



## **Greenfield Adult Sports Policies and Procedures**

*The purpose of sponsored adult team sports programming is to provide desirable physical activity and to foster ideals of good sportsmanship through wholesome recreational and/or competitive play. Policies and regulations governing the various programs and their administration shall be the responsibility of the Department of Parks & Recreation.*

### **A. TEAM REGISTRATION AND PLAYER ELIGIBILITY / LIABILITY**

Adult team sports are provided primarily for the benefit of Greenfield residents; however, nonresidents may qualify for play as long as their participation does not seriously limit the recreational opportunities for local residents. It is the intent of the Parks and Recreation Department to retain teams in the sponsored adult sports league programs on a fair and equitable basis to include new teams in an orderly manner. Therefore, the following Team Status Policies will govern the registration of all teams.

- a. Teams that were registered during the previous season shall have first priority to return to their same league. If a returning team wishes to transfer to another league, they must indicate their league choice on the team registration form. If available openings exist, the returning teams desiring to transfer will be served on a first registered and paid/first served basis. If a returning team from another season desires to register for a league other than the season they were registered in will have priority over any new team. If available openings still exist, the new teams will be added on a first registered and paid/first served basis.
- b. The indicated franchise owner of previous teams shall be considered to have possession of the team franchise (owner); however, if the sponsor wishes to give up their possession/spot the team manager may accept the franchise (obtain from and submit franchise release form to the Parks and Recreation Department). Should the sponsor wish to maintain the franchise slot they possess, but the manager desires to form a new team, that manager must apply for a new franchise by completing a registration form.
- c. In order to be eligible for participation, persons must be:
  - i. Not a high school (or lower level) student
  - ii. At least 18 years of age or older (except in leagues in which greater age levels have been established)
  - iii. Not a professional athlete in the same sport he/she intending to play
    1. Example: professional baseball player not eligible for participation in Adult Softball League. Professional basketball player not eligible for participation in Adult Basketball League, etc.
    2. Professional Athlete defined as individual who is compensated for playing said sport for his/her primary income

- d. Players may register for no more than one league offered per night. Players may transfer from one team to another during a current season if the following two conditions are met:
  - i. Transfer is made prior to the designated roster deadline date
  - ii. Written release is received from the transferring player's team manager
- e. No accident insurance will be provided for teams or players. Players should have adequate coverage before participating in a league.
- f. A team found guilty of having an ineligible player in the line-up shall have all games in which the ineligible player participated forfeited to its opponents. In addition, both manager and player(s) will be suspended for one year throughout Milwaukee County and two seasons in the City of Greenfield.
- g. **Required Manager's Meeting:** Upon completion of league registration, the Parks and Recreation Department will distribute a notice to all managers regarding the date and time of your league manager's meeting. **IT IS REQUIRED** that the team manager or appointed team representative be in attendance. At the meeting league rules and regulations will be reviewed and league schedules and player registration cards distributed. A team manager/representative in attendance at the scheduled manager's meeting may only pick-up their specific team packet (i.e. may not pick-up packets for teams they do not manage). Team packets containing required materials, NOT picked up at the manager's meeting and the team will be assessed a \$20.00 service charge for handling and administration of required materials. Payment of service charge must be received in the Parks and Recreation Department office prior to the team participating in any league play.

## **B. TEAM ROSTER / PLAYER REGISTRATION**

- a. Team roster minimum / maximum player requirements:
  - i. Volleyball (Indoor / Sand)
    - 1. No less than 6 or more than 12 players on team roster
  - ii. Softball
    - 1. Men's Open and Women's Open: No less than 10 or more than 20 player on team roster
    - 2. Co-Rec and Men's 30 Plus: No less than 10 or more than 22 players on team roster
  - iii. Basketball
    - 1. No less than 5 or more than 12
- b. Only persons on file at the department office are eligible to participate. Team managers are responsible to monitor persons currently on roster. Please do not call the Parks and Recreation Department to determine who has or has not registered. Please call the player(s) in question.
- c. Completed player contract/registration is due in the Parks and Recreation Department on the date designated by the Recreation Supervisor. **NO EXCEPTIONS.**
  - i. Teams not meeting indicated deadlines will be charged a late fee of \$10. If all fees are not turned prior to the first scheduled contest, a forfeit of their first game/match date. (All forfeits = \$20.00 reinstatement fee.) If you have any questions concerning player contract cards deadlines, please call the Parks and Recreation department. Cards along with any related payments will be due at this time. No player contract cards will be accepted without proper payment of fee.

1. Fees for resident and non-resident players are as follows:
    - a. Indoor Volleyball: \$11.00 / residents; \$22.00 / non-residents
    - b. Summer Softball: \$12.00 / residents; \$24.00 / non-residents
    - c. Fall Softball: \$11.00 / residents; \$22.00 / non-residents
    - d. Basketball: \$12.00 / residents; \$24.00 / non-residents
  2. In the event that your team's first scheduled contest is cancelled and rescheduled for another date, any penalty will carry-over to the make-up date.
- d. **DO NOT BRING PLAYER PAYMENTS TO THE GAME SITE. OFFICIALS WILL NOT ACCEPT THESE ITEMS.**
- e. Registration left in the City Hall night depository will not be accepted. **DO NOT USE DROP BOX.**
- f. INDIVIDUAL PLAYERS are responsible for paying their own player fees.
- g. New players will be added only after the date of your first scheduled contest. New player registration must be submitted for approval at least 24 hours prior to participation. Rosters will be "frozen" (no additions/changes may be made) after the approximate mid-way point of the season (see league rules for specific date). NO EXCEPTIONS to the player deadline will be made; please plan accordingly!
- h. Every player must sign the game/player roster record ("sign-up sheet") prior to participating in a contest. Managers are responsible for this procedure.
- i. It is the responsibility of team managers to "sign-off" for the correctness of the final score. This procedure must take place immediately after the game. Once submitted, score sheets will stand. NO EXCEPTIONS. (This applies to signed or unsigned score sheets.)

#### C. NON-RESIDENT PARTICIPATION

- a. A non-resident is defined as a person who does not reside or own property within the corporate limits of the City of Greenfield. Final determination of residency is based on the records of the City Assessor's office.
- b. In the case of non-resident participation, it is generally accepted that nonresident users should contribute an additional fee in order to offset their non-tax status. EXCEPTION TO NON-RESIDENT FEE: Non-residents who reside or who reside or own property within the Whitnall Area school District will not be assessed a non-resident fee when registering for a specific league which utilizes a Whitnall Area School District Facility.
- c. The non-resident fee must be paid for each team/league the individual has registered with.
- d. Persons who are discovered to have falsified their current residency will be suspended from ANY participation in the City of Greenfield Parks & Recreation program for 2 years. In addition, all games played with the illegal player or players will be forfeited and the team shall not be eligible to win the league championship. ***IT IS THE RESPONSIBILITY OF THE TEAM MANAGER TO ENSURE THAT ALL NON-RESIDENT PLAYERS REQUIREMENTS ARE COMPLETED.*** In addition to suspension of the illegal player, the team manager will also be suspended from any program for a 2 year period. ***PLAYER(S) AND MANAGER ARE ALSO SUBJECT TO INELIGIBILITY POLICIES OF THE SOUTH EAST PARK AND RECREATION COUNCIL (SEPRC).***

#### D. FEES / REFUNDS / CREDIT

- a. Team entry fees, players and non-resident fees shall be established by the Parks and Recreation Department and shall cover the cost of supervision, game officials, scorer-timers, program awards, and any direct maintenance/field prep. Appropriate fees must be submitted to the Parks & Recreation office by announced deadlines.

- b. A complete refund minus \$4.00 service charge on team entry fees paid, will only be issued if written notification is received at the Parks and Recreation Department office at least 25 days prior to the announced start of the season/ league. Once beyond the stated period, a prorated refund will be issued (unless league's cancelled by Department).
- c. Player and/or non-resident fees will be refunded or credit issued upon request as followed:
  - i. League canceled by the Department = 100% refund
  - ii. Refund/Credit requested by registered player:
    - 1. Prior to the scheduled first game/match of the season- full refund less a \$4.00 service fee;
    - 2. Prior to the second half of the scheduled season- 50% refund less \$4.00 service fee;
    - 3. After the scheduled first half of the season – no refund. Credit can only be applied toward future adult team sports entry, player, or nonresident fees and expires one year from the date of issue. Further, credit can only be applied toward fees of equal or greater value.

#### **E. LEAGUE SCHEDULES, STANDINGS, AND AWARDS**

- a. League games shall be scheduled by the Parks and Recreation Department according to available public facilities and league size.
- b. Each player shall receive a copy of the official League Schedule.
- c. Postponed matches or games will be rescheduled by the Recreation Supervisor.
- d. Placement in league standings will be determined in most cases by the total number of games won and lost (Exception: in Touch Football and Softball-Total points =2 for each win and 1 for each tie, will determine standings). In the event teams are tied for any position, the following criteria will be used to determine placement and/or final standings.
  - i. Head to head competition
  - ii. If two teams are tied ( split series):
    - 1. Best points allowed. Scored ratio (only in games played between teams tied); \*  
Exception: If two teams are tied for first place and have split their head to head series, a one game/match playoff will be scheduled.
  - iii. If three teams are tied:
    - 1. Head to head competition will not apply; however, the team with the best win/loss record of games played among the three teams tied will determine places;
    - 2. If two teams remain tied for first, a one game/match play-off will be scheduled;
    - 3. If three teams remain tied for first, a special three team play off will be scheduled with the team scoring the most regular season points determining the "bye" team (first round);
    - 4. If two or three teams remain tied for first, a special three team play off will be scheduled with a random drawing to determine the "bye" team (first round).
    - 5. If three teams remain tied for Second, the best points allowed/scored ratio will apply (only in games played between teams tied).

## **F. OFFICIALS**

- a. The Parks and Recreation Department shall provide an official for each league game, except as specified in these policies and regulations. In the event a game official does not appear as scheduled, the teams shall be expected to play with a substitute player official mutually agreed upon by the teams involved (indoor/out door volleyball). However if the teams are unable to agree upon a substitute official the game will be rescheduled. A substitute or replacement official for softball and basketball will be assigned by the department.

## **G. UNIFORMS AND EQUIPMENT**

- a. For all programs, each team is required to provide a regulation size, playable game ball for use at each contest. In softball, the adopted ASA Milwaukee Metro softball must be utilized. In Volleyball (indoor & outdoor) and Basketball programs, team managers will mutually agree upon an acceptable game ball prior to the start of the contest.
- b. The Parks and Recreation Department cannot assume responsibility for team or personal valuables.
- c. Uniform Specifics:
  - i. Volleyball (Indoor)
    1. No black-soled shoes may be worn on a gym floor
  - ii. Basketball
    1. No black-soled shoes may be worn on a gym floor,
    2. Each team must wear uniformed colored shirts and shorts (color on shorts optional). Four-inch numbers or larger must be displayed on front and back of shirts ( no duplicate numbers)
  - iii. Softball
    1. No metal cleats allowed on softball diamond
    2. No specific uniform requirements

## **H. GAME PROCEDURES AND RULES**

- a. Current rules established by the governing bodies of each sport indicated below will apply in conjunction with City of Greenfield and South East Park and Recreation Council (SEPRC/Consists of all community recreation departments within Metro-Milwaukee County) rules/policy modifications.
  - i. The rule book of each respective “governing body” will serve as a basis for final determination of rules and/or protests which cannot be clearly defined in City/SEPRC modifications.
    1. Current/Selected governing bodies of play:
      - a. Volleyball NFSHA – National Federation of State High School Assoc.
      - b. Basketball NFSHA – National Federation of State High School Assoc.
      - c. Softball ASA – Amateur Softball Association
    2. Each team manager will receive a “Policies & Procedures” handout (this item) and sport specific “Rules & Regulations”. It is the responsibility of each team manager to carefully review stated policies and rules to team participants prior to league play.

## **I. FORFEITS AND PROTESTS**

- a. A forfeit will be declared in the following situations:
  - i. The required number of players to legally start a contest has not been met by the scheduled time;

- ii. "Game time is forfeit time"... unless one or more of the following occur:
    - 1. Weather/field conditions delay the start
    - 2. Game official arrives late
    - 3. Previous game(s) have, for one reason or another, "backed up" the schedule;
  - iii. Exceptions: IN volleyball indoor/outdoor league play, the first game of the match will be declared a forfeit after five minutes have expired beyond scheduled game time. The second and third games of the match shall be declared forfeits after a 10 minute period has expired (when 15 minutes have expired beyond scheduled game time, all three games of the match will be forfeit);
  - iv. Quitting in defiance of an official's decision and /or making a "farce" of the game
  - v. Playing ineligible player(s)
- b. Reinstatement Fee – A team franchise forfeiting a contest for any reason will be considered ineligible from further participation unless a \$20.00 reinstatement fee is paid at least 24 hours prior to the next scheduled contest. Payments must be received at the Parks and Recreation Department office during regular business hours (Mon-Fri, 8:00 a.m. – 5:00 p.m.). In addition, a team franchise that forfeits their last contest of the season will not be eligible to participate in any sponsored program until the required reinstatement fee is received. A franchise with outstanding fee by the end of their current season will not be eligible for the following season registration priority.
  - c. Reinstatement/forfeit fee waiver – Managers who are aware of dates that they will be unable to field the minimum number of players required to start a contest, may avoid the \$20.00 reinstatement/forfeit fee by notifying the Greenfield Parks and Recreation Department by 5:00 PM at least 2 working days prior to scheduled contest.
  - d. Protests on official judgment of play will not be accepted. Protests on ineligible players will be accepted any time during the team's season of play. Protests on interpretation of violation of game rules must be made at the time of the incident by notifying the game official(s). A written protest and a protest fee of \$20.00 must be received by the Recreation Supervisor and/or Department Director within 24 hours after completion of the game in question. This fee is non-refundable, unless upheld. Protests will be ruled on by the Program Coordinator and the Department Director.

## **J. DISCIPLINARY ACTION**

- a. The following special regulations, rules, and procedures define the authority of the Parks & Recreation Department and the privileges of the participants. They also specify procedures by which participation is limited, penalties imposed for infractions, and the process of appeal. Ejected players subject to a time suspension are notified of such action by The Greenfield Parks and Recreation Dept. The player suspended has the right to a hearing. Request for a hearing must be made to the Recreation Supervisor or designee within three (3) days of notification of such suspension. The decision of the Recreation Supervisor or designee shall be promptly transmitted in writing to the offending to the offending player by mail and a copy retained in the department files. If the player fails to report writing the specified time, the suspension ordered by the Recreation Supervisor or designee will continue until the player does appear.
  - i. Ejections
    - 1. If ejected, and parties do not leave the premises, the game will be stopped and officially ruled a forfeit. If both teams create problems, the contest may be declared a double forfeit.

2. Participants ejected from a game will be reported by the official to the Recreation Supervisor.
- ii. Game Suspensions – The Recreation Supervisor or designee may impose up to a maximum of three (3) games penalty for a warranted infraction(s). Such a penalty is not appealable. Notification shall be verbal to the manager followed by a written memo.
- iii. Time Suspensions – The Recreation Supervisor or designee may impose a suspension for a period of time. The length of such time suspensions shall be based on determined infractions and may be for a number of months, seasons or years, or a combination of the aforementioned. The offender’s time suspension may include exclusion from participation in any or all activities conducted by the Parks & Recreation Department during the time duration of the suspension. A time suspension may be imposed for the following infractions:
  1. Conduct/Fighting: A player or manager who physically attacks, threatens, or attempts to strike a game official or participant.
  2. Language: Swearing or foul language used to embarrass the officials, fans, or other participants
  3. Farce/Joke: Team or player who persists to make a game a “farce/joke” through deliberate actions deemed inappropriate for adult play (ex. game delays, pranks, lack of hustle).
  4. Alcohol/Drug Influence: Players who are suspected of being under the influence of alcohol and /or other drugs by game officials and/or other department staff WILL NOT BE ALLOWED to participate in the ensuing contest. Further related problems may lead to dismissal from the program. Managers: It is your responsibility to ensure that stated “problems” do not occur.
- iv. Appeal Procedure - An individual formally suspended for a time period (longer than three games) may appeal the suspension by request, in writing, to the Recreation Supervisor within 10 business days after the individual’s formal suspension. Failure of the offending individual to make such an appeal within the specified time shall constitute an absolute waiver of such appeal rights. When the Recreation Supervisor receives the appeal request, an appeal hearing for the suspended person(s) will be arranged with the Board of Appeals. The person shall be notified in writing of the date, time, and location of the hearing. The Board of Appeals shall review all written testimony and shall hear statements from the individual suspended and supporting witnesses. The Board has the latitude to decrease, maintain, or increase the imposed suspension. At the conclusion of the hearing, the Board shall make its decision and file the signed written decision with the office. An original copy of the decision shall be sent by mail to the offending individual. The decision of the appeal board shall be final and conclusive, shall be promptly forwarded to the members of the Southeast Park and Recreation Council.
  1. The Recreation Supervisor can discipline and suspend without recourse any participant for the following causes: use of ineligible player, fraudulent player registration, fraudulent contract/franchise registration, and vandalism of equipment and/or facilities.

2. Anytime previously served while awaiting the appeal hearing shall be constituted as time served on suspension and deducted from the Board of Appeals final decision.
- v. General Conduct –
1. NO DRINKING OF ALCHOLOIC BEVERAGES will be allowed by players during the game in any part of the playing area. Policy also applies to team managers, coaches, or any other persons associated with team play. Persons discovered drinking will immediately be ejected from the game and suspended from the next scheduled contest (cancellations will not apply as a penalty date).
  2. Teams may not use any balls in hallways or the cafeteria to warm-up before their contest.
  3. Players are to wait in designated areas until admitted to the gym by site supervisor.
  4. Supervision of youth: Players will be expected to have adequate supervision of their children if attending. NO children will be allowed in hallways without an adult at all times and sit quietly and not disturb games being played.
  5. NO SMOKING allowed at any time inside any part of building/facility. Persons found in violation will be suspended form one game (in most cases, next scheduled contest). Please cooperate! In addition to NO SMOKING in buildings/facilities, program participants (includes players, managers, coaches, or any other persons associated with play) are PROHIBITED from smoking while present. Further NO SMOKING will be allowed at any time in player bench areas. Persons found in violation will be suspended from one game (in most cases, next scheduled contest).
  6. NO DUNKING. AT NO TIME MAY PERSONS PRESENT (PLAYERS, MANAGERS, SPE CTATORS, ETC.) IN PROGRAM FACILITIES UTILIZE BASKETBALL RIMS/BACKBOARDS FOR “DUNKING” PURPOSES. IF YOU ARE NOT AT A FACILITY TO PLAY BASKETBALL, DO NOT USE BASKETBALL RIMS/BACKBOARDS. ANY DAMAGES INCURRED DUE TO EQUIPMENT. MISUSE WILL BE CHARGED TO THE INDIVIDUAL TO PERSONS INVOLVED. IN ADDITION, PERSONS INVOLVED WILL RECEIVE A SIGNIFICANT SUSPENSION FORM FURTHER PLAY.

#### **K. CANCELLATION INFORMATION AND MAKE-UPS**

- a. When conditions may warrant cancellation of scheduled activity due to inclement weather:
  - i. CALL THE PARKS AND RECREATION DEPARTMENT 24 HOURS INFORMATION LINE (297-9008) FOR CURRENT CANCELLATION INFORMATION. PLEASE DO NOT DIRECT INQUIRIES TO THE DEPARTMENT GENERAL OFFICE TEOEPHONE NUMBER. THE STATUS OF GAMES IS ONLY ANNOUNCED IF CANCELED (if no mention is made of games in question... you can assume games are presently “ON” at the time of your call).
  - ii. If you have not been notified via information line, or contacted by the Parks and Recreation Department, assume your activity has not been cancelled.
  - iii. If poor weather conditions develop 1-1/2 hours of the activity/event, report to the site if in doubt. Remember, all sites are unique and activities may be conducted or modified.



- iv. Once at a program site, decisions concerning the cancellation or discontinuation of the activity will be the judgment of the game official or Recreation Supervisor. It is the responsibility of the team manager to remain at the game site with his/her team until department personnel (i.e. official or site supervisor) officially cancel said contest. Should a team leave premises prior to an official decision, a forfeit (and resulting penalty fees) may be assessed.
- v. All canceled games will be rescheduled for play at the end of the regular season before September 1. In extreme cases, it may be necessary to arrange special make-up dates on days other than your regular play night.
- vi. In the event of severe weather (or other potential danger) signaled via a Civil Defense Warning (siren), play must be immediately discontinued and ALL persons associated with play advised to vacate the premises and seek appropriate shelter.
- vii. PLEASE BE ADVISED:
  - 1. Make-up game information will be sent to current team managers of league for pertaining league as soon as possible after the cancellation. If you (team manager) have not received a make-up notice within 10 days after canceled date be sure to contact the Parks and Recreation Department at 329-5370 to inform us of the non-notification.
  - 2. Not receiving a make-up notice will not apply as an excuse for missed/forfeited make-up games.
  - 3. If team manager duties are changed over the course of the season, be sure to notify the Parks and Recreation Department immediately of name, address, and phone number of the new manager. In addition, if a manager is going to be out of town for an extended period of time, let us know who will be in charge to (receive notices) during the interim. It is always helpful for the department to have the most updated contact information (address/phone number) for managers, sponsors, and franchise owners to most effectively communicate to the current season and for the next season's entry.