



**FRANKLIN-SIMPSON
PARKS & RECREATION**

Youth Sports League Packet

2026 Season

Franklin Simpson Parks and Recreation
Jim Roberts Community Park
298 Community Park Circle
Franklin KY 42135
270-586-8999

Franklin Simpson Parks and Recreation

Youth Sports Agreement Application

Season/Year: _____ League: _____

All leagues that utilize Franklin Simpson Parks and Recreation Department (FSPARKS) facilities, including Jim Roberts Community Park and Lincoln Park, must possess a Youth Sports Agreement through FSPARKS. The Youth Sports Agreement will serve as a mutual agreement between the league and FSPARKS and states the league's responsibilities to the FSPARKS. Application for a Youth Sports Agreement must be obtained and renewed with FSPARKS prior to each sports season. The application must be signed by the league president.

It is **mandatory** that each league abide by the agreement requirements listed below and provide all necessary documents. Failure to comply with any requirements will result in non-renewal of the request for a league agreement, and additional restrictions may be imposed. This could include withholding of game/practice schedules until compliance is met. Leagues that do not have an **approved** agreement with FSPARKS may reserve facilities, however, reservations will be scheduled based on availability and charged fees based on the current FSPARKS rental fee schedule. The league's agreement will be reinstated upon the compliance of the league and proper corrective action of the league ensuring future compliance. FSPARKS reserves the right to investigate all complaints of wrongdoing, noncompliance of agreement rules, and complaints about league operations and take appropriate actions based on the findings of the investigation. If illegal activity is in question, complaints will be turned over to law enforcement.

1. League agrees to provide FSPARKS with a list of all board members, capacities in which they serve, email addresses and phone numbers.
2. League agrees to submit current bylaws and rule changes of their league to FSPARKS as a matter of record and information only. Each league is a separate entity from FSPARKS and is responsible for drafting and updating its own bylaws, ensuring they conform to current national youth sports standards, including rules of play and league drafting procedures. League is responsible for ensuring its board, coaches and/or volunteers enforce bylaws and accepts all legal liability for such. Only formal complaints of leagues failure to follow its own bylaws may be investigated by FSPARKS. FSPARKS has sole discretion regarding decisions and judgements made on parks property.
3. League agrees to provide FSPARKS a detailed calendar of events including registration information and participant fee structure so that meetings, registrations, and trainings can be scheduled and published.
4. League is fully responsible for creating and utilizing an organized system of interviewing and selecting all head coaches, assistant coaches, and managers.
5. League agrees it is **MANDATORY** to have all board members, coaches, assistant coaches, managers and dugout parents apply for a background check. New applications must be submitted by individuals for each sport in each season they choose to participate.

Background denial lists will be sent to league presidents bi-weekly with updated approvals and denials. Any individual whose background check is denied will not be allowed to function in any capacity with the league program. All applications must be received and approved **prior** to a coach/assistant coach/manager/dugout parent leading the team in practices or games.

6. League agrees to provide FSPARKS a list of all head coaches, assistant coaches, managers, and dugout parents. Information is to include name, address and contact phone information.
7. League agrees and understands that FSPARKS rules and regulations supersede all league rules and league affiliated national organization rules for events including tournaments, special events, and fundraisers.
8. League agrees to provide FSPARKS with team names and number of registered players no later than 5 business days after final registration if utilizing a registration platform other than the one provided by FSPARKS. FSPARKS utilizes [fsparksandrec.RecDesk.com](https://fsparksandrec.com) for online registrations. League board members and coaches will have access to the coach/volunteer page of the software. FSPARKS has 10 business days before projected first practice to create practice/game schedules. FSPARKS will create and/or approve all schedules. League presidents will be allowed to review schedules, and all change requests will be subject to FSPARKS approval (details in FSPARKS league scheduling policy). FSPARKS cannot guarantee the season to start on time with the allowance of this 10 day period. FSPARKS will not guarantee that requests for changes will be granted. Leagues must acknowledge and understand that due to community growth and participation, FSPARKS reserves the right to cap programs based on need for equitable distribution of all facilities for all programs.
9. League agrees to follow all FSPARKS, Barren River District Health Department (BRDHD) and Kentucky High School Athletic Association (KHSAA) resumption of play guidelines and any orders issued by the KY. Governor's office. League agrees to abide by all BRDHD or Centers for Disease Control (CDC) COVID-19 exposure, isolation and quarantine protocols and policies. League agrees to abide by all posted COVID-19 signage and rules and regulations in and at all facilities throughout FSPARKS properties.
10. League agrees to provide FSPARKS with a current certificate of coverage for general liability insurance for the league listing Franklin Simpson Parks and Recreation, PO Box 109, Franklin KY 42135; the City of Franklin, Kentucky ("City"), P. O. Box 2805, Franklin, Kentucky 42135; and the County of Simpson ("County"), 100 Courthouse Square, Franklin, Kentucky 42134; each and all as additional insureds and provide a certificate for each entity to the Parks Director. Further, League agrees to use reasonable care to not damage FSPARKS property and, further, League agrees to indemnify FSPARKS, CITY, AND COUNTY and hold each and all of said entities harmless from any and all losses, claims, suits, demands, and liability for any and all injuries, death, or property damage arising out of or any way related to any and all acts or omissions of League.
11. League agrees to provide FSPARKS with signed copies of the FSPARKS Code of Ethics by all participants, coaches, and parents. FSPARKS will provide a printout to the leagues of names who have signed the form through the online registration process.

12. League agrees that FSPARKS code of ethics will be enforced on all Parks Property. FSPARKS has sole authority to set penalties and disciplinary action on any individual that violates the code of ethics on park properties.
13. Leagues agrees and understands that anyone in violation of a league bylaw or specific league-established rule will be disciplined solely by the league according to penalties that have been approved by the league's board of directors. FSPARKS will only investigate and issue disciplinary decisions for FSPARKS Code of Ethics violations.
14. League agrees and understand that any individual that violates FSPARKS Code of Ethics rule has the right to appeal FSPARKS decision to an advisory council. That council is assigned by FSPARKS, and all rules, judgements, and decisions rendered by the council will be enforced by FSPARKS. Individuals that have violated league specific bylaws or rules should address appeals directly through the specific league.
15. League agrees to submit to FSPARKS the rates of pay for officials, scorekeepers, and official assigners. League agrees to pay all umpires/officials at competitive rates.
16. League agrees that the payment of scorekeepers or timekeepers for its games is the responsibility of the league and not FSPARKS.
17. League agrees to submit all tax-related information to appropriate city, county, state and/or federal agencies for accountability purposes and that this is the league's responsibility as an independently operated organization. A league can be held legally liable by any level of government for tax-related noncompliance and could result in suspension of its league agreement until compliance is made.
18. League agrees that \$5 participation fees (\$5 per participant) are required to be paid to FSPARKS five (5) business days prior to the first scheduled practice date. Failure to comply with this procedure could result in revocation of agreement and/or withholding of league or game practice schedules.
19. League agrees to submit to FSPARKS a post-season financial budget update. (due 30 days after season ends)
20. League agrees to pay any law enforcement and/or EMS personnel which they request to attend games/functions.
21. League agrees to abide by all FSPARKS policies, rules and regulations and any posted facility rules.
22. League agrees to abide by and enforce the FSPARKS severe weather policy, field playability policy (if applicable to the sport), and code of ethics policy rules and amendments. League also agrees to follow all facility COVID-19 protocols.
23. League agrees that FSPARKS may institute caps on programs based on facility availability and staffing.
24. League agrees that FSPARKS will handle or approve all scheduling of games, activities, functions, and tournaments at all FSPARK facilities. Schedules will be created based on facility availability and staffing.
25. League agrees that FSPARKS will maintain park facilities and reserves the right to cancel, alter, change, postpone, or reschedule all league functions if situations occur that require implementation of the FSPARKS severe weather policy, emergency procedures, or field playability policy, or if closings are necessary due to unforeseen circumstances such as COVID-19 related issues.

26. League agrees to work cooperatively with FSPARKS on all issues, concern, and functions regarding league activities and overall operations.
27. League agrees that is the responsibility of the league to provide some type of organized training for all coaches. League will enforce any trainings required by FSPARKS.
28. League agrees to communicate in a professional and courteous manner with all spectators, participants, parents, patrons, officials and FSPARKS staff/employees/volunteers.
29. League agrees that all concessions at league events will be conducted by the concessions vendor per FSPARKS concessions contract.
30. League agrees that FSPARKS will notify league presidents and executive board members of cancellations or updates through text messaging. Leagues are responsible for updating all coaches and parents using their own method of notification.
31. League agrees that FSPARKS reserves the right to change, alter, and/or add to this agreement requirements in order to provide a safer, more constructive environment for all patrons.

League President/Date

FSPARKS Director/Date

Franklin Simpson Parks and Recreation
League Registration and Team Sponsor Information

League Name: _____

Season: Spring Summer Fall

Year: _____

This form must be completed and submitted to FS Parks and Recreation Office no later than 30 days prior to registration or by other specified deadline to have league registration information included in any FS Parks sponsored advertising (i.e. school flyers, social media posts, posters, newspaper ads)

DIVISION	AGE	GRADE	FEE

Does the league offer any early, or special discounts? Yes or No

List details of discount(s) here: _____

Is the league conducting online registrations only? Yes or No

Are online registrations through a league site _____ or through the FS Parks* site _____

List league site _____

FSParks registration site is fsparksandrec.recdesk.com and registrations are open February 1 – February 28, 2026. In person registrations are available in the parks office M-F from 9 am – 5 pm on the same dates. All registrations received after the last registration date automatically go on the wait list.

Are players required to return uniforms at the end of the season? Yes or No

What are your league sponsorship fees per team? _____

What items are included in the sponsorship? _____

Franklin Simpson Parks and Recreation
Calendar of Events Template for Leagues

League Name: _____

Season: Spring Summer Fall

Year: _____

This is a sample of the type of information required on a league's Calendar of Events to be submitted to FS Parks and Recreation **30 days prior to registration**. All facilities needed for meetings, tryouts, etc, should be scheduled and confirmed through the parks office by calling 270-586-8999 **before** submitting the Calendar of Events. You do not have to use this format; this is a sample for your information.

SAMPLE:

DATE:	TIME:	LOCATION:	PURPOSE:
January 2025	6 pm	Ag Building	Board Meeting
Feb. 1 – Feb. 28			Online Registration open
February 22, 2025	10 am – 1 pm	Ag Building	In person registration
March		Field #	Draft
March 15 th (weather permitting)		Field #	Pre-season practice begins
March			Coaches Clinic/Pitching Clinic/etc
April 14 th		Field #(s)	Games begin
May 23 rd		Field #(s)	Season ends
May 27 th		Field #(s)	Tournament begins
May 30 th		Field #(s)	Tournament ends

You can now access all game and
practice schedules online at
<https://www.fsparksandrec.recdesk.com>

League bylaws, park rules and other
forms may also be found on this site
under the forms tab.

Franklin-Simpson Parks and Recreation

League Scheduling Policy

- FS Parks and Rec will make and/or approve all game and practice schedules for activities and programs conducted or held in/on its facilities.
- Leagues will provide FS Parks and Rec with team names and number of registered participants no later than 7 business days after final registration allowing FS Parks and Rec 10 business days before projected first practice in order to create practice/game schedules. FS Parks will create and/or approve all schedules. All change requests will be subject to FS Parks and Rec approval. FS Parks and Rec cannot guarantee the season the start on time if information is not received within this time frame.
- Franklin-Simpson Parks and Recreation reserve the right to cancel, postpone, reschedule, modify, change, or alter any game or practice schedules at anytime due to unforeseen scheduling conflicts, facility issues, inclement weather, administrative functions, staff/volunteer reduction limitations, or other programming functions.
- In creating/approving game and practice schedules, FS Parks and Rec cannot promise that teams will get their practices and games at locations that they desire. Scheduled games and practices will be scheduled per the requirement of league bylaws and based on availability of fields and facilities available. Fields are on first come basis on Wednesdays and Saturdays.
- FS Parks and Rec will not guarantee that the requested number of games and practices per week by the leagues can be met. This is dependent upon facilities and staffing/volunteers available at the locations requested.
- FS Parks and Rec may institute caps on programs based on facility availability and staffing.
- Length of games and practices are subject to change and modification by FS Parks and Rec based on overall number of league teams, league participants, and available resources (facility and staff), and other established rentals and special event functions.
- Field and facility availability will also be based on FS Parks and Rec field playability policy and severe weather policy when conditions are present.
- Leagues that have a Youth Sports Agreement with FS Parks and Rec are required to follow and abide by this policy per its terms and conditions which they have signed. For a detailed description of the agreement, visit our website at www.fsparksandrec.org

Franklin Simpson Parks and Recreation
League Scheduling Information

League Name: _____

Season: Spring Summer Fall

Year: _____

This information is **required** to be completed and submitted to Franklin Simpson Parks and Recreation Office 30 days prior to registration for each season.

Practices:

Will league have practices before season begins? Yes or No

Number of practices per team per week: _____

Beginning practices date: (Fields are available March 15th at the earliest: (weather permitting))

Field number(s) requested for games: _____

Games:

Will league have practices once games begin? Yes or No

Number of games in season: _____

Season start date: _____

Season end date: _____

Days of week requested for games: M T Th F S

Field number(s) requested for games: _____

Total number of interactions (games & practices) per week requested: _____

Tournament:

Will the league have an end-of-season tournament? Yes or No

Type of tournament? Single Elimination _____ Double Elimination _____

Tournament start date: _____

Tournament end date: _____

FS Parks and Rec does not guarantee that requested number of games and practices per week can be met. This is dependent upon the availability of facilities, staffing and volunteers at requested locations.

FRANKLIN-SIMPSON PARKS AND RECREATION

FIELD PLAYABILITY POLICY

(APPROVED ON NOVEMBER 1, 2022)

The following are the deciding factors that will determine if ball fields are acceptable for play:

Play is not permitted if:

1. Standing water on the infield
2. Three quarters (3/4) of the ball field is damp where you sink in a quarter inch (1/4 inch) – play is not permitted.
3. Field is too slick or too muddy prohibiting traction
4. Decisions on play will be decided on the availability of drying agents and chemicals that the department has in its inventory to dry the ball fields.

NOTE:

FS Parks and Rec will not provide drying agents for non-league tournaments, non-league games and sport-related functions. These materials will need to be purchased by the event coordinator 5-10 days prior to the event date and can be stored onsite. Storage location must be coordinated with maintenance supervisor.

Drying agents will only be applied by FS Parks and Rec staff or approved volunteers– no exceptions

FRANKLIN-SIMPSON PARKS AND RECREATION

SEVERE WEATHER POLICY

(Approved November 1, 2022)

1. FS Parks and Rec reserves the right to cancel any and all programs, games, practices, tournaments, special events and functions if weather conditions present a hazard to the general public. The following events could cause the listed activities to be cancelled or postponed.
 - a. Severe thunderstorm warning
 - b. Tornado watch/warning
 - c. Special weather statements
 - d. Winter weather advisory
 - e. Winter weather watch
 - f. Winter storm watch/warning
 - g. Flood warning
2. FS Parks and Rec adheres to KHSAA guidelines for lightning.
 - a. When thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning.
 - b. If such sight or sound is observed, suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.*
 - c. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
 - d. Any subsequent thunder or lightning after the beginning of the 30 minute count will reset the clock and another 30 minute count should begin.
 - e. When lightning detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location and sight or sound has not been detected.
 - f. Event managers should never depend on the reliability of these devices, and, thus, hearing thunder and seeing lightning should always take precedence over information from a mobile app or lightning-detection device.
 - g. Event managers should determine, through all available data, the optimum time to begin returning individuals to the competition areas for warming up, etc., but in no case may play (competition) resume until the 30 minute count has elapsed.

*This means all patrons and participants must leave the park facilities and after thirty (30) minutes, the situation will be reassessed. No one may remain on fields, in dugouts or on bleachers.

3. FS Parks and Rec adheres to KHSAA guidelines for play under extreme heat (indexes)

See enclosed KHSAA guidelines

Franklin Simpson Parks and Recreation
Officials and Scorekeepers Wages

League Name: _____

Season: Spring Summer Fall

Year: _____

This form is required to be completed and submitted to Franklin Simpson Parks and Recreation Office no later than 30 days prior to registration and no later than 30 days prior to the first game.

Division	Scorekeeper Wage	Officials/Umpire Wage

It is the responsibility of each league to ensure all officials and scorekeepers have completed the required background checks and meetings prior to beginning their positions. All officials must dress professionally and be recognizable on the field.

All officials and scorekeepers must complete a W9 form and submit to the park office prior to the season beginning.

Leagues will submit requests for payment to officials and scorekeepers no later than 4 pm Monday for the previous week. Requests not received by the deadline will be paid the following week. Payment requests must include the date(s) worked, number of games, position (plate or field); and rate per game. Checks will be available for pickup at 2 pm on Thursdays.

Franklin Simpson Parks and Recreation
League Board of Directors Template

League Name: _____

Season: Spring Summer Fall

Year: _____

This is a sample of the type of information required for a league's Board of Directors. All roles will not be applicable to all leagues. The Board of Directors (including roles and contact information) must be submitted to Franklin Simpson Parks and Recreation Office 30 days prior to registration. It is not required to use this exact format; this is a sample of your information.

Franklin Simpson Parks and Recreation requires that all league Board Members complete a background check at the park office each year.

Name	Role	Phone Number	Email Address
	President (required)		
	Vice President (required)		
	Treasurer (required)		
	Secretary		
	Other roles as required by your league		

2026 FS Parks & Rec -Code of Ethics

Code of Ethics

Conduct of all managers, coaches, supervisors, sponsors, participants, players, spectators, referee/umpires and officials.

I. A coach, manager, supervisor, sponsor, spectator, participant, referee/umpire, player, or official shall not;

A. Curse (malicious or otherwise) another coach, manager, supervisor, sponsor, spectator, participant, referee/umpire, player, or official of the Franklin-Simpson Parks and Recreation Department Sports Program.

B. Push, hit, strike, or threaten a coach, manager, supervisor, sponsor, spectator, participant, referee/umpire, player, or official of the Franklin-Simpson Parks and Recreation Department Sports Program.

C. Be drinking or under the influence of alcohol or controlled substances while on the park or school premises before, during, or after an event.

D. Act in an irrational manner, make a public spectacle or nuisance of oneself during, before, or after a scheduled event of the Franklin-Simpson Parks and Recreation Department while on park or school premises.

E. Violate the rules and regulations of the activity or program they are involved in.

F. Any act that undermines league policy or procedures.

G. Instigate with proof of two (2) witnesses any infraction listed in Rules A, B, C, D, E, & F.

II. Penalties

Violations of Rules A, E, F, G.

A. First Offense

1. Players, coaches, managers, supervisors and referees/umpires – dismissal for three weeks.
2. Spectators – Dismissal from viewing or participating in any Franklin-Simpson Parks sports activities for one (1) month.

B. Second Offense

1. Dismissal from Franklin-Simpson Parks for sports play and viewing for one (1) year.

C. Third Offense

1. Permanent dismissal from all Franklin-Simpson Parks and Recreation Department Youth Sports Program Activities.

III. Violations of Rules B, C, D.

A. First Offense

1. DISMISSAL from Franklin-Simpson Parks for viewing or participating in any Franklin-Simpson Parks activities for one (1) year.

B. Second Offense

1. Permanent Dismissal from Franklin-Simpson Parks and Recreation Department Sports Program Activities.

Any person that is dismissed from activities will not be allowed to participate as a spectator. If deemed necessary by the Franklin-Simpson Parks and Recreation Department, League Board of Directors, legal action may be taken against the individual violating the Code of Ethics.

Revised 1/20/2023

2026 FS Parks & Rec -Code of Ethics

Parent/Guardian

Signature (Required): _____

I have read and understand the Franklin-Simpson Parks and Recreation Department Parks Code of Ethics.

Date (Required): _____

Volunteers

Also, as a Franklin-Simpson Parks and Recreation Department volunteer, I agree to abide by the Franklin-Simpson Parks and Recreation Department Physical Activity Guidelines which requires all outside games and practices to be suspended or cancelled in accordance to KHSAA heat index guidelines. Also, I accept responsibility for contacting the proper league official to determine if suspension of games and or practices should take place due to the heat index.

Revised 1/20/2023

Signature: _____

Signature required by coaches and league board members

Date: _____