

Manchester Recreation Parks and Recreation Policy Handbook

2012

The Manchester Parks and Recreation Department is a publicly funded department of the City of Manchester. It has a full time staff and the Manchester Recreation Commission advises the city on operation of the department. The following policies are to aid in administration of the department and provide a safer and healthier experience for our citizens to use the facilities and park land of the department.

Department offices:

Our administrative offices are in the Manchester Recreation Complex at 557 N. Woodland Street. Our business hours for administration are Monday thru Friday, 8:00am-4:30pm. Phone number for the department is 931-728-0273, fax 931-728-3706, webpage, www.cityofmanchestertn.com, twitter manTNRec, and facebook Manchester Parks and Recreation

Park Areas

Park areas of the department include Fred Deadman Park, Dave King Park, Manchester Sports Park, Little Duck River Greenway, Memorial Garden and Rotary Park.

Fred Deadman Park is 55 acres of land along the Little Duck River and it contains; four lighted tennis courts, four picnic shelters, the Hunter J Gattis Memorial Playground, a skate park, four lighted baseball fields, one lighted softball field, concessions/restroom, Little Duck River Greenway and the Ada Wright Community Center.

Dave King Park is 25 acres of land along the Little Duck River and it contains; four softball fields, concessions/restroom building and the Little Duck River Greenway.

Manchester Sports Park is our newest land acquisition of 24 acres and it contains the Little Duck River Greenway, community garden, and is planned to contain our soccer complex.

The Little Duck River Greenway is 2.31 miles of concrete walkway and it connects Old Stone Fort State Park, Manchester City Square, Rotary Park, Recreation Complex, Dave King Park, Fred Deadman Park, Manchester Sports Complex, and Coffee County Middle School.

The Keep Coffee County Beautiful Memorial Garden is situated along the Little Duck River Greenway and contains a memorial area, benches, and shelter.

Rotary Park is 7 acres along the Little Duck River Greenway and it contains open space, the Little Duck River Greenway and the Rotary Amphitheater.

The Ada Wright Community Center is available for rental and is in Fred Deadman Park. It is 4,000 square feet with a small kitchen area and wood floors. Tables and chairs are present.

Recreation Complex

The Recreation Complex is a 69,000 square ft. complex with a 10,000 square ft. outdoor pool. The complex contains: outdoor leisure pool with water slides, lazy river, lily pad walk, and water playground. The complex also contains an indoor 8 lane, 25 yard, competition pool with one meter diving boards, an indoor warm water therapy pool with hydro therapy bench and tot area, gymnasium room, aerobics/dance room, youth activity room, locker rooms, concessions, wellness room, indoor walking track, casual care nursery and a birthday party room.

Smoking

Smoking **is allowed** only in the following designated areas, Dave King Park and Fred Deadman Park in the parking lots and shelters. **Smoking is not allowed** in the Ada Wright Community Center, Recreation Complex and outdoor pool, ball fields, bleachers, Skate Park, playgrounds, concession stands, restrooms, tennis courts, Memorial Garden Shelter, and Rotary Amphitheater. State Law prohibits anyone under the age of 18 from smoking. We will enforce this law in all park owned areas.

Vandalism

Our facilities are important to us and we will not tolerate any level of vandalism. Vandalism is any act that mars, destroys, or detracts from the original condition of any structure, facility, or equipment owned by the Parks and Recreation Department. ANYONE CAUGHT OR FOUND GUILTY OF VANDALISM WILL BE BANNED FROM USING ANY PARK FACILITIES OR EQUIPMENT FOR 12 MONTHS. PROSECUTION WILL ALSO BE PURSUED. There will be no refunds of passes, activities, or rentals because someone is banned from a facility.

Alcohol/Drugs/Firearms

No alcohol, drugs, or firearms are allowed anywhere within park boundaries and facilities.

Dogs

Dogs are allowed in the outdoor park areas, except outdoor pool, and on the Little Duck River Greenway if on leashes. Animal Control will be called for any dogs found off of leashes. Dog owners walking their dogs are responsible for cleaning up after their dogs.

Conduct

Those who visit and use our facilities and park lands are expected to do so in a respectful manner. Obscenities are not tolerated within our park lands and facilities and those guilty of it will be asked to leave.

Physical Confrontations

Anyone caught in a physical confrontation on park properties and facilities will be ejected from the park or Recreation Complex, and suspended from using any properties and facilities of the Manchester Parks and Recreation Department including participating in any programs taking place in parks and recreation facilities for 12 months. This includes during athletic events. Athletic leagues which use the park facilities have a responsibility to report any confrontations. Leagues should report information to the Recreation Department of anyone suspended because of unacceptable behavior while coaching, playing, or watching the game. All action should be reported within 48 hours to the Department in written form. Any coach or manager who is ejected from a game will have a two game suspension. Anyone who is asked to leave the game, or the park, by the umpire or league official for unsportsmanlike conduct and/or use of profanity will have a one game suspension.

Security Cameras

There are security cameras located inside the Recreation Complex and on the outside. These cameras record and are monitor events within the Recreation Complex, outdoor pool, and parking lots.

Lost/Stolen/Misplaced Items

Park staff and management are not responsible for lost, stolen, or misplaced items.

Reservations of Facilities

The Manchester Parks and Recreation will rent out to citizens use of our facilities. Citizens can reserve online through our web page www.cityofmanchestertn.com or come by the Recreation Complex. A facility is not reserved until we receive a 50% non refundable deposit and it is entered into our computer system. A patron must pay the balance of the rental fee in full at least **7 days prior to reservation**. A facility deposit **may be transferrable** to another reservation, if the Manchester Parks and Recreation Department is notified at least 10 business days in advance and the NEW reservation must be scheduled within 30 days or the deposit will be forfeited.

There is a 30 minute window between reservations. You are expected to have your area clean and all belongings removed before the next rental. You can purchase more time in your rental schedule. **Anyone found setting up prior to their paid rental time will owe the Parks and Recreation Department for this additional time and also if they stay later. Refunds will not be given for NON-USE of facility or cancellations not made within 10 business days of rental. Refunds are minus the non refundable deposit.**

Cleanup is the responsibility of the renter. If cleanup is not satisfactory, then the renter will owe the Parks and Recreation Department a \$100 clean up fee.

Persons/Organizations that rent or use our facilities assume full responsibility and liability for all persons involved in the activity during the hours indicated and to indemnify and hold harmless the Manchester Parks and Recreation Department and City of Manchester against any and all claims for loss, injury, or damage to persons or property. **Any damages to facilities, equipment, and furnishings of the Manchester Parks and Recreation are the responsibility of the renter to fix and pay for replacement and repair.**

Refunds

The Manchester Parks and Recreation Department approves refunds upon **NON USE of Outdoor Facilities due to weather.** Examples would be rain that prevents use of shelters, ball fields and outdoor pool. If the Recreation Complex must close because of weather, then anyone with a rental for that time would be eligible for a refund **if a refund request is submitted in writing and signed within 7 days of rental.**

Outdoor Pool rentals are not eligible for a refund because of the temperature outside or temperature of the water. The Manchester Parks and Recreation Department will consider allowing an outdoor pool party to move indoors because of weather if our indoor pools are not in use and if the pools are not under maintenance. **We will not however refund the difference between the two rental rates of the two pools and once the decision is made to move to the indoor pools, the party must stay and not go forth between outdoor and indoor pools.**

Refunds for activities or programs will be given minus the non refundable deposit if done at least 7 days prior to the activity or event. There will be no refunds given less than 7 days to an event or activity unless the Manchester Parks and Recreation Department has cancelled the activity because of lack of participation or weather and then a full refund will be given.

Activity Registrations

Activity registrations for programs and events conducted by the Manchester Parks and Recreation are available online on www.cityofmanchestertn.com or at the Recreation Complex. An activity may be cancelled due to lack of participation. Patrons will be refunded in full for an activity or program cancelled by the parks and recreation department.

Credit/Debit Card

The Manchester Parks and Recreation Department accepts Master Card and VISA for expenses over \$5.00. Payment via credit card can also take place on our online service at www.cityofmanchestertn.com

Recreation Complex Policies

Recreation Admission

The Manchester Parks and Recreation Department offers various admissions to the Recreation Complex. These are yearly, 6 month, monthly, or daily passes which provide unlimited usage of all wellness/fitness room equipment, aerobic classes including water, indoor and outdoor pools, gymnasium, casual care nursery, racquetball, youth wellness room, and walking track. A family is defined as children under the age of 18 and parents, or custodial adults, living at the same address. Adults over the age of 18 who are attending school full time may purchase a student pass upon verification of school. Individual passes for children under age 18 are also available under the student classification. We also offer individual passes. Senior rates apply to anyone over the age of 55 and anyone over age 80 can use the facility for free.

Bank drafts are available; however an individual or family must sign an information form and **commit to one full year of payment**. Bank drafts will automatically renew after a year **unless a patron provides us with a written and signed request for it to stop. There is a \$100 penalty that must be paid if a bank draft is cancelled before the year is up. We do not refund unused time on a pass and we do not offer holds or add back time to memberships because of illness.**

- ID Cards

A scan key fob card will be issued to every pass holder age 10 and older. Children under age 10 must be accompanied by an adult. The pass ID card must be scanned at the front desk at each visit. Even if you are a frequent and well recognized user, the card must be scanned to daily attendance and security purposes. We will also take a photo of you that is linked with your registration. Everyone over the age of 10 needs a photo id. **ABSOLUTELY NO ONE WILL BE ALLOWED PAST THE FRONT DESK WITHOUT SCANNING HIS OR HER ID CARD. Anyone attempting to enter without**

scanning or paying can forfeit their use of the facility and this includes using another member's id to enter.

- Proper attire

Proper attire is necessary at the Recreation Complex which includes shirt and athletic shoes. Participants are not permitted to work out in street clothes and non athletic shoes. Swim wear must be worn in all pools. Cut off shorts or swimsuits with rivets, snaps, or decorative studs are not acceptable. Patrons must cover up swimsuits when leaving the pool area. Proper court shoes must be worn on basketball courts, racquetball courts, aerobics room, wellness room, gymnastic room, and walking track. People who use the wellness room must wear appropriate work out clothing, no jeans are allowed.

- **ADA**

The Manchester Recreation Complex complies with the Americans with Disabilities Act. If you need assistance of any type, please see the Parks and Recreation Department Staff.

- **Equipment Rental**

Athletic equipment may be checked out at the reception desk or the pool office. Pass holders must leave their ID. Cares will be returned once the equipment is returned. Guests who pay a daily fee must leave a drivers license, or \$5.00, which will be returned once the equipment is returned.

- **Food and Drink**

No outside food or drinks are allowed in the Recreation Complex without prior approval of staff. Patrons who have rented the birthday party room or are holding a private outdoor pool party may bring food and drink in for the party. **No food or drink is allowed in the indoor pool areas or on the deck of areas other than water.** Water and sports drinks are allowed in the fitness room, but must be in a sealed, spill proof plastic container.

- **Wellness Room**

The Wellness Room of the Recreation Complex is open to anyone age 15 and older. Those between the ages of 13-15 must sign have signed parental consent form and only use the room with the supervision of an adult or Recreation Complex staff member.

All participants who have experienced a serious illness, surgery, cancer, heart and/or stroke within the last 12 months must provide a written clearance form to exercise from their physician for our files.

Proper attire is required at all times as this is a family facility. No bathing suits, or open toed shoes are allowed in the Wellness room. Shirt and shoes are required, no jeans and no boots.

Weight plates and dumbbells must not be dropped while used by patrons. All equipment must be replaced to the original location after exercise is complete.

Cardio equipment is available on a first come-first serve basis. Time limits may be established during peak hours.

Absolutely no gum, food, or unsealed bottles allowed.

Anyone wanting to begin a resistance training program should ask wellness staff for assistance or for an equipment orientation.

The Recreation Complex provides sanitized wipes for cleaning the equipment from individual use. Please use these when your workout is finished and dispose in appropriate bin.

Be considerate by allowing others to work on machines between your multiple sets of 2 or more during your rest sequence. Please do not sit on equipment and visit with friends.

Cell phone use is prohibited in the wellness room. If you must make or receive a call, please step outside the room to do so.

Use a spotter and collars when using free weight.

- **Indoor Track**

No one under the age of nine is allowed on the track. Children ages 6-9 are only allowed on the track if they are with an adult who stays with them on the track. If children become unruly and interfere with use of the track by adults, they will be asked to leave.

Proper attire is required at all times which includes only rubber soled shoes, no sandals, boots, or bare feet.

Strollers are not allowed on the track.

Walkers are to walk on the inside two lanes and the runners on the outside two lanes. Please do not walk three to four people across and block runners and other walkers.

Please observe our walking direction schedule.

Absolutely no drinks, food, or gum on the track.

There are hooks available for clothing and lockers for use to store coats and personal belongings.

- **Youth Wellness Room**

Youth Wellness Room is open to children ages 3-12. The climbing wall is open to youth and adults only.

No food or drink allowed in the Youth Wellness Room other than water.

All children ages 9 and under must be signed in by an adult and picked up by the adult who signed them in to the room. **We will not allow children under the age of 9 to leave the room without an adult.**

All children using the room must have a wrist band to use the room.

No shoes are allowed on the indoor playground.

Use of cardio equipment requires shoes.

This is an active room and free play is encouraged, however no hitting, biting, or profane language is allowed. Children who can't control their behavior will be asked not to come back to the room until their behavior changes. They may be placed in time out by the Youth Wellness Room attendant until their parent comes to pick them up.

- **Casual Care Nursery**

Only Children age 3 months to 8 years of age are allowed in the childcare room. Children ages 3 and older may opt to go to the Youth Wellness Room once they are signed in at the nursery.

Casual Care Nursery is a free service to those who have a pass to the Recreation Complex. A daily pass user must pay \$3 for use of Casual Care Nursery.

Children can only be left in the childcare room while the parent/guardian are in the facility.

Children must be signed in by their parent/guardian and will only be permitted to leave with the parent/guardian who signed them in to the room. Please do not send siblings or friends to retrieve your child. You may be asked to present ID upon picking up your child.

There is a two hour a day limit with a total of 9 hour per child per week and this will be strictly enforced as it is a state law.

When the nursery reaches capacity, a notice will be put up on the door than no more children can be accepted until some leave. This is particularly true of the number of infants.

In the best interest of all the children, do not bring children who have a fever, diarrhea, chronic cough, or thick mucus discharge, ear infection, pink eye, lice, or any other contagious disease. Sick children will not be allowed to stay in the childcare area and we will not administer medicine.

Please alert the childcare staff to any allergies or special consideration your child requires.

Age appropriate time-outs will be used if your child engages in negative behavior. If negative behavior persists you will be called to the childcare room to retrieve your child.

Please supply any personal items (diapers, wipes, extra clothes, bottles, etc.) the child may require during their stay. No food will be given other than a bottle or no spill cups if necessary.

We will attempt to soothe a crying child, however if crying persists we will ask you to return to the Casual Care Nursery to care for your child.

- **Racquetball courts**

The courts are free to use with a paid admission or pass. However patrons may reserve a court for a play at \$3 per reservation fee. Reservations must be in the name of both players. Participants must confirm their reservation by checking in at

the front desk. Court may be reserved for one hour, no more than one day in advance.

If the court is not within use by the 10 minutes after the reservation time, than the court will be available on first come basis.

Protective eye guards are strongly recommended. Non-glass prescription protective eyeglasses are acceptable at the participants own risk.

No black racquetballs are allowed.

Black soled shoes or any shoe that marks the surface are not permitted. Shoes designed specifically for court use are recommended

Shirts must be worn on the courts.

Racquetball racquets are required to have bumper guards and wrist straps. Wrist straps must be utilized.

Players should refrain from deliberate abuse of the courts. Deliberately striking the wall and floor surfaces of the court privileges.

- **Gymnasium**

Only athletic shoes with non-marking soles are permitted. No street shoes are allowed on the gym floor, this includes athletic shoes worn into the building from outside.

Hanging on the rims or nets is not permitted.

Practice dunking is not permitted. Dunking is only allowed within the confines of organized league or tournament play.

Absolutely no throwing of balls or objects at the glass windows, office, against bleachers, or onto the track. Anyone caught doing this will be told to leave the gym immediately.

Participants and spectators must not deliberately abuse walls, mats, floors, bleachers, equipment, etc.

Violation of any gymnasium court rule may result in immediate ejection from the facility.

Full court play will be allowed whenever feasible. Half court play may be necessary at specific times.

No one under the age of 9 is allowed in the gym without an adult.

No food or drinks are allowed on gym floor, except for closed water bottles.

No profanity is allowed and shirts, shorts and athletic shoes must be worn on the court. Absolutely no wet bathing suits and towels are used. Any wearing sagging shorts that reveal underclothing will be asked to leave or alter clothing.

- **Pool**

No one is to use pools without lifeguards.

No one under the age of 9 is permitted in the pool areas unless accompanied by a responsible person age 16 or older.

Please respect lifeguard and their authority.

No food or drink allowed at indoor pool areas.

Neither dangerous horseplay (i.e. running, pushing, shoving, rough play, etc.) nor activities that interfere with or endanger other swimmers will be tolerated.

Hanging on the ropes is prohibited.

There will be a 10 minute break every hour during public swim. Everyone will be asked to exit the pools. This break is to encourage children and adults to rest and use the restrooms.

No swimsuits with beading, studs, or zippers in the pools and absolutely no cutoffs. Only swim attire is allowed.

Patrons should shower in the locker rooms before entering the pool.

The outdoor pool will close for the appropriate time if thunder, and or lightening are present. The indoor pools will close under Tornado warnings, high winds and prolonged electrical outage.

No running is allowed and flotation devices must meet the approval of pool staff before use.

Children are not allowed to swim in the deep end unless they pass a swim test first.

The therapy end of the warm water pool is reserved for adult use, and any children with physical limitations that require warm water. It is not a play pool.

Patrons must respect height limitations established for slides. No one under the age of 5 is allowed on large slides, and those between ages 5-9 can only go down the large slides if they meet the height requirement.

Everyone must go down the slides in a seated position, no headfirst sliding.

A person using the diving board must pass a swim test and only front somersaults are allowed off the diving board.

Absolutely no parent in the water is allowed to try and catch a child jumping off the board.

- **Locker room**

Lockers are available for use by the patron. A key will be issued at the front desk and must be signed out by the patron. A patron must leave their ID, driver's license or car keys to receive the key. The key is inserted into the correct locker and it will release the token and open. Patron then puts belongings into the locker and reinserts the token in the door of the locker and shuts the locker door. The key will then get released and the patron takes it with them as they work out.

The Parks and Recreation Department is not responsible for any lost or stolen items that are not locked in a locker.

No running, pushing, or other inappropriate behavior in the locker rooms.

No one under the age of 9 is allowed without an adult.

No cell phone use is allowed in the locker room.

Water is turned on for the showers, not for splashing others or play. Anyone caught abusing the use of showers or sinks, will be expelled from the building immediately.