

# Adult Sports Manual

Updated January 2024



City of  
**Fort Collins**



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## 1. General Information

### 1.1 Important Contact Information

Below is a list of the Adult Sports Program staff members we believe are important for you to know as well as their contact information should you have any questions. There is also contact information for registration, game schedules and game cancellations.

#### 1.1a Sports Staff

**Recreation Manager:**

Marc Rademacher 970-221-6309 mrademacher@fcgov.com

**Recreation Supervisor:**

Zach Delissio 970-416-6338 zdelissio@fcgov.com

**Recreation Coordinator (Basketball, Flag Football, Kickball, Softball):**

Tyler Robertson 970-221-6729 trobertson@fcgov.com

**Recreation Coordinator (Indoor and Outdoor Volleyball):**

Amanda Dufek 970-416-4297 adufek@fcgov.com

#### 1.1b Registration, Schedules & Cancellation Information

Foothills Activity Center Registration Office:	970-416-4280
Northside Aztlan Community Center Registration Office:	970-221-6256
Game schedules:	<a href="http://www.teamsideline.com/fortcollins">www.teamsideline.com/fortcollins</a>
City Line for Game Cancellations:	970-416-2898

### 1.2 Program Mission

The City of Fort Collins Recreation Department’s Adult Sports program seeks to engage the Fort Collins community through opportunities to participate in structured, inclusive, recreational sports, with a philosophy of responsible participation and good sportsmanship.

### 1.3 Purpose of this Manual

The purpose of this manual is to be a guide to philosophy, procedures, rules, and regulations for the Adult Sports Program. It is hoped that through reading this manual you will have a better understanding of our program expectations. All managers are responsible for the information contained in this manual as well as any information that is emailed, or otherwise distributed by the Sports Staff. Managers must also share the information in this manual with all team participants. Please set a good example and abide by the rules contained in this manual. We are counting on you, the team manager and representative, to help us make this a great season for you, your players, your fans, and our staff. We are looking forward to a great season.

### 1.4 Elastic Clause

Recreation Coordinators shall have complete charge of all leagues in the adult sports program. Any and all situations not specifically covered by the rules in this manual shall be acted upon by the Recreation Coordinator and all decisions are final. *This manual or any section thereof may be amended through evaluation by team managers, referees, etc., as deemed necessary by the City of Fort Collins Recreation Department.*

## 2. League Basics

### 2.1 How to Sign-Up

1. **In Person at:**
  - a. Northside Aztlan Community Center: 112 Willow Street, Fort Collins, CO 80524
  - b. Foothills Activity Center: 241 E Foothills Pkwy, Fort Collins, CO 80525
  - c. EPIC Center: 1801 Riverside Avenue, Fort Collins, CO 80525
  - d. Mulberry Pool: 424 West Mulberry Street, Fort Collins, CO 80524
  - e. Fort Collins Senior Center: 1200 Raintree Drive, Fort Collins, CO 80526
2. **By phone:** 970-416-4280
3. **Online:** <http://www.fcgov.com/recreator/>

### 2.2 League Types

All events are classified as Men's, Women's, Mixed, or Open. Individuals participate in adult leagues in accordance with their gender identity. The Sports Department recognizes gender doesn't operate on a binary, individuals are encouraged to reach out if they have questions or concerns about self-identifying. *See sport specific rules for league and division classifications.*

1. **Men's:** For men only. (Women can play in mixed or open leagues)
2. **Women's:** For women only. (Clarification: In some sports, men will have a competitive advantage over women. Although many women can outperform men in any given sport, the higher the level of competition, the less true this becomes. Therefore, to ensure fair access to competitive and recreational sport opportunities for women, certain competition categories must be reserved for women.)
3. **Mixed:** Formerly "coed," this type of league sets a maximum number of male identified players that are allowed to play with people that have other gender identities. See the sport specific rules for more information on gender guidelines.
4. **Open:** Any combination of people can make up a team's roster or line-up; there is not gender ratio required.

### 2.3 League Scheduling, Waitlists, Forfeits, & Protests

#### 2.3a Schedules

1. All schedules will be posted online at <http://www.teamsideline.com/fortcollins> a week before the first game. Due to time and facility constraint, cancelled games may be rescheduled but there is no guarantee of a reschedule.
2. League capacity is determined by the amount of teams that can be scheduled into a league to allow games to start before the time listed in the activity Recreator.

#### 2.3b Waitlists

If a team registers on the waitlist the team will be given two options to choose from on what can be done:

1. Wait and see if another team drops out of the league
2. Receive a refund

#### 2.3c Forfeits

*See your sport specific rules for the forfeit policy.*

### 2.3d Protests

1. Protests can only be lodged by team captains.
2. The captain must notify the officials the intent to protest.
3. Protests can only be made on interpretations of a rule or player eligibility; not judgement calls.
4. Protests must be made before the start of the game.

## 2.4 Rosters

### 2.4a Eligibility, Who Can Play?

**Players must have a photo I.D. available for identification at all games. Random roster checks will be made by the Field Supervisor and Sports Staff without notice.**

1. All players must be 16 years of age or older. No exceptions.
2. All players under the age of 18 years of age must have a parent or guardian's permission with a signature on the roster, in addition to the separate consent form that must be signed by the 16 or 17 year old player and the parent or legal guardian in the presence of the field supervisor, who will witness the signing.
3. Rosters are unlimited. There is no limit to the number of people on each team roster.
4. Players can be added anytime during the season. *some restrictions apply, check sport specific rules for details.*
5. Players must be added prior to a match.
6. Players may be added to a team roster by contacting the on-site Field/Gym Supervisor.
7. Players may play on multiple teams depending on the sport divisions. *See specific sports rules for more information.*
8. Final decisions regarding player eligibility will be made by the Recreation Coordinator.
9. Players must have a government issued photo ID available for identification at all matches. Any team found to be playing a person under an assumed name or with a player without ID will receive a forfeit. That player will also be ineligible to participate for the remainder of the season.
10. Any player deemed too competitive or skilled for a certain league may be dropped from your team roster and moved to a more competitive level. This will be at the discretion of the Recreation Coordinator.

### 2.4b Player "Free Agent" List

1. If you are a player looking for a team, please go to [www.teamsideline.com/fortcollins](http://www.teamsideline.com/fortcollins) and select Free Agent Sign Up from the top menu bar. **This free sign-up is designed to get your information to coaches searching for players and doesn't guarantee you a team to play for.**
2. If teams are looking for players, call the sports coordinator for the list of individuals looking for teams.

## 2.5 Cancellations, Rescheduled Games & Inclement Weather

### 2.5a Cancellations & Rescheduled Games

1. In some cases weather/lightening may force the temporary postponement or outright cancellation of games. These games will be rescheduled as best as possible within facility and time constraints whenever possible (may be at a different field or night than normal league play).

2. In case of potential inclement weather conditions, all participants are encouraged to count on games being played. Participants should check our Team Sideline website or call the Cancellation Line at 970-416-2887 for an updated status on games.
3. Games that are forfeited due to the inability to field a team at the originally scheduled games will not be rescheduled.

### 2.5b Weather Interruptions

If **weather interrupts** a game and it has not reached the halfway point of the game, when it is rescheduled, it will resume from the point it was suspended. Remember, games are not guaranteed to be rescheduled, however, in the instance they are, the rain-out schedule will be available on [www.teamsideline.com/fortcollins](http://www.teamsideline.com/fortcollins). Note: *Rescheduled games may not be on your team's normal night.*

### 2.5c Determination of Unplayable Ground

On weekdays prior to 4:00pm, the determination will be made by the **Parks staff**. After 4:00pm or on weekends or holidays, the Field Supervisor will determine when the grounds are unplayable. On questionable days, check our Team Sideline website or call the Cancellation Line 970-416-2887 for updated status. We cancel games due to safety factors. If in our minds we feel someone could be injured due to field conditions we postpone or cancel play. *There is no guarantee games will be made up from weather cancellations.*

## 2.6 Results, Standings & Awards

### 2.6a Results & Standings

Standings, schedules, and schedule changes can be found at <http://www.teamsideline.com/fortcollins>

### 2.6b Awards

Prizes will be given to the winners of each league. Tiebreakers will be determined by the tiebreaker analysis that can be viewed on game schedule page.

## 2.7 Before the Season Starts

### 2.7a Contact Information

If there are any changes in reference to the contact person for the team (change of manager, change of manager's email address, phone number, etc.), the Sports office must be notified immediately, failure to do so may result in your team not being notified of schedule changes/revisions, etc.

### 2.7b Special Scheduling Requests

Special requests for game times are not guaranteed.

## 2.8 Recreation Department Responsibilities

1. Provide a schedule of games.
2. Provide game balls, and scoreboard. *See sport specific rules for other equipment that may be provided.*
3. Provide a facility to host games.
4. Schedule staff to run games, including scorekeeper.
5. Keep record of all games played.

6. Handle misconduct situations with the guidelines stated in the Sports Code of Conduct.
7. Provide personnel to handle maintenance and other duties as needed.
8. Keep all managers informed of all changes to rules, schedules, and other program information.

### 3. General Policies & Procedures

#### 3.1 Commitment to Diversity & Inclusivity

1. The City of Fort Collins does not discriminate on the basis of race, age, ethnicity, religion, national origin, ancestry, sex gender, disability, veteran status, genetic information, sexual orientation or gender identity/expression.
2. Bigotry or disparagement of others on the basis of race, age, ethnicity, religion, national origin, ancestry, sex gender, disability, veteran status, genetic information, sexual orientation or gender identity/expression has no place in the City of Fort Collins or its facilities, programs or services.
3. Verbal or written abuse, threats, intimidation, violence or other forms of harassment towards participants or staff will not be tolerated.
4. Individuals are encouraged to participate in accordance with their asserted gender identity.
5. All participants and staff are expected to respect the rights of others and to be civil, effective citizens.

#### 3.2 Sportsmanship & Participant Conduct

Good sportsmanship is vital to maintaining the appropriate recreational atmosphere of the City of Fort Collins. All participants and spectators are expected to conduct themselves in a civil and sporting manner at all times before, during and after contests. Behavior that promotes intolerance or prejudice, degrades any racial, ethnic, gender or religious group, infers an explicit sexual reference or promotes destructive behavior is considered disrespectful to the City of Fort Collins and its citizens, and will be addressed and handled accordingly. This includes team names.

The City of Fort Collins has a **zero tolerance rule** for foul language and taunting. Any player using any type of foul language or taunting (including any inappropriate gestures) will be removed from the game. Ejections and suspensions are at the discretion of the officials, sports staff, and Recreation Coordinator. *For more information on ejections and suspensions, see the Sports Code of Conduct located in the back of this manual. All participants are also expected to adhere to the Sports Code of Conduct.*

#### 3.3 Facility Policies

1. **Alcohol, Smoking & Drugs:** Participants (players, managers, coaches or team representatives) may not violate the City of Fort Collins smoking, open container ordinance, other state or local alcohol or drug laws while at any of the facilities including city parks/ball parks or Poudre School District facilities; nor shall a participant enter the field/court of play while under the influence of drugs or alcohol before, during or after games. *Any violations will be penalized through the Fort Collins Recreation department and may also be subject to legal penalties.*
2. **Children at Games:** Children accompanying parents must remain in the designated sports area (gymnasium) and properly supervised. Children are not permitted to play in classrooms or hallways.
3. **Walking the Track:** Players or spectators will not be allowed on the suspended track to observe games or gym activities. All health equipment is available only to Senior Center, and Northside



Aztlan, Foothills Activity Center paying patrons. Locker rooms will not be available for participant use.

4. **Game Time:** The City of Fort Collin’s permits for facilities are for specific times. You will not be allowed inside the facility until the time scheduled for the first game. Please do not arrive early.
  - a. If a game is scheduled after the closing time for a facility, the front doors will be open 15 prior to the start of the game and 15 after it has begun. Any players arriving later than 15 minutes will not be let into the facility to play.
5. **Athletic Braces:** All braces (knee or arm) must have all hard material, such as plastic or metal covered and padded. If it is not covered properly and is deemed unsafe by the official, the player will not be allowed to participate. *Casts are not allowed; see the Sports Code of Conduct for more information.*
6. **Cast Policy:** No player may participate in any sports program while wearing a cast due to concerns of safety for both the player and others participating in our sports programs. This policy is mandatory and unnegotiable.
7. **Glass Bottles:** According to Ordinance #62, no person shall bring any glass containers or have possession of the same while in the City of Fort Collins’ parks. This is for your own safety and safety of others.
8. **Dogs:** Players and spectators are requested to refrain from bringing their dogs to the ballparks. No dogs shall be left unattended or without leash. Dogs may not be tied and left unattended.
9. **Food & Beverage:** No food or beverage is allowed in the facilities except for water.

**\*Please do not litter facility grounds with trash**

### **3.4 Communicable Disease Rule (Blood Rule)**

Procedures to deal with bleeding participants

1. When a player suffers a laceration or wound, where bleeding or oozing occurs, the game will be stopped immediately.
2. The player will be removed from the game until the bleeding has stopped and the wound is adequately covered.
3. If a legal substitute is available, the player will replace the injured player and play will continue.
4. If no substitute is available, the game clock will be stopped for a reasonable length of time to enable the injured player time to dress the wound.
5. The player may only re-enter the game with the official’s approval. This means bleeding must be stopped and the wound covered.
6. Any article of clothing that is saturated with blood must be removed and replaced.
7. Each team is responsible for supplying its own first aid and supplies.

*Revised Spring 2022*

## 4. Appendix

### 4.1a City of Fort Collins Sport Code of Conduct

#### Applicability:

This Sports Code of Conduct applies to all sports organized by the City of Fort Collins Recreation Department, whether taking place on City-owned property, or on any other property that the City of Fort Collins has arranged to use. “Sports” include any and all activities or events listed under the category of “sports” in the most current edition of the City of Fort Collins *Recreator* Publication. The City of Fort Collins may add or delete activities from this category in the City’s discretion.

#### Definitions

**City:** The City of Fort Collins.

**Coach:** The person designated as a team’s spokesman; may be either a player or non-player in adult sports.

**Field of play:** The part of a court, field, ring or other sports venue that is considered within the boundaries for regulation play of a particular sport.

**Field supervisor:** The City of Fort Collins employee responsible for the operational functions and staff assigned to the sports games, activities or events scheduled, in addition to this Code of Conduct.

**Manager:** The City of Fort Collins Recreation/Sports Manager or other such persons (the Director of Recreation).

**Official:** A person who the City of Fort Collins has arranged to be present at a sports venue for the purpose of administering the rules of the game, match or event, in addition to this Code of Conduct.

**Parent:** The legal guardian responsible for a child who is under the age of 18 and is participating in a sport sponsored by the Recreation Department.

**Participant:** Any coach, player, parent, spectator, official, or any other person involved in any way with any sport sponsored by the Recreation Department.

**Participation:** Any involvement in a Recreation Department sport, including spectating, officiating, playing, coaching, or attending a sporting event.

**Player:** A person who physically participates in a sport or is on the roster of the team or group participating in the sport.

**Probation:** A period of time during which a person who has previously violated the Sports Code of Conduct may have no further violations.

**Recreation Department:** The City of Fort Collins Recreation Department.

**Sport:** Any Recreation Department-organized activity or event that is listed under the category of “Sports” in the most current edition of the *Recreator* publication or a new yet-to-be advertised activity that is run by a recreation staff member who is specifically designated by organizational chart as a member of the sports team.

**Spectator:** A person who watches a sport for entertainment with no physical involvement.

**Sportsmanship:** Conduct, such as fairness, graciousness in winning or losing, respect for one’s opponent and for officials; conduct appropriate to one participating in a sport.

**Sports venue:** Designated buildings and areas improved with fencing, bleachers, goals, turf, lines or other markings that are intended for use by players, officials, spectators or anyone else participating in a sport.

*Examples:* fields, courts, tracks, gymnasiums or field houses, arenas, pools, ice rinks, and bowling alleys.

**Suspension:** Loss of the privilege to participate in any manner in a Recreation Department sport.

**Unsportsmanlike:** Exhibiting poor behavior through negative, disruptive or inappropriate actions

#### 4.1b Prohibited Acts:

**No participant before, during or after scheduled games, activities, matches or events shall:**

1. Physically attack any other participant or any City staff person. This includes but is not limited to striking, shoving, kicking, or otherwise touching or subjecting another person to physical contact in a threatening or alarming manner.
2. Refuse to abide by an official's decision and /or contest such decision in an unsportsmanlike manner.
3. Use obscene language or gestures, harassing, insulting, taunting or challenging language, racial, ethnic or sexual slurs, or unsportsmanlike demonstrations of dissent concerning an official's decision or towards another player.
4. Use unnecessary roughness in the play of a game against an opposing player.
5. Throw or dispose of any object onto the field/court of play.
6. Violate the City of Fort Collins smoking, open container ordinance, other state or local alcohol or drug laws while at the sports venue; nor shall a participant enter the field of play while under the influence of drugs or alcohol.
7. Display other unsportsmanlike conduct while at a sports venue.

**Enforcement:**

The official and on field supervisor have the full discretion to handle the misconduct as deemed fit; warnings will be assessed before penalties are enforced whenever possible. The misconduct will be addressed by the following enforcements:

1. **Minimum Penalties:** Participant misconduct resulting in an ejection from the current sport activity and suspension from the next scheduled game, activity or event. In the instance the ejection is post game play; the player will not be permitted to play in the next two scheduled games. *Once a participant has been ejected, the participant must leave the sports venue immediately. This means going far enough away that they cannot be seen or heard by any participant within the sports venue.*
2. **Mid-Range Penalties:** Participant misconduct resulting in suspension for up to the remainder of the scheduled season or up to one year, in addition to one or more years on probation. After review of the alleged violation by Recreation Department staff, mid-range penalties may be imposed if:
  1. Another infraction has occurred by the individual resulting in a penalty within the past calendar year;
  2. The individual violated more than one section of this Code during the current incident; and/or
  3. In the judgment of staff, the severity of the infraction justifies penalty beyond the minimum but not to the maximum level. Mid-range penalties may be imposed in addition to minimum penalties.
3. **Maximum Penalties:** Participant misconduct resulting in suspension for one year to lifetime banishment. Maximum penalties may be imposed if, after review of the alleged violation by Recreation Department staff, it is determined that the severity of the violation justifies the maximum penalty, based on negative impact to the program, other participants, spectators, and/or staff. Maximum penalties may be imposed in addition to minimum and/or mid-range penalties.

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### **Additional Penalty Information**

1. Any participant ejection results in team probation until cleared by the sports coordinator or supervisor.
2. Any behavior that is also a violation of law may result in criminal charges.
3. Any participant who engages in three prohibited acts during any twelve-month period shall be suspended for up to five years, followed by two years of probation.
4. Any participant who engages in a prohibited act while on probation shall be suspended for one to five years.
5. Any participant who engages in more than three prohibited acts during any twelve-month period shall be banned for life from recreation sports, activities and events.

#### **4.1c Appeals:**

Appeals of any enforcement decision may be made by submitting a written statement of appeal to the Recreation/Sports Supervisor **before your next scheduled game** of the issuance of the decision to be appealed. If an enforcement decision is not appealed within the proper time period, it shall be considered final. The statement of appeal shall include:

1. A description of the decision in question and related events
2. The basis for the appeal
3. Any additional information they believe is relevant in support of the appeal

The Recreation Manager will conduct such investigation as they determine to be appropriate, given the basis of the appeal and the related facts, and may conduct an informal hearing on the matter in their discretion. In the alternative, the Supervisor may convene an Appeals Board made up of Parks and Recreation staff that has no personal involvement in the decision being appealed, and such board shall conduct an appropriate investigation. The Recreation Supervisor or Appeals Board, if one is convened, shall issue a written decision on the appeal within 30 days from the filing of the appeal. The written decision shall include an explanation of the basis for the conclusion reached.

**\*Appeals may not be made for instances that are penalized as minimum penalties.**

#### **5. Sport Rules:**

Rules that were listed at the end of this document can now be found, individually, on the “Rules & Park Maps” page of [teamsideline.com/FortCollins](http://teamsideline.com/FortCollins).