



**Glynn County**  
**Recreation & Parks Department**

# 2019 Fall Adult Kickball League



UPDATED & APPROVED for the 2019 Fall Season – September 18th, 2019

Dear Team Manager,

On behalf of the Glynn County Recreation & Parks Department, I would like to welcome you as a participant in our **2019 Adult Fall Kickball Program**.

Our goal is to offer quality sports programming at affordable prices and see that each participant has an enjoyable leisure experience.

Please read the rule book at your first opportunity to familiarize yourself with your league rules and regulations.

You can also visit our department's web site [www.glynncounty.org](http://www.glynncounty.org) for additional information as well. Please be sure to advise the Howard Coffin Park Recreation Office with ample time if your contact information changes, including e-mail address.

Your Program Coordinators for this league are Vanessa Booker and T.J. Andrews. Their contact information is as follows:

Vanessa Booker  
Program Coordinator  
912-279-3813  
[vbooker@glynncounty-ga.gov](mailto:vbooker@glynncounty-ga.gov)

T.J. Andrews  
Program Manager  
912-279-3812  
[tjandrews@glynncounty-ga.gov](mailto:tjandrews@glynncounty-ga.gov)

Again, welcome to 2019 Fall Adult Kickball League. We wish you and your team a very enjoyable and successful season.

Sincerely,

**T.J. Andrews**

Glynn County Recreation & Parks Department  
Program Manager – Howard Coffin Park  
1402 Sonny Miller Way  
Brunswick, Georgia 31520  
(912) 279-3812  
[tjandrews@glynncounty-ga.gov](mailto:tjandrews@glynncounty-ga.gov)

## **2019 Fall ADULT KICKBALL PROGRAM**

1. **Team Manager's Meetings:** We will have a coach's/team rep meeting on Monday, September 23rd, 2019 at 6pm at the Howard Coffin Park facility. Each team is to send one representative to this meeting to get the rules packet and schedules. The meeting will be at the Howard Coffin Park Office at 1402 Sonny Miller Way, Brunswick, Georgia 31520.

We will discuss the rules contained in this packet and if needed, adjust the rules for the current program to enhance play. Final rules will be given to each captain or team representative prior to the start of the season.

2. **LENGTH OF SCHEDULE (Depending on total # of teams per league/division)**  
Regular season league play will consist of eight (8) games. This may be adjusted based on the total number of teams that have entered in each division. Once the regular season is over and if we have enough time to finish before the targeted deadline date, each team may be placed in a tournament bracket based on seeding. If this is played, this will be determination for the Fall Championship.

3. **REGISTRATION PROCEDURES:**

For registering online:

- Go to [www.glynncounty.org](http://www.glynncounty.org)
- Click on "Departments" and select Recreation & Parks
- On the left-hand side/column of this page you will see blue tabs – select online registration
- From the list of programs offered – select 2019 Adult Kickball
- Follow all directions once you start the registration process and don't forget to add your team name in the comments section area if playing on a team or type "Free agent" if you are registering as a single player.

For Registering on-site:

Individuals may register by completing the registration card at any site office. If you want to register an entire team this way, the Team Manager shall collect all registration cards from all of his/her players including registration fees and submit them at one time at the appropriate office during regular business hours. Personal checks, Debit/Credit card, Money Orders or cash are accepted. Company or personal checks and money orders need to be made payable to Glynn County Board of Commissioners "(GCBC)".

4. **ENTRY FEES**

There is a fee of \$20 set as Individual Fees (minimum of 12 - 15 players per team ideally).

5. **REFUND POLICY**

Once the season starts, there is no refunding of individual fees.

6. **LEAGUE DIVISIONS:**

Class D: Recreational Level

7. **ROSTER INFORMATION**

- A. Team rosters must include first and last names of all players. Ideally, teams should have a minimum of 15 players listed and named on their roster. Players may not play for another team in the same league during the same season.
- B. Team rosters will become final and full once the season starts or at a time that is set by the GCRPD. This will then be each team's roster for the post season tourney.
- C. Player's full names must appear on the registration roster on file in the GCRPD Office. A substitute or replacement player must come from the dugout, not from the stands or spectator's area. **Umpires will not decide the player (s) eligibility.**
- D. Tournament Roster: Team(s) may not add players from other leagues to participate in any GCRPD Tournaments. The GCRPD Staff will check rosters. Teams may use a player(s) from their team roster for that season only and whose name appears on their FINAL ROSTER.  
Penalty: If a protest is lodged against the offended team and it is verified by the GCRPD staff, a forfeit of the game shall be declared for incomplete rosters or ineligible player. No refunds will be given.

#### 8. **TEAM NAME & UNIFORMS**

Team names are subject to Adult Sports staff approval. Inappropriate and vulgar names, names that include alcohol or tobacco related items/pictures are not accepted.

Each team shall provide their own uniform jersey which must be of like colors and numbered with 8" numbers on the front, if possible but must be on the back of each jersey at a minimum. Sponsorship logos or team names may be placed on the front or the back, if desired, but not in lieu of numbers.

#### 9. **LENGTH OF OFFICIAL GAMES**

Six (6) innings or sixty (60) minutes whichever occurs first, constitutes a game. In case of rain, light failure, etc., the completion of three innings or thirty (30) minutes constitutes a completed game. These shortened games may end in a tie. The regulation games will end when the home team is kicking and ahead when time expires. The run rule will be as follows;

- ten (10) runs after the 4<sup>th</sup> inning
- eight (8) runs after the 5<sup>th</sup> inning
- **Tied Game:** The International Tiebreaker rule will be used in the event of a tie. Each team will get an opportunity to kick again. The team's last recorded out will begin the inning as a runner on 2<sup>nd</sup> Base. There will be zero outs and the kicking team will play the inning until 3 outs are recorded. The Home Team will then receive the same opportunity. This play will continue until a winner has been declared.

#### 10. **OFFICIAL TIME**

The official time will be the clock on the scoreboard. If the scoreboard is out and cannot be used, a watch or timer of the umpire(s) will be considered the official time clock for all games. In the event that the timer is not working, the umpires watch will become the official time clock. Should the umpire not have a watch, someone selected by the on-site staff or by the umpire will act as the official timer. Team managers are urged to synchronize their watches with the umpires' timer or watch prior to the start of every game. The game clock will start at the scheduled time for the first game of the night/day. Games following the first scheduled game of the night will start no later than scheduled start time or 10 minutes after the completion of the first game. This will be the umpires call if a staff person is not present at that field when the time comes.

#### 11. **HOME TEAM DESIGNATION**

The home team designation will be determined by the GCRPD and shown on the schedule. Home teams will sit on the first base side of the dugout so that the scoreboard accurately

reflects each team sitting on each side of the field and represented on the scoreboard. Please check with the umpires and opponents after each half inning about the number of runs scored.

## 12. **SCHEDULES**

Schedules are posted one week prior or earlier to the season's start date on the GCRPD website: <https://glynncounty.org>. If you do not have Internet access, please contact the Howard Coffin Park Office at (912) 279-3810 to request a schedule.

## 13. **FORFEIT TIME**

Any team not ready to play at game time will forfeit to the opposing team. Team must be in the dugout or on the field at game time to be considered present and ready to play. The only exception will be the first game of the night; teams will be given a ten (10) minute grace period. Be aware that the game clock will start at the scheduled start time (ex. If a game starts at 6:00pm and the team requests the grace period, the game clock will be running through the grace period).

Umpires will not decide on player eligibility. If a team captain desires to protest the eligibility of a player, he/she must follow the procedures set forth in this rulebook.

In order to reduce the number of unjustified forfeits by teams, the following rules will be implemented and will be in enforced during the season:

- If a team forfeits 2 or more scheduled dates of games during the season, the team would be disqualified from the Glynn County Parks and Recreation Departments Playoff Tournament.
- If a team forfeits 3 or more scheduled dates of games during the season, the team would not be eligible to register and participate in any upcoming seasons within a period of 1 year. For example, if a team forfeits 3 scheduled dates of games during the Spring season, they will not be able to register and participate until the following spring season.
- If a new team is formed (within 90 days of becoming ineligible to register for another season), there cannot be 5 or more players on the roster from a team that was previously disqualified by forfeiting 3 or more scheduled dates of games in a season.

Of course, if a team experiences an uncontrollable circumstance that caused the team to have a forfeit (death in the family, car accident, etc.), the GCRPD Office will review any written appeals with documentation submitted within 5 business days after the scheduled game(s) or receipt of forfeit letter to the GCRPD.

## 14. **PROTESTS**

Only protests based on misinterpretations of the rules and player eligibility will be accepted.

Protests must be announced verbally to the umpire immediately when the contested action occurs and before play has resumed. Protest must be presented in writing to the GCRPD Office (323 Old Jesup Road) by 10:00 a.m. the following business day. A \$20 fee must also accompany the protest (Cash Only). In the event a protest is upheld, the \$20 will be refunded as soon as possible. If the protest is denied, the \$20 protest fee is forfeited.

Omission of any of the above mentioned steps will constitute the denial of a protest.

When there is a protest against an ineligible player and there is no roster on file in the GCRPD Office, the protest will be automatically upheld. The protesting team must also have a roster on file in order to file a protest. If there is no roster on file for either team, both teams will be credited with a loss.

The decision of the protest committee will be considered final. There will be only one protest allowed per game, but it may include several items. Any protest lodged after the completion of the game will not be allowed.

15. **RAINOUT INFORMATION**

Team managers may call the rainout hotline at (912) 554-7781 after 4:00 p.m. daily to check on field status.

In an instance where rain may come after 4:00 p.m. the decision to play will be left to the discretion of the GCRPD Staff member or the umpire at the first game. If the first game of the night is cancelled, the remainder of the games for that night will be cancelled. It would be wise to have representative at the field for the first game to notify team members of any cancellations.

As many cancellations as possible will be made up in the weeks following the league schedule.

The GCRPD reserves the right to cancel remaining make-up games if it is determined that team interest is lacking and a champion will be determined on a percentage basis. Refunds for games not played during a season will not be issued.

16. **PLAYER CONDUCT**

Team managers are responsible for the conduct of their players and fans before, during and after all games and registrations.

Harassment of officials, players and staff will not be tolerated at any time. Initial or continued harassment may result in player and/or team being suspended from the league with no refund.

Fighting will not be tolerated and will result in both participants and teams being suspended for a minimum of two games up to a maximum of indefinite suspension, depending on the situation.

If a player or team is suspended for fighting or exhibits unruly/inappropriate conduct at any time during the league, no refunds will be given, regardless of how many games remain.

All suspensions may be appealed to the GCRPD. All appeals must be sent in writing to the GCRPD Main Office within 24 hours after the team manager is notified.

17. **ALCOHOL & SMOKING:**

Alcohol is prohibited at any park. Smoking is allowed in designated areas that are clearly marked. Players smoking in and around dugouts, on the field or in any other location other than the marked and designed smoking area will be ejected for the remainder of that game and the following game. Should the next scheduled game get rained out or be a forfeited game by the suspended players team, that game shall not constitute the suspended players game of suspension and will be enforced to the next scheduled game.

18. **UMPIRE COMPLAINTS**

If there is a problem with an umpire, the team manager and only the team manager shall bring the information to the on-site staff person overseeing the games that night. If that is not an option then the team manager is to call the GCRPD the following day and report the problem/issue to the Adult Sports staff for that park. You may also send an e-mail to report the problem/issue to the department manager at [lgurganus@glynncounty-ga.gov](mailto:lgurganus@glynncounty-ga.gov). During the pre-game meeting team managers should get the name of the umpire. Team managers may discuss rulings made by the umpire but may not question balls, strikes or outs as these are judgmental calls. The only discussion that a team manager may have with an umpire is for rule interpretations. Do not confront the umpire at the site if a problem occurs. Failure to abide by this rule could result in the violator(s) being removed from the program.

19. **PLAYER INJURIES**

The Glynn County Recreation & Parks Department is not responsible for any injuries to any participant in the program (players, coaches, managers, officials and spectators). It is recommended that all teams acquire some form of insurance coverage. All players should be aware that kickball can be a hazardous activity and by voluntarily participating in this activity, they acknowledge that there are numerous dangers and risks involved including various types of injuries, and even death.

20. **AWARDS:**

Awards may be given to the first place and possibly to the runner up team from the end of the regular season standings or from the post-season tournament results, if played. This will be at the discretion of the Glynn County Recreation & Parks Department and based on the total number of teams.

21. **TEAM STANDINGS**

Please check our website at [www.glynncounty.org](http://www.glynncounty.org) to view your team's standings and schedule.

22. **CONDUCT**

The team managers of each team are responsible for the conduct of their players and fans before, during and after all games.

The team manager must cooperate to obtain player's contact information when requested by GCRPD staff.

Harassment of umpires, players and staff will not be tolerated at any time. Initial harassment, depending on the incident and level of harassment and any level of continued harassment may result in player and/or team being suspended from the league with no refund.

Fighting will not be tolerated and will result in both participants and teams being suspended for a minimum of two games up to a maximum of indefinite suspension, depending on the situation.

If a player or team is suspended for fighting or exhibits unruly/inappropriate conduct at any time during the league, no refunds will be given, regardless of how many games remain.

# GENERAL RULES:

## 1. OFFICIAL RULES

Games will be played in accordance with official rules of the GCRPD based on a portion of the World Adult Kickball Association (WAKA) Rules and Regulations and herein stated. It is the intent of the GCRPD to make the rules for this program as simple and easy as possible.

## 2. UNIFORMS

- A. For all league play, uniforms (like colored T-shirts with 8" numbers on the back) are required. Numbers also placed on the front with the mandatory numbers on the back is suggested.
- B. Exposed jewelry, which is judged by the umpire to be dangerous, must be removed and may not be worn during the game. Medical alert bracelets or necklaces are not considered jewelry. If worn, they must be taped to the body so the medical alert information remains visible.
- D. Steel cleats or hard plastic with metal attached to the bottom are not allowed in the Glynn County Recreation & Parks Department Kickball Program.
- E. Any player found wearing steel cleats or plastic cleats with metal attached will be ejected from that game and the next scheduled game. The second violation by the same player during the season will result in a team forfeit and that player being suspended from participating in the league in all divisions for a minimum of one (1) year from the date of the offense.

## 3. PLAYERS

- All players in the adult league must be 18 years of age or older.
- The age control date will be January 1 of each year.
- Teams must field a minimum of 8 players and no more than 10 players at one time. In this Co-Ed league there can be NO MORE than 6 men playing offense or defense during the game if the team is using a 10-person lineup.
  - 10 player lineup = 6 males & 4 Females or 5 males and 5 women
  - 9 player lineup = 5 males and 4 women (only if 4 females are present – must play five females if more than 4 are available)
  - 8 player lineup = 4 males and 4 women
  - Less than 8 players = automatic forfeit of the game
  - Less than 4 female players = automatic forfeit of the game
- A team must have the required number of players present in the dugout or on the field to start a game. In the Co-Ed division there must be a minimum of four (4) players of each sex at the beginning of the game.
- If there are only seven (7) players present in the dugout or on the field at the start of the game, a forfeit will be declared, and the opposing team will be declared the winner and will receive a win.
- All teams must provide a lineup to the home plate umpire at the beginning of each game. Line-up cards **MUST** include **first and last names** (no nicknames) and their **jersey number**. Line-up order shall be made so that the batting order is male, female, male, female, etc. Teams may choose to start a female kicker first rather than a male and alternate every other one from there. The only time a line-up card will have two males back to back is when the team is playing ten players and only have 4 females available at the time the game starts.

## OFFICIAL PLAYER LINE-UPS:

Line-up cards are to be filled out and given to the official scorekeeper a minimum of 10 minutes before the scheduled start time of each game. Each team may play and indicate on the line-up card a minimum of 8 players and a maximum of 10 players according to the player rule above. All other players that are not officially in the game as starters will be listed as substitutes on the line-up card.

The 8 to 10 players listed on the line-up are the official starters for this game. All starters may re-enter the game once. All substitute players may enter the game for a starter or otherwise one time. Once any substitute player comes out of the game, this player is ineligible for any future play in that game. All starters may re-enter the game once after being substituted for. There can be no more than 10 players in the line-up at any given time.

#### **Players leaving or being ejected**

- A. If a team begins play with the required number of players as listed, that team may continue a game with one less player than is currently in the lineup whenever a player leaves the game for any reason other than ejection.
- B. If playing shorthanded and a substitute arrive, they must be inserted immediately into the vacant spot. If he/she refuses to enter for any reason, that player becomes ineligible for the remainder of the game. The male/female ratio must still be honored unless playing with more females than males.
- C. If the player leaving the game is a runner or kicker, the runner or kicker shall be declared out.
- D. When the player who has left the game is scheduled to kick, an out shall be declared for each turn at kick.
- E. Any player may be substituted or replaced and re-entered once, providing players occupy the same kicking positions whenever in the lineup.

#### **4. COURTESY RUNNER**

Any eligible player on the official line-up including available substitutes may be used as a Courtesy Runner. Only one (1) Courtesy Runner may be used per inning. For Co-Ed play "ONLY" you may have one (1) Male Courtesy Runner & one (1) Female Courtesy Runner per inning. A player can only be a Courtesy Runner once per inning. *Example: Bob was a courtesy runner of Alex, Bob can't be a courtesy runner again until that inning has been completed.* The Courtesy Runner is selected using the following order:

1. The last player to make an out
2. The last player that scored (if there are no OUTS in the inning)
3. The last male/female at the end of the batting order for the inning where a Courtesy Runner is being requested.
4. If there is no male to run for a male player or a female to run for a female player, no courtesy runner will be allowed.

The order of selection may be changed due to the flow of the game. The intent of the selection order is to keep the Courtesy Runner from being on base when it is their turn to bat.

"Note: males are to run for males & females for females".

**Above all do NOT CONFUSE THE COURTESY RUNNER with the SUBSTITUTION RULE!!!!**

#### **5. BUNTING RULE**

- Only female players can bunt.
- Any male that attempts to bunt the ball and results in a **fair or foul ball**, the batter will be declared out. This is in the judgment of the official. **NOTE: Before any pitch, all infield defensive players must stay behind an imaginary line between 1<sup>st</sup> and 3<sup>rd</sup> until the ball is kicked. The catcher must stay behind the kickers box back line until the ball is kicked as well.**

## 6. THE BALL

The official adult size kickball shall be a seamless, pebble-grain surfaced ball, between 10.0" and 10.5" in diameter. The center of the ball may contain air only. The GCRPD will provide all game balls. The balls are to be inflated at 1.5 lbs. of pressure and kept at this level during game play.

## 7. TAG AREA

The legal tag area will be from the shoulder and below. If the ball is thrown, it must be below the shoulders. Any thrown ball, that hits a runner above the shoulders will be a declared a dead ball. The runner is NOT OUT and all runners on base will be advanced to the next base "ONLY IF FORCED". Should the runner slide this rule will not apply (*However if the runner slides and in the officials' judgment the throw was flagrant the rule would apply*).

## 8. STARTING PLAY/LIVE BALL

A. The pitcher will be allowed 5 warm up pitches to start the game (first inning). Three (3) warm-up pitches will be allowed if there is a change in pitchers.

B. The ball becomes dead and not in play when:

- The ball is illegally kicked
- A kicker makes no attempt to kick at a pitch
- A foul ball is not caught
- The offensive team causes interference
- A blocked ball is declared dead
- A pitched ball, not kicked by the kicker, is touched by the catcher
- A no pitch is declared

C. The ball becomes dead when an umpire calls "time": Time is called when:

- In his/her judgment conditions justify time being called
- A serious injury occurs (NOTE: This is a judgment call by the official).
- At the completion of each play and the pitcher or any infielder has possession of the ball and in the judgment of the official all play has ceased.

## 9. PITCHING

A. The pitcher shall take position in the pitcher's circle.

B. Pitcher must deliver the ball with one hand, releasing the top of the ball below his waist toward home plate. A violation of this will be called a ball.

C. The pitcher must remain in the pitcher's circle until the ball leaves their hand. A violation of this will be a ball called.

### **A strike is called by the umpire:**

A. When a legal pitch first touches the ground at least once in fair territory and any part of the ball enters any part of the strike zone, at a height such that the top of the ball is not higher than the bottom of the kicker's knee. The ball must clear the kicker's box.

B. When a legally pitched ball is kicked at and missed by the kicker or the kicker's

attacking leg misses the ball and the ball hits the kicker's other leg.

**A ball is called by the umpire:**

- A. For each pitched ball which does not enter the strike zone and is not struck at by the kicker.
- B. When a pitched ball bounces over home plate at a height that the top of the ball is higher than the bottom of the kicker's knee and is not struck at by the kicker.
- C. For each pitched ball which does not first touch in fair territory and is not struck at by the kicker.
- D. For each illegal pitch.
- E. For each pitched ball which does not clear the kicker's circle.

**A no pitch shall be declared when:**

- A. The pitcher pitches during a suspension of play.
- B. The ball slips from the pitcher's hand during his/her swing back.
- C. The pitcher pitches a quick return pitch.
- D. The pitcher pitches before the umpire calls for the pitch.

NOTE: If a new pitcher comes in after the game begins they will be awarded 3 warm up pitches.

10. **KICKING**

The kicker shall take position in the kicker's circle within 20 seconds after the umpire has called "Kicker Up." The kicker shall not leave the kicker's box once the pitcher has begun the windup.

**The kicker is out when:**

- A. A third strike is called.
- B. Kicker leaves the kicker's circle during a pitch and attempts to kick at the ball or kicks the ball. If he/she leaves the circle and does NOT attempt to kick the ball he/she will have either a ball or strike called against him/her.
- C. A foul tip is legally caught on the third strike.
- D. He/She interferes with the catcher's ability to make a play.
- E. He/She steps **and kicks with their entire planted foot beyond home plate or outside of the chalked line. (This is in the judgment of the umpire and is considered a DEAD BALL, runners MAY NOT ADVANCE!!)**

**The kicker becomes a runner when:**

- A. Ball four is called.
- B. An infielder interferes with the pitch.
- C. A legal kick has taken place and they reach base.

**A legally kicked ball is fair when:**

- A. Ball settles on or is touched by a fielder or umpire while on or over fair territory. A fly ball must be judged according to the position of the ball and the foul line at the instant it is touched, not the position of the fielder.
- B. It is on or over fair territory when bounding past the infield.

- C. It first touches the white part of first, second, or third base.
- D. It first touches in fair territory beyond first or third base.

**The kicker/runner is out when:**

- A. He/She interferes with the catcher's ability to make a play.
- B. He/She touches his/her own kicked fair ball, while he/she is in fair territory, before it touches a fielder.
- C. Player is declared out for interference while running to first base.
- D. A kicked fly ball, fair or foul, is legally caught before it touches the ground or any object.
- E. While running to first, player is tagged or hit with the ball before reaching first base.
- F. A kicked fly ball to the catcher is caught. The ball must have reached a height above the head of the kicker.
- G. When player leaves the playing field; player cannot return back to a base.
- H. A batter shall be **declared out** after kicking **four fouls** during one plate appearance.

**11. RUNNING THE BASES**

A. LEADOFFS or STEALING are not allowed. Players must stay in contact with the base until the ball is kicked. Penalty for leaving the base early is an out. The play is dead at this point and all base runners will return to the base they occupied at the time of the infraction or pitch.

**12. OFFICIALS:**

A. The GCRPD will attempt to use two umpires/officials if at all possible. If two officials are used, the first official will be placed behind the pitcher and will call balls and strikes from there as well as be in a better position to make calls at each base and for fly balls in the outfield. The second official will be positioned near the kickers box and will call all fair or foul balls down each foul line and assist with calls at bases and assist with tagging up on fly balls. If only one official is used, please understand that this is to be a fun, recreational program and we ask that ALL players use the gentlemen's and gentlewomen's rule during this program when needed for such times but, not limited to;

- Leaving the base early when a ball is kicked to the outfield and the umpire cannot see both the potentially caught ball and a player leaving the base early.
- Any other time of play that puts an official in a position that he or she cannot make simultaneous calls with more than one viewing direction or a call that was either obscured or blocked by players or other reasons.
- Any other time of need.

**12. CONTACT INFORMATION:**

General Howard Coffin Park Information: (912) 279-3810

Rainout Information (Weather Hotline): (912) 554-7781 (updated by 4 p.m. daily)

Schedules & Standings [www.glynncounty.org](http://www.glynncounty.org)

E-mail Addresses: [vbooker@glynncounty-ga.gov](mailto:vbooker@glynncounty-ga.gov)  
[nsimmons@glynncounty-ga.gov](mailto:nsimmons@glynncounty-ga.gov)  
[smellinger@glynncounty-ga.gov](mailto:smellinger@glynncounty-ga.gov)

Glynn County Parks & Recreation Department web site: [www.glynncounty.org/recreation](http://www.glynncounty.org/recreation)

**NOTE:** The Glynn County Recreation & Parks Department reserves the right to modify, change, add to or remove rules or a portion of a rule in the best interest of the program and as approved by the Department Manager.