

# **Adult Athletic Rules and Regulations Handbook**

Dear Players and Managers:

In an effort to make your season enjoyable and pleasant, this handbook has been developed to give you as much information as possible.

These rules and regulations are designed as a supplement to each specific sport rules and regulations for teams in the Village of Evendale leagues.

If you have any questions, please contact the Recreation office at 563-2247.

Best of luck and have a good season!

Department of Recreation

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## League Administration

The Department of Recreation administers the league you are participating in and may rule on any matter not specifically covered in the handbook or specific league rules. Any questions, suggestions or comments should be directed to:

Evendale Recreation Department  
10500 Reading Road  
Evendale, OH 45241  
513-563-2247  
fax: 513-956-2680  
e-mail: [kristen.maiden@evendaleohio.org](mailto:kristen.maiden@evendaleohio.org)

## SCHEDULES AND RESCHEDULING

All league games/matches shall be played on dates, times, and locations designated by the Recreation Department. Any team with a reasonable request, as to scheduling, may make such a request before the schedules are formulated. **If possible**, requests will be granted. **ONCE SCHEDULING HAS BEGUN, NO REQUESTS WILL BE CONSIDERED EVEN IF THE OPPONENT AGREES TO PLAY ON ANOTHER DATE/TIME.**

## CANCELLED GAMES

The game official shall have the right to end a game at any time for any reason, including, but not limited to, inclement weather, darkness, unsafe conditions or unsportsmanlike conduct.

Games ended by the official may be replayed at a future time if the minimum game standards outlined in that sport have not been met. Teams replaying an incomplete game will start a new game (additional officials' fees may be required.)

A telephone hotline (956-2667, ext. 620) is provided **for managers** to call when weather conditions make play questionable. This number is for **managers only**, as players should call their manager so as not to tie up the phone line. **Please call after 4:30 p.m. for weekday evening programs, or after 10:45 a.m. for weekend programs.** If in doubt concerning playing conditions, please report to the site.

## MAKE UP GAMES

**It is the responsibility of the manager to contact the Recreation office after 2:00 p.m. the next business day following the cancelled game to receive rescheduled game information.** The manager should know the team number of the schedule and name of the league. Make-up games may be rescheduled any day of the week by the Recreation Department. The original league schedule remains the same with the make-up game(s) either being played in some other time slot or at the season's end. Efforts will be made to reschedule games on a timely basis. **ONCE A GAME HAS BEEN RESCHEDULED, THE GAME DATE/TIME WILL NOT BE CHANGED.**

## **FORFEITS**

1. A team failing to appear for a scheduled game or failing to field the sufficient number of players (as stated in specific league rules) shall forfeit that game to the opponent, provided that the playing area is playable and the game official (or Village employee) is present.
2. In the event that neither team is able to field the sufficient number of players, both teams forfeit.
3. If a team forfeits two games during the season, they will be dropped from the league for the remainder of the season. If a team is dropped from a league, the team forfeits all fees paid, and loses the right to return a team for the following year. Previously played games stand unless forfeited because of ineligible players, and wins will be awarded to the opponents for the remainder of the schedule if the team dropped is not replaced.

## **REPLACEMENT OF TEAMS**

Should a team withdraw from the league before 25% of the season is complete, a replacement team will be sought from the waiting list, if one exists.

If a replacement team is found, it will assume the won/lost record and the remaining schedule of the withdrawing team. If a replacement team is not found, the teams scheduled to play the withdrawing team in the remaining games shall receive a win in the standings and do not have to show up for the games. All games played by the withdrawing team shall count in the league standings.

## **REFUNDS**

New team fee deposits are not refunded if a new team who is offered a league spot through the lottery process decides to not enter the league.

Refunds to returning teams or teams registering after the lottery will be given as follows:

\*If refund is requested before the managers' meeting, a \$10.00 administration fee will be withheld.

\*If refund is requested at or after the managers' meeting, and before schedules are printed, there will be a 75% refund of entry fee paid.

\*If refund is requested after the schedules are printed and at least 10 days before the season begins, there will be a 50% refund of entry fee paid.

There are no refunds if requested within 10 days before the start of the season.

## **POSITION ROUND**

A position round(s) is sometimes used in scheduling to add a game(s), match(es) to the schedule. The results of this position round count in the regular season standings. Teams are paired based on league standings. **TIE BREAKER METHOD**: A. Head-to-head competition between the teams involved; B. Point/run differential in games between the tied teams; C. Overall point/run differential (offense/defense); D. Flip a coin.

## **PLAYOFFS**

Many of the Department's competitive leagues have playoffs at the end of the regular season. The playoffs may be any day of the week, not necessarily the day league play is held. Playoffs usually involve the top four teams in each league/division.

## **STANDINGS**

Indoor sports results and standings will be displayed at the site each week or distributed in another manner.

Outdoor sports results will be posted on a bulletin board at the Recreation Center or distributed in another manner.

## **TIES FOR CHAMPIONSHIP**

In case of a tie for a league/division championship, the winner shall be decided by a one game or match playoff. In case of a tie by more than two teams, the straight elimination bracket will be used. Any byes will be awarded to team(s) based on the following method: 1) head-to-head competition among the teams involved; 2) run/point differential in games among the tied teams; 3) overall run/point differential (offense/defense); 4) flip a coin.

## **AWARDS**

Distribution and types of awards will be discussed at the preseason league meeting.

## **RE-ENTERING A TEAM**

Team managers will be mailed information as follows:

<u>Sport</u>	<u>Info Sent</u>	<u>Tentative Time When Leagues Start</u>
Basketball	Mid September	Mid/Late November
Indoor Volleyball	Mid September	Early November
Sand Volleyball	Early April	Early/Mid June
Soccer	Early April	Early/Mid June
Softball	Early March	Late April/Early May

It is the manager's responsibility to inform the Department if information is not received, and of any managerial and/or address change. Returning teams are ones that (1) played in the league the previous season and finished the season in good standing, and have the same manager and at least five returning players from that team, (2) have the same sponsor and at least five returning players from the team, or (3) have at least five returning players from that team. The above listing is in order of priority. (Exception – softball league, seven returning players constitute a returning team.)

## **NEW TEAMS**

New teams desiring entry into a league must submit an application and entry fee (check only) to the Recreation Center no later than the date set for each league. Acceptance of the fee does not guarantee a place in a league, but places the team into the lottery drawing. All openings (if any) will be filled in order of the lottery.

The purpose of the lottery is to fairly select new teams when there are more teams than league openings.

Teams not drawn in the lottery will be put on a waiting list and have their check returned. Teams may, but need not, be present at the lottery. To prevent teams from submitting more than one application, **NO REFUNDS** will be given to teams whose applications are successful.

## **CHANGE OF TEAM MANAGERS**

It is important that the Recreation Department be able to communicate with team managers. For this reason, the department should be notified promptly of any change in manager, manager's address, or manager's phone number.

## **CHANGE OF TEAM NAME**

A team name may be changed only before the schedules are printed. After schedules are printed, all teams will be referred to by their name on the schedule, and likewise on the standing sheets.

## **INJURIES**

The Village of Evendale, Recreation Department nor their representatives will be responsible for any injuries incurred as a result of individuals participating in any league.

## **PLAYER ELIGIBILITY AND REGISTRATION**

Managers/assistant managers shall be responsible for the eligibility of all players on their respective teams, and shall sign and present to the Department all necessary forms. Managers may be asked to prove the eligibility of any players, at any time.

An unregistered player is an ineligible player, and if used in a game, shall be cause for forfeiture of that game. In addition, a possible suspension from the league for one year from the date of suspension for both player and manager.

## **ROSTER**

A roster is the list of team's eligible players. An official team roster must be on file with the Department by the required league deadline.

<u>League</u>	<u>Roster Limit Per Team</u>
Basketball	12
Indoor Volleyball	12
Sand Volleyball	12
Soccer	20
Softball	18

## **REGISTRATION OF PLAYERS**

All players used in a game must be registered on a Department Team Roster/Player Eligibility form, which will be distributed at the pre-season managers' meeting.

To be eligible to play in the first game/match of the season, manager/players must have completed information required on the team roster/player eligibility form. Players who have not complied with this procedure are not eligible for the first game/match. Teams not having sufficient players by the deadline shall forfeit the first game/match.

## **NO EXCEPTIONS**

After the initial team roster/player eligibility form deadline, and after the first game/match of the season, the deadline for a player to register, and be eligible for a team's next scheduled game/match is no less than twenty-four (24) hours before the next scheduled game/match. A business day is defined as Monday through Friday when the Department personnel is present during business hours. Holidays are not business days.

The Department will not accept a team roster/player eligibility form if:

- a) the form is missing either the signature of the player or manager,
- b) the form contains incorrect, falsified, or incomplete information.

Incomplete registration form will be returned to the person submitting the form.

Once a team roster/player eligibility form is filed, the registered player is committed to that team and may not play with another team in the Department's league unless the manager of his/her team signs the player release section (either on back of the roster form or can be requested from Department) thus releasing the player from that team. Players released by a team cannot register again to play for the team for a three-week period. Rules concerning deadline dates for addition/deletion of players still apply.

## **ROSTER FROZEN**

Any additions or deletions to a team roster may be done up until the midway point of the season, which will be noted on the league schedule. The only exception to adding a player after the midway point would be to replace an injured player who submits written medical verification from a doctor stating the individual is unable to play. The injured player may not play again that season, and the replacement player may not play in the playoff(s), if the team qualifies.

## **AGE LIMITS**

Players must be at least 18 years of age or older at the time they sign the player registration form, unless age is stated in specific league rules. Individuals presently attending high school may not be concurrently participating in the same sport.

Players in the “aged group” leagues (30 and over, 35 and over, 55 and over, etc.) must be the age as of the date specified to sign a registration form. (Check with each individual league rules.)

## **RESIDENCE RULES**

Resident Teams (50%) must consist of people who reside within the boundaries of the Village of Evendale or former residents.

All business team members (50%) must be made up from the company they represent. An Employment Verification Form must be completed and returned to the Department, along with the team roster form. Those persons working full-time in Evendale at a company, which does not have enough to form their own team, must register at the Department. If possible, the Department will place those people on a team(s). Business teams are limited to one per company unless a league program has room for more teams.

## **GAME PROCEDURES**

### **ALCOHOL/DRUGS**

The consumption or possession of alcoholic beverages/drugs or their containers on any Village grounds or parking lot is prohibited. Any player violating this rule will cause an automatic team forfeiture of the game involved. If the game in question was lost by the offending team, an extra loss will be placed in the loss column of the standings. A violation may also result in a team suspension from the league and forfeiture of all fees and privileges. A team’s **spectators** must also comply with these prohibitions.

## **PARKING**

Parking is restricted to designated parking lots. Motorcycles are restricted to these same lots and are not to be driven in restricted areas. Officials and Department staff have control over parking lots before and after games. Neither abuse of officials or staff, nor use of alcoholic beverages is to occur on game playing areas or in parking lots.

## **SMOKING**

Smoking during outdoor leagues is restricted to the areas **behind** the player benches or backstops. There is no smoking on the playing field. Smoking is strictly prohibited in all indoor league facilities.

## **CONDITION OF PLAYING AREA**

A telephone “hotline” (956-2667, ext. 620) is provided for managers to call when weather conditions may be questionable. This number is for managers, as players should call their manager for game status.

**Outdoor Sports** – The Department will make decisions on the conditions of the playing area no later than 4:30 p.m. If the game(s) are not cancelled by that time, teams and the official(s) are to report to the site. The team managers and the official shall decide on the playability at that time. If in doubt at any time, please show up to the site. If the Hamilton County tornado siren sounds signifying a “tornado warning”, all games will automatically cease.

**Indoor Sports** – call the “hotline” number, above.

## **PLAYERS NEEDED TO START GAME**

To start a game, a team must have a least the minimum number of registered players listed in the sport’s specific league rules.

Failure to have sufficient registered players constitutes a forfeit. Teams having the minimum number must start the game at the scheduled time, and cannot elect to wait for late arrivals. Players arriving late may enter the game in accordance with the league rules of that sport.

**BE PREPARED TO START YOUR GAME AT THE SCHEDULED TIME. IF GAMES ARE BEHIND SCHEDULE, WARM-UPS MAY NOT BE ALLOWED AND THE GAME MAY START IMMEDIATELY.**

## **FORFEIT TIME**

The scheduled game/match time is forfeit time. The official's watch is the official time. It is the responsibility of team managers or their representatives to synchronize their watches with game officials before the start of a game or match. No protests will be accepted concerning whether a game/match met the time limit restrictions.

## **PLAYER'S BENCH**

Players not participating in a game shall be seated on the player's bench at all times. If a player's bench is unavailable, the official shall designate a team area.

## **PLAYER EJECTION**

Players displaying unsportsmanlike behavior before, during, or after a game/match will be subject to future suspension from the league or playoff play. The official has complete authority before, during, and after games, both at the playing area, as well as the parking lot. Players exhibiting unsportsmanlike behavior may be ejected from the remainder of the game/match. Ejected players may be asked to leave the game area immediately. Failure to comply could result in forfeiture of the game/match.

Players ejected shall be **automatically ineligible to play at least the next regular scheduled game/match** in which that team plays. **Fighting** will incur a minimum three (3) game/match suspension. Depending on the severity of the incident, a suspension can be any length up to and including indefinitely. Players under suspension are not allowed at games until the suspension expires. If an incident occurs during the final regular scheduled game/match, the suspension will apply to make-up games/post-season, playoff games/the start of the next season. **Threats** to any official or village employee will not be tolerated. If a threat is made to an official or village employee, that person(s) will be suspended at least two (2) games. Depending on the offense, the person(s) may be suspended indefinitely.

The Department will suspend any person, who physically touches an umpire/official/village employee or makes an obscene gesture at an umpire/official/village employee, indefinitely pending further review.

All cases are subject to review by the Department to determine length of suspension. The suspension may also occur through the playoffs and carry over to the following season.

## **PROTEST PROCEDURES**

Protests may be entered for one of two reasons:

1. An official has erred in the interpretation of a rule, or
2. A team is using an ineligible player.

If an official has erred in the interpretation of a rule, a team manager or playing captain may elect to protest. A protest must be announced to the official and to the other team before play resumes. The official scorekeeper shall then record the surrounding circumstances, including the score at the time, the time left in the game, number of outs in the inning, etc.

If a team believes that an opponent is using an ineligible player, the manager may protest the player (no more than one) before the completion of the game. The official is to note the protest on the score sheet and require the player in question to sign the score sheet in the presence of the official (name, address, phone number, work location, etc.) or the game may be declared a forfeit.

If a protest is filed by a team manager/captain, the team not only must announce to the umpire/official/scorekeeper/village employee at the time of the infraction, but the “official” protest must be filed by the manager with the Department in writing with a \$25 protest fee no later than 5:00 p.m. the next working day. If the team wins the protest, the Department will return their fee. If the protest is denied, the protest fee will be retained by the Department, and deposited in the Village’s general fund.

## **GAME OFFICIALS**

As the official representative of the Department, the official in charge shall have complete authority over the playing area, parking lots, and the conduct of the game. The official shall be directed to:

- 1) Start the game on time.
- 2) Acquaint managers with ground rules and any special rules considered appropriate.
- 3) Enforce the rules and regulations of the league and the Department.
- 4) Notify players, managers, and spectators of rule violations, and eject them from the game or grounds, if necessary.

In the event of a “no show” by an official(s), the teams may either: 1) not play and have the game rescheduled; 2) agree on a person to officiate the game, or; 3) agree to play the game self-officiated and accept the results.

## **UNSPORTSMANLIKE CONDUCT**

The Department will not tolerate unsportsmanlike conduct in its adult leagues. Unsportsmanlike conduct includes, but is not limited to, the utterance of profane or vulgar language, threatening or intimidation of an official or village employee, striking or pushing an official, village employee or another participant, or any other act which interferes with the orderly conduct of the game.

Participants conducting themselves in an unsportsmanlike manner are subject to ejection by the official. Further action may be initiated by the Department up to and including **PROSECUTION.**

## **MANAGER RESPONSIBILITIES**

The manager of a team must: 1) attend the required managers' meeting. 2) Be responsible for the eligibility of all players on his/her team roster/player registration form. 3) Relay messages and rule interpretations to team players. 4) Represent the team in the pre-game meeting. 5) Allow only duly registered players to play in the game. 6) Discuss any questions/decisions with the official. 7) Be responsible for the conduct of the team's members and spectators. 8) See that the team abides by the rules and regulations of the league. 9) Notify the Department of any managerial changes. Note: an assistant manager is also eligible to sign a player registration form or release a player.