



ADULT SPORTS - CAPTAINS HANDBOOK

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1. 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.

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

2. League Administrator

The League Administrator will to secure the facilities necessary, prepare all schedules, rosters, rules, and preliminary budgets to support the activity.

3. Activity/Seasons

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

4. Code of Conduct

It is the intent of Airway Heights Parks & Recreation to provide an enjoyable experience to all participants, as well as offer opportunities for individuals to pursue healthy, social activities in a safe and respected environment. It is the expectation of all players, captains, managers, and spectators to conduct themselves in a manner that is respectful, responsible and exhibits good sportsmanship at all times. We understand that at times athletics can become very competitive and can create tense situations. While we encourage playing hard and competing to the best of your ability, it is expected that players keep the game in perspective, and understand that fun and safety are our top priority during each and every contest. Conduct, actions or language that is deemed offensive or inappropriate will not be tolerated. The Adult Sports Code of Conduct applies to all players, managers, teams and spectators.

EXPECTATIONS:

1. Treat all participants, officials and AHPR Staff with respect at all times.
2. Cooperate with other participants and officials.
3. Refrain from the use profanity or obscene gestures.
4. Never physically hurt or cause harm to another participant or official.
5. Listen to, and follow, all given instructions/directions from league officials.
6. Ask the officials, in a calm manner, to explain any rules I do not understand.
7. Respect the facilities and the equipment.

8. Participate in a sportsmanlike and safe manner at all times.
9. Read and review the league rules and policies and adhere to them at all times
10. Uphold the league philosophy of healthy competition and sportsmanship.
11. Play hard. Have fun.

PLAYERS SHALL NOT:

1. At any time lay a hand upon, push, shove, strike or threaten an official, employee or participant.
2. Endanger the safety of any player, official, employee or spectator.
3. Refuse to abide by an official's decision.
4. Use personal or verbal abuse upon any official for any decision or judgment.
5. Use unnecessary rough tactics in the play of the game against an opposing player.
6. Demonstrate objectionable behavior or dissent at an official's decision by throwing equipment or any other forceful action.
7. Discuss with an official in any manner the decision reached by such official (except Manager).
8. Use or consume alcohol, tobacco, or drugs at or during any league activity or on school district property.
9. Be under the influence of alcohol or drugs during any league activity.
10. Discuss publicly with spectators in a derogatory manner any play, decision, or personal opinion of other players during the game.
11. Play under another individual's name, falsify name, or falsify information on an official roster.
12. Play on more than one team in the same league.

Not following Code of Conduct will result in penalties such as:

- Verbal warning by official or AHPR Staff
- Ejections during a game
- Suspension from game(s)
- Removal from the League.

It is each player's responsibility to understand and abide by the Adult Sports 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 Parks & Recreation League 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.

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 AHPR. Improper behavior will NOT be tolerated!

5. General League Rules

1. Consuming alcohol, drugs, and tobacco at all AHPR Adult Sports activities is prohibited.
 - Zero Alcohol Tolerance Policy which includes arriving to an activity intoxicated, consuming and or bringing in alcohol, drug, or control substance to any AHPR activity or facility. This includes captains, players and spectators. If a player violates this policy, they will be banned from the activity. If a player is banned for violating this policy, no refunds will be given.
2. Following all posted rules in Public facilities including Rec Center, Schools, and Parks.
3. 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.
4. All property damage sustained during an activity must be reported and followed up with an Incident Report Form immediately after the incident.
5. 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.
6. Game rules will be made available at the AHPR website.

[Adult Sports – Airway Heights Park & Rec \(airwayheightsparksandrec.org\)](http://airwayheightsparksandrec.org)

6. Team Registration and Eligibility

1. A team captain/ player may register a team for an activity at the Recreation Center. 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.
3. REFUND: Refund requests must be made directly the Recreation Programs Supervisor for review. Individual departmental refund policies will apply.
4. NO REFUND will be given less then one week (7 days) before the league is set to begin.
5. 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.
6. 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 league 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.
7. 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.
8. 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 league game.

REGISTER AT:

Airway Heights Parks & Recreation (Airway Heights Recreation Center)
11405 W Deno Rd Spokane WA 99224
(509) 244-4845

7. 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.

8. League Schedules & Standings

Schedules will be created by the League 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, unless otherwise noted. Schedules and standings will be posted on the AHPR website.

9. Forfeits, Postponements, and Rescheduling

1. Teams will be given 5 to ten (10) minutes (depending on the activity) from the official game time before a forfeit is issued by the official or field/ facility monitor.
2. Teams that fail to produce enough players to play will forfeit the game.
3. Postponements due to safety concerns or any other factors will be determined by the League Administrator.
4. 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.
5. Teams may initiate a possible reschedule if they know they will be unable to fill a team at the next contest. That team must let the League administrator know of their absence no later than the Wednesday before the scheduled game. If possible, the League Administrator will reschedule the game if time, and facility availability allow, and the reschedule works for the opponent. If no reschedule can be made the forfeit will be issued.
6. Rescheduling of any competition will be determined by the League Administrator and 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 League Administrator will give adequate warning to team captains as well as game officials and facility personnel.

NOTE: Not all games may eligible for rescheduled due to various reasons such as facility availability.

10. Protests

1. 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.
2. 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 AHPR staff.
3. Protests will not be accepted on any judgment call. Officials have the final say on all calls.

11. 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.

12. Officials

The League Administrator will obtain trained officials for the games scheduled for that season, if applicable. 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.

13. Acknowledgment of Risk Statement

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”.

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 by the City of Airway Heights.

I assume all risks and hazards incidental to participating in the Activity and do hereby waive, release, absolve, indemnify and agree to hold harmless activity 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

AHPR 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. AHPR strongly recommends all participants to maintain a complete and comprehensive policy that will cover any and all potential problems.

14. First Aid Responsibilities

AHPR strongly recommends that all team captains maintain a complete Medical First Aid Kit that is present at all practices and contests involving the league. AHPR 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.

15. Accident/Injury Procedure

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

All accidents and injuries that occur during any activity will be handled according to procedures as follows:

1. The person administering aid will assess the situation to make sure that it is safe before treating the injured person.
2. All play will stop until the injured party can voluntarily move safely or injured party has been treated removed from the playing space.
3. 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.
4. 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.
5. 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.
6. 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.