

# Queen Anne's County Code of Conduct/Sports Field Rules and Regulations

The Queen Anne's County Department of Parks and Public Landings and the Queen Anne's County Recreation Division have adopted a policy in regards to "ALL" youth and adult sports leagues. All leagues and recreation programs have been designed to incorporate and reflect four major elements:

- Fun
- Self-Improvement
- Sportsmanship
- Skill Development

The Code of Conduct Board will review any reported code of conduct violations by QAC Parks & Recreation Divisions, youth and adult league players, coaches and spectators using Queen Anne's County Parks or participating in Queen Anne's County Recreation sports/events. If a league takes any action against an individual with regard to a code of conduct violation, the league must notify the Parks or Recreation Divisions of the action within forty-eight (48) hours of the ruling. The staff will inform the board members of said ruling. If more than three (3) members disagree with a league decision the board will hold a special meeting with the league and individual in question within ten (10) days of the incident.

- **OVERVIEW – QAC Code of Local Regulations Parks and Recreation, Article 22:17**
  - Review Board defined. In this article, "Review Board" means the Code of Conduct Review Board.
  - Review Board authorized. The Department may establish the Code of Conduct Review Board with the powers and duties specified in this article.
  - Membership composition; appointment of members. The Queen Anne's County Code of Conduct Review Board will consist of the president (or a designated board member) of each County youth league, the Athletic Director of the Board of Education of Queen Anne's County, a representative from the Department of Parks and Public Landings, and a representative from the Recreation Division.
  - Tenure. Each league board member will serve a term of one year or until his or her successor is appointed. The start of each member's term will coincide with respective league elections.
  - Meetings. The Board will hold quarterly meetings. Special meetings will be convened at such times as at least three members request a meeting. Board members shall be given a minimum of five days' notice for any special meeting. The primary purpose of special meetings will be to render decisions relating to Code of Conduct violations.
  - General Powers and duties. The Code of Conduct Review Board has the authority to suspend or expel team, players, coaches and spectators from Queen Anne's

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County Parks and Recreation facilities for violations of the Sports Code of Conduct.

- **DEFINITIONS**
  - **Applicant** – all individuals and individuals representing groups or organizations, requesting athletic facilities. (fields)
  - **Parks Department** - Queen Anne's County Department of Parks and Public Landings
  - **Recreation Division** - Queen Anne's County Department of Community Services Recreation Division
  - **Nonprofit Status** - Applicants who have submitted 501© (3) nonprofit status documentation from the IRS to the departments.
  - **One-time User applicant** - all applicants, who are not Seasonal Applicants, who are requesting athletic facilities for one-day events, special events, or who have been granted nonprofit status.
  - **Activity**- is defined as specified form of action in the area of recreation. An activity may include, but is not limited to, a class, program, sports event, (adult or child) and tournament.
  - **Participant** - is defined as one who takes part in the activity, program, leagues and tournament.
  - **Official** – is defined as an authorized authority who supervises the plays of a sport game or event or tournament. i.e., Umpire, Official, League Representative, Coach, County Staff.
- **Definitions of Behavior**
  - Spectators, parents, coaches, participants and leagues shall conduct themselves in a prudent manner at all games and practices.
  - The use, consumption, or presence of any alcoholic beverages is prohibited.
  - Riotous, boisterous, threatening or indecent conduct or the use of abusive, threatening, or indecent language shall not be tolerated.
  - Unauthorized presence on the playing fields shall not be allowed at any time.
  - Harassing the officials will not be tolerated
  - Opposition of fans by word or gesture will not be tolerated

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- Permitting an injured participant to enter or reenter the game shall not be allowed at any time. Follow the concussion/injury policy.
- Disobeying or attempting to circumvent rules and regulations or the intent thereof is not allowed.
- Use of tobacco, drugs or intoxicants while going on or coming off the field of play, or while on the field of play, be it at practices or games will not be allowed.

Coaches, sidelines personnel, and participant will uphold the CODE OF ETHICS, as well as all rules and regulations of the QAC By-Laws and decisions of the Queen Anne's County Code of Conduct Review Board (QACCCRB). Failure to comply will result in disciplinary actions and/or suspension.

Code of Conduct form (attached at the end) is to be signed by all participants/parents/guardians.

- **Concussion/Injury**
  - All QAC Recreation Youth sports programs utilizing QAC Board of Education school facilities and fields; In accordance with SB771 and HB858 which amended sections 7-432 and 14-501 of the Annotated Code of Maryland, the Maryland State of Education (MSDE) has developed policies throughout the state of Maryland. The Department addresses the concussion /injury education for non-school related sports programs. QAC Recreation must provide to QAC Board of Education assurance that concussion/injury information has been provided to all participants and their parents or guardians.
  - QAC Recreation will utilize the recommended website [www.cdc.gov](http://www.cdc.gov) which provides materials for use for youth sports. (see **attachments**) All participants and parents must sign a Concussion/Injury acknowledgement statement (**See attachment**)
  - An incident or accident report must be filled out and sent to the Recreation Manager within 24 hours of the incident. (**See attachment**)
  - After an appropriate medical assessment, any participant sustaining a concussion/injury shall immediately be removed from practice or play. The participant shall not return until cleared by a licensed health care provider to approve return to play. A written note must be provided to the Recreation Manager.
- **QAC Recreation Volunteers - Background Checks**
  - All QAC Recreation Volunteer coaches and staff are required to complete a criminal background and drug screening test. The records are maintained at **QAC Human Resources office 107 N. Liberty Street, Centerville, MD 21617.**

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- **Field Usage Rules**

- No league or tournament play may start before 8 AM
- Open space areas are designed for open recreation and are not to be reserved, except for department-sponsored events.
- A responsible adult (21 years of age) must be present at all times. The permit holder is responsible for supervision and control of all participants and spectators, and for any property damages during field use.
- Interference with employee and volunteer duties is prohibited.
- Inappropriate or indecent language, conduct and/or harassment are prohibited.
- Full compliance with rules and regulations for Queen Anne's County is required.

- **Light Usage Regulations**

Several Parks Department fields have lights. To use the lights a code and key are needed for access to the keypad. An hourly fee is charged for light usage.

- **Field Status Hot Line and Website**

If wet conditions exist permit holders may not use the fields. Permit holders and field users must either call the field status hotline or check the parkrec.org website prior to field use. If field conditions worsen after the final update to the status hot line and website, playability is at the permit holder's /officials discretion. Permit holders will be held financially responsible for any damages due to failure to suspend play when conditions worsen.

- **Permit Cancellation**

Any permit holders reported to the Parks Department for improper field use, inconsistent with the policies listed herein, will have permits suspended indefinitely until reviewed by the Board of Conduct. Queen Anne's County reserves the right to deny, place on probation, or cancel any permit for reasonable cause or violation of the policies and procedures listed

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herein. Every attempt will be made to communicate any actions and provide sufficient notice of suspension or cancellation to the permit holder.

- **Field/Facility Reservation Procedures**

The demand for Queen Anne's County fields is growing greater every year. It is imperative that each "APPLICANT" request fields that are needed to accommodate their programs. After reviewing the initial permit, applicants may return field, dates, and /or times that will not be used. Once the final permit is issued, the permit holder will be required to pay for the fields, regardless of their future use. Neither individual nor groups will be refunded or credited if and when they return fields, dates, and/or times once the final permit has been issued.

- **Seasonal Applicants**

- Submit the field reservation requests by the deadline stated in the submission deadlines.
- The applicant will receive the initial permit from the Parks Department.
- The applicant should review the initial permit and contact the Parks Department with any additional, deletions or changes by the adjustment deadline.
- The applicant must submit payment by the payment deadlines or the applicant forfeits the rights to the fields.
- After the final permit has been issued, additional fields, dates or times will not be issued until payment is received.

- **One-Time User Applicants**

- Submit the field reservation request by the deadline stated in the submission deadlines.
- The Parks Department will contact the applicant or will send the initial permit to the applicant for review.

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- Once the applicant approves the initial permit, payment is due.
- The final permit will be issued once payment has been received; an initial permit with payment dues does not qualify as final permit.

- **Fee Schedule**

All Applicants permitted field space by the Parks Department will be charged usage fees.

The fees recover some cost associated with the additional benefits provided to the Applicant, including maintenance, utilities, facility preparation and the reservation process.

Seasonal Applicants must submit in writing (mail, email, fax or in person) initial field requests which are due by the following dates:

- February 15<sup>th</sup> for March–July requests
- July 24<sup>th</sup> for August –November requests
- November 15<sup>th</sup> for December –February.

Game schedules and all fees are due prior to the first game.

One-Time User fees are due prior to the issuing of the final permit.

Additional fees may apply for extra services provided by the Parks Department (extra lining/maintenance, etc.).

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## **Contact Information**

All field usage requests must be submitted to Parks Department (via, email, fax, mail, in-person):

1945 4H Park Road,  
Centreville, MD 21617  
410-758-0835 (Phone)  
410-758-0566 (Fax)  
[fieldrequests@qac.org](mailto:fieldrequests@qac.org)

All code of conduct issues/concerns must be submitted to the Recreation Division:

104 Powell Street  
Centreville, MD 21617  
410-758-0848 (Phone)  
410-758-4489 (Fax)  
[jbrooks@qac.org](mailto:jbrooks@qac.org)

| **Approved by PRAB 3-10-14**