



**Henrico County
Recreation & Parks**

SPORTS MANUAL 2025

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

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



Henrico County Recreation & Parks Policies and Procedures

Sports Staff (available Monday-Friday from approximately 8:00am - 4:30pm)

Division Director	Chris Bolt	E: bol021@henrico.gov	(O) (804) 727-8207
Sports Coordinator II - Indoor Sports/Adult Sports	Elbert Grinnell	E: gri10@henrico.gov	(O) (804) 501-5156
Sports Coordinator II – Associations/Diamond Sports	Kameron Simms	E: sim108@henrico.gov	(O) (804) 501-5099
Sports Coordinator II – Schools/Turf	Tavaris Robinson	E: rob189@henrico.gov	(O) (804) 727-8209
*Please CC' the general sports e-mail address on all e-mail communication: sports@henrico.gov			

Additional County Numbers

Emergency	911
Non-Emergency Police	(804) 501-5000
Sports Hotline.....	(804) 501-5132
Park Services On-Call.....	(804) 652-1451
Henrico Security	(804) 501-4555

Sports Facility Supervisors/Specialists (available after-hours and weekends)

Central District	Henry Johnson	(804) 873-5165
East End District	John Stone	(804) 512-8064
Tuckahoe District	Mike Stewart	(804) 513-8284
West End District	Kevin Allen	(804) 201-8273
RF&P Park	Tony Volley	(804) 912-8646
Floater/Schools	Adofo Ka-Re	(804) 937-8477
Floater/Schools	Gabe Fowler	(804) 201-1608



Henrico County Recreation & Parks

Policies and Procedures

General Facility Use Rules & Reservation Policies

1. Users should read through all parts of the manual to become familiar with Henrico County's policies and procedures. Users must comply with federal, state, and local law, including Chapter 14 of the Henrico County Code and the rules and regulations of the Division. Please review Division Policy RP-0001. A user's noncompliance with federal, state, or local law, including Chapter 14 of the Henrico County Code and the rules and regulations of the Division, may result in revocation of the user's permit and denial of future applications.
2. All user groups must strictly adhere to HCPS rules while on HCPS property, which includes a prohibition on food and drink in HCPS gyms. Players, spectators, and other persons may not wander or run through HCPS facilities, and facilities and may not bounce or throw balls in the hallways. Players, spectators, and other persons may use, and must remain within, only the assigned areas. School property is off-limits without prior authorization from a school custodian or designee.
3. Users may not collect admission fees for entry to events booked through the Sports Section. No person may sell or offer for sale, hire, or lease or let out any object or merchandise, property, privilege, service, or any other thing, or engage in any business or erect any building, booth, tent, stall, or any other structure within any park or Henrico County Public Schools' property without prior written permission from the Director of Recreation and Parks.
4. Alcoholic beverages, marijuana, and illegal drugs are prohibited.
5. Per Henrico County Public Schools' policy P11-08-002 Policy – Tobacco-Free Schools (last revised August 8, 2019), the use of tobacco products by school employees, students, and visitors on school property and in school vehicles is prohibited at all times, including days when school is not in session.
6. Users are responsible for leaving facilities in the same or better condition than upon arrival, locking up all concessions stands and bathrooms, and setting alarms (if applicable) when leaving county property. Users must ensure the lights are turned off and all doors and base boxes are locked upon departure from the premises. Users must remove trash from the concessions stands and deliver to the dumpster when one is provided by Park Services (if applicable).
7. All lights will be turned off on nights preceding a school day by approximately 9:00 p.m. with some exceptions for adult leagues concluding their use no later than 10:00 p.m. Users must submit requests for extended hours in writing to the Sports Section with their application.
8. If additional keys to the facilities are needed, the league point of contact must contact a sports coordinator. Please provide the contact information (email and phone number) of the person receiving the key(s). The recipient will be notified once the key(s) are ready and will be asked to sign out and pick up the keys any time from 6:30 a.m. to 3:00 p.m. at the Western Park Services office (10305 Woodman Rd, Glen Allen).
9. Henrico County does not provide insurance to cover users' property or assets at school facilities or park property. Users must provide insurance with, at a minimum, the coverages and in the amounts specified on page 7.
10. Recreation & Parks will be responsible for all field preparation at all county-owned parks and those approved school sites designated for play by the Sports Section. Practice-only spaces will not be lined. Users may not construct, add to, or tamper with any field or facility.



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11. Synthetic turf rules are located at the end of this manual (pages 7 and 8). Henrico County currently has Glover Park (four multipurpose fields) and the nine high school multipurpose fields in its inventory. Goal-anchoring rules are located at the end of the manual.
12. Field space is reserved according to availability. Therefore, field space is **NOT GUARANTEED**. Further, the Sports Section reserves the right to assign fields according to playing surface suitability (e.g., a playing surface lined for particular sports may be a preferred venue for those sports).
13. **The Sports Section cannot guarantee capacity for the expansion or addition of associations, leagues, or teams. If an association or league is considering an expansion of teams or participants, please contact the Sports Section to discuss feasibility. The Sports Section will make every effort to schedule returning leagues and associations on the sites used in prior seasons assuming no issues or infractions occurred in the prior season.**
14. All requests for signage must be submitted as part of the user group's application and approved by the Director or designee with the application. Signage may not interfere with use by other user groups, may not impair the aesthetic or visual qualities of the facility, including spectators' sight lines, and may not be erected or posted in a manner that could damage the facility. Signage may include only the name, contact information, and marks of a user group with an approved reservation or sponsor.
15. Field configurations must be submitted at least three (3) weeks prior to the user group's first scheduled game and approved by the Sports Section prior to the user group's first scheduled game.
16. All requests for sound amplification must be submitted as part of the user group's application and approved by the Director or designee with the application. Please refer to Chapter 14 of the Henrico County Code Section 14-53. – Noise Restrictions for more information.

General Scheduling Rules & Procedures

1. Users are responsible for entering their requests and schedules into the Henrico County Sports Section online scheduling system.
2. Communications must be between the Sports Section and the league/association president or his/her designee. ***A league/association may designate only one contact person per league/association as the liaison between the league/association and the County.**
3. In the event of inclement weather, designated Sports and Park Services Personnel will make site determinations at 7:00 a.m. on Saturdays/Sundays regarding reservations. The decision will be recorded on the sports hotline (501-5132). On weekdays, the hotline will be updated at 3:00 p.m. In the event of a rain out, please update rSchool within three business days regarding requested rescheduled date(s). Please see pages 9 and 10 for determining field playability. Depending on the extent of cancellations there is no guarantee that make-up dates will be available.
4. On school sites, school activities always take precedence over local sports activities and reservations, and some cancellations will occur with little advance notice. The Sports Section will inform users of dates when a school site is not available, and users must cancel all activities scheduled on the site for such dates.
5. Henrico County middle school activity and game dates may affect users' game and practice times. Most Henrico County middle school events end at approximately 6:00 p.m. To allow each group the opportunity to transition, game and practice times will start at 6:30 p.m. whenever there is a conflict and finish no later than 9:30 p.m.
6. The Division and Sports Section reserves the right to cancel use of fields or gyms at any time.



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7. Approved reservations may not be delegated, transferred, or otherwise assigned to another user without prior written permission from the Sports Section. These requests should be submitted to the Sports Section no less than fourteen (14) days before the scheduled date. In no instance may an approved user be compensated, monetarily or by other means, for delegating, transferring, or otherwise assigning their reservation to another group even if the transfer has been approved by the Sports Section. Violations of this rule may result in the cancellation and/or denial of future reservations.
8. Ball fields (diamonds) open March 3rd for the 2025 spring season and close November 2nd. Multipurpose natural turf fields will open March 17th for the 2025 spring season and close December 7th. No natural turf fields will be scheduled outside of those dates. Synthetic turf fields are scheduled year-round.
9. When high school synthetic turf fields are available to Recreation & Parks for scheduling, associations and user groups must go through the Sports Section to reserve such fields. Recreation & Parks schedules the high school synthetic fields when HCPS is not in session, which is summer break, and on weekends starting at 12:00pm on Saturdays during the school year. Summer session for 2025 is June 16th thru July 27th. Fields are available to user groups during that time and can be scheduled.
10. **The Sports Section requires all users to submit their league/association dates, for each season, by the deadlines below. There is no guarantee for field space, even if the user was assigned field space in a previous season, but efforts will be made to at least partially meet the applicant's requests. Any requests received after a deadline may only be accepted once all other applications have been processed.**

- i. **January 20th, 2025 – Spring**
- ii. **March 24th, 2025 – Summer**
- iii. **May 26th, 2025 – Fall (grass fields)**
- iv. **June 23rd, 2025 – Fall (turf fields)**
- v. **September 22nd, 2025 – Winter**

Youth-Specific Information

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



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Henrico County residents may request to reserve Recreation Center rooms up to one year in advance and are subject to availability.

- 5. Fall cheer squads may request one night of indoor space through the football arm of their organization. Reservations are subject to availability and are taken alongside of fall travel basketball requests.
- 6. Henrico County youth associations may submit flyers, with registration information only, to the Sports Section for distribution, one flyer per season per association. Flyers must be submitted to gri10@henrico.gov and sports@henrico.gov by the following dates:

Spring/Summer Sports.....January 10, 2025
 Fall SportsApril 11, 2025
 Winter Sports.....September 22, 2025

Policies & Procedures for Scheduling Henrico-based User Groups and Non-Henrico-based User Groups

- 1. This section describes Henrico County’s policies for scheduling use by Henrico-based organizations and travel teams and non-Henrico-based organizations and travel teams and is in addition to the other rules, policies, and procedures contained in this Manual. A “travel team” is a team that competes in games, competitions, or tournaments independently of a league or association. “Henrico-based” refers to a user group with 50% or more of its participants being Henrico County residents. “Non-Henrico-based” refers to a user group with less than 50% of its participants being Henrico County residents.
- 2. Henrico County’s policy is to prioritize use by Henrico-based organizations and Henrico-based travel teams. A roster must be provided (one roster per team) with the user’s submittal to the Henrico County Sports Section online scheduling system. Rosters may also be emailed to the Sports Section, provided that they are sent prior to or contemporaneously with the user’s submittal to the Henrico County Sports Section online scheduling system. Rosters must include every player’s name, home address, and school (if applicable).
- 3. Henrico-based organizations and Henrico-based travel teams will receive field and gym space first, subject to the other rules, policies, and procedures contained in this Manual, including facility availability. Requests by non-Henrico-based organizations and non-Henrico-based travel teams are subject to availability remaining after the Sports Section has scheduled Henrico-based organizations and Henrico-based travel teams and further subject to the other rules, policies, and procedures contained in this Manual, and such requests will be accommodated at the discretion of the Sports Section.
- 4. Recreation & Parks will endeavor to provide Henrico-based basketball teams one practice slot (an hour and a half time slot) per team at a middle school from September (2nd week of school) through the end of October, as well as April through May. However, HCPS controls access and availability, and therefore there is no guarantee that space will be available for every team.



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Insurance

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

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

- Henrico County, PO Box 90775, Henrico, VA 23273-0775
- Henrico County Public Schools, PO Box 23120, Henrico, VA 23223 (if applicable)

***For information regarding indoor travel league/association reservations, please contact Elbert Grinnell (gri10@henrico.gov), or Tavaris Robinson (rob189@henrico.gov) for multipurpose/turf field reservations and local tournaments, or Kameron Simms (sim108@henrico.gov) for baseball/softball reservations and local tournaments.**

***For information regarding non-local tournaments, please contact the Henrico Sports and Entertainment Authority (HSEA). Please visit their website at www.henricosea.com/contact-us to find your point of contact.**

Concussion Policy and Procedures

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

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

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

1. Equipment on synthetic turf fields, including portable goals, scoreboards, and other sports equipment, may not be moved by users. Please find on-site Park personnel for assistance. All outside equipment must be checked and approved by on-site Park personnel prior to use on synthetic turf fields.
2. Animals (except service animals) are prohibited from synthetic turf fields.
3. Golfing or chipping is not permitted on synthetic turf fields. Throwing activities such as hammer, shot, discus, or javelin are prohibited.
4. Metal cleats or spikes are not permitted on synthetic turf fields; only rubber cleats are permitted.
5. No digging or pulling of synthetic turf fibers or infill granules is permitted. No digging with feet, hands, or other objects is permitted.
6. Field configurations must be submitted at least three (3) weeks prior to the user group's first scheduled game and approved by the Sports Section prior to use of synthetic turf fields.



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7. In addition to Rules 1-6 above, the following items are not permitted on synthetic turf fields: (a) Bicycles, roller skates, strollers, skateboards, and similar items, (b) Food and beverage products (except water), including gum and shelled seeds or nuts, (c) Sharp objects such as tent stakes, corner flags, poles, and any other object that could penetrate or damage the surface of the field, (d) Suntan lotions, oils, and creams of any kind (please apply sunblock prior to entering turf fields), (e) Tobacco products, (f) Fireworks, smoke machines, portable heaters, and any open flame, and (g) Glass bottles and containers.

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

Henrico County Goal Anchoring Policy

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

Inclement Weather (applicable to outdoor facilities)

When lightning is seen or has been detected within a **10-mile radius**:

1. Evacuate all fields immediately and seek shelter.
2. The facility must close for at least 30 minutes from the last sighting or detection of lightning. After 30 minutes from the last sighting or detection of lightning, the facility must remain closed until play can safely continue.
3. If inclement weather conditions cause fields to be unsafe for play, every attempt will be made to reschedule for a later date.
4. If use has begun and inclement weather moves in, play will be delayed until fields are playable in accordance with the below standards for determining field playability.
5. If use has not begun and there is a delay due to inclement weather, facility staff will communicate with the onsite contact as to an estimated start time. If the onsite contact cannot proceed with their event due to the delay, then every attempt will be made to reschedule for a later date.

Determining Diamond Field Playability

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

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

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

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



Determining Multipurpose Field Playability

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

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

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

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





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Applications may be denied for the following reasons:

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

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



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Sports Manual Agreement

Name of Organization: _____

Mailing Address: _____

Organization E-Mail: _____

Organization Website: _____

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

Activities or Sports offered (Please check all that apply): Baseball Basketball Cheer
 Football Field Hockey Lacrosse Rugby Soccer Softball Volleyball Cricket Tennis
 Other/s: _____

I have received and read the Sports Manual, and the policies, procedures, and rules set forth therein. I attest that the organization I represent meets at least the minimum listed criteria within the 2024 Sports Manual. I understand the organization’s responsibilities and agree to abide by the policies, procedures, and rules in the Sports Manual, which include supplying a copy of the organization's certificate of insurance, all official league rosters, and all practice and game schedules by the required deadlines.

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

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

Signature: _____
League Representative

Date: _____

Signature: _____
County Representative

Date: _____

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