

WEST PLAINS ADULT SPORTS - CAPTAINS HANDBOOK

What is West Plains Adult Sports Leagues?

Mission Statement

Philosophy

Program Goals

League Administrator

Activity / Seasons

Team Registration and Eligibility

Captains Meetings

Schedules/Standings

Facility/ Park Locations

General League Rules

Player Ejections/Suspensions

Roster Changes

Forfeits and Protests

Postponements and Rescheduling

Equipment

Officials

Acknowledgment of Risk Statement

First Aid Responsibilities

Accident / Injury Procedures

What is West Plains Adult Sports Leagues? (Medical Lake, Airway Heights & Cheney)

WPAS is a collaborative partnership between the Medical Lake, Airway Heights & Cheney parks and recreation departments intended to provide adult sports leagues for the entire West Plains region. A variety of sports leagues are divided up each year between the three cities. Whichever sport a city is in charge of they are then the league administrator. Lead administrators are responsible for the planning and organizing of the league. League games will be played within all three cities' facilities and fields, depending on availability.

Mission Statement To provide the West Plain communities with quality adult sporting opportunities that promotes health and physical fitness, where participants develop teamwork and leadership skills and embrace the philosophy of good sportsmanship.

Program Goals

- 1) Encourage members to learn new or improve existing sports skills
- 2) To engage in **friendly competition**
- 3) To encourage a high level of physical fitness
- 4) To encourage community members to participate and try new activities as a means of improving their quality of life
- 5) To maintain high ethical standards in all aspects of the programs offered so that participants learn and understand the importance of fair play

Philosophy

Sports leagues offered may be competitive, recreational or instructional based on the wishes of the league members. The ultimate goal of the league is to give West Plains residents a positive learning and growing experience and to provide the opportunity to participate in athletic activities. Recreational opportunities bring a greater satisfaction to residents and are a vital piece of the quality of life in the area.

Lead Administrator

The Lead Administrator will work with each city to secure the facilities necessary, and will then prepare all schedules, rosters, rules, and preliminary budgets to support the activity.

Activity/Seasons

At the beginning of each year the WPAS Parks & Recreation Administrators will select the quantity of activities and period of time to be offered for that calendar year based on feedback, community need and resources.

Code of Conduct

It is each player's responsibility to understand and abide by the WPAS code of conduct. All players must display a positive attitude and demonstrate good sportsmanship while participating in any league sponsored activity. Any player or team guilty of poor conduct may be disciplined by ejection, suspension or other action(s) as to be determined by the on-site official and or the WPAS Parks & Recreation Administrators. It is each player's responsibility to see that they conduct themselves in a proper manner. It is the duty of each team captain to require acceptable conduct from all team members. Any player(s) receiving disciplinary action from a league official will be forwarded to the WPAS Administrators and/or the local law enforcement authorities, depending on

the nature of the incident. Disciplinary actions handed down are subject to review only by the WPAS Administrators.

Player is defined as any player, coach, manager, spectator, sponsor or anyone affiliated with the team. The Code of Conduct applies at all times you are participating in or representing the WPAS. Improper behavior will NOT be tolerated!

- 1) No Player Shall: Lay a hand upon, push, shove, strike, threaten to strike, or be involved in a physical altercation with a player, official, supervisor or staff member.
 - Penalty: Player will be suspended for one full year from all activities and sports. Player may return only after review of the WPAS Administrators.
- 2) No Player Shall: Show verbal abuse or any un-sportsmanlike behavior toward any official, staff member, supervisor or other players. This includes the use of foul or offensive language that is offensive or may be construed as offensive to anyone overhearing the slur.
 - Penalty: The player may be warned, penalized or ejected from the current game. If there are further problems with the player in future incidents, penalties may be more severe, including probation periods or suspension from the WPAS.
- 3) No Player Shall: Appear in an intoxicated condition while taking part in a WPAS activity.
 - Penalty: The player may be asked to leave the facility and may not participate in the game. If the player creates problems for the officials, staff members or supervisors local law enforcement may be called and the player may be suspended from play for a duration determined by the WPAS Administrators.
- 4) Officials, Staff and Supervisors are empowered to WARN, EJECT and make recommendations on suspensions for Code of Conduct violations.
- 5) Any player that has been ejected from the game for a Code of Conduct violation must leave the facility immediately without causing further disruption of the activities. Failure to comply may result in a forfeit of the current game for the player's team.
- 6) If a game has been determined to be out of control and the officials, staff, and supervisor determine that the game can NOT be continued. Play will be stopped and the WPAS Administrators will determine within 14 days whether or not to continue, replay or cancel the game.
- 7) If any team has 3 or more players removed from the game for Code of Conduct violations they will forfeit the game. If both teams meet these criteria a double forfeit may be applied.
- 8) All players will abide by the WPAS Administrator's decisions on Code of Conduct Violations.

General League Rules

- 1) Consuming alcohol and tobacco at all WPAS activities is prohibited. See zero "0" alcohol policy under Ejections/ Suspensions.

- a. Zero Alcohol Tolerance Policy which includes arriving to an activity intoxicated, consuming and or bringing in alcohol to any WPAS activity. This includes captains, players and spectators. If a player violates this policy, they will be banned from the WPAS activity. If a player is banned for violating this policy, no refunds will be given.
- 2) Following all rules for city parks and School District facility rules.
 - a. When using the city parks and facilities or the School Districts facilities and it is critical that they be taken care of and used in a proper manner. Please be sure that they are left in the same or better condition than when we got there.
- 3) All property damage sustained during a WPAS activity must be reported and followed up with a WPAS Incident Report Form immediately after the incident.
- 4) It is recommended that all team members need to have like colored uniforms, preferably numbered; uniforms are not permitted to promote sex, violence, vulgarity or the consumptions of alcohol, tobacco or drug use.
- 5) Game rules will be made available at the AHPR website.
[Adult Sports – Airway Heights Park & Rec \(airwayheightsparksandrec.org\)](http://airwayheightsparksandrec.org)

Team Registration and Eligibility

- 1) A team captain/ player may register a team for an activity at the Parks & Recreation Offices in Medical Lake, Airway Heights and/or Cheney. To register, a completed registration form and one payment for the full team fee must be submitted prior to the activity’s registration deadline. (Multiple payments from individual players will not be accepted. One payment per team please.)
- 2) Teams will not be registered until all paperwork and payment in full is received.
 REFUND: Refund requests must be made directly to the City which you registered with. Individual departmental refund policies will apply.
 NO REFUND will be given less then one week (7 days) before the league registration deadline.
- 3) Minimum age for league participants is eighteen (16) years old prior to league participation. All players under 18 must have parent/guardian participation waiver completed, with a valid form of ID showing proof of age.
- 4) Team rosters are due prior to participating in the first league game. All players must complete and sign the roster prior to participating. Player additions or substitutions will be outlined by the league administrator. The lead administrator must approve all changes to the team roster. In the event if an end of season tournament or playoffs takes place, teams cannot add new players to their rosters. All players must have played a minimum of three league games to participate in playoffs.
- 5) League participation is limited to those that have not played at the college or professional / semi-pro level in that activity in the previous three years. Teams may not have more than 2 players per team that have played college or professional level in that sport (1 for 3v3 basketball).

- 6) All **registered** players are limited to participation with one team per season. **Non-registered** players are not permitted on any playing field or court during any WPAS event or league game.

Registration can be taken at three locations:

Cheney Parks & Recreation (Wren Pierson Community Center)

615 4th St. Cheney, WA 99004
(509) 498-9290

Medical Lake Parks & Recreation (Medical Lake City Hall)

124 S. Lefevre St. Medical Lake, WA 99022
(509) 565-5007

Airway Heights Parks & Recreation (Airway Heights Recreation Center)

11405 W Deno Rd Spokane WA 99224
(509) 244-4845

Captain's Meetings

A captain's meeting will be held prior to each the beginning of each League. A representative from each team is required to attend. This meeting will cover league guidelines, league rules and game logistics.

League Schedules & Standings

Schedules will be created by the Lead Administrator and disbursed to teams by or on the first league game. The winning team is responsible for reporting scores to the league administrator by phone or email. Schedules and standings will be posted on the AHPR website.

Forfeits and Protests

- 1) Teams will be given ten (10) minutes from the official game time before a forfeit is issued by the official or field/ facility monitor.
- 2) Player eligibility protest: a team can protest player eligibility at the time it is first noticed. Protests will only be accepted from the opponents of that game. All players must be able to provide Photo I.D. All protest decisions are determined by the game official.
- 3) A formal protest must be made in writing along with a protest fee of \$50.00 within 5 days of the protested game day. If the protested item is found to be justified the protest fee will be refunded. If the protest is unjustified the fee will be forfeited to the league. All protest decisions are determined by the WPAS Administrators.
- 4) Officials will NOT accept protests on any judgment call. Officials have the final say on all calls.

Postponements and Rescheduling

- 1) Postponements due to safety concerns or any other factors will be determined by the Lead Administrator.

- 2) For safety of all, games can also be postponed and or canceled by a league official/ field monitor during a game when weather or facility conditions are deemed unsafe.
- 3) Rescheduling of any competition will be determined by the Lead Administrator of the sport, in concert with the captains of the teams affected. If a game canceled due to weather can be replayed, we will try to do so if time and resources permit. Safety will always be the primary factor when determining playability. Whenever possible, the Lead Administrator will give adequate warning to team captains as well as game officials and facility personnel.

Equipment: Inventory and Control

All teams with equipment checked out to them will have a completed "Equipment Issue Record" on file, which details what items they have been issued. All equipment will be accounted for at the completion of each season of competition at a date determined by the League Administrator of that sport. All teams having equipment checked out to them are required to return it by the specified date or they will be charged for replacing it at the replacement cost, not the value of the item. It is the responsibility of all team captains to immediately report and pay the replacement cost of any equipment missing, lost or stolen to the League Administrator.

Officials

The Lead Administrator assigned to each sport will obtain trained officials for the games scheduled for that season. Team captains must remember that the burden for clean and friendly competitive play rests entirely with their players. Captains should bring any concerns about officials to the attention of the Lead Administrator for further review. Officiating is a difficult job and we ask that all captains be supportive of all officials. If you see an official make a mistake or handle a situation improperly, please wait to discuss it with them until such time as the matter may be discussed in confidence. Any participant showing disrespect towards any official or field/court monitor will be brought to the attention of the administration for possible disciplinary action.

Acknowledgment of Risk Statement

The following statement is part of all league registration forms. All players participating must sign the registration form waiver.

I acknowledge that I voluntarily choose to participate in this Activity which is organized, co-organized, operated or administered by the Cities of Medical Lake, Airway Heights and Cheney (hereinafter referred to as WPAS).

I assume all risks and hazards incidental to participating in the Activity and do hereby waive, release, absolve, indemnify and agree to hold harmless WPAS organizers, their supervisors, participants and instructors for any claim arising out of any personal injury or property damage. I am fully aware of the potential dangers and risks inherent in this Activity, including physical injury, death or other consequences that may arise or result directly or indirectly from participation in this Activity.

I certify that I am of sound mind and at least 18 years of age. I have read this document in its entirety and sign this agreement freely and voluntarily, as an individual and on behalf of my heirs, executors, and agents, and agree to abide by all the provisions set forth in this document.

Insurance

WPAS does not provide medical, hospital, catastrophic injury or any other type of insurance designed to cover sport activities. It is each participant's responsibility to provide personal medical & dental insurance through an outside agency. Those that take part in activities without maintaining a proper coverage on themselves, or others they may injure or do any type of damage to, are solely responsible for those costs associated with those items. The WPAS strongly recommends all participants to maintain a complete and comprehensive policy that will cover any and all potential problems.

First Aid Responsibilities

The WPAS strongly recommends that all team captains maintain a complete Medical First Aid Kit that is present at all practices and contests involving the league. WPAS will not assume responsibility for any injuries incurred while participating in any sport. If an official or court monitor responsible for a facility determines that a player is in danger of further injury, or of injuring another player, they will inform the captain or player in charge that the injured player is not permitted to further participate. Any player with blood on his/her uniform will not be allowed to continue until they have changed uniforms. It is the responsibility of the captain of the injured player's team to inform the administrator within 24 hrs of the incident and fill out an Incident Report Form within 24 hours of the incident.

Accident/Injury Procedure

When deciding whether or not to activate EMS service, always act on the side of caution – if in doubt, call 911!

- 1) All participants are deemed responsible for reading and understanding the "Acknowledgment of Risk" statement that is on all Team Roster/Waiver Forms and "Player Information packets".
- 2) All accidents and injuries that occur during any activity will be handled according to procedures as follows:
 - A) The person administering aid will assess the situation to make sure that it is safe before treating the injured person.
 - B) All play will stop until the injured party can voluntarily move safely or injured party has been treated removed from the playing space.
 - C) The person administering aid will evaluate the injury and apply whatever techniques are necessary to control bleeding or prevent further injuring to the person. The official or court/field monitor need to be notified of any person whose injury would prevent that person from playing so they do not further injure themselves or any other participant. If so designated, the injured player may not re-enter competition until given approval by authorized medical authorities.
 - D) If it is necessary to seek additional medical attention 911 should be called and have medical care rendered by a qualified professional. At no time should the injured player be left alone.

- E) The Lead Administrator must be informed of any situation requiring medical treatment immediately after the accident. Also, the Lead Administrator shall be informed at the earliest convenient moment as to the situation and extent of injuries sustained.

- F) All accident/ injury/ property damage sustained during any activity must be followed up with an Incident Form immediately after the incident. It is the responsibility of the team captain to inform the league administrator immediately after the incident and fill out an Incident Report Form within 24 hours of the incident.