

MILWAUKEE RECREATION
Experience Life.

ADULT SPORTS LEAGUES

POLICY AND PROCEDURE

MANUAL

Milwaukee Recreation Adult Sports Staff

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As manager you are responsible for knowing these league rules and regulations. You are also responsible for passing them on to your players, as they too must abide by them. Before signing players up, pay special attention to Rules 5 through 9 regarding player participation and eligibility.

**IGNORANCE OF THE RULES WILL NOT EXCUSE YOU OR YOUR PLAYERS
NO EXCEPTIONS WILL BE GRANTED.
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The Milwaukee Recreation Adult Sports Office provides administration over many general topics that pertain to all Adult Sports Leagues. As manager you are responsible for knowing these league policies and procedures. You are also responsible for passing them on to your players, as they too must abide by them. Before signing players up, pay special attention to the player participation and eligibility section.

This manual highlights general procedures and policies that apply to all of our leagues. For in depth, sport specific topics, please refer to the Rule Adaptations, Revisions, and Additions document that pertains to your sport. Please review the following topics carefully and good luck this season!

1. REGISTRATION

- A. Team Registration:** All teams must submit a sport specific entry contract along with the team registration fee to register a team. Contracts can be obtained from the Adult Sports Website, Adult Sports Office or we can mail the information to you.
- B. Player Registration:** Each player must fill out a player registration card to be put on file at the Adult Sports Office. (Please see the Player Eligibility section for more details).

2. SCHEDULING

- A. League Schedules:** Managers will be issued season schedules at the Manager's Meeting in sufficient quantity to supply all team members. Schedules will also be posted on the Adult Sports Website at www.milwaukeeerecreation.net. In the event that schedules are not available at the Manager's Meeting, schedules will be mailed to the Team Manager.
- B. Cancelled Games:** Most cancelled, post-poned or rained out games will be re-scheduled following the last originally scheduled game if time permits. The Adult Sports Office reserves the right to schedule make-up games, play-off or tournament games on alternate days or as double headers if necessary.
- C. Team Disbandment:** In the event that a team disbands before the season is completed, all games will be credited to the scheduled opponents.

3. MANAGER'S RESPONSIBILITIES

- A. Meetings:** A Manager's Meeting is held for each sport before the start of the season. The manager of the team is responsible for attending this meeting to collect schedules as well as other important league information.
- B. Conduct:** The manager is held responsible for the conduct of team players and coaches at all times. The manager is responsible for mentoring the eligibility of each individual player. The manager must be sure that each player and coach fills out his/her own registration card before he/she, as manager, affix their signature to it, thereby completing the contract. The manager found guilty of playing an ineligible player, failing to adhere to eligibility rules or displaying unsportsmanlike conduct is liable for suspension.
- C. Change of Manager or Sponsor:** If there is a change in team sponsor or manager, an official form must be submitted to the sports office. This form can be obtained from the Adult Sports Office or found on our website at www.milwaukeeerecreation.net
- D. Releases:** No player is eligible to join another team unless officially released by the manager of the first team. Official Release Cards must be used for this purpose. Release Cards must be filed at the Adult Sports Office.

Released players are not eligible to play in any league until a new registration card is on file under his/her new team.

- E. Roster Limit:** Municipal leagues have no roster limit. If an affiliated league has roster restrictions, they will be listed on the back of the season schedule.
- F. Equipment:** Uniform requirements and equipment needs are different for each sport. Please refer to the Rule Adaptations, Revisions, and Additions document that pertains to your sport for specific requirements.
- G. Property Contracts:** Players or managers in possession of property belonging to any team or sponsor shall return such property to the sponsor or manager before the beginning of the next season.
- H. Game Day:**
- i. **Sign-Up Sheet:** All players present at the start of the game should sign the sign-up sheet. Only those individuals who are officially registered, having a card on file at the Adult Sports Office are eligible to play. Players must sign the sign-in sheet before entering the game in order to be considered and eligible player for that game. Substitutes that arrive late may sign the sheet upon arrival. ***Nobody is allowed to sign in after the game is completed.*** Managers are responsible for this procedure and for seeing that only eligible players sign the sign-up sheet. Thus, each individual must sign in – **NO ONE MAY SIGN IN FOR ANOTHER PLAYER!** **Signatures must be legible.**
 - ii. **Borrowing Rule:** Upon signed mutual agreement by the managers on back of the sign-up sheet, a team may borrow a player(s) as necessary to avoid a forfeit. Borrowing can **only** be done **from the opposing team for that game**. If more players from the borrowing team arrive later, the borrowed players should return and play for their own team. The final score will count for league standings.
 - iii. **Grace Period:** The official will allow a five minute grace period before declaring a forfeit. This grace period is intended only for teams unable to place a minimum number of **eligible players*** on the field/court at the scheduled game time(refer to the Rule Adaptations, Revisions, and Additions document that pertains to your sport for specific requirements). After the grace period, the appearing team may ask for the forfeit or it may allow the opposing team an additional five minutes grace period. If extension of the grace period is granted, it must be understood by both teams that regardless of the actual starting time of the game, the game must be terminated as specified in the League Rules. The manager of the team allowing the extension as well as the official/umpire must sign a written agreement, which must be forwarded to the Adult Sports Office by the umpire. A team cannot be credited with a forfeited game unless the minimum number of players signs the sign-up sheet. If both teams have insufficient number of players, the umpire will declare a double forfeit. ***Eligible players** are those players who are in the general field area and ready to play. Those players still in the parking lot or in their cars are **not** considered eligible.
 - iv. **Written Agreement:** Any agreements made between the managers and the umpire that is not covered by the rules must be in writing. Such agreements will be filed with the umpire's report of the game.

v. **Forfeits:** A team forfeiting a game for any of the reasons listed below must pay the forfeit fee IMMEDIATELY after the forfeit occurs. An unpaid forfeit fee can result in the team's immediate exclusion from the league. A team with an unpaid forfeit fee at the end of the season will lose its contract renewal privileges for the following season unless the fee is paid before the renewal deadline.

- Failure to have or maintain a minimum of players on the field/court.
- Quitting in defiance of an umpire's decision.
- Playing an ineligible player for the purpose of avoiding forfeiture.
- Failure to supply the game ball (if applicable) as prescribed by league rules.
- Players and/or managers found to be making a “travesty” of the game.
- Two unannounced forfeits may result in being dropped from the league.

Any team with outstanding forfeit fees at the end of the regular season will not have any rained out games rescheduled. Opponents will be credited with a win.

I. Injury: The MPS-Recreation Department shall not be responsible for any injury that may be incurred by players during official games. The Recreation Department recommends that all players should be covered by some type of his/her own insurance.

4. PLAYER ELIGIBILITY

A. Anyone who violates the league eligibility or registration rules or is guilty of unsportsmanlike conduct is liable to be suspended.

B. Player Eligibility:

- Every player must be officially registered, having a registration card on file at the Adult Sports Office before being eligible to play.
- Each player must be officially registered, having his/her name on file at the Muni Adult Sports Office and submitting the individual player fee of \$15.00.

Teams may have an unlimited number of players on their roster, however, only up to the specified number of players are charged the player fee. Each additional player beyond the specified number is FREE but must be registered as a legal player in the Muni Adult Sports Office.

MAXIMUM # OF INDIVIDUAL PLAYER FEES CHARGED PER SPORT

FLAG FOOTBALL	(15)	BASKETBALL	(10)
VOLLEYBALL	(8)	SOCCER	(8)
SOFTBALL	(15)	KICKBALL	(10)

iii. No individual residing outside the State of Wisconsin is eligible to play.

iv. A player must be at least 18 years of age at the time of registration.

C. Player Participation: The Adult Sports Office enforces restrictions on the number of teams a player can play on in certain leagues. Please refer to the Rule Adaptations, Revisions, and Additions document that pertains to your sport.

D. Player Registration Cards:

- i. A player and coach must be officially registered, having a card on file in the Adult Sports Office before being eligible to play or coach. A player must fill out his/her **own** card and the manager is then to affix his/her signature to it.
- ii. Registration cards should be on file **one week** prior to the first scheduled game. Players added after the season starts must have a registration card on file prior to playing in a league game. (failure to have cards on file prior to participation renders this player ineligible).
- iii. Affiliated leagues will determine their own deadline for adding players to a roster.
- iv. For municipal leagues, there is no deadline for adding players to a team's roster, however, there is a specific cut off date for tournament eligible players. If a player is added after that cut off date (refer to the Rule Adaptations, Revisions, and Additions document that pertains to your sport for specific date), he or she can play regular season games but is not eligible for post season play.
- v. A formally suspended player cannot file a registration card or participate in any Adult Sports Leagues until expiration of the their suspension.

5. SPORTSMANSHIP AND CONDUCT

A. Illegal Players: A team found guilty of having an illegal player in the lineup will have all games in which the ineligible player participated forfeited to the opposing team. In addition, any team found to have used an illegal player will be disqualified from any city tournament play and will forfeit the right to any league awards for that sport season regardless of their record.

NOTE: Team Manager is ultimately responsible for certifying the legality and proper registration of their players.

B. Behavior: All program participants (team members, coaches and team supporters) are expected to respect, abide and behave in accordance with the decisions rendered by game officials and recreation site staff. Persons found guilty of violating this policy will be dealt with accordingly.

C. Suspensions: Decisions and or rulings regarding suspensions will be made by the Adult Sports Office. The Adult Sports office has the right to suspend a player up to three games without allowing an appeal. Any player suspended more than three games may file an appeal to the Adult Sports Appeal Board. Action of the Board will be final. An appeal must be made in writing to this office within two weeks after the notice of suspension. **Please see Item #6 for explanation of the Appeals Process. Suspensions concerning false registration, eligibility, or team contract filing are not appealable.**

D. Temporary Suspensions: Anyone ejected from a game or the field by the game official for unsportsmanlike conduct, must leave the premises and will be temporarily suspended from all activities conducted by the Adult Sports Office until the case is reviewed by the Office or the League Sportsmanship

Committee. Players must contact their league director or the Adult Sports Office immediately. The final disposition of the case will be made after the league director reviews the case with the Adults Sports Office. Managers are required to check with the Adult Sports Office before allowing the player in question to play.

6. APPEALS PROCESS

When appealing to be reinstated for participation a player should follow the following procedure:

1. An appeal must be made in writing to the Adult Sports Office within two weeks after the notice of suspension. (suspensions are only appealable if longer than three games)
2. The Appeals Board will review the request to make sure the violation is an appealable offense.
3. The Adult Sports Office will contact the suspended player and designate a date and time for a reinstatement hearing. During this hearing the suspended player may plead his/her case to the Appeals Board.
4. Following the hearing the Appeals Board will decide review the situation and all of the information presented to make a decision on whether the appeal to be reinstated is will be granted.
5. The Adult Sports Office will contact the suspended player within 48 hours of the conclusion of the hearing.
6. If or when the player is reinstated, they will remain on probation for 1 year from the date of reinstatement..
7. Offending parties are allowed to have a witness or be represented during the hearing.
8. The decision of the Adult Sports Appeal Board is final.

All Appeals Letters Should Be Addressed To:

Stacy Witters
Assistant Supervisor – MPS Adult Sports
5225 W. Vliet St. Rm. 163
Milwaukee, WI 53208
Fax: 414-475-8403
Email: stacy@milwaukee.recreation.net

7. PROTESTS

A. Timeline: No protest will be accepted on the official's judgment of play.

Protests on technicalities must be filed no later than 24 hours after the game in question. Games played on Friday or Sunday must file their protest no later than 5:00pm on the Monday following the contest.

Protests on ineligible players may be filed any time during a team's season of play. The season is considered officially completed two days after a team's final game. No protest can be filed against a team after that time. If the season expiration date falls on a Saturday, Sunday or a holiday, the "deadline" will be extended to the "next working day".

B. Formal Procedure: A protest must be submitted in writing on an official "Muni Protest Form" (forms available at the Sports Office) and must be filed with the league director or the Assistant Supervisor with evidence supporting the protest and there is a mandatory **\$20.00 filing fee** that must accompany the form. No protest will be accepted over the phone. If the protest is won, the fee will be returned to the sponsor/manager, and if lost, the money will be retained by the MPS-Adult Sports Office.

The League Sportsmanship Board and the Adult Sports Office reserve the right to reject any protest that, in its judgment, has no direct effect on the subsequent play or in the final result of the game.

8. STANDINGS

A. League Standings: Standings will be posted on the Internet at www.milwaukeeerecreation.net. Managers are encouraged to keep records in case questions arise concerning the accuracy of the official standings. (Note: standings will be delayed one week for compilation and posting).

B. Points Per Game: League winners will be determined by the total number of points earned during the season based on the following point system:
WIN = 2 Points, TIE = 1 Point Each Team

Ties In Standings: Only those ties that effect awards or tournament placement will be dealt with. Please see the sport specific tie breaker procedure in the Rule Adaptations, Revisions, and Additions document that pertains to your sport. ***Please do not hesitate to call our office if you notice a discrepancy in the posted standings.***

9. AWARDS

The league champions will receive awards from the Adult Sports Office. Please refer to the Rule Adaptations, Revisions, and Additions document that pertains to your sport for a specific awards breakdown.

10. POST SEASON TOURNAMENTS

The Adult Men's Basketball and Women's and Men's Softball have post season tournaments. Information regarding these tournaments can be found in the Rule Adaptations, Revisions, and Additions document for these sports.

11. RULE GOVERNING BODIES

A. SEPRC: By mutual agreement of the South East Park & Recreation Council (SEPRC), an organization of public recreation departments, an individual suspended from any one department will have their suspension recognized by all department members of the association. SEPRC consists of the following public recreation departments: Brookfield, Brown Deer, Cedarburg, Franklin, Germantown, Glendale, Grafton, Greendale, Greenfield, Hartford, Hartland, Menomonee Falls, Mequon, Milwaukee (City and County), Muskego, New Berlin, Nicolet, Oak Creek, Oconomowoc, Pewaukee, Racine, Shorewood, South Milwaukee, Sussex, Thiensville, Waukesha, Wauwatosa, West Allis-West Milwaukee and West Bend. Further, any suspension made by SEPRC will also be honored.

B. League Rules: The Adult Sports Program follows the current edition of the following governing bodies for each of the sports listed. However, we also reserve the right to implement our own adaptations to these organizational rules. See the Rule Adaptations, Revisions, and Additions document for these sports.

Basketball- National Federation of State High School Associations

Volleyball- United States Volleyball Rules

Football- United States Flag & Touch Football League

Softball- Amateur Softball Association

Soccer- National Federation of State High School Associations

12. ALCOHOLIC BEVERAGES

Every year, the MPS Adult Sports Office receives complaints in regard to drinking and littering of athletic fields and the adjoining areas during or after softball games. Drinking and littering has been reported by citizens living near these ball fields. The Office realizes that many players want to “down a few brews” to celebrate the thrill of victory or soothe the agony of defeat but **THIS MUST BE DONE AWAY FROM THE BALL FIELD.** (Neighboring yards, alleys or streets are also forbidden territory.)

The following City Ordinance is supplied for managers to pass on to all players and team followers:

“It shall be unlawful for any person to bring intoxicating liquor or fermented malt beverages into any building or onto any premises under the jurisdiction, supervision, management and control of the Board of School Directors of the City of Milwaukee. Any person violating the provisions of this ordinance shall, upon conviction, forfeit an amount not to exceed one hundred dollars (\$100.00) or, in lieu of payment of such forfeiture, to be committed to the County Jail or House of Correction until such forfeiture is paid, but not to exceed thirty (30) days in jail.”

(PART I, SECTION 90-0.5, MILWAUKEE CODE)

Because municipal and affiliated softball games are played at locations under School Board jurisdiction, all games fall under the provisions of this ordinance. Managers are expected to inform not only their players, but also any team followers of the above ordinance and its possible consequences. Managers and sponsors should also be aware that a team could be subject to suspension or loss of a team franchise if the team is identified as defying adherence to the **NO-DRINKING** regulations.

13. AFFILIATED LEAGUES

The Adult Sports Office of the MPS Recreation Department recognizes the privilege of each affiliated league to establish its own registration and eligibility rules.

However, the Department is administratively and legally concerned about age, physical development, and experience gaps among players in affiliated leagues where individuals under 18 years of age are allowed to participate in games with adults. A primary concern is for injuries that may and have resulted in the past from the above mentioned differences in the game situation.

Our office thinks that affiliated leagues need to take a good look at their minimum age rules, especially as related to personal injury and liability consequences for the league.

The current position of the MPS Adult Sports Office is that affiliated leagues may determine their minimum age eligibility rule, but the rule should take the injury and liability factors into consideration.

Furthermore, if injuries should occur in an affiliated league because of significant age, physical development and experience differences among players in a scheduled game, the league, not the Recreation Department, will have to be accountable for injury claims.

A. Affiliated Guidelines: Under the terms of affiliation, your league will retain its identification but the league will be under the direction of the Adult Sports Office. The sponsoring body must be an organization of a permanent nature. Your league has its own league director appointed by the sponsoring body. The league director is responsible for ruling on the eligibility of teams in your league, collecting team entry contracts and fees that are to be forwarded to the Adult Sports Office, and handling any protests that may be filed. In general, the league director is a liaison between your league and the Adult Sports Office. All complaints regarding officials or game conditions must be made to the league director in writing.

- i. Special Rule & Regulations: League Directors are responsible for making special rules and regulations known to team managers. Once adopted, no exceptions will be made to any special league rules of an affiliated league and the Sports Office should not be asked to do so by either the League director or the team managers. ***Suspensions concerning false registration, eligibility, or team contract filing are not appealable.***
- ii. Player Eligibility: Each player must be a member of the firm or organization sponsoring the team. Any other special eligibility rules are listed on the back of the season schedule.

14. GAME OFFICIALS

The Adult Sports Office will assign the following officials for each sport. The official or scorekeeper is the time keeper and scorer of all contests.

- A. Basketball- Three officials (one scoremarker and two floor officials)**
- B. Softball- One umpire**
- C. Volleyball- One Referee**
- D. Soccer- One referee**
- E. Football- Four officials**