



## Adult Sports Policies and Procedures

### A. Introduction

The City of Ames Parks and Recreation Department reserves the right to make changes to this document as necessary during the course of the season. These will regard only matters of very unusual circumstances deemed necessary by the City of Ames Parks and Recreation.

### B. Liability Statement

The City of Ames Parks and Recreation, its employees or appointed agents assume no responsibility for any personal injury or loss that any team member or spectator may incur as a result of these programs. Individuals are encouraged to have their own personal health/accident plan for any such injuries that occur. Players may be held responsible for unnecessary damage that may occur as a result of misconduct in a facility.

### C. Apparel

1. Jewelry can not be worn in league contests. An exception will be made for religious or medical medallions and flat band rings (medallions should be taped down if worn).
2. Hats can not be worn during league contests  
*Exception:* hats may be worn in softball
3. Participants must wear a t-shirt at all times

### D. Eligibility

#### 1. Individual Eligibility Requirements

- i. Players must be 17 years of age as of the start of league play to be eligible
- ii. No player competing for a high school, junior college, college, or university team will be eligible to participate in the Parks and Recreation Adult Sports Leagues in the same division of play, while in season.
- iii. Participants who have played at the collegiate level within the past four years may only play on a team competing at the "A" level of play.
- iv. No player shall receive personal financial compensation for playing any game, league, or tournament. If so, they will be suspended from the program.
- v. Individual players may play on more than one men's or women's team with the following qualifications:
  1. A player may play on only one team in his/her league
  2. A player's second team must be in the same level (i.e., B or C) or higher. This means you can play up a level, but not down.  
*Exception:* Men's C Softball teams may have up to 2 B players on the roster.
  3. When more than one Co-Ed league exists, the player must play in the league equal to the Men's/Women's league.  
*Exception:* A man playing on a Men's B League team or a woman playing on a Women's B League team may play at any level Co-Ed. A man playing in Men's B Softball can play no lower than C1.

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- vi. Eligibility may be based upon requirements set by such national affiliations as approved by the league participants (i.e., Amateur Softball Association).
- vii. If a player is ruled ineligible, all games in which he/she participated will be forfeited and the player suspended for the remainder of the season.

### 2. Team Eligibility

- i. All team members must be eligible for league play according to all guidelines under the *Individual Eligibility Requirements* listed above.
- ii. Teams that win their division may be moved up one division the next session.
- iii. The following priorities will prevail in cases where it is necessary to limit the number of teams in a league:
  - 1. Prior to the registration deadline:
    - a. Resident teams in order received.
    - b. Non-Resident teams in order received.
  - 2. After the registration deadline:
    - a. All teams in the order received.
- iv. Following the league administrative decisions, roster acceptance and scheduling, a deadline for receipt of entry fee will be set by Parks and Recreation. Those who do not pay the remainder of their fee by the specified deadline may be removed from the league.

## E. Rosters

### 1. Roster Eligibility

- i. All players must be on a roster; a player may be on only one team per league
  - 1. Original rosters must contain at least the following number of original participants to be accepted:

Indoor and 6s Sand Volleyball = 6	Basketball = 5
Soccer = 8	Softball = 10
Sand Volleyball Doubles = 2	Sand Volleyball 4v4 = 4
- ii. Roster limits for each division of Adult Sports League play as follows:
  - 1. Indoor and Sand Volleyball = 12    Basketball = 12
  - Sand Volleyball = 12                Softball = 20
  - Soccer = 18                            2s Sand Volleyball = 2
  - 4s Sand Volleyball = 4

*(Roster limits may be exceeded upon special request)*
- iii. The following guidelines must be adhered to in submitting team rosters:
  - 1. Rosters are due by the date set by Ames Parks and Recreation.
  - 2. If information on the roster is discovered as false, the following will result:
    - a. All games that an illegal player played to date will be forfeited.
    - b. If the illegal player plays during the season ending tournament, the team is automatically disqualified for the remainder of the tournament and the opposing team to be played is declared the winner.

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- c. Using illegal players results in a two-game suspension for the acting team manager.  
*Exception:* In Soccer, if a player is not a registered participant, the team the individual is playing on will receive a \$100 fine per nonregistered players. This must be paid before the team may play again.
- d. If a team/player does not pay the league fees or fines by the set due date, the player or team is suspended until fees or fines are paid.
- iv. Any player wanting to change teams during the season must first be dropped from his/her current team.

### 2. Change of Roster Policy

- i. After registration, roster changes must be made on Roster Add Form or via email (if addition is a resident). Change forms do not require managers' signatures.
- ii. Roster change forms must be submitted to the Parks and Recreation Department *before* the new player participates.
- iii. Players must be added prior to the final two weeks of the regular season prior to tournaments.
- iv. All players participating in the tournament must have played at least 1/3 of the regular season games.
- v. All roster additions involving non-resident fees must be made at the Parks and Recreation Community Center Office and must be turned in prior to the player participating.
- vi. Parks and Recreation will be the keeper of up-to-date rosters. Managers may protest the eligibility of any individual player according to Section E.1 of these rules. *See Game Protests.*
- vii. Roster additions for each division of Adult Sports League play as follows:
  - 1. A resident may be added to a roster without changing the status of roster in question.
  - 2. In an overcrowded league where said team would not have been accepted if they had not been a resident team, they must maintain their resident status regardless of any roster changes.

### F. Game Protests

- 1. Protests based on questions of the official's judgment will not be considered. The only protests ruled upon must concern misinterpretation of playing rules, ground rules or player eligibility.
- 2. All protests must be made to the head official/site supervisor. It must be noted in the scorecard. A written protest must be submitted by *the manager* to the Parks and Recreation Department within 24 hours following the alleged incident. All protests must be accompanied by a \$20 protest fee.
  - i. Same process, other than notifying official or site supervisor, applies to those leagues that are non-officiated.

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3. The burden of proof, regarding any protest, falls upon the manager making the protest. If the protest is upheld, the \$20 will be refunded. If the protest is over-ruled, it will be forfeited. When a protest is upheld based on a rule interpretation, the game will be replayed from the point of error.
4. The validity of the protest will be determined within 7 days. Officials, players, and managers may be requested to attend a hearing to determine the validity of the protest. The final ruling will be the responsibility of the Parks and Recreation Department.

### G. Forfeiture of Games

1. *See league specific rules regarding number of players needed to start a game and time limitations before games are considered a forfeit.*
2. If a team will not be able to compete, they are required to notify both Parks and Recreation and the opposing team by 4:00 pm the day before their scheduled game. Games on Sunday must be reported by 12:00 pm on Friday.  
*Exception: Softball & Volleyball teams must report a forfeit 48 hours in advance.*
3. Any game cancellation that does not meet the specifications in G-2 will automatically be considered a forfeit. The game will not be rescheduled.
4. Teams that meet the specifications in G-2 may have their game rescheduled if the opposing team agrees and time in the season allows. If teams are unable to reschedule the game, the team that cancelled the game will be charged with a forfeit.
5. If a team is charged with a forfeit, the opposing team will receive a win in the standings.
6. Team managers may request the rescheduling of a forfeit based on extenuating circumstances through the Recreation Manager.

### H. Sportsmanship

The City of Ames Parks and Recreation will practice zero-tolerance when pertaining to unsportsmanlike behavior. Profanity, dissent, and any other unsportsmanlike conduct is strictly prohibited. It is the team manager's responsibility to be certain all team members are aware of the policies listed below and to make sure all players are under control. Zero tolerance will be the guide when pertaining to unsportsmanlike behavior.

### I. Misconduct Policies and Procedures

1. Any manager, player, or team may be suspended for any length of time for just cause as determined by the City of Ames.
2. When a player is suspended, that suspension shall begin with their next scheduled game.
3. Players suspended at season's end may have their suspensions imposed in the next Parks and Recreation league activity in which they participate.
4. If the participant wishes to discuss the suspension, he/she must contact the Recreation Manager.
5. Team managers are responsible for suspended players not playing.
6. Matters of an official's judgment may not be questioned.
7. The manager, assistant manager, or team representative are the only team members who may question an umpire's interpretation of a playing rule. If the team manager is not present, he/she should have an appointed replacement to act in his/her absence.
8. Any participant who:

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- i. Physically or verbally attacks league officials, participants, or spectators before, during or after a game will be immediately ejected from the competition and automatically suspended from participation in all adult sport activities for a length of time, no less than one year and up to life-time suspension. This person may be required to attend a meeting with the Recreation Manager and Recreation Superintendent prior to being reinstated in the program.
  - ii. Is ejected for reasons other than physical or verbal attack before, during or after a game will be suspended for a minimum of the team's next game/match. Reasons for ejection may include, but are not limited to, derogatory, profane, abusive, or unsportsmanlike language or behavior.
9. An ejected player must leave the facility immediately.
10. Following the ejection, the team manager, player involved, and game officials will be contacted concerning the suspension.
11. A second ejection for reasons other than physical or verbal attack before, during or after a game will result in the player's suspension for the remainder of the season.
12. Players under suspension may not participate in the program by playing, keeping score, coaching, managing, or any other capacity.
13. For safety, players who use facilities when games have been cancelled due to unfit grounds will be suspended for their team's next scheduled game.
14. Game Removal Rule - A manager or player may be removed from a game with no suspension if conditions warrant. These conditions would include:
  - i. Disruption of the normal progression of play without being abusive or totally unsportsmanlike.
15. A player/manager receiving his/her second removal would then have a one game suspension and any player receiving 3 removals would then be suspended for the remainder of the season.
16. Suspensions for a period of one year or longer will be determined by a committee comprised of the Recreation Manager, Recreation Superintendent and Parks & Recreation Director. This Committee will also hear all appeals related to suspensions of one year or longer.
  - i. Participants who are suspended for one year or longer may be subject to additional restrictions, as determined by the Committee. The Committee may, in its discretion, impose a suspension on any participant from all programs offered by Ames Parks and Recreation and/or all Ames Parks and Recreation facilities if the Committee finds just cause to impose additional sanctions due to unsportsmanlike behavior or unsafe actions of the participant.

### J. Weather Related Issues

#### 1. Cancellations/Postponements

- i. If the following criteria is met, we will be forced to cancel the games for that day:
  1. The players' safety is in question due to weather or facility conditions
  2. The use of the facility will cause great damage (i.e., fields are so wet the will be cause great damage.)

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- ii. In the event of threatening or challenging weather conditions, postponements may be made by the Parks and Recreation Department. To see if games are cancelled, please call the Cancellation Hotline- 515-239-5434, then press "1" or Facebook: "Ames Parks and Recreation.  
Decisions are normally made at least one hour prior to the programs scheduled start time.  
*Exception:* Games will be played on whatever fields the grounds crew can get ready for play. Please listen for individual fields that games will be played on and those fields where games have been cancelled.
- iii. On nights when play has been cancelled, players are expected to stay off the fields. Anyone who ignores this will be suspended from the league for a minimum of one game.

### 2. Calling a Game

- i. If inclement weather arrives after a game has begun, the following is the procedure:
  1. A site supervisor will call the game due to weather. If the game does not have a supervisor, it will be the officials' call.
  2. Games will be called for the following:
    - a. Heavy rain that inhibits the ability to play
    - b. Lightening
    - c. Dangerous field conditions (i.e., too wet)
    - d. Any other issue that may arise
  3. If a weather issue arises during play, the supervisor or official may do the following:
    - a. Postpone the game for 15-30 minutes to wait for the weather to pass
    - b. Cancel the game, if weather does not show sign of letting up or field has become dangerous to play on
  4. If a supervisor or official is not on site for the game, players are encouraged to keep their safety in mind.
  5. Games are considered complete if:
    - a. Softball- 4½ innings if home team is ahead
    - b. Soccer- reach 3<sup>rd</sup> quarter
    - c. Basketball- 3<sup>rd</sup> quarter
    - d. Sand/Indoor Volleyball- reaches 3<sup>rd</sup> game

### 3. Rain Make-Ups

- i. In most cases, teams will receive at least one-week advance notice of schedule changes. In emergencies, teams may be asked to play with less notice.
- ii. Managers will receive a rain make-up schedule through email upon games being rescheduled. The revised schedules will be posted on the Parks and Recreation website as well as being posted on the bulletin boards (softball).