

Guideline Agreement Between  
City of Huntsville  
and  
Youth Recreation Leagues

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This Guideline Agreement is made by  
and between the City of Huntsville, Alabama,  
a Municipal Corporation by:

City of Huntsville Parks and Recreation Department  
308 Fountain Circle  
Huntsville, Alabama 35801  
(hereinafter referred to as the "City")

and:

Youth Recreation Leagues  
Huntsville, Alabama  
(hereinafter referred to as the "League")

the "City" and the "League" hereby agreeing as follows:

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

League Chairman: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Zone Coordinator: \_\_\_\_\_

Parks and Recreation Director: \_\_\_\_\_

## **ARTICLE I**

### **THE GUIDELINE AGREEMENT AND THE GUIDELINE AGREEMENT DOCUMENTS**

**1.1 THE GUIDELINE AGREEMENT**

**1.1.1** The Guideline Agreement between the City and the League, of which this Agreement is a part, consists of the Guideline Agreement Documents. It shall be effective on the date this Agreement is executed by the last party to execute it.

**1.2 THE GUIDELINE AGREEMENT DOCUMENTS**

**1.2.1** The Guideline Agreement Documents consist of this Agreement and any attachments hereto executed by the parties hereafter, together with the following (if any):

- Volunteer Application (Exhibit “A”)
- List of Facilities (Exhibit “B”)
- Procedures for Closing and Park Security (Exhibit “C”)
- Scoreboard Sizing (Exhibit “D”)
- Severe Weather Policy (Exhibit “E”)
- Cancellation of Activities Policy (Exhibit “F”)
- Important Dates (Exhibit “G”)
- Telephone Directory (Exhibit “H”)
- Limited Food Service Establishments (Exhibit “I”)
- League Subsidy Schedule (Exhibit “J”)
- Use of a Park by Outside Organizations (Exhibit “K”)
- Offenses – Miscellaneous (Exhibit “L”)

Documents not enumerated in this Paragraph 1.2.1 are not Guideline Agreement Documents and do not form part of this Guideline Agreement.

## **ARTICLE II COMMUNICATION**

**2.1 WORK REQUEST**

**2.1.1** Work Request from the League Chairmen, Facilities Directors, and Sport Directors are to be routed through the appropriate Zone Coordinator from the City’s Department of Parks and Recreation. The Zone Coordinator is responsible for relaying the information General Services or Landscape Management, whichever is appropriate. The Zone Coordinator will be responsible for keeping reference to the date, time, nature of the problem and the department that was notified to handle the situation.

**2.1.2** Work Request that involve routine field preparation need to be relayed through the Zone Coordinator to Landscape Management at least seventy-two (72) hours in advance for proper scheduling of manpower and equipment. Work Request that involve routine task should be submitted to the Zone Coordinator one week in advance, longer if seasonal modifications/renovations are involved.

## **2.2 EVENTS CALENDARS**

- 2.2.1** The League must supply an Event Calendar, through the Zone Coordinator, to Landscape Management, General Services, and Park Security. The calendar is to include game schedules, all League park activity schedules within five (5) days of the activity, and a complete copy of all sport schedules within ten (10) days of the first scheduled game. Failure to supply these in a timely manner will cause a delay in activities.
- 2.2.2** The League is to provide a schedule of rain-outs, through the Zone Coordinator, to Landscape Management.

## **2.3 EMERGENCIES**

- 2.3.1** It is the League's responsibility to report emergency situations or calls to General Services at 427-5660. General Services defines an "emergency situation" as any interference with the activity going on or a safety critical issue. The call will be accepted and referred to one of the Facilities Maintenance Technicians for immediate response.

## **2.4 ADDITIONS OR MODIFICATIONS**

There will be no additional modifications to league parks without City Council, Parks and Recreation and Landscape Management approval.

## **2.5 CONTACTS**

- 2.5.1** Prior to installation of officers, a list of League Board Members, Sports Directors and League Contacts will be provided to the Zone Coordinators, the Zone Coordinator will provide those list to General Services, Landscape Management, and Park Security. This list will need to include the telephone numbers and email addresses of the designated contacts.
- 2.5.2** The City will provide a list of facilities that will be associated with the League's needs and it will be attached as Exhibit "B".

## **2.6 ORDINANCE OF LIMITS**

- 2.6.1** The City will insure that proper signage will be posted addressing firearms and animals in all parks. A copy of the Sign Ordinance Regulation, Exhibit "D", is attached for the League's reference.
- 2.6.2** Any other City Code that concerns League activity is attached for the League's reference as an Exhibit.

## **ARTICLE III MAINTENANCE**

### **3.1 PA SYSTEM**

**3.1.1** The purchase of, maintenance/repair, and replacement of the P.A. System is the League's responsibility.

### **3.2 KITCHEN EQUIPMENT**

**3.2.1** The purchase of, maintenance/repair, and replacement of kitchen equipment is the League's responsibility. The kitchen equipment must comply with all federal and local codes.

### **3.3 FENCING**

**3.3.1** Modification to the ball fields is not permitted without the consent of City of Huntsville Parks and Recreation. Temporary fencing is not permitted without the approval of General Services, and of Landscape Management due to conflicts with landscaping, irrigation, and proper clearance for grounds care equipment. Any willful act of destruction (hitting balls into the fences – i.e. Batting practice) will require the league to pay for repairs or replacement of fencing where damage has occurred.

**3.3.2** Permanent fencing and repair of fencing is the responsibility of General Services.

**3.3.3** Any out of season sports may have fencing provided by the recommendation of the Zone Coordinator.

### **3.4 TRASH**

**3.4.1** The City is responsible for cleaning all parks and emptying all cans on a daily basis during open season. When League Officials notice a deficiency in this operation, or when additional receptacles are needed, please contact the appropriate Zone Coordinator. The Zone Coordinator will notify the proper Supervisor within Landscape Management to take proper action.

**3.4.2** It is the responsibility of the League to place any boxes or cartons from concession operations outside of the locked fences and bins so the Litter Management personnel can have access to them.

### **3.5 DUG-OUTS**

**3.5.1** The League will be responsible for the cleanliness of the dug-outs during the season.

### **3.6 PLAYGROUND EQUIPMENT**

**3.6.1** It is the responsibility of General Services to provide and maintain adequate and safe playground equipment at all parks.

## **ARTICLE IV OPERATIONS**

### **4.1 PARK SECURITY**

- 4.1.1** General Services will issue an initial set of keys. Any keys lost or stolen will be replaced at the League's expense. All leagues must inventory keys and the person keys are issued to. It is recommended that the league take a monetary deposit for all keys issued out to volunteers to ensure the return of these keys. It is forbidden to make extra copies of keys without the consent of the Director of Recreation.
- 4.1.2** It is the responsibility of the League Facility Director or its designated agent to secure and lock buildings and park at closing. The City assumes no responsibility for the locking or unlocking of the parks. Failure to comply and vandalism occurs, it will be the League's responsibility to reimburse the City for cost of repairs. Each concession stand is equipped with an alarm system. If the league so chooses, they can have this alarm activated (by General Services) to be monitored by HPD or a contracted service (of the city's choosing). The League must provide a list of respondents from the league to be called in the case of an alarm to the monitoring entity. If the League chooses to activate the alarms all service fees will be the responsibility of the league.
- 4.1.3** The League or its agent is responsible for turning the lights off thirty (30) minutes after the completion of the event. Park Security personnel will contact the League Director if the lights have been left on; the director will then return to cut the lights off.
- 4.1.4** A standard form for proper closing and security of Parks is attached as Exhibit "C".

### **4.2 MAINTENANCE**

- 4.2.1** General Services is responsible for the upkeep of building structures, fencing, lighting, dug outs, and playground equipment, and any vandalism that occurs in the park. If negligence is proven on the part of the League, the League will be responsible for reimbursing the City for the cost of repair or replacement.
- 4.2.2** General Services will install new soccer goals when purchased. General Services or Landscape Management is not responsible for moving soccer goals from one location to another.  
  
Goals placed by the League are to be moved to a suitable storage place when not in use as not to interfere with maintenance.
- 4.2.3** Parks and Recreation is responsible for submitting a request for installation at all soccer locations and include the dimensions for each field at that location to Landscape Management. The zone coordinator will be responsible for submitting the list to General Services.

### **4.3 LANDSCAPE**

- 4.3.1** It is the responsibility of Landscape Management to maintain the operations of mowing, trimming, fertilization, herbicide application, and litter control, and punning of trees that obstruct activities or are hazardous.
- 4.3.2** Mowing will take place during the entire growing season. All athletic fields will be mowed twice each week as needed. General park areas will be mowed once per week by Landscape Management.
- 4.3.3** Fields holding scheduled games, whether regular season or tournament, will be prepared daily for Baseball and Softball, and weekly for Soccer and Football, by Landscape Management. Practice fields will be prepared at the beginning of the season only by Landscape Management.
- 4.3.4** Each athletic field has a structured herbicide and fertilization program with six applications of fertilizer and /or herbicides.

#### **4.4 IRRIGATION**

**4.4.1** Automated irrigation programs are formatted around game schedules, mowing schedules, fertilization and herbicide applications and weather conditions. If there is a problem with an athletic field irrigation system, reporting quickly is critical. League officials should call Landscape Management at 427-5226 so a work order can be started and a Technician can be located. If irrigation systems are turned off by a league representative resulting in the loss of turf, trees, or shrubs, the League may be assessed part or all of the cost to re-establish the resulting damaged area. Landscape Management defines an emergency situation on irrigation issues as; if on the weekend or after regular working hours, Monday - Friday, 7:00 a.m. - 3:30 p.m., there is a leak from irrigation that is a hazard for play. If this is the case, call General Services 427-5660. If it is not on the playing field or it can wait until the next working day, please call the Landscape Management Office and leave a message for a work order to be processed.

#### **4.5 UTILITIES**

**4.5.1** General Services will pay for reasonable lighting usage only within recognized seasonal play, any other usage must be approved by the Zone Coordinator within the scheduled date and time.

#### **4.6 CLEANING**

**4.6.1** General Services will provide cleaning of the bathrooms during the open season. Additional rentals of facilities which call for additional cleaning services, will be paid for by Parks and Recreation through General Services.

**4.6.2** The League is responsible for cleaning all buildings, except the restrooms, during the open season. The League will be responsible for supplying port-a-johns during the closed season, due to the winterization of the restrooms in November.

#### **4.7 OPENING AND CLOSING OF PARK FACILITIES**

**4.7.1** The opening date of Park Facilities will start around March 1 (weather permitting). Any request for openings prior to this date, must be done in writing to the zone coordinator.

**4.7.2** The closing date of Park Facilities will be after November 15<sup>th</sup>.

**4.7.3** Any request from the leagues for bathrooms/concession stands prior to March 1 and after November 15<sup>th</sup> will be considered on an as needed basis. The final decision to open these facilities will be made between General Services and the Parks and Recreation Department and will be heavily weighted by weather at the time of year. The City of Huntsville will provide Port-a-lets and the leagues will need to secure concession trailers for park use until the water in the parks can be turned on.

## **ARTICLE V INSURANCE**

### **5.1 INSURANCE**

- 5.1.1** The City of Huntsville, through its General Services Department., will carry the proper amount of liability insurance to cover all buildings and structures in the park.
- 5.1.2** The League is required to have player accident insurance per sport at a minimum of \$100,000 per participant and liability insurance at a minimum of \$1,000,000 general liability/\$3,000,000 aggregate per occurrence. It is recommended that all Leagues purchase a child abuse insurance policy in the minimum amount of \$1,000,000 each occurrence/\$3,000,000 general aggregate. Copies of all insurance policies are to be supplied to the Zone Coordinator. It is the League's responsibility to provide a copy of the insurance to the City.

## **ARTICLE VI SIGNAGE**

### **6.1 SCOREBOARD**

- 6.1.1** The City will supply a standard for scoreboards that is determined by the size of the field and the city will provide the scoreboard. Each league is responsible for disconnecting controllers after each event and stored securely to prevent damage from lighting strikes and surges, as well as theft. Any damages or loss incurred from non-compliance will require the league to repair and or replace at their expense. Controllers are specific to their scoreboard and are not interchangeable. Scoreboard sizing guidelines are attached as Exhibit "D".
- 6.1.2** General Services will be responsible for the maintenance of the scoreboard after installation.
- 6.1.3** It is the responsibility of the League to negotiate with vendors for scoreboard advertising.

### **6.2 PARK**

- 6.2.1** The signs at the League's parks are the same standard signs at other parks. Maintenance of these signs is the responsibility of the City.

### **6.3 SIGNAGE**

- 6.3.1** The City will determine the size (4' x 8'), material (Panel Flex), and attachment of the signs that can be posted on the fencing. All signs must comply with City ordinances. Signage on backstops is not allowed. Any sponsorship's sold for fields should be displayed on the outfield fence dugout or press boxes.
- 6.3.2** Any sign purchased after the adoption of this Agreement must comply with the specifications detailed within this Standard Agreement.
- 6.3.3** Leagues are encouraged to remove and store ad signs at the end of the playing season to prevent them from falling and laying on the grass for long periods of time killing turf areas and causing damage to fencing.

### **6.4 LIGHTING**

- 6.4.1** Foot candle level will be established by General Services.
- 6.4.2** Ball field lighting should not be turned on until thirty minutes prior to dusk.

## **6.5 BUILDINGS**

- 6.5.1** General Services is responsible for maintenance on all city buildings and structures. The only exception being Concession equipment (hot dog cookers, pop corn machines etc...) and A/C units located within the concession stands, which are the Leagues responsibility to maintain and repair. General Services will support with repairs to A/C units “only” if the request comes from the Zone Coordinators through a work order and at such time they will be our contact for arranging access to any league concession stand. The Zone Coordinator will meet the technician at the building and remain until such repairs are completed and secure the facility at completion. This procedure applies to normal and after hour’s calls. In the event this procedure is not followed General Services reserves the right to make other arrangements utilizing contractors and the expense shall be the responsibility of Parks and Recreation and/or the League.
- 6.5.2** Anything that is permanently attached to the building becomes property of the City.
- 6.5.3** The League Board Chairman will be responsible for the permit from the Madison County Health Department for the concession stand each year.
- 6.5.4** The concessions are “Limited Food Service Establishments”. A definition is provided in this booklet.
- 6.5.5** The General Services Department will inspect the building on a basis that is set up by the department and will forward all problems to the Zone Coordinator that is over the park.
- 6.5.6** The League may purchase heaters for the restrooms and this will help in keeping restrooms open year round. The city will install the heaters in these facilities and maintain them. Specific heaters are subject to the approval of General Services.

## **ARTICLE VII CANCELLATIONS**

### **7.1 CANCELLATIONS**

- 7.1.1** Cancellations due to inclement weather include but is not limited to, ball parks, soccer parks and tennis courts.
- 7.1.2** To assure the safety of participants and spectators, a severe weather protective actions policy has been implemented. This policy covers all supervised outdoor events that are approved by Parks and Recreation and is attached as exhibit “E”.
- 7.1.3** As a service to the League the City will provide trained severe storm spotters when requested through Parks and Recreation.
- 7.1.4** The following guidelines are supplied to the League to be followed for playing on wet grounds. It is the responsibility of the umpires to call a game if the grounds are too wet to play on. The umpires must take into consideration not only the safety of the participants and spectators, but the tremendous task for Landscape Management to restore the field to quality playing condition.
- A. Discourage use of Diamond Dry and/or sand. (Do not use sand from playground areas.)
  - B. Play should be discouraged when there is standing water on the playing surface, due to not only participant safety, but also the resources required to re-establish field quality.
  - C. If severe damage to a playing field occurs due to playing when the facility is too wet, the League will be asked to help physically and financially with the restoration process.
  - D. The League will assume full responsibility, not the umpires, if play occurs when conditions are too wet.



**Revised January 2014**  
**CONSTITUTION AND BY-LAWS**

**1. NAME:**

*This organization known as \_\_\_\_\_, hereinafter referred to as the League, a non-profit organization showing no discrimination in program services on the basis of age, national origin, race, color, religion, sex or disability.*

**2. OBJECTIVES:**

*Stimulate interest and participation in athletic programs for residents of the area and to sponsor, coordinate and direct athletic programs for boys and girls through eighteen years of age. Additionally the objective of the Local League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.*

**3. MEMBERSHIP:**

**3.1 Active:**

*Parents and/or guardians who reside within the boundaries of the League and whose boy or girl has actively participated in an athletic program sponsored by the League within the last twelve (12) months*

**3.2 Honorary:**

*Awarded by unanimous vote of the Executive Board of the League to persons so deserving, honorary membership shall not be restricted to boundaries. Honorary members have the same voting rights as Active members.*

**3.3 Exceptions:**

*As prescribed in the current National Charter Sports Regulations for each individual sport.*

**3.4 For Little League Baseball:**

*Player Members. Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties or obligations in the management or in the property of the Local League. They do not have voting rights.*

*Other Affiliations.*

*(a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League.*

*(b) Regular Members should not be actively engaged in the promotion and/or operation of any other baseball/softball program.*

*Suspension or Termination. Membership may be terminated by resignation or action of the Board of Directors as follows.*

*(a) The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class, including managers and coaches, when the conduct of such person is considered detrimental to the best interests of the Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.*

*(b) The Board of Directors shall, in case of a Player Member, give notice to the manager of the team for which the player is a Player Member. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).*

**4. BOUNDARIES:**

*4.1 The boundaries as prescribed by the City of Huntsville Parks and Recreation Department and are subject to change by Parks and Recreation and changes shall, therefore, be ratified at the first Executive Board meeting and become a part of this Constitution and By-laws.*

**5. DONATIONS STRUCTURE:**

*5.1 Active Members:  
A donation registration amount will be determined by the Executive Board with the approval of Parks and Recreations Services.*

*5.2 Social Members:  
No dues shall be assessed.*

*5.3 Honorary Members:  
No dues shall be assessed.*

**6. OFFICERS:**

**6.1 Elected Officers:**

*The following officers shall be elected annually by the general membership and serve as the Board of Directors. Only these elected officials shall have voting privileges concerning board matters.*

- 6.1.1 *Chairman*
- 6.1.2 *1st Vice Chairman*
- 6.1.3 *2nd Vice Chairman*
- 6.1.4 *3rd Vice Chairman*
- 6.1.5 *4th Vice Chairman*
- 6.1.6 *Secretary*
- 6.1.7 *Treasurer*

**6.2 Appointed Officers:**

*The following officers shall be appointed annually by the chairman with majority approval of the Board of Directors. These appointed officials have general election voting privileges only.*

- 6.2.1 *Director of Baseball*
- 6.2.2 *Director of Girls' Softball*
- 6.2.3 *Director of Football*
- 6.2.4 *Director of Basketball*
- 6.2.5 *Director of Soccer*
- 6.2.6 *Director of Cheerleading*
- 6.2.7 *Director of Volleyball*

6.3 *The outgoing chairman shall remain a member of the Board of Directors for one (1) fiscal year with a voting privilege.*

6.4 *Term Limits: No member may serve in the same elected office for more than two (2) consecutive terms. No member may serve as a Board member for more than seven (7) consecutive years or for a total of ten (10) years overall.*

6.5 *Removal of board members and officers. Upon either a majority vote of the Board of Directors or the decision of the Director of Parks and Recreation, any member of the Board of Directors or Appointed Officers may be removed for good cause shown. Good cause includes but is not limited to 1) any one or more actions or failure to take appropriate actions that unduly hampers or interferes with the efficient and effective operation of the Board or of the League; conduct that reflects unfavorably upon or brings discredit to upon the Board or the League, whether or not such conduct occurs during the performance of official League duties; or 3) conviction of a felony or of any criminal offense involving violence or sexual misconduct. Upon the removal of a Board member or Appointed Officer, the remaining Board members shall recommend by majority vote an individual to serve the remaining term of the removed member or officer. Such recommendation shall be subject to the approval of the Director of Parks and Recreation.*

6.6 *Only one member per household may serve on the Board.*

**7. FISCAL YEAR**

7.1 *The League shall operate on a yearly basis beginning August 1 of each year through July 31 of the subsequent year.*

7.2 *The newly elected board members shall meet with representatives of Parks and Recreation for annual orientation on a date and time set by Parks and Recreation.*

**8. COMMITTEES:**

- 8.1 *Committees such as the following shall be appointed as deemed necessary annually by the Chairman with a majority approval of the Board of Directors:*
- 8.1.1 *Ways and Means*
  - 8.1.2 *Facilities*
  - 8.1.3 *Concessions*
- 8.2 *Nominating Committee: A Nominating Committee shall be appointed thirty (30) days prior to the annual election (2<sup>nd</sup> Saturday in May) to nominate officers for the Board of Directors. The Nominating Committee shall report the names of the nominees to the Secretary at least fourteen (14) days before the general election.*

**9. ELECTIONS:**

- 9.1 *Elections of officers shall be held at the general membership meeting on the 2nd Saturday of May, by secret ballot of members present and voting and will be advertised by Parks and Recreation at your local at least seven (7) days prior to the election.*
- 9.2 *Nominations may be made by the general membership in addition to those made by the nominating committee. Write in candidates are accepted.*
- 9.3 *Installation of officers shall commence on the first Tuesday in August of each year. Parks and Recreation Services shall install these officers.*
- 9.4 *Absentee ballots must be made available fourteen (14) days prior to election through the Zone Coordinators office located at Brahan Spring Recreation Center.*

**10. MEETING:**

- 10.1 *Board of Directors (Executive Board):*
- 10.1.1 *Regular Board of Directors meeting shall be held monthly. Written notice of each regular meeting shall be posted at each League location and all Board Members shall be individually notified by the Secretary or Chairman of the date and time of the meeting, in writing, by mail or email at least ten (10) days prior to the meeting.*
  - 10.1.2 *The Chairman or the Secretary may, whenever they deem it advisable, or the Secretary shall, at the written request of three or more League Directors, issue a call for a Special Board Meeting. In the case of Special Board Meetings, such written notice shall be sent to all Board Members in writing by email or mail at least forty-eight (48) hours in advance of the meeting and shall include the purpose of the meeting. No matters not so stated in the written notice may be acted upon at the meeting.*
  - 10.1.3 *Shall approve all payments of bills.*
  - 10.1.4 *Shall approve all correspondence originating from any representative of the League.*
  - 10.1.5 *Shall approve the establishment of any petty cash funds.*
  - 10.1.6 *Shall be responsible for and responsive to the welfare, needs and progress of the League.*
  - 10.1.7 *Stand ready to assist Parks and Recreation Services and/or other city sponsored sports programs.*
  - 10.1.8 *Make the welfare of the boys and girls the prerequisite for all decisions.*
  - 10.1.9 *Enforce a minimum play rule for each sport.*
  - 10.1.10 *Establish an equitable assignment of practice facilities to each sport offered by the League.*

**10.2 General Membership**

- 10.2.1 *Regular general membership meetings shall be held annually at the opening exercises of the Baseball/Softball season and annually on the 2nd Saturday of May for nominations and the election of officers.*
- 10.2.2 *Special general membership meetings may be called at the discretion of the chairman, or upon written request of ten (10) members and ten (10) day written notification by the secretary to all members.*

**11. QUORUM:**

**11.1 Board of Directors (Executive Board):**

- 11.1.1 *A minimum of five (5) Board of Directors members must be present to conduct an Executive Board meeting.*
- 11.1.2 *A minimum of twenty percent (20%) of members must be present to conduct a general membership meeting.*

**12. DUTIES AND RESPONSIBILITIES:**

**12.1 Elected Officers:**

**12.1.1 Chairman of the Board (1 year term)**

- 12.1.1.1 *Call to order and chair all meetings - Board of Directors and general membership.*
- 12.1.1.2 *Appoint all committee chairmen and serve as a member ex-officio.*
- 12.1.1.3 *Delegate authority to members in general and appropriate where situations warrant such delegation.*
- 12.1.1.4 *As a minimum guideline, there should be one signature on checks less than Five Hundred Dollars (\$500) and two signatures on checks of Five Hundred Dollars or more.*
- 12.1.1.5 *Approve or defeat all motions in accordance with the wishes of the majority of the membership present and voting.*
- 12.1.1.6 *Actions taken by the Chairman shall be ratified by a majority of the Board of Directors.*
- 12.1.1.7 *Appoint replacements to complete the unexpired term of any office that becomes vacant, subject to Board approval.*
- 12.1.1.8 *Appoint an audit committee each year to audit Treasury books ten (10) days prior to installation of officers.*

**12.1.2 1st Vice Chairman (1 year term)**

- 12.1.2.1 *Act as Chairman's assistant and assume the chairman's duties and responsibilities in his absence.*
- 12.1.2.2 *Be responsible to the Chairman for special assignments.*
- 12.1.2.3 *Assume completely the Chairman's position if vacated, to complete the unexpired term.*
- 12.1.2.4 *Direct and coordinate the activities of the Safety Committee and Equipment Committee.*

12.1.3 *Secretary (1 year term)*

- 12.1.3.1 *Maintain records of all meeting and business discussed.*
- 12.1.3.2 *Issue minutes of previous meeting to Board members.*
- 12.1.3.3 *Maintain an up-to-date membership list including names, addresses and telephone numbers.*
- 12.1.3.4 *Write or have written and receive all correspondence originating from or directed to the League.*
- 12.1.3.5 *Receive up-to-date team rosters furnished by the sports directors.*
- 12.1.3.6 *Appoint assistants as necessary to assure efficient conduct of all secretarial duties.*
- 12.1.3.7 *Notify the membership of the date, time, place and purpose of all meetings.*

12.1.4 *Treasurer (2 year term)*

- 12.1.4.1 *Receive and account for all monies in the name of the League.*
- 12.1.4.2 *Pay all bills upon approval of the Executive Board or as signed by Board Members or Sport Directors for expenditures resulting from approved budgets.*
- 12.1.4.3 *Maintain accounting books and records of all receipts and disbursements.*
- 12.1.4.4 *Report on financial status at all meetings and have books and records available for inspection at any time by the Executive Board.*
- 12.1.4.5 *Establish a checking account at a local financial institution approved by the Board of Directors. Two (2) signature checks shall be issued requiring the signatures of the Treasurer and Chairman or 1st Vice chairman for withdrawal of monies exceeding \$500 (Five Hundred Dollars) from the treasury. Refer to 12.1.1.4*
- 12.1.4.6 *Have books audited at the end of each fiscal year by an accountant or persons approved by the Executive Board and submit copy to the respective Neighborhood Services Coordinator.*

12.1.5 *2nd Vice Chairman (1 year term)*

- 12.1.5.1 *Direct and coordinate the activities of the Ways and Means Committee.*
- 12.1.5.2 *Assist in player registration and tryouts.*
- 12.1.5.3 *Assist other committees and sports directors in obtaining sponsors and/or conducting other fund raising programs.*

12.1.6 *3rd Vice Chairman (1 year term)*

- 12.1.6.1 *Direct and coordinate the activities of the Facilities Committee.*
- 12.1.6.2 *Assist in player registration and tryouts.*
- 12.1.6.3 *Assist other committees and sports directors in obtaining sponsors and/or conducting other fund raising programs.*

12.1.7 *4th Vice Chairman (1 year term)*

- 12.1.7.1 *Direct and coordinate the activities of the Concession Committee.*
- 12.1.7.2 *Assist in player registration and tryouts.*
- 12.1.7.3 *Assist other committees and sports directors in obtaining sponsors and/or conducting other fund raising programs.*

- 12.2 Appointed Committees and Positions:**
- 12.2.1 *Ways and Means Committee*
    - 12.2.1.1 *Initiate plans and projects to finance the League sports programs including obtaining sponsors and bill board advertising.*
    - 12.2.1.2 *Solicit assistance from sports directors, manager, coaches and all others necessary to establish budgets and fund raising programs*
  
  - 12.2.2 *Concessions Committee*
    - 12.2.2.1 *Operate the concession stand(s).*
    - 12.2.2.2 *Control the security and access to the concession stand.*
    - 12.2.2.3 *Maintain records and submit monthly reports.*
    - 12.2.2.4 *Establish a petty cash system for operation of the concessions.*
  
  - 12.2.3 *Facilities Committee*
    - 12.2.3.1 *Responsible for up-keep, cleanliness and safety of fields, parking areas and buildings assigned to the League by Parks and Recreation.*
    - 12.2.3.2 *Initiate actions for maintenance and repair of additional facilities to Parks and Recreation as necessary.*
    - 12.2.3.3 *Control keys to the League facilities.*
    - 12.2.3.4 *Maintain first aid equipment and assure that adequate first aid supplies are on hand.*
  
  - 12.2.4 *Director of Baseball*
    - 12.2.4.1 *Serve as director for the entire League's major, minor, and t-ball programs.*
    - 12.2.4.2 *Serve as player agent.*
    - 12.2.4.3 *Conduct baseball registrations, tryouts and drafting of players.*
    - 12.2.4.4 *Recommend managers and coaches to the Executive Board for approval.*
    - 12.2.4.5 *Verify through review of birth records and residential locations to confirm that all players are eligible.*
    - 12.2.4.6 *Receive players names submitted for All-Stars by managers and coaches, and conducts balloting for selection of the All-Star Team.*
    - 12.2.4.7 *Appoint assistants as necessary to implement and carry out the baseball program.*
    - 12.2.4.8 *Establish and prepare schedules for season games.*
    - 12.2.4.9 *Solicit assistance from the Ways and Means Committee as necessary in establishing seasonal budgets.*
    - 12.2.4.10 *Follow safety and equipment guidelines.*
    - 12.2.4.11 *All sport directors are required to submit a final report and budget review.*
  
  - 12.2.5 *Director of Football*
    - 12.2.5.1 *Serve as Director for the entire League's football program*
    - 12.2.5.2 *Recommend managers and coaches to the Executive Board for approval.*
    - 12.2.5.3 *Verify through review of birth records and residential locations to confirm that all players are eligible.*
    - 12.2.5.4 *Conduct registration and establish and prepare schedules for season games.*
    - 12.2.5.5 *Appoint assistants as necessary to implement and carry out the football program.*
  
    - 12.2.5.6 *Solicit assistance from the Ways and Means Committee as necessary in establishing seasonal budgets.*

- 12.2.5.7 *Follow safety and equipment guidelines.*
- 12.2.5.8 *All sport directors are required to submit a final report and budget review.*

12.2.6 *Director of Basketball*

- 12.2.6.1 *Serve as Director for the entire League's basketball program.*
- 12.2.6.2 *Recommend managers and coaches to the Executive Board for approval.*
- 12.2.6.3 *Verify through review of birth records and residential locations to confirm that all players are eligible.*
- 12.2.6.4 *Conduct registration and establish and prepare schedules for season games.*
- 12.2.6.5 *Appoint assistants as necessary to implement and carry out the basketball program.*
- 12.2.6.6 *Solicit assistance from the Ways and Means Committee as necessary in establishing seasonal budgets.*
- 12.2.6.7 *Follow safety and equipment guidelines.*
- 12.2.6.8 *All sport directors are required to submit a final report and budget review.*

12.2.7 *Director of Girls Softball*

- 12.2.7.1 *Serve as Director for the entire League's girls softball program.*
- 12.2.7.2 *Recommend managers and coaches to the Executive Board for approval.*
- 12.2.7.3 *Verify through review of birth records and residential locations to confirm that all players are eligible.*
- 12.2.7.4 *Conduct registration & establish and prepare schedules for season games.*
- 12.2.7.5 *Appoint assistants as necessary to implement and carry out the girls softball program.*
- 12.2.7.6 *Solicit assistance from the Ways and Means Committee as necessary in establishing seasonal budgets.*
- 12.2.7.7 *Follow safety and equipment guidelines.*
- 12.2.7.8 *All sport directors are required to submit a final report and budget review.*

12.2.8 *Director of Soccer*

- 12.2.8.1 *Serve as Director for the entire League's soccer program.*
- 12.2.8.2 *Recommend managers and coaches to the Executive Board for approval.*
- 12.2.8.3 *Verify through review of birth records and residential locations to confirm that all players are eligible.*
- 12.2.8.4 *Conduct registration and establish and prepare schedules for season games.*
- 12.2.8.5 *Appoint assistants as necessary to implement and carry out the soccer program.*
- 12.2.8.6 *Solicit assistance from the Ways and Means Committee as necessary in establishing seasonal budgets.*
- 12.2.8.7 *Follow safety and equipment guidelines.*
- 12.2.8.8 *All sport directors are required to submit a final report and budget review.*

12.2.9 *Director of Cheerleading*

- 12.2.9.1 *Serve as Director for the entire League's cheerleading program.*



- 12.2.9.2 *Recommend managers and coaches to the Executive Board for approval.*
- 12.2.9.3 *Verify through review of birth records and residential locations to confirm that all players are eligible.*
- 12.2.9.4 *Conduct registration and establish and prepare schedules for season games.*
- 12.2.9.5 *Appoint assistants as necessary to implement and carry out the cheerleading program*
- 12.2.9.6 *Solicit assistance from the Ways and Means Committee as necessary in establishing seasonal budgets.*
- 12.2.9.7 *Follow safety and equipment guidelines.*
- 12.2.9.8 *All sport directors are required to submit a final report and budget review.*

*12.2.10 Director of Volleyball*

- 12.2.10.1 *Serve as Director for the entire League's\_Volleyball program.*
- 12.2.10.2 *Recommend managers and coaches to the Executive Board for approval.*
- 12.2.10.3 *Verify through review of birth records and residential locations to confirm that all players are eligible.*
- 12.2.10.4 *Conduct registration and establish and prepare schedules for season games.*
- 12.2.10.5 *Appoint assistants as necessary to implement and carry out the volleyball program.*
- 12.2.10.6 *Solicit assistance from the Ways and Means Committee as necessary in establishing seasonal budgets.*
- 12.2.10.7 *Follow safety and equipment guidelines.*
- 12.2.10.8 *All sport directors are required to submit a final report and budget review.*

**13. SAFETY GUIDELINES:**

- 13.1 *Actively coordinate safety guidelines with managers, coaches and umpires/referees.*
- 13.2 *Determine the fields, playing area, and conditions are made as safe as possible.*
- 13.3 *Periodically check safety equipment for defects and/or proper working order.*
- 13.4 *Assure that adequate and proper insurance coverage is maintained.*
- 13.5 *Appoint assistants as necessary to maintain an effective safety program.*
- 13.6 *Follow up all injuries and initiate actions to prevent recurrence.*

**14. EQUIPMENT GUIDELINES:**

- 14.1 *Responsible for the budgeting and purchase of all uniforms/equipment relative to his/her sport program.*
- 14.2 *Establish and maintain an inventory of all uniforms/equipment of each program.*
- 14.3 *A complete football equipment inventory shall be submitted to the Neighborhood Service Coordinator.*

**15. GENERAL RULES:**

- 15.1 *Any and all monies received in the name of the League or as revenue or income from Concessions, other activities or fundraisers as approved by the Director of Parks and Recreation shall be turned over to the Treasurer for deposit into the League treasury. No fundraisers or activities generating revenue or income may be sponsored or promoted by the League or its Board unless specifically authorized herein or without the express written approval of the Director of Parks and Recreation. The City reserves the right to audit the financial records of the League at any time subject to reasonable notice to the League's Treasurer.*
- 15.2 *Sports Directors shall be eligible to manage or coach only those sports not under their direction.*
- 15.3 *Any officer, elected or appointed, may serve a successive term or terms if so elected or appointed subject to the Term Limits set forth in Section 6.4 herein .*
- 15.4 *The League, at no time, shall endorse, recommend, or oppose any candidate for any political office.*
- 15.5 *Repeated unsportsman-like conduct of coach, player, or member shall be grounds for suspension or expulsion.*
- 15.6 *Managers and coaches must file an application with the Director of the Sport and agree to abide by the rules governing coaches for the sport.*
- 15.7 *All managers and coaches must be approved by the Executive Board.*
- 15.8 *In case of conflict, Parks and Recreation interpretation will prevail.*
- 15.9 *The Director of Parks and Recreation shall be the official interpreter of the By-laws and Constitution.*
- 15.10 *The purposes for which the League is organized are exclusively charitable, scientific, and literary and educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.*
- 15.11 *Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.*
- 15.12 *Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or shall be distributed to the Federal, state, or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.*

**15.13 For Little League Affiliation:**

Charter. The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on this Local League.

Local Rules, Ground Rules and/or Bylaws. The local rules, ground rules and/or bylaws of this Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each fiscal year, and are not considered part of this Constitution. (See Article XI, Section 7 for fiscal year of this league.)

Disbursement of Funds. For funds raised specifically for baseball only; the Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the rules, regulations and policies of Little League Baseball, Incorporated. All disbursements shall be made by check. All checks shall be signed by the Local League Treasurer and such other officer or officers or person or persons as the Board of Directors shall determine. This does not include funds received as part of general league fundraisers such as advertising signs and field sponsorships that are intended to benefit all sports programs. The intent of this rule is to provide that all funds raised specifically for a baseball reason will only go to the baseball program.

15.14 No officer, elected or appointed, has the authority to authorize the use of any City property or League property for purposes other than to further the authorized athletic programs of the League. No City or League property shall be used at any time for personal or private gain. Any use of City or League property other than for League games and activities must be approved in writing by the Director of Parks and Recreation.

**16. ORDER OF BUSINESS:**

16.1 Call to order, approval of the minutes, treasurer report, receipt of communication, bills, officer's reports, committee reports, old business, unfinished business, new business.

16.2 The order of business may be changed at any meeting for expediency of business with approval of the membership present.

**17. PARLIAMENTARY PROCEDURE:**

17.1 Robert Rules of Order shall be the final authority at all questions of procedures and parliamentary law not covered by this Constitution and By-laws.

**18. AMENDMENTS:**

18.1 This Constitution and By-laws may be amended by a majority vote of members in attendance at any meeting where the entire membership has been advised at least ten (10) days prior to the meeting date. Any amendments to the Constitution and By-laws must be submitted in writing to Parks and Recreation for final approval.

*Constitution and By-Laws approved by the Board of Directors meeting of \_\_\_\_\_ on  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

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**Exhibit "A"**  
**City of Huntsville Parks and Recreation**  
**Volunteer Application**

Full Name \_\_\_\_\_ Home# \_\_\_\_\_ Work# \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ e-mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Occupation, Employer and Business Address \_\_\_\_\_  
 SSAN :# \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Local League \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_ Current: \_\_\_\_\_ Suspended: \_\_\_\_\_ Revoked: \_\_\_\_\_ State \_\_\_\_\_

Position Applied For: Circle Appropriate Line  
 Coach \_\_\_\_\_ Umpire, referee, or other game official \_\_\_\_\_ Manager \_\_\_\_\_  
 Ways and Means/Fund Raising \_\_\_\_\_ Concessions \_\_\_\_\_ Team Mother \_\_\_\_\_  
 Board Member \_\_\_\_\_ Other \_\_\_\_\_  
 Please list volunteer coaching experience \_\_\_\_\_ Years \_\_\_\_\_

- A.) Have you ever been convicted of a misdemeanor involving theft of property, money, or services or any felony? \_\_\_\_\_ **If yes**, please list date, charge, and disposition of each such arrest.
- B.) Have you ever been convicted of a crime involving domestic violence? \_\_\_\_\_
- C.) Have you ever been convicted of the possession or sale of any controlled substance?  
 (i.e. marijuana, cocaine, etc.) \_\_\_\_\_
- D.) Are you a convicted sex offender? \_\_\_\_\_
- E.) Have you ever been convicted of an offence involving child abuse? \_\_\_\_\_
- F.) Have you ever been convicted of the offense of driving under influence of alcohol? \_\_\_\_\_
- G.) Have you ever been convicted of any offense involving violence to another person (e.g. assault or harassment)?

Please list the names and addresses of three persons, other than relatives, who know you well, whom we may contact for a personal reference.

| Name  | Address | Phone |
|-------|---------|-------|
| _____ | _____   | _____ |
| _____ | _____   | _____ |
| _____ | _____   | _____ |

I understand that the information I have provided may be verified, if necessary, by contacting any person, o organization, or agency that may have information concerning me. I hereby release and hold harmless from liability any person or organization that provides such information. I also agree to hold harmless the chartered organization, local league, the league officers, employees, and volunteers thereof, and the City of Huntsville and its officers, agents, and employees.

In signing this application, I affirm that the information I have given is true and correct.

\_\_\_\_\_  
 Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Local League Sports Director \_\_\_\_\_  
 Local League Chairman \_\_\_\_\_  
 Local League Approval \_\_\_\_\_



Exhibit "B"

## FACILITY LISTING

| FACILITY NAME                | BLDG # | ADDRESS               | ZIP CODE | ZONE COORDINATOR | PHONE NUMBER |
|------------------------------|--------|-----------------------|----------|------------------|--------------|
| AIRPORT PARK CROSS TRACK     | 500    | 2151 AIRPORT ROAD     |          |                  |              |
| BRAHAN SPRINGS TENNIS CENTER | 501    | 2710 DRAKE AVENUE     |          |                  | 883-3651     |
| OPTIMIST PARK/RALPH CANEER   | 506    | 703 OAKWOOD AVENUE    |          |                  |              |
| BRAHAN SPRING PARK           | 507    | 500 DRAKE AVENUE      |          |                  |              |
| BRAHAN SPRING HORSESHOE CRT. | 508    | 500 DRAKE AVENUE      |          |                  |              |
| BIG SPRING PARK              | 509    | 200 CHURCH STREET     |          |                  |              |
| ARCHER PARK                  | 511    | 1ST STREET OFF TRIANA |          |                  |              |
| BIERNE AVENUE PARK           | 512    | 330 BIERNE AVENUE     |          |                  |              |
| BUCHANON PARK                | 514    | END OF FIELDING DRIVE |          |                  |              |
| CALIFORNIA STREET PARK       | 515    | 708 CALIFORNIA        |          |                  |              |
| CALVARY HILL PARK            | 517    | 2900 FAIRBANKS        |          |                  |              |
| CHELSEA PARK                 | 518    | 2851 CHELSEA LANE     |          |                  |              |
| EDMONTON HEIGHTS PARK        | 519    | 3915 MELODY LANE      |          |                  |              |
| GREENWICH VILLAGE PLAY AREA  | 520    | 520 TONEY DRIVE       |          |                  |              |
| HERMITAGE PARK               | 521    | 915 KENNAMER          |          |                  |              |
| HILLENDALE PARK              | 522    | HOLMES AVENUE         |          |                  |              |
| HOLMES AVENUE PARK           | 523    | HOLMES AVENUE         |          |                  |              |
| KENT ROBERTSON PARK/LOGAN    | 524    | 7620 LOGAN DRIVE      |          |                  |              |
| MAPLE HILL PARK              | 525    | 1351 MCCLUNG AVENUE   |          |                  |              |
|                              |        |                       |          |                  |              |

|                              |     |                            |  |  |          |
|------------------------------|-----|----------------------------|--|--|----------|
| MAPLEWOOD PARK               | 526 | 943 NORTH MEMORIAL PKWY.   |  |  |          |
| OAKMONT PARK                 | 527 | MALLARY AVENUE             |  |  |          |
| OGDEN MARTIN FIELD           | 528 | TRIANA BLVD.               |  |  |          |
| PHILPOT PARK                 | 529 | 1211 PHILPOT AVENUE        |  |  |          |
| PINE PARK                    | 530 | 3951 PINE PLACE            |  |  |          |
| JOE DAVIS STADIUM            | 531 | 3125 LEEMAN FERRY          |  |  | 427-5790 |
| SCENIC VIEW PARK             | 532 | 2705 SCENIC VIEW DRIVE     |  |  |          |
| SHERWOOD PARK                | 533 | 325 TOWN & COUNTRY         |  |  |          |
| WELLMAN PARK                 | 534 | 1501 WELLMAN               |  |  |          |
| WILLOW PARK                  | 535 | 1928 AFTONBRAE             |  |  |          |
| WINDSOR MANOR                | 536 | 6500 PISGAH DRIVE          |  |  |          |
| FERN BELL PARK               | 537 | 6900 WHITESBURG DRIVE      |  |  |          |
| LAKESWOOD PARK               | 538 | 2225 YORK                  |  |  |          |
| MASTIN LAKE PARK             | 539 | 3315 WATSON DRIVE          |  |  |          |
| MAYFAIR PARK                 | 540 | 550 THORNTON AVENUE        |  |  |          |
| OAK PARK                     | 541 | 2250 OAKWOOD AVENUE        |  |  |          |
| SANDHURST PARK               | 542 | 2928 GREEN COVE ROAD       |  |  |          |
| STONER PARK                  | 543 | 3716 BRAGG STREET          |  |  |          |
| UNIVERSITY PARK (RIGGS)      | 544 | 4419 SAUNDRA LANE          |  |  |          |
| CAMELOT                      | 545 | BAILEY COVE AND GREEN MTN. |  |  |          |
| PIEDMONT                     | 546 | 509 HOMEWOOD               |  |  |          |
| KIWANIS PARK SOCCER FIELD    | 547 | 3590 PATTON ROAD           |  |  | 427-5790 |
| METRO KIWANIS P-1 SPORTSPLEX | 548 | 3590 PATTON ROAD           |  |  | 427-5790 |
| METRO KIWANIS P-2 SPORTSPLEX | 549 | 3590 PATTON ROAD           |  |  | 427-5790 |
| McGUCKEN PARK                | 550 | 13020 BAILEY COVE ROAD     |  |  |          |
| AIRPORT PARK                 | 551 | 2151 AIRPORT ROAD          |  |  |          |

|                                       |            |                                           |  |  |                 |
|---------------------------------------|------------|-------------------------------------------|--|--|-----------------|
| <b>SURREY ROAD PARK</b>               | <b>552</b> | <b>SURREY ROAD</b>                        |  |  |                 |
| <b>MEADOW HILL MEMORIAL PKWY.</b>     | <b>553</b> | <b>MEADRIS ROAD</b>                       |  |  |                 |
| <b>1 AIRPORT SOCCER COMPLEX</b>       | <b>554</b> | <b>2151 AIRPORT ROAD</b>                  |  |  |                 |
| <b>WHITESBURG PARK</b>                | <b>555</b> | <b>6900 WHITESBURG DRIVE</b>              |  |  |                 |
| <b>AIRPORT MODEL AIRPLANE FIELD</b>   | <b>556</b> | <b>2151 AIRPORT ROAD</b>                  |  |  |                 |
| <b>BRAHAN SPRING SOCCER FIELD</b>     | <b>557</b> | <b>3770 IVY</b>                           |  |  |                 |
| <b>ALDRIDGE CREEK GREENWAY</b>        | <b>558</b> | <b>1100 MOUNTAIN GAP</b>                  |  |  |                 |
| <b>KENT JOHNSTON PARK</b>             | <b>559</b> | <b>1100 MOUNTAIN GAP</b>                  |  |  |                 |
| <b>BELL MOUNTAIN PARK</b>             | <b>560</b> | <b>2560 REDSTONE ROAD</b>                 |  |  |                 |
| <b>COVE PARK</b>                      | <b>561</b> | <b>OLD HIGHWAY 431 &amp; HAMPTON COVE</b> |  |  |                 |
| <b>AQUATIC CENTER/JIM WILLIAMS</b>    | <b>601</b> | <b>903 MONROE STREET</b>                  |  |  | <b>427-5785</b> |
|                                       |            |                                           |  |  |                 |
| <b>NATATORIUM/BRAHAN SPRING</b>       | <b>602</b> | <b>2213 DRAKE AVENUE</b>                  |  |  | <b>883-3700</b> |
| <b>EASTSIDE CENTER</b>                | <b>603</b> | <b>310 DALLAS STREET</b>                  |  |  | <b>427-5775</b> |
| <b>WESTSIDE CENTER</b>                | <b>604</b> | <b>125 EARL STREET</b>                    |  |  | <b>427-5785</b> |
| <b>LAKWOOD CENTER</b>                 | <b>605</b> | <b>3601 KENWOOD DRIVE</b>                 |  |  | <b>851-4016</b> |
| <b>BERACHAH REC. CENTER</b>           | <b>606</b> | <b>3011 SPARKMAN DRIVE</b>                |  |  | <b>851-4010</b> |
| <b>CALVARY HILL CENTER</b>            | <b>607</b> | <b>2900 FAIRBANKS AVENUE</b>              |  |  | <b>427-5800</b> |
| <b>SCRUGGS CENTER</b>                 | <b>608</b> | <b>600 DAVIS CENTER</b>                   |  |  | <b>427-5770</b> |
| <b>BRAHAN SPRING REC. CENTER</b>      | <b>609</b> | <b>3770 IVY STREET</b>                    |  |  | <b>883-3710</b> |
| <b>WESTSIDE GYM</b>                   | <b>611</b> | <b>125 EARL STREET</b>                    |  |  | <b>427-5787</b> |
| <b>OPTIMIST REC. CENTER/B. BRYANT</b> | <b>614</b> | <b>703 OAKWOOD AVENUE</b>                 |  |  |                 |
| <b>CITY SCHOOL</b>                    | <b>622</b> | <b>ALL CITY SCHOOLS</b>                   |  |  |                 |
| <b>BLUE SPRING ROAD REC. CENTER</b>   | <b>625</b> | <b>4600 BLUE SPRING ROAD</b>              |  |  | <b>851-4001</b> |



## **Exhibit “C”**

### **CLOSING PARK PROCEDURES**

- 1. Check and secure all storage rooms and press box building doors and locks.**
- 2. Check and secure doors & locks to concession stand.**
- 3. Check park for vehicles left in parking lot.**
- 4. Check both restrooms for water left on, check for damages, turn off lights, and lock doors.**
- 5. Make sure all scoreboards are disconnected and stored in proper location to prevent damage or theft.**
- 6. Turn off all ball field lights.**
- 7. Close and lock the front chain gate.**

**If any cars are found in the parking lot, or any other problems are experienced, call Park Security at 256 883-3903.**

**Exhibit "D"**

**SCOREBOARD SIZING**

**I. BASEBALL SCOREBOARD:**

**A. FIELD SIZE OF 250' -300'**

**APPROX. SIX (6) 8'-1/2" HIGH X 12' - 1/4" WIDE X 7" DEEP  
SCOREBOARDS:**

**MANUFACTURER \_\_\_\_\_ MODEL \_\_\_\_\_  
DELIVERY SCHEDULE \_\_\_\_\_  
TOTAL DELIVERED PRICE FOR EACH SCOREBOARD \$ \_\_\_\_\_**

**B. FIELD SIZE OF 200' - 250'**

**APPROX. SIX (6) 3' -8" HIGH X 5' WIDE X 7" DEEP  
SCOREBOARD:**

**MANUFACTURER \_\_\_\_\_ MODEL \_\_\_\_\_  
DELIVERY SCHEDULE \_\_\_\_\_  
TOTAL DELIVERED PRICE FOR EACH SCOREBOARD \$ \_\_\_\_\_**

**II. FOOTBALL SCOREBOARD:**

**FOOTBALL FIELD**

**APPROX. ONE (1) 6' HIGH X 8' WIDE X 7" DEEP  
SCOREBOARD:**

**MANUFACTURER \_\_\_\_\_ MODEL \_\_\_\_\_  
DELIVERY SCHEDULE \_\_\_\_\_  
TOTAL DELIVERED PRICE FOR EACH SCOREBOARD  
\$ \_\_\_\_\_**

**Exhibit "E"**

**SEVERE WEATHER POLICY FOR  
OUTDOOR RECREATION ACTIVITIES**

**I. The following actions are mandated at all organized outdoor events:**

**SAMPLE SEVERE WEATHER PLAN FOR SPECIAL EVENTS**

**I. GENERAL**

This severe weather plan identifies protective actions to take during severe weather by management, personnel, and attendees of special events sponsored by \_\_\_\_\_.

**B. Flexibility must be exercised when implementing this plan because of the wide variety and threat levels of severe weather which occurs in Madison County. If discretion is exercised, err on the side of safety.**

**II. ASSUMPTIONS**

The possibility of severe weather may exist at any time, especially during special events such as company picnics, etc.

**III. BASIC PLAN**

**1. Designate the person or subcommittee to monitor weather conditions at least a day before the event and the morning of the event.**

If severe weather may threaten the area, take the weather alert radio to the special event and have someone monitor it there.

**I. A weather alert radio and air horn will be available at each location where organized, supervised outdoor sports activities are being conducted. Where feasible and practical the weather alert radio will be permanently installed in a facility at the event site, i.e. concession stand, press box, etc.**

**II. The person (i.e. umpire, referee, etc.) responsible for starting, continuing or stopping the sports event will assure a weather alert radio is available and that a responsible adult is designated to monitor the radio while any event is in progress.**

**III. The person responsible for starting, continuing, or stopping the sports event is charged with enforcing this policy. The responsible person's decision is final. This person has no authority to change this policy for any reason. No disciplinary actions, connected with the enforcement of this policy, will be taken against any person charged with enforcing this policy by any city employee or third party with an interest in the event.**

**B. Notification Procedures**

**1. Before the event - If severe weather is anticipated for the time frame the event is scheduled, make plans to cancel or postpone the event.**

**During the event - If severe weather occurs during the event, \_\_\_\_\_ (name) of the safety subcommittee will make appropriate announcements to those in attendance.**

**a. Severe Thunderstorm Watch - If a Severe Thunderstorm Watch is issued for the area, the following announcement will be made:**

A Severe Thunderstorm Watch is in effect for \_\_\_\_\_ County. The event is canceled/postponed until further notice. Please leave the area as quickly as possible.

b. Severe Thunderstorm Warning - If a Severe Thunderstorm Warning is issued for the area, the following announcement will be made:

A Severe Thunderstorm Warning is in effect for \_\_\_\_\_ County. The event is canceled/postponed until further notice. Please leave the area as soon as possible.

c. Tornado Watch - If a Tornado Watch is issued for the area, the following announcement will be made:

A Tornado Watch is in effect for \_\_\_\_\_ County. The event is canceled/postponed until further notice/until the Tornado Watch expires or is canceled by the National Weather Service. Please leave the area as quickly as possible.

d. Tornado Warning - If a Tornado Warning is issued for the area, the following announcement will be made:

A Tornado Warning is in effect for \_\_\_\_\_ County. Take cover immediately. Do not go to your vehicle. Go to the \_\_\_\_\_.

e. Tornado Sighting/Touchdown - If a Tornado has been sighted in the area, or if a touchdown has occurred, the following announcement will be made:

A Tornado has been sighted. All persons should take cover immediately. Do not go to your vehicle. Go to the \_\_\_\_\_.

f. Other Severe Weather - If other severe weather occurs, such as heavy rain, high winds, lightning, hail, etc...all activities will be interrupted immediately and the following announcement will be made:

This event is canceled/postponed until further notice. Please leave the area/take cover as quickly as possible.

Other - \_\_\_\_\_ (name) will have available a car phone, mobile phone, or other communication device in case emergency responders must report to the area due to injuries, etc...

#### IDENTIFICATION OF BEST AVAILABLE PROTECTIVE AREAS

A. In the event of a Tornado Warning, sighting, or touchdown the following locations are designated as the best available protective areas for outside, open spaces:

Refer to: Know the Safest Place to Go During a Tornado Threat  
(<http://www.ci.huntsville.al.us/ema/family.htm#place>)

B. In the event of a Tornado Warning, sighting, or touchdown the following locations are designated as the best available protective areas for inside areas:

Refer to: Know the Safest Place to Go During a Tornado Threat  
(<http://www.ci.huntsville.al.us/ema/family.htm#place>)

#### V. SUPERSESSION

This document is the initial Severe Weather Plan for Special Events for \_\_\_\_\_, and may be updated or amended as required.

**Exhibit "F"**

**CANCELLATION OF ACTIVITIES DUE TO INCLEMENT WEATHER**

**The City of Huntsville is responsible for calling any type of game due to inclement weather until the Maintenance Department leaves work at 3:30 p.m. After 3:30 p.m. the league grounds Maintenance person has the responsibility to call any type of activity until the game begins. After the game begins, it is the umpires responsibility to call any type of activity because of inclement weather.**

**The person responsible for calling any activity should use common sense in any decision made. He or she should think of safety first and damage to the playing area. Cost and time required to get the facility back to playing condition should be of prime importance.**

**Exhibit "G"**  
**PARKS AND RECREATION**  
**IMPORTANT DATES**

- JANUARY:** Youth Basketball Season Starts
- FEBRUARY:** Baseball and Softball Directors initial meeting  
Babe Ruth Baseball Directors Meeting  
Last two weekends of the month start registration baseball/softball
- MARCH:** First week end of the month continue registration baseball/softball
- APRIL:** All baseball and softball schedules due to Zone Coordinators in writing  
  
Opening day is the middle of April on a Friday night to be determined at Joe Davis Stadium.
- May:** League Board elections are mandated to be held on the second Saturday of the month
- JULY:** New Board Member orientation with Parks and Recreation Department  
Last two week ends continue football, soccer and volleyball registrations  
Initial football, soccer and volleyball directors meetings
- AUGUST:** New elected board members take office  
First weekend continue football, soccer and volleyball registrations  
All soccer schedules due to Zone Coordinators in writing  
Football and Soccer seasons start
- SEPTEMBER** Financial statements due by the end of the month to Zone Coordinators  
Volleyball season begins
- OCTOBER:** Basketball Directors initial meetings  
Start basketball registration the last two week ends of the month
- NOVEMBER:** First weekend of the month continue basketball registration  
Football equipment inventory due to zone coordinator
- DECEMBER:** City-wide Pre-Season Invitational Basketball Tournament

**Exhibit "H"**  
**Telephone Directory**

|                                         |                                          |
|-----------------------------------------|------------------------------------------|
| <b>GENERAL SERVICES</b>                 | <b>427-5660</b>                          |
| <b>LANDSCAPE MAINTENANCE IRRIGATION</b> | <b>427-5680</b>                          |
| <b>ZONE ONE COORDINATOR</b>             | <b>883-3754</b><br><b>Cell: 261-9508</b> |
| <b>ZONE TWO COORDINATOR</b>             | <b>883-3290</b><br><b>Cell: 261-9404</b> |
| <b>ZONE THREE COORDINATOR</b>           | <b>883-3291</b><br><b>Cell: 797-5572</b> |
| <b>ZONE FOUR COORDINATOR</b>            | <b>883-3292</b><br><b>Cell: 261-9506</b> |
| <b>LANDSCAPE MANAGEMENT</b>             | <b>427-5680</b>                          |

**Exhibit "I"**  
**LIMITED FOOD SERVICE ESTABLISHMENTS**

(z) "Limited Food Service Establishment" means those establishments which dispense or sell only the following food items in single-service articles: hard cheese, such as cheddar, dip ice cream; any fully cooked luncheon meat including wieners; any fully cooked smoked meat; any non-potentially hazardous beverage or food or any combination of these, provided that meat items are received in fully cooked form from an approved processing facility. The term does not include a food establishment where a food is cooled and subsequently reheated or where any food preparation operation involves cooking a raw food.

**FACILITIES AND EQUIPMENT NEEDED FOR A LIMITED FOOD SERVICE ESTABLISHMENT**

**Sewage**

1. Public or private.
2. The sewage disposal system must be working properly.

**Water**

1. An approved water supply.

**Plumbing**

1. A toilet shall be provided.
2. Provide at least one hand sink convenient to the work area and equipped with hot and cold water tempered by means of a mixing valve. Soap and individual paper towels must be provided.
3. Mop sink for cleaning mops and emptying mop water.

**Equipment**

1. Two compartment sink (adequate size) with a drain board.
2. Chemical sanitizer and appropriate test paper stripe.
3. Thermometers for refrigerators and freezers.
4. Metal stem pocket thermometer.
5. Floor mounted equipment must be installed on 6-inch high metal legs or casters.
6. Table or counter mounted equipment that can not be easily moved by one person must be installed on 4-inch high metal legs.

**Garbage and Refuse Disposal**

1. The garbage and refuse must be stored in durable, easily cleanable, insect and rodent proof containers, with tight-fitting lids.
2. Suitable facilities, including hot water and detergent or steam, shall be provided and used for washing trash/garbage containers.

**Other Opening Protection**

1. The entrance and exit doors must be self-closing and tight-fitting.
2. Install the windows and screens where needed.
3. Repair openings around plumbing pipes and electrical wiring.

**Ventilation**

1. Toilet rooms must be equipped with an exhaust fan or screened window.



### **Lighting**

- 1. Provide at least 50 footcandles of lighting in the equipment washing area, 20 footcandles in the toilet rooms, and 10 footcandles in the storage rooms and walk-in refrigerators.**
- 2. The light fixtures in the food dispensing, equipment washing, and walk-in refrigerator must be shielded.**

### **Walls and Ceilings**

- 1. The walls, including non-supporting partitions, wall covering and ceiling of walk-in refrigerating units, food preparation areas, equipment washing and utensil washing areas, toilet rooms and vestibule shall be light colored, smooth, non-absorbent and easily cleanable.**

### **Floors**

- 1. Floors and floor coverings of all food dispensing, food storage and utensil washing areas, and the floors of all walk-in refrigerating units, toilet rooms and vestibule shall be constructed of smooth, durable material, such as sealed concrete, terrazzo, ceramic tile, durable grades of linoleum or vinyl asbestos tile and shall be maintained in good repair.**

### **Storage**

- 1. Provide 6-inch high storage racks in the storage rooms, walk-in refrigerators and walk-in freezers.**

**Exhibit "J"**

**Parks and Recreation Sport Subsidy Schedule**

- Football** City of Huntsville pays official's cost for all league games. The city Purchases equipment (helmets and shoulder pads) for each league yearly, based on returned equipment. See attached memo.
- Basketball** City of Huntsville will reimburse league for all legal registered roster participants at a rate of \$25.00 per participant.
- Baseball; softball** City of Huntsville will reimburse league for all legal registered roster participants at a rate of \$12.00 per participant.
- Babe Ruth Baseball** City of Huntsville will reimburse league for all legal registered roster participants at a rate of \$35.00 for 13-16 and \$40.00 per participant 16 to 18.
- Volleyball** City of Huntsville pays for tournament officials and will reimburse the league for all legal registered roster participants at a rate of \$12.00 per participant.
- Soccer** City of Huntsville will reimburse league for all legal registered roster participants at a rate of \$12.00 per participant.

Starting August 1, 2008 it will be the policy of the City of Huntsville Parks and Recreation Department to submit request for payment due each league, no later than two weeks after the first scheduled regular season game of the sport in season. This submittal is generated off of official rosters due prior to the start of each season. Based on continuous failure of the leagues to submit timely and correct rosters, for team and participant eligibility, this has become a necessary step to achieve compliance with the paper work that is required by the city for its programs. After this two week period has passed, the leagues will forfeit any right to a subsidy for its participants. To be eligible for 100% of the subsidy, the league will be responsible for the league coaches to complete the Sports Safety and Star Programs as required by the Parks and Recreation Department. Each sport will receive a percentage of subsidy based on the percentage of total coaches completing the above requirements per sport.

These programs can be found on line and each Zone Coordinator can assist their leagues with access to these programs upon request.

Revised July 2008

City of Huntsville  
Recreation and  
Landscape  
Management  
Department

# Memo

**To:** League Football Directors  
**From:** John Mayes  
**Date:** 06-15-08  
**Re:** Football Equipment Policy

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The following policy pertains to the purchase of football equipment for the leagues, starting with the 2008 season, each league will be subsidized for the purchase of football equipment at the rate of \$35.00(thirty-five) per participant, based on the previous season official roster filed with the Recreation Services Department. In order for each league to receive its supplement, the league must inventory and have in its possession, 90% (ninety) of all helmets and shoulder pads issued to the previous season roster players.

The city will purchase new helmets and shoulder pads for the leagues per the leagues request. The balance of the subsidy after helmet and shoulder pad expenses are deducted will be paid to the league for other football purchases after July 1st. The final opportunity to receive 100% subsidy will end on December 1<sup>st</sup>, at which time the zone coordinator and the director will do a physical inventory of all equipment on hand at the league. This deadline will allow an opportunity to replace worn out equipment and place all orders in a timely manner. At this time, the league is to be reimbursed by the percentage of the helmets and shoulder pads collected and on hand if not 90%. (Example: 50% of helmets and shoulder pads collected, 50% of the total subsidy due the league will be allocated for the purchase of new equipment.)

# Memorandum

**To: League Presidents**  
**CC: Zone Coordinators**  
**From: John Mayes**  
**Date: 07/24/02**  
**Re: Park Use by Outside Organizations**

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The City of Huntsville requires that any use of city parks have prior approval for any activity. As president of your league park, it is your responsibility to forward to your zone coordinator a facility use request form for any and all activities other than league programs. This form may be obtained from your zone coordinator. Once this form is completed and reviewed and only then, may an activity be scheduled in a league park. Any organization or group wishing to use the park must meet the following guidelines. They must provide proof of insurance, which will also hold the city harmless, they must have a business license and pay a rental fee if applicable. There is a city ordinance governing the use of City of Huntsville property for profit by individuals and or groups. If you have any questions regarding this policy, please contact your zone coordinator.

**CITY OF HUNTSVILLE PARKS AND RECREATION DEPARTMENT  
FACILITY USE APPLICATION  
(Applicant must be 21 years of age or older)**

Name of Group or Organization: \_\_\_\_\_

Non-profit Organization: Yes: \_\_\_\_\_ No: \_\_\_\_\_ ] [If YES, provide a copy of your 501(c)(3) information]

Group Liability Insurance? Yes: \_\_\_\_\_ No: \_\_\_\_\_ (Certificate naming City as co-insured may be required)

Contact Person (must be over 21): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

E-mail Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work/cell) \_\_\_\_\_ Fax: \_\_\_\_\_

From: \_\_\_\_\_

Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Time: To: \_\_\_\_\_

Description of Activity/Events: \_\_\_\_\_

Area(s) Requested (Gym, meeting room, etc.): \_\_\_\_\_

*(Please be specific & list all areas you wish use, fee will be based on areas listed and usage will be limited to areas approved)*

Will there be a fee charged for this activity? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, \$ \_\_\_\_\_ per \_\_\_\_\_

Is this activity open to the general public? Yes \_\_\_\_\_ No \_\_\_\_\_ Maximum No. of People Attending: \_\_\_\_\_ Adults \_\_\_\_\_ Children

Will any of the following be involved? Decorations \_\_\_ Grill \_\_\_ Food \_\_\_ Alcohol \_\_\_ Band \_\_\_ Tent \_\_\_ Inflatables \_\_\_ Chairs # \_\_\_\_\_ Tables # \_\_\_\_\_

Other Info: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

*(Applicant must be 21 years of age or older)*

Reservations are made on a first come-first served basis.

Reservations are not confirmed until application is reviewed, all required documentation is received and full payment is received.

All documentation must be on file at least 48 hours prior to the scheduled event, or the City of Huntsville has the right to deny use of the requested facility.

Reservations must be cancelled five (5) business days in advance to qualify for a refund, IF APPLICABLE.

If Applicable, refunds require the return of the original receipt and a 3-6 week processing period.

=== NO REFUNDS FOR PAVILION RENTALS ===

**(To be completed by Parks and Recreation Department Staff)**

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved/Denied by (see Status): \_\_\_\_\_

Status: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Payment: Total due: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_ Fee Waived by: \_\_\_\_\_

Insurance: Not Required:  Required:  Initials: \_\_\_\_\_ Received/Attached: \_\_\_\_\_

Business License: Not Required:  Required:  Initials: \_\_\_\_\_ Received/Attached: \_\_\_\_\_

Police Security: Not Required:  Required:  How Many? \_\_\_\_\_ Initials: \_\_\_\_\_

Approval Notes: \_\_\_\_\_

Deposit: Amt. \$ \_\_\_\_\_ Rec by: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Payment Method: Cash Check Money Order

Bal/Full Payment: Amt. \$ \_\_\_\_\_ Rec. by: \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Payment Method: Cash Check Money Order

**Review Info: To be completed by the Programmer/Superintendent on the back of this form.**

Note: A copy of this application for all events over 100 people or requiring Police Services is to be routed through the chain of command immediately upon approval for informational purposes. A copy of all documentation (Insurance, Business License, etc.) is to be included.

(To be completed after event by User Group)

Actual Number Attending: \_\_\_\_\_ Signature: \_\_\_\_\_

Authorized Rep. of User Group

**Note: Fees can only be waived by Superintendents, Manager or Director**  
**Insurance can only be waived by the Director**

Exhibit "L"

OFFENSES – MISCELLANEOUS ~ 18-92  
DIVISION 2. MOBS, RIOTS, AND TUMULTS

*SEC. 18-91. PROHIBITING SALE OF FIREARMS, ALCOHOLIC BEVERAGES, ETC.*

(a) Whenever any mob, riot or tumult has occurred in the city or there is reasonable cause to

(b) Whenever any mob, riot or tumult has occurred in the city or there is reasonable cause to apprehend an occurrence thereof the mayor may in his judgment issue his proclamations ordering the closing of all places where alcoholic or malt brewed beverages are sold within the area of the city affected by such an occurrence or that will be affected by an occurrence which the mayor has reasonable cause to apprehend, and when in the judgment of the mayor such closing should be extended to all such places in the city, he may by proclamation do so. Such places shall remain closed until such time as in the judgment of the mayor the opening of such places may be effected without danger to the public peace and safety. It shall be unlawful for any person with knowledge of such proclamation or after having been informed thereof by a policeman, fireman or other employee of the city or any military officer of the state or the United States of America to violate the same. (Ord. No. 71-117, ~20,5-1-71)

*Cross reference – Alcoholic beverages, Ch.3.*

*SEC. 18-92. CURFEW AUTHORIZED.*

(a) Whenever any tumult, riot, or mob has occurred or is progressing, or there is reasonable cause to apprehend an occurrence thereof in the city or any part thereof, the mayor shall have power to issue his proclamation ordering a curfew for the city or any area thereof whenever, in his judgment, such would be an aid in suppressing or preventing such an occurrence. The mayor in his proclamation shall specify the hours of day of such curfew and the area or areas of the city affected thereby, and such curfew shall continue in force and effect in accordance with such proclamation or any modification thereof until terminated by the mayor. A copy of such proclamation shall be delivered or made available to the press, radio and television stations.

(b) It shall be unlawful for any person to be or remain on any street, avenue, alley, park or other public place in the city in violation of a proclamation of curfew issued by the mayor where such person has knowledge of the curfew.

*OFFENSES --MISCELLANEOUS*

*Sec. 18-311. Leaving on public ways.*

It shall be unlawful for any person to abandon, store, leave, place or park any scrap or junk by him or in his possession upon any public street, public park, public highway, alley, way or other public property of the city. (Ord. No. 70-84, § 3, 6-25-70)

*Cross references -- Parks, Ch. 19; streets, § 20-16 et seq.*

*Sec. 18-312. Storage on residential premises.*

(a) It shall be unlawful for any person to store or keep upon the premises of any residential lot, apartment building or complex, trailer court or other tract or lot of land used for residential purposes any damaged, worn out, scrapped or discarded automobile, scrap or junk, as defined in this article, unless the same is housed in a covered, enclosed structure so as not to be viewable from any street or other private premises and in such a manner as to prevent a health, fire or safety hazard as defined by the laws of the state and the ordinances of the city.

(b) It shall be unlawful for any person to store upon the premises of any residential lot, apartment building or complex, trailer court or other tract or lot of land used for residential purposes any automobile not in running condition, regardless of whether the same is damaged, worn out, scrapped or discarded, unless stored in accordance with subsection (a) hereof. ( Ord. No. 70-84, § 4, 6-25-70)

*Sec. 18-313. Storage on commercial premises.*

It shall be unlawful for any person to store upon any premises used for business or commercial purposes within the city any damaged, worn out, scrapped or discarded automobiles, buses, motorcycles; gas or electric fixtures or appliances or parts thereof; plumbing fixtures or parts thereof; building materials; or other used or secondhand metal articles, scrap or junk, unless the same are housed in a covered, enclosed structure. Provided, however, that this section shall not apply (1) to such materials stored on the premises of a junk or salvage yard, scrap metal processor, or automobile graveyard as defined in this article; (2) to damaged but salvageable vehicles awaiting repair, or in the process of repair, on the premises of any automobile repair shop body shop or (3) to supplies and materials or building material companies, lumber yards or appliance and plumbing repair shops; so long as the same are stored in such a manner as to prevent overgrowth with weeds and the harboring of rats, mice, insects, reptiles or other vermin, and so as to prevent a health, fire or safety hazard as defined by the laws of the state and the ordinances of the city. (Ord. No. 70-84, § 5, 6-25-70; Ord No. 70-250, § 3, 11-24-70)

*Sec. 18-314. Enclosures.*

Every junk and salvage yard, scrap metal processing yard or automobile graveyard, as defined in this article, shall be enclosed, except for entrances and exits, with a solid, or otherwise nontransparent vertical wall or fence of a minimum height of...

*HUNTSVILLE CODE § 20-27*

Markers or signs, so that the public may know that such street or such portion of a street is closed to use by the public, (Code 1962, § 25-21)

*Cross reference -- Traffic control devices, § 14-42 et seq.*

*Sec. 20-28. Driving upon the streets being repaired.*

When any street or sidewalk in the city is being repaired or built and the same is closed or barred to traffic by the superintendent of streets, or other persons doing or in charge of such work, any person going upon, riding or driving any vehicle, automobile, truck or animal upon such closed street or sidewalk shall be guilty of a misdemeanor. (Code 1962, § 25-22)

*Sec. 20-29. Hauling of cargo which drags streets.*

Any person who shall haul, carry or transport any timber, stone or other heavy articles in such manner that any part thereof shall drag or touch a street, alley or square shall be guilty of a misdemeanor. (Code 1962, § 25-23)

*Sec. 20-30. Transporting through streets, alleys, highways, sidewalks.*

It shall be unlawful for any person to transport solid waste or any other article or material through the streets, alleys, highways, sidewalks, easements or other public ways of the city or its police jurisdiction except as to prevent leakage or spilling of the same upon or along said streets, alleys, highways, sidewalks, easements or other public ways; and all said vehicles or containers shall be secured so as to prevent the aforementioned solid waste or other article or material from being blown from said vehicle or other container. ( Ord. No. 76-201, Art. II, § 8, 6-24-76 )

*Sec. 20-31. Gutters, etc., permitting water to flow across and injure pavements.*

Any person who is the owner of any building or structure located in the city, and who permits the gutter or downspout connected with such building or structure to remain in such a condition as to cause or permit water from such building or structure to flow across the pavement, sidewalk, public alleys, public ways, public grounds or parks of the city and thereby cause damage to such pavements, sidewalks, public alleys, public ways, public grounds or parks, or inconvenience the passage by persons on foot over and across such pavements, sidewalks, public alleys, public ways, public grounds or parks, shall be guilty of a misdemeanor.. ( Code 1962, § 25-24)

*Cross reference--Parks, Ch. 19*

*Sec. 20-32. Removal, relocation, etc., of signs., when done by city; cost to be lien.*

(a) Every person erecting, maintaining or interested in a sign lawfully erected upon or over the streets or sidewalks of the city under the official building code of the city may be required by the director of inspection department to readjust, relocate or remove the same if , in the opinion of the director of inspection department, the space covered by the sign is necessary for the extension of public utility lines, sewage lines, traffic lights or other improvements necessary for the public convenience.

(b) If, in the opinion of the director of inspection department, it becomes necessary to readjust, relocate or remove such sign, he shall give thirty (30) days written notice to the person who owns or who is interested in said sign, to remove, readjust or relocate same, and upon his failure to do so, may remove said sign. The cost shall be a lien thereon and collected the same as taxes are collected.

(c) All sign permits shall include therein a provision to the above effect, giving notice the applicant of the above conditions of removal, readjustment or relocation . (Code 1962,§ 25-33)

Cross references -Building code, § 7-41 et seq.; sign control regulations, App. C, Art. XLII.

*Sec. 20-33. Playing ball.*

It shall be unlawful for any person to engage in any kind of ball playing on the streets, alleys or sidewalks of the city. (Code 1962, § 25-36)

*Sec. 20-34. Trash, leaves, etc., not to be burned.*

It shall be unlawful for any person to burn leaves, trash or any other matter upon the streets, sidewalks or alleys of the city. (Code 1962, § 25-36)

*Cross reference -- Fire prevention and protection, Ch. 11.*

*Sec. 20-35. Depositing gravel, stone, oil, etc.*

It shall be unlawful for any person to place, leave or deposit any gravel, stone, oil or other material of any kind on any street, alley or other public grounds within the city, without first securing permission of the city council; provided however, that this section shall not apply to employees of the city engaged in repairing or working on streets, alleys or other public grounds within the city, nor to any servant, agent or employee of any contractor engaged in improving or repairing streets, alleys or other public grounds within the city under contract with the city. (Code 1962 § 25-37)

*Sec. 20-36. Cellar doors, etc., on sidewalks --- Permission of city council.*

Steps, stairs, cellar doors or other impediments to free passage that are above the grade of the pavement shall not be permitted upon any sidewalk or pavement without the express permission of the city council recorded upon its minutes. This permission may be rescinded at any time. (Code 19623, § 25-16)

*State law reference -- Authority of city to prohibit openings on sidewalks for cellar entrances, Code of Ala. 1975, § 11-49-2.*



HUNTSVILLE CODE § 18-23

...nothing herein shall be construed as prohibiting the right of any person to sleep in or upon, or use for sleeping quarters, any such private lot or land which is owned by the person so using the same for sleeping purpose, nor shall the same be construed as prohibiting the use for sleeping or sleeping quarters of the area embraced in any regularly licensed trailer camp, tent camp or tourist camp. (Code 1962, § 19-58)

*Cross reference -- Parking or stopping vehicles, § 14-139 et seq.*

*Sec. 18-24. Injuring property -- generally.*

It shall be unlawful for any person willfully or maliciously to injure or deface any public property or private property of another. (Code 1962, § 19-35)

*State law reference -- Criminal damage to property, Code of Ala. 1975, § 13A-7-20 et seq.*

*Sec. 18-25. Same --Warning devices.*

It shall be unlawful for any person to destroy, remove, injure or in any manner interfere with any red lantern or any other danger signal that may be in use within the corporate limits of the city. (Code 1962, § 19-39)

*Sec. 18-26. Same -- Telephone poles, etc.*

It shall be unlawful for any person to post any bill or advertisement, sign or notice by attaching the same to or placing the same around or against any telegraph, telephone or electric light pole or street lighting post in the city or the police jurisdiction thereof. It shall be unlawful for any person to post any bill or advertisement by attaching the same to or placing the same around or against any tree within the right-of-way of a dedicated street or highway within the city or the police jurisdiction thereof. It shall be unlawful for any person to mutilate by whittling or otherwise, any telegraph, telephone or electric light pole or street lighting post in the city or the police jurisdiction thereof. ( Code 1962, § 19-42 )

*Sec. 18-27. Same --- Trees, shrubs, etc.*

It shall be unlawful for any person to break, cut, disfigure, deface or injure any tree, shrub or plant in any cemetery, park or other public place. (Code 1962, § 19-40)

*Cross reference -- Cemeteries, Ch. 8; parks and recreation, Ch. 19.*

*Sec. 18-28. Same -- Fences, gates, steps, signs, etc.*

It shall be unlawful for any person to break, throw down, injure, destroy or carry away a fence or other enclosure, or any gate, or any step or door of a house, or to take down, deface or carry away any signboard, plate or card which indicates the name, occupation or business of any person. ( Code 1962, § 19-38 )

OFFENSES -- MISCELLANEOUS § 18-23

*Sec. 18-18. Same -- In cemeteries or parks.*

It shall be unlawful for any person to commit any trespass or nuisance in any cemetery or park. (Code 1962, § 19-65)

*Cross references -- Cemeteries, Ch. 8; parks and recreation, Ch. 19.*

*Sec. 18-19. Swimming in drainage system facilities.*

It shall be unlawful for any person to swim in any creek, stream, ditch, pipe or similar facility maintained by the city as part of its public drainage system. (Ord. No. 74-198, § 1, 2-22-74)

*Sec. 18-20. Fishing in drainage system facilities.*

It shall be unlawful for any person to fish in any creek, stream, ditch or similar facility maintained by the city as part of the city's drainage system without the permission of the owner, the owner's agent or person in possession of the property upon which the easement or right-of-way for the maintenance of said facility is located. (Ord. No. 74-198, § 2, 7-22-74)

*Sec, 18-21. Schools -- Breaking in.*

It shall be unlawful for any person to break or enter into any building on the public school premises after it has been closed. (Code 1962, § 19-56)

*State law reference - Burglary and criminal trespass, Code of Ala. 1975, § 13A-7-1 et seq.*

*Sec. 18-22. Same -- Loitering and annoying.*

It shall be unlawful for any person to loaf or loiter around any school or to interfere in any manner whatsoever to the discomfort or annoyance of the principal, teachers or pupils, in the city or its police jurisdiction. (Code 1962, § 19-57)

*Sec. 18-23. Sleeping in parked vehicles, public places or on private lot of another.*

(a) It shall be unlawful for any person to sleep in, or use for sleeping quarters, any automobile, truck or any other vehicle, while the same is parked on any street or other public roadway or public land, in the city or the police jurisdiction thereof.

(b) It shall be unlawful for any person to sleep in, or use as sleeping quarters, any public place, public house, building or structure within the city or the police jurisdiction thereof, unless such building or structure is one which has been provided with beds or sleeping quarter.

(c) It shall be unlawful for any person to sleep in or upon, or use as sleeping quarters, any private lot or ground, whether such sleeping, or use for sleeping, is had or done in an automobile, truck or other vehicle, located upon such private lot, or land, without the written consent of the person owning such private lot or land.

*ANIMALS AND FOWL § 5-119*

*ARTICLE V. DEAD ANIMALS \**

*Sec. 5-116. Unlawful to remove dead animal except as provided.*

It shall be unlawful for any person to remove any dead animal from any public street, sidewalk, park or other public place or from any private premises in the city or the police jurisdiction thereof, except in the manner provided by this article. (Ord. No. 79-104, § 5-45, 5-10-79)

*Sec. 5-117. Deposit on streets.*

It shall be unlawful for any person to cast, throw, drop or otherwise deposit any dead animal in or upon any street, park or other public place in the corporate limits of the city or the police jurisdiction thereof. (Ord. No. 79-104, § 5-40, 5-10-79)

*Cross reference -- Parks and recreation, Ch. 19.*

*Sec. 5-118. Disposal generally.*

(a) All owners or persons in charge of animals which die or are killed in their possession or custody, other than such as are slaughtered for food within twenty-four (24) hours, shall notify the appropriate city official, as set forth in section 5-119, of such dead animal and request its removal as provided in section 5-120, or shall cause the remains of such animals to be buried at least two (2) feet below the surface of the ground in accordance with this article. Animals dying from any communicable disease whatever shall be reported to the city in accordance with section 5-119. No such animal shall be buried sufficiently near a residence or residences, or in such a manner as to create a nuisance. In no case shall a dead horse, bull, mule, cow or other large animal be buried within three hundred (300) feet of a residence or residences.

(b) This section shall apply both within the corporate limits of the city and within the police jurisdiction thereof. (Ord. No. 79-104, § 5-41, 5-10-79)

*Sec. 5-119. Appropriate city official for notification.*

(a) A small dead animal such as a dog, cat, fox or skunk shall be reported to the director or an animal control officer.

(b) A large dead animal such as a horse, mule, cow or hog shall be reported to the superintendent of streets.

(c) Animals dying from any communicable disease shall be reported to the health department in addition to reporting such dead animal to the appropriate official for removal.

(d) This section shall apply both within the corporate limits of the city and within the police jurisdiction thereof. (Ord. No. 79-104, § 5-42, 5-10-79)

*Cross reference -- Streets and sidewalks, § 20-16 et seq*

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\* *Cross references -- Cemeteries, Ch. 8; health and sanitation, Ch. 12; streets and sidewalks, § 20-16 et seq.*

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*Chapter 19*

*PARKS AND RECREATION \**

*ART. I. In General, §§ 19-1 --- 19-20*

*ART. II. Swimming Pool Facilities, §§ 19-21--19-40*

*ART. III. Golf Facilities, §§ 19-41 --- 19-66*

*Div. 1. Generally, §§ 19-41 -- 19-60*

*Div. 2. Golf Club Advisory Committee, §§ 19-61 -- 19-66*

*ARTICLE I. IN GENERAL*

*Sec. 19-1. Vehicles in parks to be driven on roadways.*

No person shall ride or drive any vehicle in any public park within the city limits unless it is upon a road or driveway set apart for such use. (Code 1962, § 18-60)

*Sec. 19-2. Persons in parks at night.*

(a) It shall be unlawful for any person to be upon the grounds of any public park under the supervision of the director of parks and recreation, except Big Spring Park, during the period from one-half hour after sunset to one-half hour before sunrise, unless such person is at the time a participant or spectator of an activity officially scheduled by the parks and recreation department.

(b) This section shall be effective as to each such park from and after such time as appropriate signs are erected in such park informing the public of the provisions of this section. (Ord. No. 75-315, 9-25-75)

*Sec. 19-3. Lying on grass or benches.*

It shall be unlawful for any person to lie on the grass or lie down on any bench or seat in any city park. (Code 1962, § 19-48)

*Sec. 19-4. Bathing in public springs, streams, etc.*

It shall be unlawful for any person to bathe in the Big Spring Branch between its head and Lehman's Ferry Road, or to do any act to pollute the water therein.

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\* *Cross references* --- Cultural facilities, Ch. 10; libraries, Ch. 13; motor vehicles and traffic, Ch. 14; zoning generally, App. C; subdivisions, App. E; deposit of dead animal in park, § 5-117; areas for operation of model airplanes, § 6-13; swimming pools, § 7-109 et seq.; committing trespass or nuisance in park, § 18-18; damaging plant in park, § 18-27; curfew authorized, § 18-92; leaving scrap or junk in parks, § 18-311; permitting waste water to flow across parks, § 20-31; playing ball on streets, alleys or sidewalks, § 20-33; placing of handbills in parks, § 20-261.

*State law references* --- Authority of city to establish parks, Code of Ala., 1975, § 11-47-19; exercise of police jurisdiction over parks, § 11-47-22; parks, playgrounds and other recreational and athletic areas and facilities generally, § 11-47-210 et seq.; public park and recreation boards, Code of Ala., 1975, § 11-60-1 et seq.

*HUNTSVILLE CODE § 19-4*

...also be unlawful for any person to bathe or wash in an indecent manner in any of the streams within the corporate limits of the city. (Code 1962, § 19-11)

*Cross reference* ---- Water Ch. 23.

*Sec. 19-5. Fishing in Big Spring and Big Spring Park Lake.*

It shall be unlawful for any person to catch or take or attempt to catch or take fish, minnows or bait from or out of Big Spring or Big Spring Park Lake, provided, however, the mayor may, upon application, permit fishing or the taking of fish, minnows or bait at such time and upon such terms and conditions as he may impose, taking into consideration the biological results in granting or refusing such permit. (Code 1962, §§ 19-12 --- 19-14; Ord. No. 78-120, 4-13-78)

*Sec. 19-6. Trespassing upon Big Spring Park dam.*

It shall be unlawful for any person to trespass upon the dam at the Big Spring Park or climb upon or in any manner interfere with the chains stretched across the branch below the dam. (Code 1962, § 19-15)

