

MARSHFIELD PARK & RECREATION DEPARTMENT - League Rules and Regulations

1-General

- 1-1 Each manager shall be supplied with a copy of the by-laws governing his/her sport. In turn, the manager is expected to acquaint his players with the contents of the same.
- 1-2 Any matter not specifically covered in these by-laws will be left to the discretion of the Park & Recreation Dept.
- 1-3 Any infringement of the bylaws may lead to an expulsion from the league or other measures as the Park & Recreation Dept. shall determine.
- 1-4 As consideration of being permitted to participate in activities sponsored by the Park & Recreation Department, each participant agrees to assume all liability for injury and damages resulting from such participation and agrees to hold the City of Marshfield and the Park & Recreation Department free and harmless of account of any act or commission, commission or negligence of said City or Department or any act of their offices, agents or employees.
- 1-5 Participation in any athletic event will not be denied any individual for reason of race, creed, color, sex or ability.

2-Registration, Rosters, Fees

- 2-1 Letters will be sent to the managers of the previous year's teams prior to the league organizational meeting, along with an application form and a blank roster. Managers must return the application form no later than one week prior to the league organizational meeting. After that time, new teams will be accepted on a first come, first served basis, until the league has reached its maximum number of teams.
- 2-2 Fees will be set each year by the Marshfield Park & Recreation Dept.
- 2-3 All individuals who are 18 years of age are eligible to be added to a team's roster. (They MAY NOT be on a team if they participate in the sport at school).
- 2-4 All fees and roster changes must be taken care of at the Park & Recreation Department office according to established policies and procedures.
- 2-5 Rosters must be completely filled out including name in full, address, phone number, and age for all participants or they will be removed from the roster and considered ineligible players. Any player whose address is a PO Box is considered a non-resident.
- 2-6 Should a team drop, or be disqualified from the league, the vacancy created may be filled by any team willing to assume the win - loss record of the old team, and play the balance of the old team's schedule. Fees will be prorated for the new team.
- 2-7 Refunds will not be given to any individual or team dropping out after 7 working days from organizational meeting. Individuals or teams suspended from league play are not eligible for refunds or fee transfers.
- 2-7 No team will be allowed to participate in league play until a completed roster has been on file with the Recreation Department for a minimum of 48 hours. All games played by any team not having a roster on file will be forfeited to the opposing team.
- 2-9 Rosters will be final no later than 5:00 p.m. on the day of the third scheduled game. Additions to rosters after this will be charged a \$6.00 fee for each addition plus non-resident. Rosters must be on file at the department office.
- 2-10 All rosters will have the following minimum number of players before a roster will be accepted:

	<u>Minimum</u>	<u>Maximum</u>		<u>Minimum</u>	<u>Maximum</u>
Softball	12	20	Basketball	8	15
Volleyball	8	15	Volleyball Power 4's	6	15
- 2-11 After the final roster is submitted, new team members must be added to a team roster 24 hours before eligible to participate in a league game.
- 2-12 A player may not play on more than one team in a given sport unless league by-laws clearly waive this rule. A player whose name appears on more than one roster will be considered a member of the first team he/she plays with.

3 - Player Eligibility, Transfers

- 3-1 A player may change teams once during a season. This player may sign with a team in the same league only if that team is lower in the standings. Players transferring to a new league may not do so after 5:00 p.m. on the day of the third scheduled game/match.
- 3-2 A transferring player must be on the new team roster 24 hrs before they are eligible to participate in a league game.
- 3-3 The Recreation Department must approve all transfers.
- 3-4 A player who is a member of an organized pro or semi-pro team and being paid for his services, or a member of a college, technical, high school or any other school team which plays a major schedule in the same sport is not eligible for municipal league play at that time.
- 3-5 Any person completing his service with the Armed Forces, home on leave, or individuals moving into Marshfield shall be eligible to join a team at any time during the season. Individuals being added after the deadline must show proof of their residence, leave or discharge papers to the Recreation Dept. before becoming eligible. No team shall pick up more than two players under this rule.

- 3-6 A player is eligible to participate in a playoff or championship, if in addition to meeting all other eligibility requirements, he has played in at least three games of that season.
- 3-7 Managers are responsible for use of all ineligible players and may be suspended along with the ineligible player.
- 3-8 All games in which an ineligible registered, non-registered player or suspended player takes part in will be forfeited to the opposing team.

4 - Conduct, Suspensions

- 4-1 Participation in athletic events is a privilege that may be denied or suspended for just cause. By the act of participation, all sponsors, teams, players, managers, and coaches acknowledge that they are acquainted with and will abide by Recreation Department policies and the league rules as a condition of this privilege.
- 4-2 The following shall be just cause for immediate ejection from games by game officials, League Supervisor, or Recreation Director and may be cause for additional suspension and penalties as hereinafter specified:
 - A. Use of unregistered, ineligible, or suspended players.
 - B. Smoking on the playing field, including coaches' boxes, or in school buildings.
 - C. Possession of or use of an illegal drug/alcoholic beverage before or during your game.
 - D. Unsportsmanlike or disorderly conduct, such as profanity or vulgarity, excessive jockeying and baiting, throwing equipment, making threatening comments, fighting and rowdyism. This rule is binding on all participants before, during and after their game.
- 4-3 Participants who have physical contact with a game official other than in the normal course of play shall be automatically suspended for a period of one year from the date of the offense by the Recreation Director.
- 4-4 Failure of participants who have been ejected from the game by game officials to leave the playing field, floor, courts or premises within one minute shall result in the forfeiture of the game.
- 4-5 Players, managers, or coaches ejected from a game for unsportsmanlike conduct and reported to the Recreation Office by the game official will automatically be suspended from the next scheduled game. The Recreation Office will notify the player(s) and manager(s) involved.
- 4-6 The team is responsible for individual action. Only the team captain or manager may confer with officials in an orderly manner on rule interpretations, not on judgement calls.

5 - Playing Rules

- 5-1 Basic official game rules for league play are as follows:
 - Basketball----National Federation of State High School Associations
 - Softball----Amateur Softball Association
 - Volleyball----National Federation of State High School AssociationsIn the event that a conflict in playing rules from the sources listed above and that of the Municipal Rules, at all times will the Municipal Rules and Regulations supersede all rules.
- 5-2 In most cases home teams will be indicated on the schedule but if not, teams will flip a coin to determine home team.
- 5-3 Playing time - Teams will be granted the use of the playing facility when forfeits or "called" games occur for the remainder of the scheduled time. A team who has won on a forfeit may use officials.

6 - Protests, Forfeits

- 6-1 It shall be the duty of the Recreation Director and possibly the Recreation Committee to sit in judgement of all cases of protest brought by any team.
- 6-2 All protests shall be made in writing and presented to the Recreation Department within 24 hours of the time the protested game was scheduled to begin. Protests may not be withdrawn once they are filed.
- 6-3 All protests must be accompanied by a \$25 fee. This fee will be returned only in cases where the protest is upheld.
- 6-4 In all cases of a contest being played under protest, the officials and scorekeepers must be notified at the specific point of protest. The written protest must clearly set forth and contain full particulars of the charge alleged containing the date, the time and place of game, names of umpires, scorer, rule and section, decision, circumstances and conditions.
- 6-5 Protests shall be received and reviewed concerning the following:
 - A. Misinterpretation of a playing rule.
 - B. Failure of an official to apply the correct rule for a given situation.
 - C. Failure to impose the correct penalty for a given situation.
 - D. According to guidelines established by the governing body as listed under Section 5.
- 6-6 Forfeit times for all contests shall be according to league by-laws.
- 6-7 Teams forfeiting two or more games for any reason unless waived by by-laws must vacate their position in the standings until a \$25 reinstatement fee must be paid within 24 hours of the second forfeited game. Reinstatement fees are not returnable at the conclusion of the season.
- 6-8 If both teams fail to report for a contest, a forfeit will be declared against both teams.
- 6-9 Forfeit of games may be declared by officials for unsportsmanlike conduct on the part of teams or individual members.

7 - Schedules, Awards, Equipment and Facilities

- 7-1 The Recreation Department determines the entry fee for leagues. The general policy of the Department is to charge an entry fee for teams. Amount of the entry fee is determined by operational cost.
- 7-2 The Recreation Department will arrange all schedules, assign and pay all game officials and maintain playing fields and gymnasiums.
- 7-3 First and second place awards will be awarded to all adult leagues where an entry fee is charged for that purpose.
- 7-4 All official league contests will be played on Municipal Property or on areas designated by the Recreation Dept.
- 7-5 The Recreation Department will not schedule or reschedule any match/game due to conflicts that arise outside of our municipal leagues.
- 7-6 A request for a change in game time only will be honored if the managers of all four teams affected confirm the appropriateness of the change to the Recreation Department Office. Any team wishing to request a change must contact the Recreation Department first.
- 7-7 Each team must provide their own practice equipment and any other personal equipment needed to participate.
- 7-8 First and second place will be determined as follows:
 - A. Win, loss record - if a tie occurs.
 - B. Winner of the most games between these two teams.
 - C. Point total for all matches played.
 - D. If still tied a one game (vb-one three match) play-off will be played with winner being declared champion.
 - E. If more than two teams tie for first or second place, standings among the three team, then points score of games, then total points for all matches played, then a single elimination round will be held with the exception of one team clearly defeating the other teams during league.
- 7-9 Once a contest has started, it is the duty of the officials to call a match/game based on their judgement as to fitness of the playing surface.
- 7-10 Cancellation of athletic league games will be determined by the Recreation Department. When possible, a decision will be made at 4:00 p.m. with radio station WDLB being notified our information line updated and the website updated.
- 7-11 All outdoor Recreation Department sponsored activities or activities on City of Marshfield property shall cease immediately upon sounding of the Emergency Warning System.

8 - Team Placement and Movement

- 8-1 Positions in a league will be filled in the following order:
 - A. a sponsor, sponsoring the same team or modification of that team.
 - B. a sponsor dropping old team too form completely new team.
 - C. a former team turning in application bearing the name of a new sponsor (minimum of 51% returning players)
 - D. a new team from waiting list.
 - E. If no waiting list is established: positions will be filled on a first serve basis by teams paying their entry fee.

NOTE: A sponsor shall be that individual who is listed on the "Name of Sponsor" line on the team application. Independent sponsors (teams sponsoring themselves) will be required to maintain 51% of their roster players from year to year in order to reserve their position in a league.
- 8-2 Suspended teams will not be allowed to enter a league under a new sponsor for the sake of bypassing the reinstatement fee. The following applies to suspended teams:
 - A. Any team suspended during the previous season automatically loses all league privileges.
 - B. Suspended teams from the previous season having 50% or more of their roster players returning will automatically be placed at the end of the "new team" waiting list for consideration in league openings.
- 8-3 All teams must have a representative at the league organizational meeting or they will risk losing their position in the league regardless of whether or not the league entry fee has been paid.
- 8-4 Any team not having their entry fee paid by the given deadline will risk losing their position in the league. Those teams shall be treated as a new team.
- 8-5 In establishing "caliber divisions" in our leagues, league movement becomes necessary for teams. The following guidelines shall be used in determining such movement:
 - A. At the start of the season, the bottom two teams in the previous year's standings shall be given the opportunity to move to the next lowest caliber league. Teams may then move up according to their position in previous year's standings. Should a team not move voluntarily (up or down) they may be moved by the Department if it is believed to be in the best interest of the program.
 - B. In the case of a new league being started, the Department reserves the right to move half the teams in a league either up or down.
 - C. New teams shall begin in the lowest caliber league unless it is believed to be damaging to given league.
 - D. Movement in either direction of more than one league will be authorized if it is believed to be in the best interest of the program.