

**CITY OF BROOKFIELD  
PARKS, RECREATION & FORESTRY DEPARTMENT**

**ADULT TEAM SPORT PROGRAMS POLICIES & PROCEDURES**

In order to function efficiently and effectively, a sports league program must have an established set of rules, policies, and procedures which must be understood by both managers and players. **Lack of knowledge of the rules will not be considered a valid excuse for violating them.** The Brookfield Parks, Recreation & Forestry Department urges managers, players, and sponsors to acquaint themselves with all rules, policies, and procedures governing the program. Contact the Parks, Recreation & Forestry office with any questions.

**I. GOVERNING BODY**

- A. Adult sport programs are sponsored by the Brookfield Parks, Recreation & Forestry Department with all policies and procedures governing the program determined by the Brookfield Parks & Recreation Commission.
- B. The Parks & Recreation Department may be assisted in the operation of the different programs by an advisory League Committee consisting of five to eight members including the appropriate League Coordinator and the Recreation staff.

**II. LEAGUE FORMAT**

**A. League Classifications**

- 1. Softball: C, Women's, 35 & Over, Coed

**B. Team Registration Process / Acceptance**

- 1. When a team submits an application to participate in an adult sports program, they are not guaranteed a specific league (i.e. A, B, or C) unless there is only one league offered.
- 2. Returning teams (minimum of 70% returning players from previous season's final roster) will be guaranteed a spot in the program, and the night of play that they played on the previous year, provided that they register in accord with the established deadline and procedures, and meet eligibility requirements (See III - Program Eligibility).
- 3. Adult Softball - Order for accepting teams into the program. There will be two registration periods:
  - a. Registration I: Returning teams. New teams that meet the residency requirement.
  - b. Registration II: New teams who do not meet resident requirements.
- 4. New teams (teams not meeting the criteria listed under "2") wishing to register will be placed on a waiting list and will be accommodated on a space available basis after registration for returning teams. New teams will be placed according to available openings and nights. There is no guarantee of league and playing night. New, resident teams, will be placed in the league before new, non-resident, teams. All new teams are added in the order (date and time stamp) in which they register.

**C. League Alignment**

- 1. All registered teams are placed in four, six or eight team leagues, whenever possible, by the Parks, Recreation & Forestry Department staff with the assistance and approval from the League Committee (if applicable).
- 2. Assignment of teams in leagues is based on several factors including past record and team preference. The underlying principal and objective in league alignment is to create leagues which have overall balance and equity for **ALL** teams and leagues.

**D. Adjustment of Leagues**

- 1. Returning teams which won their league during the previous season will be moved up to the next level on their night of play whenever it is possible or appropriate.
- 2. Teams will not be required to change nights. However, it will be encouraged if it is in the best interest of the leagues.
- 3. If there is not an open place in the league above to accept the team moving up, the team with the lowest won/loss record in the higher league will be moved to the lower league.
- 4. The Parks, Recreation & Forestry Department reserves the right to assign **ALL** teams to leagues in order to equalize competition within each league and over the entire program.

### E. League Schedules

1. The Brookfield Parks, Recreation & Forestry Department reserves full right to determine all league schedules.
2. Leagues are normally scheduled in a round robin format with the following number of games:
  - a. **Softball** – 12 game minimum schedule, plus a single elimination tournament at the conclusion of the regular season.
3. Managers will be furnished with league schedules and will be notified by the Department of any changes affecting their team.
4. Regular season schedules will **NOT** be adjusted to accommodate teams playing in other leagues.
5. No request for postponement of scheduled contests will be granted except those that the Department approves for reasons of extreme hardship.
6. Rescheduled Games
  - a. All postponed games will be rescheduled whenever possible if the schedule permits.
  - b. An attempt will be made to reschedule postponed games on the regular night of play.
  - c. If necessary rescheduled softball games may be played on weekends. Potential rescheduling dates will be listed on the league schedule. It is strongly recommended that managers and players keep those dates open for possible rescheduled games.

### F. Playoff Games

1. **Softball**
  - a. If 2 teams are tied, head to head competition will determine champion. If still tied, total runs scored minus total runs given up between the two teams will determine seeding. In the event there is still a tie, a playoff game will be scheduled. If 3 teams are tied, we will draw straws to determine which team will receive a bye. The other two teams will play each other for the opportunity to play the bye team for the championship.
  - b. All play-offs will be scheduled by the Department. Teams will be expected to play when scheduled. A flip of the coin will determine the home team.

## III. PROGRAM ELIGIBILITY

### A. Team Eligibility

1. **Softball**
  - a. Resident teams are defined as any team carrying a minimum of 4 City of Brookfield residents/property owners per team. Resident players must supply a copy of their driver's license verifying residency. If a player does not supply a copy of their drivers license at the time of registration, that player will be considered a non-resident.
  - b. Non-resident teams are defined as any team with less than 4 City of Brookfield residents.

### B. Player Eligibility

1. **Resident Requirements - Softball**
  - a. A resident is defined as someone who resides on a year-round basis, or owns property, within the City of Brookfield.
  - b. Full-time college students are eligible as residents if their parents reside within the City of Brookfield. Students must show school registration information upon demand of the Recreation office.
  - c. Once registered as a resident, a player must maintain residency status through June 1st.
4. **Age Requirements**
  - a. **Softball** - All players must be 18 years of age and above prior to May 1 or High School graduates in June.
5. **Professional Player Rule**
  - a. Any player on a professional roster in the past year as well as the present year is considered a professional unless an affidavit is presented to the Parks & Recreation Department stating that they have been released, or dropped, from the professional roster.
6. **Maximum Number of Leagues**
  - a. A player cannot be an official member of more than one team on any league night. If a player does sign contract forms for more than one team on a given night of play, they are considered a member of the team with whom they first registered (earliest date of signature).
  - b. There is no limit on the number of leagues that a City of Brookfield resident/property owner may participate in provided that they comply with III-B-5-a above.

7. **Verification**

- a. The Parks & Recreation Department reserves the right to check residency of any registered player.
- b. The burden of proof will be upon the player and manager involved. Proof must be provided upon request by a Park & Recreation staff member.
- c. Roster forms may be checked by any manager at any time during regular business hours the Parks & Recreation Department.

IV. **REGISTRATION PROCEDURES**

A. **Team Application**

1. The registration period for each program will be established by the Brookfield Parks & Recreation Department and announced to the team managers and general public.
2. **ALL** of the following materials and fees must be received, and a receipt issued, prior to the established deadline for each program:
  - a. A completed Team Application Form.
  - b. The established minimum number of Player Contract Forms.
  - c. **ALL** appropriate team fees.

B. **Player Contract Forms**

1. **ALL** participants must submit a Player Contract Form, bearing their own as well as their manager's signature, to the Parks, Recreation & Forestry Office before the individual is eligible to play. All resident players must supply a copy of their driver's license to verify residency. If driver's license is not submitted, that player will be considered a non-resident.
2. If a player wishes to participate on more than one team, and is eligible to do so, they must submit a separate player contract form for each team.
3. Falsification of any registration form will result in the player and manager being suspended from the program with a forfeiture of fees paid.

C. **Roster Limits**

1. **Softball** – Minimum 12, no maximum

D. **Fees**

1. All fees are determined on an annual basis. Adult sport programs must operate on a self-sustaining basis. Fees cover all expenses for league supervision, umpires/officials, balls, trophies, equipment, field preparation, field lights and other related costs.
2. **Team Fee**
  - a. Must be submitted with the Team Application Form during the established registration period.
  - b. **Resident Team Fee** - Resident team fee for participants residing or owning property within the City of Brookfield. Resident teams are defined as any team carrying a minimum of (4) City of Brookfield residents/property owners per team. Resident players must supply a copy of their driver's license verifying residency. If a player does not supply a copy of their driver's license at the time of registration, that player will be considered a non-resident.
  - c. **Non-Resident Team Fee** - Non-resident team fee for those participants not residing or owning property within the City of Brookfield.
  - d. The established team fee, with accompanying player contract forms, are due at time of registration.
  - e. The team fee is not refundable.
  - f. All teams are required to pay a sanction fee to the "ASA.". This fee is included in the team fee and is paid by the teams to the Brookfield Parks, Recreation & Forestry Department. The Department will then pay the appropriate amount to the ASA.

E. **Player Additions**

1. **SOFTBALL** - Individuals who were not included on the original team roster at registration may be added to a team's roster at any time prior to the date noted on the bottom of the schedule.
2. Each new player must be added to the Team Application Form and submit a completed Player Contract Form to the Parks and Recreation office or on site supervisor/umpire prior to participation in a league game. No verbal or telephone requests to add players will be accepted.
3. Player Contract Forms will be available at the Parks and Recreation office, electronically via the team manager, on site with the field site supervisor and at the Wirth Park concession stand.
4. Completed forms must be approved and signed by office staff, the field site supervisor or game day umpire, prior to participation. Failure to do so will constitute use of an illegal player and the game will result in a forfeit.

5. Contracts added after the team entry deadline are subject to Parks & Recreation Department and/or League Committee approval.
6. Individuals may not be added after the player addition deadline except by special permission granted by the Parks & Recreation Department and/or the League Committee. Such permission will only be granted in extreme hardship cases where a team is in jeopardy of disbanding.

**F. Player Releases**

1. Players under contract with a team can only be released from that team by filing a "Player Release" form with the Parks, Recreation & Forestry Department.
2. The release must be signed by the manager of the team to whom that player is under contract.
3. Players who are released are not eligible to play with a new team until they are listed on the new team roster and have submitted a Player Contract Form.
4. If the manager refuses to grant a release, the player may petition the Parks, Recreation & Forestry Department for a release.
5. All releases and transfers are subject to Department approval.

**G. Penalties for Registration/Eligibility Violations**

1. Any manager and/or player signing a Player Contract Form with a falsified address will be automatically suspended from managing and playing for a period of two calendar years.
  - a. If the violation is detected prior to the tenth scheduled date of league play, any games in which the ineligible player participated in will be automatically forfeited with no protest necessary from the opposing team.
  - b. If the violation is detected after the fifth scheduled date of league play, the team will be dropped from the league. All games and fees will be forfeited including team, player, and forfeit fees. Players will not be allowed to join other teams.
2. Players with knowledge of a forged registration form submitted for them are subject to penalty determined by the Parks, Recreation & Forestry Department and League Committee unless they notify the Department that the registration form should not be accepted.
3. Managers who submit forms with forged signatures are held responsible even though they did not forge the forms themselves and are subject to penalty as determined by the Parks, Recreation & Forestry Department and League Committee.
4. Any participation in a game by a player without a Player Contract Form on file with the Parks, Recreation & Forestry office or on-site umpire will result in the use of an ineligible player and forfeiture of the game.
5. Any participation in a game by a player using an assumed name will result in forfeiture of the game and said player and/or manager being automatically suspended from managing and playing for a period of two calendar years from the date of the suspension.
6. Any team that is dropped from the program will automatically lose its right to register as a returning team the following season.
7. Any circumstances of situations arising that are not covered above will be left to the discretion of the Parks, Recreation & Forestry Department and the League Committee.
8. Any hearings or appeals will be conducted by the appropriate League Committee. The Committee will recommend action to the Department's administrative staff who will take final action.

**V. MANAGER RESPONSIBILITY**

- A. A team's manager is responsible for the registration of the team and shall submit the team application form, the minimum number of player registration forms, and all appropriate fees to the Parks, Recreation & Forestry office in accord with established deadlines.
- B. The manager is responsible to see that all Player Contract Forms are filled out completely and will verify the information on the form by signing it. Falsification of information on a Player Contract Form will result in the suspension of both the player and manager from the program for a minimum period of two (2) calendar years from the date of suspension.
- C. The manager shall attend or send a representative to the league organization meeting. A \$20.00 fee will be assessed a team which fails to have a representative at the meeting. This fee must be paid prior to the first league game and before a team will receive its schedule. Team materials cannot be picked up by a non-rostered team member.
- D. Each manager shall be responsible for their team's knowledge of all rules and policies and shall personally convey this information to their players.
- E. A manager is held responsible for the conduct of their players at all times and for playing only eligible players.
- F. The manager is responsible for notifying team members regarding schedules and communications from the

Parks, Recreation & Forestry office.

- G. The manager is responsible for notifying the Parks, Recreation & Forestry office immediately of any change in the team's name, sponsor, manager's name, address, and phone number. It is extremely important that this information be kept accurate as all communication from the Parks, Recreation & Forestry office is sent to the manager including registration information for returning teams.

## **VI. PLAYER CONDUCT AND SUSPENSIONS**

- A. It shall be the responsibility of the manager to control the actions of their players during the time of the event. Managers, coaches, players, and fans are responsible for their conduct from the time they reach the facility until the time they leave.
- B. A player is responsible for their conduct at all times. Participation in this league is a privilege that may be denied or suspended for just cause. By the act of participating, all sponsors, teams, players, managers, and coaches acknowledge that they are acquainted with and will abide by league rules as a condition of this privilege.
- C. Ejection from a game will constitute automatic temporary suspension from the next game the team is scheduled to play (league, playoff, or rainout). Two ejections during the season will automatically constitute suspension for the duration of the current season.
- D. Profanity, possession or drinking of alcoholic beverages regardless of location, excessive baiting and jockeying, unsportsmanlike conduct or making physical contact with game officials will be cause for immediate ejection from the game by game officials, and may be cause for additional suspension to be determined by the Supervisor of Recreation.
- E. No team member or bench occupant may incite or try to incite either opponents or spectators. For a first offense the violator should be warned that, to repeat the offense will cause prompt ejection from the game. All flagrant offenses (including a first offense) shall cause the offender to be immediately removed from the game and playing area.
- F. Any player/manager ejected from a game will have two (2) minutes to leave the playing field/area or bench. For the purpose of this rule, the "playing area" will be taken to mean, "far enough away from the area of play so that the ejected player, in the opinion of the game official(s), has no affect whatsoever on the game, its players, officials, or spectators". Any further disturbance caused by the ejected person during the remaining course of that game will warrant forfeiture of that game.
- G. Any player(s), determined by the supervisor and/or game official to be under the influence of alcohol, will not be permitted to play.
- H. A player suspended from a league will be automatically suspended from play in any other Brookfield Parks, Recreation & Forestry Department League.
- I. The Brookfield Parks, Recreation & Forestry Department reserves the right to determine length of suspension for all participant misconduct.

## **VII. FORFEITS**

- A. Teams will forfeit a game when:
  - 1. Failing to field the minimum number of players by the scheduled game time.
  - 2. Any player's residence is falsified on the Player Contract Form.
  - 3. An ineligible or suspended player is used.
  - 4. An ejected player or manager refuses to leave the premises.
  - 5. Continued unsportsmanlike conduct after a warning by the game official(s) or authorized official of the Brookfield Parks, Recreation & Forestry Department.
  - 6. Quitting in defiance of a game official's decision.
  - 7. A player, when questioned on eligibility from an opposing team manager, refuses to sign the scorecard verifying their eligibility.
- B. Should both teams forfeit a game due to any of the reasons listed above, both teams will receive a loss in the standings.
- C. Upon a team's second forfeit in a season (not including weekend rescheduled games), the team will be automatically dropped from the league and will forfeit all fees paid.
- D. Any team that disbands, or is dropped from the program for two forfeits will automatically lose its right to register as a returning team the following season.
- E. Forfeit Fee
  - 1. Upon a team's first forfeit, they are required to submit a \$30.00 forfeit fee to the Parks, Recreation & Forestry Office prior to their next scheduled game in order to play. (The fee does not apply to weekend re-scheduled games.)
  - 2. If a team forfeits their last game of the season, they are required to submit the \$30.00 fee within 30 days of the completion of the season or be in jeopardy of losing their status as a returning team the following year.

3. A \$20.00 fee will be assessed for teams failing to be represented at the league organization meeting which must be paid prior to the first league game and before a team receives their schedule.

## VIII. TEAM DISBANDMENTS

- A. If a team disbands, or is dropped from the league before the schedule is completed, all games played by such team will be counted in the standings. All remaining games will be credited to its scheduled opponents.
- B. If the team disbands, or is dropped, after the deadline for player additions (Sec. IV-E-1), the team members shall not be allowed to register for other teams in the league for the balance of the season.

## IX. PROTESTS

### A. Playing Rules

1. No protests will be accepted on judgement calls by officials.
2. Protests on rule interpretations must be filed prior to the next play following the situation to be protested by notifying the official and opposing manager, and noting the protest on the score sheet or scorecard.
  - a. In softball, the protest must be made prior to the next legally pitched ball following the situation to be protested.
  - b. Protests will not be considered unless this procedure is followed.
3. The protesting team must also file a formal written protest at the Parks, Recreation & Forestry office on the next business day following the game. A \$20.00 protest fee must accompany any protest. If the League Committee rules in favor of the protesting team, the fee will be returned; otherwise, the fee shall be forfeited to the City.
4. A formal protest should contain the date, time, and place of the game, official, situation, rule interpretation that is being questioned, and all other essential facts.

### B. Eligibility

1. The Parks, Recreation & Forestry Department will not be responsible for investigating rumors of program eligibility violations by players or teams without a specific request being filed by an individual.
2. Protests on player eligibility will be accepted at any time during the season, up until 24 hours after completion of the last league game. The protest must be a written statement of the violation. Burden of proof rests with the protesting individual.
3. Should a manager question the eligibility of an opposing player at the game site, the protesting manager must request the game official to have the player in question sign the scorecard and the game will be handled as any other protested game. If the player refuses to sign, the game will be forfeited. The protesting manager must also file a protest with the Parks, Recreation & Forestry office.

- C. The League Committee will rule on all protests.

## X. TROPHIES AND AWARDS

- A. All awards are based upon regular season standings only.

### B. Softball

1. Individual awards to first place team. A maximum of 15 individual awards will be provided per team.
2. Individual awards to first place team in tournament play. A maximum of 15 individual awards will be provided per team.

## XI. INSURANCE

- A. The City of Brookfield Parks, Recreation & Forestry Department provides **NO** accident insurance for teams and players participating in the league programs.
- B. As stipulated in the Player Contract Form, neither the City of Brookfield Parks, Recreation & Forestry Department, the sponsor, manager, nor any of the employees are responsible for injuries sustained by individuals while playing.
- C. All players should have adequate personal health and accident insurance coverage prior to participating in the program.

## XII. PLAYING RULES

- A. The current edition of the ASA Rulebook will be the official rulebook for the program. Local rules and adaptations will supersede where applicable. Two competing teams or managers may not agree to alter any rules.
- B. The official playing rules for each program will be outlined in the "League Rules and Procedures" sheet which will be distributed to all team managers prior to the start of the program.
- C. The "League Rules and Procedures" will cover facility ground rules, playing rules, rule interpretations, and other pertinent information relating to the specific league.

- D. The "League Rules and Procedures" may not overrule or contradict the "Adult Team Sport Programs Policies and Procedures."

**XIII. FINAL AUTHORITY ON POLICY**

- A. The League Committee shall rule on any protest, suspension, appeals, and any other matters of league concern not specifically enumerated within the operating "Adult Team sport Programs Policies and Procedures" or the "League Rules and Procedures".
- B. The City of Brookfield Parks, Recreation & Forestry Department and the Park & Recreation Commission reserves the right to exercise final authority in all league matters that are not within the jurisdiction of the game official or League Committee.

*Commission Approval: 12/2/2019*

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