



**Henrico County  
Recreation & Parks**

# **SPORTS MANUAL 2023**

**Policies, Procedures, & Application  
for all Associations & Leagues**

**Henrico County  
Recreation & Parks  
PO Box 90775  
Henrico, VA 23273-0775**



# Henrico County Recreation & Parks Policies and Procedures

## Sports Staff (available Monday-Friday from approximately 8am - 4:30pm)

Division Director	Chris Bolt	E: bol021@henrico.us	(O) (804) 727-8207	(C) (804) 495-5201
Sports Coordinator II - Indoor Sports/Adult Sports	Elbert Grinnell	E: gri10@henrico.us	(O) (804) 501-5156	(C) (804) 219-3685
Sports Coordinator II – Associations/Diamond Sports	Katie Wood	E: woo116@henrico.us	(O) (804) 501-5099	(C) (804) 380-9178
Sports Coordinator II – Schools/Turf	Matt Mullen	E: mul041@henrico.us	(O) (804) 727-8209	(C) (804) 217-1522

## Miscellaneous Numbers

Emergency .....	911
Non-Emergency Police .....	(804) 501-5000
Sports Hotline.....	(804) 501-5132
Henrico Security.....	(804) 501-4555

## Night and Weekend Facility Supervisors (available after-hours and weekends)

Central District	Henry Johnson	(804) 873-5165
East End District	John Stone	(804) 512-8064
Tuckahoe District	Mike Stewart	(804) 513-8284
West End District	Kevin Allen	(804) 201-8273
Glover Park	Tavaris Robinson	(804) 943-3561
RF&P Park	Tim Chavous	(813) 893-8555
Floater/Schools	Adofo Ka-Re	(804) 937-8477



# Henrico County Recreation & Parks

## Policies and Procedures

### General Facility Use Rules & Reservation Policies

1. Users should read through all parts of the manual to become familiar with Henrico County's policies and procedures. Users must comply with federal, state, and local law, including Chapter 14 of the Henrico County Code and the rules and regulations of the Division. A user's noncompliance with federal, state, or local law, including Chapter 14 of the Henrico County Code and the rules and regulations of the Division may result in revocation of the user's permit and denial of future applications.
2. Users may not collect admission fees for entry to events booked through the Division. No person may sell or offer for sale, hire, or lease or let out any object or merchandise, property, privilege, service or any other thing, or engage in any business or erect any building, booth, tent, stall, or any other structure within any park or Henrico County public schools' property without prior written permission from the Director of Recreation and Parks.
3. Alcoholic beverages, marijuana, and illegal drugs are prohibited.
4. Per Henrico County Public Schools' policy P11-08-002 Policy – Tobacco-Free Schools (last revised August 8, 2019), the use of tobacco products by school employees, students, and visitors on school property and in school vehicles is prohibited at all times, including days when school is not in session.
5. Users are responsible for leaving facilities in the same or better condition than upon arrival, locking up all concessions stands and bathrooms, and setting alarms (if applicable) when leaving county property. Users must ensure the lights are turned off and all doors and base boxes are locked upon departure from the premises. Users must remove trash from the concessions stands to the dumpster when one is provided by the Division (if applicable).
6. All lights will be turned off on nights preceding a school day by approximately 9:00 p.m. with some exceptions for adult leagues concluding their use at approximately 10:00 p.m. Users must submit requests for extended hours in writing to the Sports Section with their application.
7. If additional keys to the facilities are needed, the league point of contact must contact a Sports Coordinator. Please provide the contact information (email and phone number) of the person receiving the key(s). The recipient will be notified once the key(s) are ready and will be asked to sign out and pick up the keys any time from 7am to 3pm at the Western Park Services office (10305 Woodman Rd, Glen Allen).
8. Henrico County does not provide insurance to cover users' property or assets at school facilities or park property. Users must provide insurance with, at a minimum, the coverages and in the amounts specified on pages 5-6.
9. Recreation & Parks will be responsible for all field preparation at all county-owned parks and those approved school sites designated for play by the sports department. Practice-only spaces will not be lined. Users may not construct, add to, or tamper with any field or facility.
10. Specific turf rules are located at the end of this Manual (page 6). Henrico County currently has Glover Park (4) and the high school multipurpose fields in its inventory. Goal-anchoring rules are located at the end of the Manual.
11. Field space is reserved according to availability. Therefore, field space is NOT GUARANTEED. Further, the Sports Section reserves the right to assign fields according to playing surface suitability (e.g., a playing surface lined for particular sports may be a preferred venue for those sports).
12. The Sports Section cannot guarantee capacity for the expansion or addition of associations, leagues, or teams given current and existing reservations.



# Henrico County Recreation & Parks Policies and Procedures

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## Scheduling Rules & Procedures

1. Users are responsible for entering their requests and schedules into the Division's online scheduling system.
2. Communications must be between the Sports Section and the league/association president or his/her designee. **\*A league/association may designate only one contact person per league/association as the liaison between the league/association and the County.**
3. In the event of inclement weather, designated Sports and Park Services Personnel will make site determinations at 7am on Saturdays/Sundays regarding reservations. The decision will be recorded on the sports hotline (501-5132). On weekdays, the hotline will be updated at 3pm. In the event of a rain out, please update rSchoolToday within three business days regarding a rescheduled date(s). Please see pages 7 and 8 for determining field playability.
4. On school sites, school activities always take precedence over Division activities and bookings, and some cancellations will occur with little advance notice. The Sports Section will inform users of dates when a school site is not available, and users must cancel all activities scheduled on the site for such dates.
5. Henrico County middle school activity and game dates may affect users' game and practice times. Most Henrico County middle school events end around approximately 6pm. To allow each group the opportunity to transition, game and practice times will start at 6:30pm whenever there is a conflict and finish at approximately 9:30pm.
6. The Division reserves the right to cancel use of certain fields or gyms at any time.
7. **The Sports Section requires all users to submit their league/association dates, for each season, by the below deadlines:**
  - i. **December 22<sup>nd</sup>, 2022 – Spring**
  - ii. **March 24<sup>th</sup>, 2023 – Summer**
  - iii. **May 26<sup>th</sup>, 2023 – Fall (grass fields)**
  - iv. **June 23<sup>rd</sup>, 2023 – Fall (turf fields)**
  - v. **September 22<sup>nd</sup>, 2023 – Winter**

## Youth-Specific Information

1. When requesting facility space, please consider the schedules of your coaches. **Please also be as specific as possible about requested days, times, and locations.**
2. Contact one of the Sports Coordinators if you have filled at least two oil containers provided by Metro Oil.
3. Equipment should not be kept in any pipe chase (this is the area where the pipes are usually found between the restrooms) or restroom. No gas grills or propane tanks can be stored in county buildings. Propane storage bins have been provided at concession stands for your propane tanks.
4. Henrico County recreation facilities, as well as school auditoriums and cafeterias, can be booked free of charge for youth associations through the Sports Section for meetings, registration, tutoring, etc. To streamline the process, please include your top three dates/times, amount of people using the space, as well as the proposed room set up in your initial request. Please state if your date is flexible. Note: Henrico County residents may request to reserve Recreation Center rooms up to one year in advance and are subject to availability.



# Henrico County Recreation & Parks Policies and Procedures

5. Fall cheer squads may request one night of indoor space through the football arm of their organization. Reservations are subject to availability and are taken alongside of fall travel basketball requests.
6. Henrico County youth associations are permitted to submit flyers for approval to the Sports Section, one flyer/per season/per association. Flyers must be submitted to [woo116@henrico.us](mailto:woo116@henrico.us) by the following dates:

Spring/Summer Sports .....January 8, 2023  
 Fall Sports ..... April 16, 2023  
 Winter Sports ..... September 17, 2023

## Insurance

**Due no later than five (5) business days prior to the league/association start date:**

- A copy of your certificate of insurance naming Henrico County and Henrico County Public Schools (if applicable) as additional insured and certificate holder for no less than \$1,000,000 (One Million Dollars) per occurrence and \$2,000,000 (Two Million Dollars) aggregate in Commercial General Liability Coverage and \$1,000,000 (One Million Dollars) per occurrence and in the aggregate in Umbrella/Excess Liability Coverage. The following address(es) should be on the insurance document:
  - Henrico County, PO Box 90775, Henrico, VA 23273-0775
  - Henrico County Public Schools, PO Box 23120, Henrico, VA 23223 (if applicable)

**\*For information regarding travel league/association reservations, please contact Elbert Grinnell ([gri10@henrico.us](mailto:gri10@henrico.us)) for basketball and Matt Mullen ([mul041@henrico.us](mailto:mul041@henrico.us)) for baseball/softball.**

**\*For information regarding Henrico County tournaments, please contact Katie Wood ([woo116@henrico.us](mailto:woo116@henrico.us)).**

## Concussion Policy and Procedures

Henrico County Recreation and Parks is committed to protecting and educating its participants and third parties from potential injuries due to concussions. In ensuring the safety of its patrons and third-party users, Henrico County Recreation and Parks follows the NFHS “Suggested Guidelines for Management of Concussion in Sports,” that has also been adopted by the Virginia High School League. To view the suggested guidelines please go to the website listed below.

- <https://www.vhsl.org/sports-medicine/concussions/>

### **Henrico County Synthetic Turf-Specific Rules - Glover Park & HCPS High School Fields**

1. Equipment on synthetic turf fields, including portable goals, scoreboards, and other sports equipment, may not be moved by users. Please find on-site Division personnel and ask for assistance. All outside equipment must be checked and approved by on-site Division personnel prior to use on synthetic turf fields.
2. Animals (except service animals) are prohibited from synthetic turf fields.
3. Golfing or chipping is not permitted on synthetic turf fields. Throwing activities such as hammer, shot, discus, or javelin are prohibited.
4. Metal cleats or spikes are not permitted on synthetic turf fields; only rubber cleats are permitted.
5. No digging or pulling of synthetic turf fibers or infill granules is permitted. No digging with feet, hands, or other objects is permitted.
6. Field configurations must be submitted and approved by the Sports Section prior to use of synthetic turf fields.
7. In addition to Rule 1-6 above, the following items are not permitted on synthetic turf fields: (a) Bicycles, roller skates, strollers, skateboards, and similar items, (b) Food and beverage products (except water), including gum and shelled seeds or nuts, (c) Sharp objects such as tent stakes, corner flags, poles, and any other object that could penetrate or damage the surface of the field, (d) Suntan lotions, oils, and creams of any kind (please apply sunblock prior to entering turf fields), (e) Tobacco products, (f) Fireworks, smoke machines, portable heaters, and any open flame, (g) Glass bottles and containers.

**\*Failure to comply with these rules may result in users being asked to leave the facility and/or cancellation of current and future reservations.**

### **Henrico County Goal Anchoring Policy**

1. All soccer goals must be firmly secured to the ground at all times.
2. All soccer goals will be removed and/or secured by park services at the conclusion of each season.
3. Goals **larger** than eighteen (18) feet and smaller goals constructed of materials other than PVC must be firmly secured with an in-ground anchor at all times in accordance with the Consumer Product Safety Guidelines. Portable soccer goal posts exceeding 18 feet that do not extend into the ground must be properly secured to the ground at all times using in-ground soccer goal anchoring clamps. A minimum of three (3) soccer goal anchoring clamps must be used on each portable soccer goal. The securing of these goals will be done by Recreation & Parks.
4. Goals **less** than eighteen (18) feet and constructed of PVC must be anchored at all times either by an in-ground anchoring system or counter-weighted with a minimum of three (3) fifty-pound sandbags in accordance with nationally accepted standard operating procedures for the sport. \*Proper sandbag placement and maintenance will be the responsibility of user groups.

## Determining Diamond Field Playability

**PLEASE REMEMBER: Standing water occurs because the ground is saturated. Removing standing water does not and will not eliminate the saturation. It is the saturation and not standing water that causes damage and unsafe playing conditions.**

Determining the playability of an athletic field is crucial to the continued health of the turf and the sustainability of the field throughout the season. Park Services will close its athletic fields if park staff determines that fields are too wet for play, covered by snow or ice, or if other issues arose that would compromise patron safety. An athletic field should be considered **closed** for play if **any** part of the field becomes unsafe for field users **or** if conditions exist where use will cause damage to the field.

An athletic field should be considered **closed** if any of the following conditions exist:

- There is standing water present on any part of the field that cannot be removed without causing damage to the field.
- There are muddy conditions present that will not dry by the start of the game.
- While walking on the field water can be seen or heard with any footstep.
- If water gathers around the sole of a shoe or boot on any portion of the field.
- While walking in turf areas any impression of your footprint is left in the surface.
- While walking on the infield portion of the field, an impression of ½" deep or more is left by a footprint.
- Covered by snow or ice.



## Determining Multipurpose Field Playability

**PLEASE REMEMBER: Standing water occurs because the ground is saturated. Removing standing water does not and will not eliminate the saturation. It is the saturation and not standing water that causes damage and unsafe playing conditions.**

Determining the playability of an athletic field is crucial to the continued health of the turf and the sustainability of the field throughout the season. Park Services will close its athletic fields if park staff determines that fields are too wet for play, covered by snow or ice, or if other issues arose that would compromise patron safety. An athletic field should be considered **closed** for play if **any** part of the field becomes unsafe for field users **or** if conditions exist where use will cause damage to the field.

An athletic field should be considered **closed** if any of the following conditions exist:

- There is standing water present on any part of the field that cannot be removed without causing damage to the field.
- There are muddy conditions present that will not dry by the start of the game.
- While walking on the field water can be seen or heard with any footstep.
- While walking on the field of play, any impression of your footprint is left in the surface.
- If water gathers around the sole of a shoe or boot on any portion of the field.
- There is ice or snow present on the field, or the field surface is frozen solid.
- Covered by snow or ice.







## Henrico County Recreation & Parks Policies and Procedures

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### **Applications may be denied on any of the following grounds:**

1. The applicant or the person on whose behalf the application was made has on a prior occasion made a material misrepresentation or omission in an application to the Division or has violated the terms of a prior permit issued to or on behalf of the applicant or has violated the provisions of Chapter 14 of the Henrico County Code or the terms, conditions, and rules contained in the Sports Manual.
2. The application is not fully completed and signed.
3. The applicant has not paid the required application fee or provided the required certificate of insurance.
4. The applicant is not duly organized, validly existing, and in good standing under the laws of the state in which it is formed, is not duly authorized to transact business in the Commonwealth of Virginia, or otherwise cannot legally contract.
5. The applicant or the person on whose behalf the application was made has on a prior occasion damaged Division or HCPS property and has not paid in full for such damage or has other outstanding and unpaid debts to the Division or HCPS.
6. A fully complete and signed application for the same time and place has been received, a permit has been or will be granted to a prior applicant, and the particular facility cannot accommodate multiple occupancy or uses.
7. The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the Division or HCPS and previously scheduled for the same time and place.
8. The use or activity intended by the applicant is prohibited by or inconsistent with federal, state, or local law, including Chapter 14 of the Henrico County Code and the regulations of the Division or HCPS, or would present an unreasonable risk to the health or safety of the applicant or other users of the park or facility.

If an application is denied, the Division will inform the applicant in writing of the reason for the denial and the right to appeal the denial. An applicant may challenge a denial in a court of competent jurisdiction in accordance with state and federal law. An applicant is not required to challenge the denial administratively before challenging the denial in court.



# Henrico County Recreation & Parks Policies and Procedures

## Sports Manual Agreement

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Does your organization have a 501-C3 tax exempt status? (Please check a box):  Yes  No

Activities or Sports offered (Please check all that apply):  Baseball  Basketball  Cheer

Football  Field Hockey  Lacrosse  Rugby  Soccer  Softball  Volleyball

Other/s: \_\_\_\_\_

I have received and read the Sports Manual and the policies, procedures, and rules set forth therein. I attest that the organization I represent meets at least the minimum listed criteria within the 2023 Sports Manual. I understand the organization’s responsibilities and agree to abide by the policies, procedures, and rules in the Sports Manual, which include supplying a copy of the organization's certificate of insurance, all official league rosters, and all practice and game schedules by the required deadlines.

I fully understand that certain dates may be “**Blacked Out**” in advance for Henrico County-sponsored events, as well as Henrico County Sports and Entertainment Authority tournaments. These events and “blacked out” dates have priority over league/association play.

**By signing this, you agree, on behalf of the organization, to comply with all Henrico County Recreation & Parks policies, procedures, and rules, as well as the provisions of the Henrico County Code.**

Signature: \_\_\_\_\_  
League Representative

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
County Representative

Date: \_\_\_\_\_

**Permits for league/association play will not be issued until this Agreement is signed by League and County Representatives.**