.

- I. Reservations must be made in person and all fees paid in full before the room will be scheduled for the individual. No telephone reservations will be accepted. Reservations are made on a first come, first served basis. Reservations will be accepted up to one calendar year (365 days) in advance.
- II. Recreation Rooms may be used by government agencies and/or verified non-profit organization at reduced or free rate from 8 a.m. to 5 p.m. on weekdays if the event is open to the public at no charge pending availability, written request and SPAR review. All fees are subject to change. Contact the SPAR office for current pricing information.
- III. Any reservation cancelled more than 30 days before the date of use will receive a full refund of the rental fee. Any refund cancelled less than 30 days before the date of use will receive one-half of the rental.
- IV. The rooms are available from 8 a.m. until 10 p.m. Other hours require prior supervisor approval.
- V. Alcoholic beverages and smoking are prohibited inside all recreation facilities and alcoholic beverages are prohibited on all SPAR property.
- VI. The use of vulgar language and profanity will not be tolerated on park premises. Noise should be kept to a minimum.
- VII. No charge of any kind for any commodity sold or services rendered may be collected by any individual or group using the facilities.
- VIII. The rooms will not be rented to anyone under 21 years of age without prior approval of security arranged through local law enforcement officers.
- IX. There must be one adult chaperone (at least 21 years of age) for every 12 persons under age 18.
- X. SPAR shall not be responsible for any injury to any persons attending a function on its properties. Any damages to the facilities not reported to the SPAR representative upon arrival shall be the responsibility of user. All SPAR employees have complete authority to enforce all rules and regulations.
- XI. All other SPAR rules and regulations apply.



## FRASCH PARK GOLF COURSE

### I. Junior Golf program

- a. Frasch Golf Course offers special programs for Junior golfers, players 17 years of age and younger.
  - b. Junior In-District golfers - In District residents are eligible for free round of play, free cart rider fee (15 & under), and one (1) free small driving range token per visit available after 10:00 a.m. daily with Annual player registration.
  - c. Junior Out of District golfers - non-Sulphur residents are eligible for one round of golf at no charge on Tuesdays and Thursdays from 3:00 p.m. to close year-round.
  - d. Junior golfers who are 16 & 17 with a driver's license will pay the regular rate for cart fees.
- \*This special applies to Green Fees only and does not include cart rental. Waiver of cart rider fee still applies to riders 15 and under.

### II. Memberships

- a. Annual Memberships begin the date of purchase and are valid for 365 days.
- b. Semi Annual Memberships begin the date of purchase and are valid for 180 days.
- c. Refunds: Memberships will be refunded in the case of major health condition, job transfer from the area, or death, on a pro-rated basis in the first six months of the rolling year (for Annual Memberships) less a \$25 transaction fee. Any refund is subject to verification and must be approved by the director.

### III. Private Cart Storage

- a. Private Cart space leases are only available as part of a membership package and must be fully paid for the duration of the time the cart space is leased. All persons on the lease must be members.
- b. If any individual receives a Membership/Cart Storage refund for any reasons as stated above, they must remove their cart from the storage shed.
- c. Total number of cart spaces available will be determined by staff annually.
- d. Private Cart Lessees are encouraged to obtain adequate insurance to cover their equipment and liability.

### IV. Course Rules

- a. Reservations for a tee time may be made up to 72 hours prior to play (subject to availability) for Members. Reservations may be made 48 hours in advance for Non-Members. Reservation privileges may be revoked for failing to use scheduled time or for failing to promptly inform the Pro Shop of cancellation.
- b. Frasch Park Golf Course is open for play from 7:00 a.m. until dark Tuesday thru Sunday, Monday play will begin at 10:00 a.m. All times are subject to change. Course will be closed three (3) Mondays per year for course maintenance. Notifications of closures will be posted.

### V. In District School golf teams

- a. Members of junior high school, high school and college teams are eligible for one round per day at no charge, weekdays only, during the school season. They must be a member of a school team within the SPAR boundaries. In District school golf teams and Coaches are eligible for one (1) driving range token at no charge, weekdays only at times designated by the golf administrator as non-peak hours during the school season and may request additional tokens during each visit.

## **FRASCH PARK DRIVING RANGE**

- I. Operating Hours:  
Range: 10:00 a.m. – Dark on Mondays, 7:00 a.m. – Dark Tuesday thru Sunday. Exceptions may vary with normal and special maintenance, along with seasonal variations.  
Note: All times subject to change based on weather conditions and season.
  
- II. Driving Range Regulations:
  - \* Hit from inside designated marked areas only
  - \* Do not hit from in front of or behind designated marked areas
  - \* Hit at your own risk
  - \* Do not take range balls off chipping or bunker areas
  - \* Never attempt to retrieve balls from in front of tee markers
  - \* No personal ice chests
  - \* No glass containers
  - \* All other Golf Course and SPAR rules apply

## RECREATION AND AQUATIC CENTER

The SPAR Recreation and Aquatic Center includes an Olympic size swimming pool, a zero-entry teaching pool, two locker rooms with showers, two full basketball courts, two indoor racquetball courts, multipurpose rooms, an upstairs walking track, and a fitness center. Access to the RAQC is available by purchasing a membership package or paying a day fee. Ward 4 District 2 residents are offered a discounted rate. Proof of residency is required to receive in-district rate. The RAQC is not a rentable facility.

- I. Building is open normal hours 5:00am-8:00pm Monday-Friday, 8:00am-2:00pm Saturdays, and 1:00pm-5:pm Sundays, except major holidays. Administrative office hours are 8:00am-5:00pm Monday-Thursday and 8:00am-12:00pm Friday, except posted holidays. Kids zone is open 8:00am-11:00am & 4:00pm-8:00pm Monday-Thursday, 4:00pm-7:00pm Friday, and 8:00am-12:00pm
  - a. Basketball gym closes at 7:00pm Fridays and is MEMBERS ONLY on Sundays. Pool closes at 7:00pm on Fridays.
  - b. Fitness Center SPAR-X pass (Extended hours) is available for upon request for members 16+ yrs with a signed waiver
- II. Memberships include the following packages:
  - a. Single (Minimum age 16 yr old with parent permission)
  - b. Student Summer Pass (18-22 yrs full time student only 90 day pass sold seasonally)
  - c. Senior Single (62+ yrs)
  - d. Senior & Spouse (62+ yrs and spouse)
  - e. Family (limit 5, additional family members available with small fee, children 17 & younger only 2-17yrs, 18-22 yrs may be added only if full time registered students)
  - f. Swim Team (Fall high school season pass only, must have coach's written authorization)
- III. Rules and Regulations
  - a. Children ages 13 and younger are NOT allowed without proper adult (18+) supervision. Parent must remain in the RAQC while child is present.
  - b. Patrons of SPAR must wear modest apparel & closed toed tennis shoes throughout the facility.
  - c. All members must scan card or sign in before entering facility.
  - d. All day fee and free track walkers must sign in and out at kiosk before entering the facility and must wear designated arm wristband throughout their stay.
  - e. Lockers provided are available for day use or rented annually. Patrons are responsible for their belongings and may bring locks to secure them. SPAR is not responsible for lost or stolen items.
  - f. Patrons must abide by SPAR rules posted in all sections of the facility. Rules may vary slightly by location (i.e. no glass in pool area, no food/drink in the basketball gym or fitness center).

## SWIMMING POOLS

- I. SPAR maintains swimming pool at Center Circle Park during non-school summer months.
- II. All SPAR rules and regulations including disciplinary procedures as outlined on page 35 on manual will be enforced.
  - Other swimming pool rules are:
    - \* The pools will be closed temporarily at the first sign of lightning.
    - \* If pools must be closed, patrons who have been at the pool less than 1 hour shall receive a "rain check" pass.
    - \* Children 10 years of age and under must be accompanied by a parent or guardian to enter the pool.
    - \* The pools opening, closing, and hours of operations will be announced annually.
    - \* Rules governing behavior and what is and is not allowed at the pools are posted at each location.
- III. Additional information is available by contacting the swimming pools directly during the regular season or contact SPAR at 527-2500.

## SULPHUR PARKS AND RECREATION

### **ADMINISTRATIVE OFFICES - 933 West Parish Road in the Recreation and Aquatic Center,**

337-527-2500, fax 337-528-4934

Office hours: 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 12 p.m. Friday except major holidays

Site of meetings of the SPAR Board of Commissioners, third Tuesday of every month at 5:30 p.m.

### **RECREATION AND AQUATIC CENTER - 933 West Parish Road**

337-527-2500

Weekday hours: 5:00 a.m. to 8:00 p.m. Monday through Friday except major holidays

Weekend hours: Saturday 8:00 a.m. to 2:00 p.m. Sunday 1:00 to 5:00 p.m. except major holidays.

Facility includes: 3 Fitness Center areas, Aquatic Center with Teaching and Olympic size indoor pools, Outdoor

Waterpark with seasonal non-school hours, dressing rooms / showers and restrooms

Basketball Gymnasium with 2 courts and 2 concessions, 2 Racquetball courts, Kid Zone, Indoor walking track

1/10-mile long.

### **WATERPARK – 933 West Parish Road**

337-527-2500

Open seasonally during Calcasieu Parish School Board Summer Break

Facility includes: Dressing rooms/showers and restrooms, 2 kiddie play areas, 5 slides, 1 Raging River, 2 concession stands

### **FRASCH PARK - 400 Picard Road**

Tennis courts, three lighted - Open 7 a.m. to 9:30 p.m. year round

Playground, restrooms, covered picnic areas, 1 large picnic pavilion with barbecue pit available for reservations, gymnasium

Recreation (Banquet) Room – Capacity 100, may be reserved for a fee

Outdoor basketball pavilion, covered and lighted – Open 7 a.m. to 9:30 p.m. daily

Sand volleyball courts, three unlighted – Open daylight hours year round

Collins Field, lighted – Concession/restroom

Pelletier Field, no lights – Concession/restroom, 2 half-tunnel batting cages, lighted

### **FRASCH PARK GOLF COURSE – 345 Picard Road**

337-527-2515

Open 7:00 a.m. to dark Tuesday – Sunday, 10:00 a.m. to dark on Monday

### **NORTH FRASCH SOFTBALL COMPLEX – 339 Picard Road**

8 turfed softball fields, lighted; 2 tunnel batting cages, 3 concession stands, and 3 restrooms

### **PATTISON COMPLEX - 1400 Picard Road**

8 turfed baseball//softball fields, lighted; 2 grass baseball//softball fields, non-lighted; 3 concession stands; 2

restrooms; two tunnel batting cage; picnic areas; ¼ mile walking/jogging track with connections to additional ¼ mile of sidewalk

### **MCMURRY PARK - 300 Hazel Street**

Outdoor basketball pavilion, covered and lighted - Open 7 a.m. to 9:30 p.m. year round

Indoor batting cage at Field 41-Open to public seasonally based on schedule. Batting Cages scheduled through Sports Department when available.

Includes:

- Gymnasium,
- **Tennis & Pickleball Complex:**
- 6 lighted tennis courts
- 6 pickleball courts (Open 8:00 am – 9:00 pm, hours subject to change based on season and availability)
- 3 turfed, lighted high school baseball fields; 8 lighted, 2 non-lighted baseball fields
- 7 concession stands

- 8 restrooms
- 2 – four tunnel batting cages
- 5 soccer fields, lighted
- playground; picnic areas; walking/jogging path

**CARLYSS PARK - 6043 Carlyss Drive**

Outdoor basketball pavilion, covered and lighted - Open 7 a.m. to 9:30 p.m. year round  
 Recreation (Banquet) Room in gymnasium complex - Capacity 75, may be reserved for a fee  
 2 lighted tennis courts - Open 7 a.m. to 9:30 p.m. year round  
 Gymnasium, picnic area, playground, walking/jogging path, 3 restrooms, 4 lighted baseball fields, 2 lighted football fields, 3 concession stands  
 2 large picnic pavilions, 1 available for reservations

**CENTER CIRCLE PARK - 80 Center Circle**

Swimming pool, 337-527-2506 - Open various hours during summer months until school starts, fees are charged along with some free public swim times posted seasonally.  
 Splash Pad – open 9:00 am to dusk daily.  
 Outdoor basketball pavilion, covered and lighted - Open 7 a.m. to 10 p.m. daily  
 Tennis Courts, two lighted - Open 7 a.m. to 9:30 p.m. year round  
 picnic areas, playground, restroom

**MAPLEWOOD COMMONS - 4408 Maplewood Drive**

Open daily from sunrise to 10:00 p.m.  
 2 fountains, pavilion, walking paths, seating areas.

**KYLE STREET PARK - 200 Kyle Street**

Gymnasium; playground; ¼ mile walking/jogging path; picnic areas; concession; restroom; outdoor basketball pavilion

**HENNING CULTURAL CENTER - 923 S. Ruth Street**

(337) 527-0357  
 Open Monday-Friday 10:00 a.m.-12:00 p.m. and 1:00 – 5:00 p.m. Open Saturday 11:00 a.m. – 2:00 p.m.  
 Year-round Art, Cultural Shows and Exhibits.

**THE GROVE AT HERITAGE SQUARE - 1211 S. Ruth Street**

Hours: Daily from sunrise to 10:00p.m.



## **APPENDIX A SAMPLE ALL STAR SELECTION PROCESS**

Following the completion of the regular season, coaches and managers from all teams will meet in group session. Prior to the meeting, managers should confirm with their players whether or not they wish to be considered for all-star play.

Each manager will submit nominees from his own team. After each manager has made the nominations of players from his own team, managers may add any other player they may feel are qualified but were omitted from the original list. Coaches and managers will discuss the attributes of individual players during the nomination process.

After nominations and discussion have ceased, each team (manager and/or coaches) will vote by secret ballot on the twelve (12) players they feel are most qualified for all-star play, including any players they nominated from their team. Only one ballot from each team will be accepted. The ballots will be tallied by a neutral party (league officer or representative of SPAR). The top twelve vote getters will automatically be placed on the all-star team. Any ties will be broken by additional secret ballots (unless the teams vote prior the initial ballot to allow the all-star team manager to break any ties). If the all-star team manager is not the manager of a team during the regular playing season, he/she shall have the same voting rights as a team.

Once the first positions are filled, the all-star team manager will be allowed to fill any remaining roster spots from among the remaining vote getters. The all-star team manager shall also be responsible for choosing replacements for any player who decides not to play for any reason. Only players who received votes during the initial balloting are eligible for the all-star team.

All vote tallies shall be held in strict confidentiality by the neutral party and all ballots shall be filed with league records in the sports office of SPAR until the completion of the all-star season at which time they will be destroyed.



**APPENDIX B**  
**Sulphur Parks & Recreation District - Ward 4, District 2**  
**Athletic Complex Event Guidelines**

The Sulphur Parks & Recreation District (SPAR) currently schedules and maintains numerous athletic fields within the park system for the Calcasieu Community Recreation and Playground of Ward 4 District #2. Because the athletic complexes are under constant use and demand this policy has been established to offer an opportunity to submit usage proposals and have the facilities assigned per the policy. SPAR Recreation and Aquatic Center building is not subject to the Sports Facility Use Agreement.

**General Use Guidelines**

1. Events will only be scheduled after the conclusion of the regular season of SPAR's recreation sports programs, except for high school and previously existing events.
2. The general season for event usage shall be June 15 through September 30. Request for tournament/event outside of this season will be evaluated upon request.
3. Events scheduled before the adoption of these guidelines shall remain under the existing negotiated terms for each event.
4. All scheduled use of district fields will require staffing by SPAR employee(s). Staffing level to be determined by the District. The staff member(s) will be provided to monitor field use and assist with any maintenance issues that arise. Any additional staffing will be billed to the organization.
5. Event personnel will be responsible for all trash pick-up and disposal.
6. SPAR can provide concession or gate services for tournaments or events for a negotiated fee upon Director's approval. SPAR does not allow outside concessions at venues, but organizations can work under SPAR supervision and guidelines or partner with those qualifying groups under the Joint Service Agreement with SPAR to provide these services at the event.
7. Fees, charges, and facilities available for use are set in the SPAR Sports Facility Use Agreement.
8. If an organization is claiming 100% district resident status all rosters/participant names and addresses must be provided for verification purposes. If an organization is claiming non-profit status documentation proving this status must be provided. (501(c)3 or similar)
9. All events and tournaments are subject to weather cancellation based on the judgement of SPAR staff. Any additional work to prepare fields due to weather considerations will be billed to the organization, including materials and staff time.
10. Large events must present a traffic control plan and safety plan to the district for approval prior to the event. The district, working with the appropriate safety services, may require changes for safety purposes.

**Request Guidelines** - Groups requesting the use of the Sulphur Parks & Recreation District athletic complexes must utilize the following procedure to be considered for scheduling on district areas:

1. Athletic complex/field request will be accepted only in writing on the "Request Form" provided by the Parks & Recreation District.
2. Request for the next calendar year will be accepted any time after September 15 of the previous year and must be received at the administrative office by the third Monday in October to be considered.
3. Request for Tournament events used during SPAR's recreation season requires SPAR Board approval. Request must be received in writing a minimum of six (6) weeks in advance.
4. Priority in scheduling of Sulphur Parks & Recreation District will always be given to groups with at least 100% of its participants and coaches that are District residents. Groups that do not meet this requirement may be subject to field usage fees.
5. Sulphur Parks & Recreation District athletic complexes for special events/tournaments will be scheduled using the following priority list:
  - Sulphur Parks & Recreation District leagues and events
  - Sulphur High School requests
  - Educational institutions located within SPAR district boundaries with 90%-100% in District participants
  - Youth organizations with greater than 50 teams
  - Youth organizations of less than 50 teams.
6. Any request not received prior to the scheduling deadline will be considered on a space available, case-by-case basis.
7. Continued abuse and/or damage of park areas may lead to groups being ejected and banned from further use of park and joint use areas.
8. Violation of park rules & regulations and/or rules of the joint use areas may lead to groups and/or individuals being ejected or banned from further use of park areas. Use of alcoholic beverages is strictly prohibited.
9. Organizations may only work on field surfaces under the guidance of SPAR staff.
10. Each approved request will be required to enter a Sports Facility Use Agreement that shall include the completed packet of information listed in #12 below.
11. List of Park Rules provided by SPAR Staff
12. List of required documents from participating organization:
  - Completed Facility Usage Form
  - Liability Insurance Certificate with SPAR named as additional insured including waiver of subrogation.
  - Schedule and Brackets one (1) week prior to start of event
  - Tournament/Event Staff contact information for each department
  - Parking plan and special maps as needed
  - Emergency Action plan and services
  - Inclement weather action plan

## APPENDIX C TOURNAMENT TEAM

### Regulations, Guidelines, and General Information

It is the goal of Sulphur Parks and Recreation to provide the finest sports, recreation, and park facilities and the fairest and most inclusive sports and recreation programs possible; that all persons be treated equally without regard to race, sex, ability, social standing, economic status, etc.; and that the public good is upheld to the highest possible standards. SPAR encourages the use of In-District players on Tournament Team rosters to maximize their exposure and create a positive effect for them during their Baseball/Softball playing experience.

- I. Team Registration – The Managing Coach must set up a meeting with sports staff at SPAR offices, located at 933 W. Parish Rd., main office (337)527-2500, to discuss all the basic steps for team registration and rules pages.
- II. Team Packets – The Managing Coach will receive a packet at the scheduled meeting. It contains Team Registration request form, blank SPAR player participation forms, concussion awareness forms for parents & players, information for the coaches on “How to become Concussion Certified”, and roster forms.
- III. Coaching Staff – SPAR does not limit the number of coaches on staff. They ALL must have their Concussion Certification and applications on file with SPAR prior to ANY involvement in team practice.
- IV. Roster Certification
  - a. The Managing Coach is responsible for updating and maintaining an accurate roster at all times with SPAR. The coach is aware that players must have all participation forms completed, filed at SPAR, and then receive acknowledgment and approval of the player(s) prior to participating in any manner at a SPAR facility. (No exceptions)
  - b. New players will not be eligible to participate until SPAR adds the player to the team roster and contacts the coach to inform him/her the paperwork is complete and of the acceptance of the roster and/or roster changes. (Example: Coach completes paperwork on Friday afternoon and submits for acceptance, however the coach has not been contacted by SPAR acknowledging the persons addition to the roster. This player is NOT eligible under these circumstances for the weekend and must wait until contacted by staff approving his/her addition to the roster.) Note: SPAR will make every effort to approve additions and/or deletions as fast as possible.
  - c. Verifying Roster: Tournament Teams rosters filed with the Sports Office will be used to determine the number of Out-of-District players on the team. Rosters are verified on an annual basis. Once a team has registered with SPAR and/or other organizations, an Out-of-District player counts for the remainder of the year. SPAR does this to encourage play with In-District players. Teams with upcoming expiration dates will be notified by SPAR staff and must submit a new tournament team packet to renew their registration status.
  - d. Roster calendar year is from March 16<sup>th</sup> of the current year thru the next March 15<sup>th</sup>.
  - e. Teams wishing to register with SPAR must have the minimum number of players based on sport. Coaches must roster at least the minimum number of players to play in a regulation game for the given sport plus one substitute. (Baseball=10, Soccer=12, Basketball=6, Volleyball=7, etc.)
  - f. Out-of-District is defined as anyone residing beyond the SPAR district boundaries. In District is defined as residing within SPAR district boundaries. Proof of residency may be required (ex: utility bill, voter registration card, driver’s license.)
  - g. Teams that are required to roster at least 10 players may carry no more than 4 Out-of-District players. Teams that require to roster less than 10 players may carry no more than 2 Out-of-District players.
  - h. Only those players listed on that team’s approved roster filed with the SPAR sports office are eligible for that team’s practices. (No exceptions)
  - i. Team Insurance- Managing Coach is responsible for providing SPAR proof of team insurance when submitting a team Registration form. Sulphur Parks and Recreation must be listed as “additionally insured”.
  - j. Sulphur Parks and Recreation reserves the right to limit the number of registered tournament teams per sport. If the number of teams exceeds capacity, scheduling priority will be based on tiered system (see VII-d).

- V. Team Eligibility (Important: refer to “Verifying Roster, Section IV, Subsection c)
- Teams with 100% In-District players will be qualified for fields.
  - Teams with 1 – 3 Out-of-District players will qualify for fields.
  - Teams with 4 Out-of-District players will qualify for field use ONLY.
  - Teams with 5 or more Out-of-District players WILL NOT be eligible for team registration.
- VI. Practice number – SPAR sports staff will issue a team practice number after the team roster packet has been received and all information has been verified.
- VII. Practices (How, when, where, & seasonal availability of lights)
- After SPAR staff issues the team practice number, the Managing Coach may communicate with SPAR Sports staff during regular office hours to request to schedule up to 2 per week practices during the SPAR’s recreation season, March 1 through June 15, and up to 3 practices per week during non-recreation season. (Monday – Sunday).
  - The coach may submit field reservation requests, including first, second and third options, via e-mail to [sports@sulphurparks.com](mailto:sports@sulphurparks.com) by the 15<sup>th</sup> of the prior month to schedule a practice. Practice schedules will be posted by the 25<sup>th</sup> of prior month. Changes or additions to schedule must be requested by Managing Coach to SPAR Sports office via phone (337)527-2500 Monday- Thursday 8:00 a.m.- 5:00 p.m. or Friday, 8:00 a.m. to 12:00 p.m. to speak to a member of the SPAR Sports staff or e-mail [sports@sulphurparks.com](mailto:sports@sulphurparks.com)
  - Scheduling will be adjusted at beginning of SPAR’s recreation season to assure priority to SPAR’s recreation program.
  - Team practice schedules will be based on tiered priority system as follows:
    - Tier 1- Recreational Sports
    - Tier 2- 1-2 out of district players
    - Tier 3- 3 out of district players
    - Tier 4- 4 out of district players
  - The Rain out Hotline is (337)313-4321. SPAR asks coaches to share this number with all participants and parents for their convenience.
- VIII. Outdoor Field and Lights Availability (NO lights during SPAR regular season)
- Registered tournament teams through SPAR will qualify for lights.
- IX. Practice scrimmage
- Teams registered through SPAR may scrimmage or hold with league games when schedule and field space permits
  - Registered coaches must call to schedule scrimmages/games with the Sports Office
  - Each qualifying team can get four (4) scrimmages/games from January 15<sup>th</sup> – June 14<sup>th</sup> and another four (4) from June 15<sup>th</sup> – December 15<sup>th</sup> (no more than 1 per week).
- X. INFLECTIONS and PENALTIES – Failure to comply with SPAR rules and regulations subject the Managing Coaches and teams to disciplinary procedures as outlined on page 35 of manual. Penalties may range from (a) suspension of coaching privileges at or on SPAR facilities or (b) teams not allowed to use SPAR facilities for short-term and/or possible long-term periods.
- The undersigned coach has received a copy of these pages and fully understands that failure to comply with the aforementioned SPAR Tournament Team requirements may result in themselves and/or their team becoming ineligible for the use of SPAR facilities.
- XI. Teams registered through SPAR, in good standing, may submit a field reservation request to conduct a tryout in lieu of practice.
- Must have valid insurance on file
  - Submission of request must be received via email to [sports@sulphurparks.com](mailto:sports@sulphurparks.com)
  - Teams not registered through SPAR are not permitted to conduct tryouts on SPAR property
  - Each qualifying team may request up to two (2) tryout dates from June 15<sup>th</sup> through October 14<sup>th</sup>
  - Teams must submit new team roster and forms for verification before field reservation requests will be accepted

## **APPENDIX D FACILITY ALCOHOL POLICY**

### **PURPOSE**

The purpose of this policy is to establish the rules and regulations regarding the service or sale and service, and the associated consumption, of alcoholic beverages in SPAR facilities and parks. It is the intention of SPAR to provide the citizens of District 2 of Ward 4 of Calcasieu Parish the broadest range of opportunities to enjoy its facilities and parks while protecting the community and its citizens from abuse and disruptive behavior. To this end, alcoholic beverages are prohibited in all SPAR parks and facilities, except for “Sites Designated for Conditional Consumption of Alcoholic Beverages” listed below.

### **ALCOHOLIC BEVERAGE POLICY & REQUIREMENTS FOR SITES DESIGNATED FOR CONDITIONAL CONSUMPTION OF ALCOHOLIC BEVERAGES**

- All sites designated for conditional consumption of alcoholic beverages (see list below), must be licensed by the Department of Health/City of Sulphur/Parish of Calcasieu and the Office of Alcohol Tobacco Control/State of Louisiana.
- Each site must have a written Alcohol Consumption Compliance and Management Plan, approved by the SPAR Director, detailing how its staff and facility patrons will adhere to all local and state laws and SPAR policies as they relate to alcoholic beverages.
- Alcoholic beverages must be consumed on site and no alcoholic beverages will be allowed to leave the site.
- All designated sites must use a licensed bartender service to serve alcoholic beverages or the site’s staff must be trained and licensed. Patrons are prohibited from bringing and serving their own alcoholic beverages.
- All licensed bartender service providers must possess liquor liability insurance with a minimum coverage of \$1 million per occurrence and list SPAR as an additional insured. However, the Alcohol Consumption Compliance and Management Plan for a specific SPAR designated site may require additional insurance.
- Food is available to patrons with the consumption of alcoholic beverages.
- In the case of events or facility rentals with multi-age attendees, alcoholic beverages must be served and consumed in a designated area.
- Alcoholic beverages at sporting event and tournament sites are only allowed for adult tournaments and adult programs.
- Each site must provide appropriate security as outlined in its Alcohol Consumption Compliance and Management Plan.
- New facilities that may be developed and/or opened to the public may be added to the list with the SPAR Board’s approval. Sites may also be removed from the list by the SPAR Board.
- Customers may purchase up to 6 beers at a time from the Frasch Golf Grill. (Personal ice chests are not permitted)

The following sites are designated as sites allowing conditional service and consumption of alcoholic beverages:

#### **Golf Course Sites**

- Frasch Golf Course (daily)

#### **Special Events Sites – Licensed bartender/caterer service only**

- Henning Cultural Center
- Mines Annex

#### **Facility Rental Sites**

- Prohibited

#### **Sporting Event and Tournament Sites (Adult Sporting Events Only)**

- Prohibited

### **PROHIBITED SITES**

Due to the nature of the activities and the age of patrons associated with some SPAR facilities, no alcoholic beverages will be allowed or alcohol permit requests approved for these facilities.

Golf course with restaurant facilities will be allowed to serve alcohol during the times permitted by the ordinance. All other designated SPAR facilities will only allow alcohol to be served or sold during alcohol-approved special events or facility rentals upon Director approval.