



Adult Athletic League Handbook

City of De Pere Parks, Recreation and Forestry Department

CITY OF DE PERE

October 2023

Adult Athletic League Handbook

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Organizational Meetings

Managers of the previous years' leagues will be notified by email for pre-season meetings for any sport. Policies, rules, deadlines, playing dates and the discussion of rules will be covered during the pre-season meeting. General information regarding registration will be distributed before the season via email.

Eligibility

All participants in adult leagues must be 18 years of age or older and not currently enrolled in high school. **Exception:** Adult Softball Leagues: high school students must be 18 years old and graduating at the end of the current calendar year's spring semester.

All players must be registered at the Park, Recreation and Forestry Department to be eligible to play. Adult Basketball: Female players may be added to rosters. Any team found in violation of the eligibility rule will forfeit the game and the participant may be suspended from league play. The City of De Pere provides recreational adult leagues. The City prohibits payment of players by the city or any other person or entity, whether it be monetary or via in-kind payments. This does not prohibit business sponsorship of teams.

Office Location and Information

The drop off site for rosters and fees is the De Pere Community Center. Community Center office hours are 8:00am - 4:30pm, Monday through Friday. Deadlines are not extended past the office hours.

Office Location: 600 Grant St. De Pere, WI 54115
Phone Number: 920-339-4097
Email: cmoberg@deperewi.gov
Fax Number: 920-339-6348

Fees

- Team fees and player fees (resident and non-resident) are listed with each sport's registration packet.
- Prior to each league deadline, teams must turn in their sponsor fee and all player fees with a properly completed roster with the minimum number of players needed to have a team. League fees (team and player) and the minimum and maximum numbers of players allowed for each league are specified in the respective league rules.
- The sponsor and player fees must be turned in together. Due to City Finance policies, the team manager must submit only one check for all player fees listed on the roster when turned into the department; a separate check can be submitted to cover the sponsor fee. Credit/debit card payments are accepted.

- After teams have been accepted into a league, no fees will be returned unless approved by the Supervisor. Refunds will be issued through City Hall after Park and Rec Department approval.
- Refunds will NOT be granted after scheduled league competition dates begin. This includes any rain-outs/games not played and any practice scrimmages/games.
- All checks are processed immediately. If a separate sponsor check is turned in originally for a team fee, one check will be made out to the sponsor, the other to the manager for the individual player fees. If sponsor & player fees are consolidated, one refund check will be issued to the person whose name was originally on the check.
- It is the responsibility of the manager to return any and all sponsor and player fees if their team is not accepted into the league.
- The City prohibits payment of players by the city or any other person or entity, whether it be monetary or via in-kind payments. This does not prohibit business sponsorship of teams.

Residency Clarification and Procedures

- For Park and Recreation Department registration purposes, a resident is classified as one who resides within the corporate city limits of De Pere at the time of registration. All others living outside the City of De Pere limits will be classified as non-residents. This includes individuals who live outside the City of De Pere but within a De Pere school district.
- Routine checks will be made on registration addresses. To be classified as a valid resident, respective names must have a residential De Pere address that is listed in the phone book or City Directory. If not listed due to living with others, new residency, etc., the participant/manager may have to provide the Park and Recreation Department with a recently received business envelope stamped through the Postal Service, verifying the residential address within the City within seven days of notification. If this action is not taken, or if a participating player is registered as a resident, but classified as a non-resident by the Park and Recreation Department at any time during the current season, they may be declared ineligible and may not be allowed to participate for the duration of the season. Their fees will not be returned and/or they will have to pay the additional fee.

Format Abuse

Flagrant replacements of residents with non-residents will be monitored, along with other acts of deception. This may affect present and future team registration rights.

Rosters

- Copies of submitted rosters will be at the league sites at the beginning of the season. After the roster is turned in, players may still be added to the roster and must go to the Community Center to do so. Roster additions cannot be done at the game sites.
- Rosters will be uploaded to our scheduling software & team managers will have access to view their rosters through this system.
- Roster changes are not allowed after the first half of the season for that league unless otherwise noted by the league rules. If there are uneven or no halves in a league, the deadline for player additions will be when at least half of the total games scheduled have passed.
- Eligible players must be registered by 5 PM the day prior to their first game. The Park and Recreation Supervisor may grant appeals for unusual situations.
- When adding and deleting players from your roster, the team is responsible for the difference in fees from a resident to a non-resident. Refunds will not be given when replacing a non-resident with a resident player.
- Any participant who plays and is not registered on the team roster will be declared ineligible for the entire playing season. Outstanding fees for any ineligible player must be paid prior to any further team competition. Teams who have used a reported ineligible player will forfeit every game that the ineligible player(s) participated in.
- **When submitting your roster to the score keeper before the game; FIRST AND LAST NAMES MUST BE WRITTEN. No nicknames.**
- Teams who question an opposing player's eligibility may ask the umpire/official to seek identification and a signature from the questionable player, regardless if the questioned player has played or is going to play a game. If the conflict cannot be resolved on site, the player's signature, address, phone number and birth date is to be turned into the Department for further action. If the player admits or is found to be ineligible before the game is played, the player is not allowed to participate in the game. If the player admits or is found to be ineligible after the start of the game, the offending team will forfeit the current game and any game the ineligible player has played in previously.
- **If found ineligible after the start of the game, the player must pay the player fee, based on their address for resident and nonresident purposes.**
- Participants may only play for one team "per sport" in a Park and Recreation Department league. Men's 14" Slowpitch, Men's 12" Slowpitch, Men's Modified Pitch, and Coed Slow-pitch Softball Leagues are considered different "sports", for definition purposes.
- All players must complete a player waiver before beginning play. Only one waiver is needed per individual per league per season. Waivers may be signed on site and turned in to the site staff.

Change of Teams & Manager Information

Individuals may change teams once during the season, as long as it is done during the first half of the season. The individual or manager will need to contact the Park and Recreation Supervisor to allow the change. No additional fee will be required. Any change in managers or manager's addresses or phone numbers should be reported to the Supervisor. The team manager is responsible for all team registration information. They are the official representative to the Department for all purposes.

Team Placement

- Returning teams will be given a short priority registration period before registration will open for all teams. Once registration opens for all teams, registration is accepted on a first come, first served basis until the league is full.
- In the event that there are more returning teams interested in an activity than spots available, the following priority system will be used and adhered to:
 1. "Resident teams" from the previous season, who must also have a resident team for the current year. (Resident Team = A majority of residents based on an average sized roster.)
 2. Non-resident teams who have played in a Department league for the past five consecutive playing seasons and who have at least half of their team returning from the previous season.
 3. Non-resident teams in the previous year's league.
- Tiebreakers within each category will first be broken based on the total number of residents on the current year's roster by the deadline date, then number of years in the league, if applicable.
- For previous year teams that are split up, any registration rights to determine a "returning team" will only be granted to the one team that has a majority of former or returning players on their roster. Teams should indicate this information to the Park and Recreation Supervisor.
- Teams not getting spots in the activity or teams that have been assigned to a night other than the one they've requested will be notified shortly after the deadline date. If not notified, your team has been accepted into the activity and you will be assigned to the night of play that you've requested.
- In the event that there are additional spots available, information will be posted on the City social media / website and any other promotional means necessary. Teams will then be taken on a first come, first served basis, regardless of the number of residents on the roster. The Park and Recreation Supervisor will place the teams in an appropriate league after they've been accepted.
- If teams don't get into any activity, but want to return the following year, they will be classified as a new team. If changing sports for registration purposes, teams will be classified as a new team. If teams miss placement in their desired softball category,

and they want to switch to any other type of play, they must request this. Their team will be treated as one that would be registered after the deadline date.

- The Park and Recreation Department reserves the right to move any returning team up or down in division based on prior year's standings.

League Schedules & Game Cancellations

- League schedules will be posted to the City scheduling website and a noticed emailed to accepted team managers when completed.
- Games will be played as scheduled unless cancelled or revised by the Department. Games will only be cancelled or revised due to inclement weather or School/Department conflicts. Cancelled, revised, or playoff games will be scheduled at the Department's discretion. When games are cancelled, teams should then continue to play their games as originally scheduled. Cancelled games are usually made up at the end of each respective season.
- Outdoor league team managers/representatives (kickball, softball, football) may not be personally notified of game cancellations due to inclement weather. If unsure of whether games are going to be played, manager or players may check the Department Facebook page www.facebook.com/depereparks, **after 4:00pm**. If it is known that there will be a cancellation, a post will indicate so. Any weather cancellations after 4:00pm will be made on site at the discretion of the officials/umpires. When possible an email will be sent notifying teams of cancellation through the scheduling system.
- Indoor league team managers/representatives (basketball) will be notified when there is an unscheduled Department/School cancellation, when possible. If unsure of whether games are going to be played, manager or may check the Department Facebook page www.facebook.com/depereparks, **after 4:00pm**. If it is known that there will be a cancellation, a post will indicate so.
- For any after work hours forfeits team managers are requested to get in contact with the other affected team if possible. Contact lists will be distributed for each league at the start of the season.

League Standings/Awards

- Unless otherwise noted, league standings will be kept over the full season based on winning percentage. If an end of season tournament is planned the tournament will be seeded based on the full season standings. In the case of ties for a place in season standings the tie breakers are as follows:
 1. Record in head-to-head competition
 2. Average point differential.
 3. Average points against
 4. Forfeits
 5. Coin Flip

- A coin flip made by the working department personnel at the site will determine the home team in any playoff game. A trophy will be awarded for the first and second place finishers overall unless specified otherwise.
- Tee shirts will be awarded to each paid team roster member of league championship teams, unless specified otherwise in any set of league rules.

Protests

Protests are only for rule infractions-NOT judgment calls.

- Protests must be announced by the team to the officials/umpires at the time of a questioned rule infraction. See "Rosters" for player eligibility protests. Intent of protest must be announced at the time of the infraction to the game official.
- Only the team manager will be allowed to protest.
- A typed or legibly written explanation from the team must be given to the working Department personnel at the game site immediately after the game. This explanation must indicate the circumstance of the rule infraction, the field, time remaining, inning or half, and score. In addition, include the rule that was misinterpreted and the title of the rulebook used to identify the rule. If any of this information is missing a protest will not be considered. They will then forward the information to the Department.
- The Supervisor's decision will either indicate that the protest is invalid or that the game will be re-played from the time of the rule infraction.
- Games will only be replayed if either team is in contention for first place AND the outcome will change the final standings.

Unsportsmanlike Conduct and Alcoholic Beverages

- Any act of unsportsmanlike conduct before, during or after a game, including: use of profane, abusive or insulting language, irresponsible and potentially dangerous acts, throwing of equipment or the use/prior use of controlled substances/alcoholic beverages may cause the removal of the offending player, coach, team, or fan from the playing area or the premises by the order of any working Park and Recreation Department personnel. Such behavior could also cause player or team suspension from the league for a period of time determined by the Park and Recreation Supervisor. Any act is subject to a Disorderly Conduct ticket by the City of De Pere Police Department.
- Repeated offenders requiring suspension, along with other repeated violators of any rules/policies, will result in progressive action being taken.
- Arguing with or swearing at an official or staff member is cause for immediate ejection.
- Unsportsmanlike conduct involving verbal threats or physical contact towards a player, game official, supervisor or spectator will result in the player being subject to

disciplinary action. Disciplinary action includes but is not limited to: permanent termination from all City of De Pere programs and activities and notification to the Police Department and City Attorney.

- If sportsmanship is being abused during the game, the site supervisor or game official has the right to end the game. The game will be awarded in the favor of the non-abusing team regardless of the score. If both teams are abusive, the game will be recorded as a loss for both teams involved. Please see below for more information on sportsmanship.
- Intoxicating liquor and glass containers are not allowed in City Parks. Beer can only be consumed in designated areas outside of the playing field. Barrels of beer located inside the ball diamond, near or in the dugouts are prohibited and will not be allowed in these areas under any circumstances during league play. **No Alcohol or Tobacco is allowed where leagues are held on school district grounds.**
- Participants who are playing or who are going to play are also not to drink in or around the dugouts or on the playing fields. Officials/umpires will eject any offenders who are drinking during their game and may suspend games for team abuses. If necessary, carry-ins of all beer will be prohibited. **No Alcohol or Tobacco is allowed where leagues are held on school district grounds.**
- Any trash should be put in available trash and recycling cans.

Participant Conduct

The following information concerning disciplinary action which may be taken by the Park and Recreation Department is intended as a guideline. It should be noted that the Park and Recreation Department reserves the right to assess a penalty other than those listed below if, in their opinion, the circumstances warrant such action.

Disciplinary Reporting Process:

1. Officials and supervisors are empowered to eject a player(s) or suspend a contest whenever necessary.
2. Individuals or teams displaying undesirable behavior are reported in detail by the officials to the supervisor on duty.
3. The Recreation Supervisor and/or Site Supervisor may call police force if deemed necessary before, during, or after any league contest.
4. The site/sport supervisor submits a report to the Park and Recreation Supervisor.
5. In all instances of undesirable behavior, the Park and Recreation Supervisor will meet with the offending individual(s) and assess the appropriate disciplinary action.
6. In malicious and/or violent situations, further action may be taken.

Forfeits

- Teams are to notify the Park and Recreation Supervisor when they know beforehand that they're going to forfeit a particular game(s).
- Teams who do not notify the Supervisor under these guidelines, or teams who are represented at a game(s) in which a second forfeit of their season has been declared, may be suspended during the current or future season(s), dependent upon the circumstances.
- Team or player fees will not be adjusted or returned to anyone involved with a team who has been suspended/dropped from a league that has not completed play. However, if approved by the Supervisor, players may be transferred onto other teams without paying an additional player fee.
- If neither of the two teams scheduled to play arrive at the site and the Park and Recreation Supervisor isn't notified beforehand, or if both teams don't have enough players, a double forfeit resulting in losses for both teams will be recorded.
- The responsibility of notifying the Supervisor lies with both of the team manager involved if they are aware that they are not going to play a league game. If prior notification of any forfeit is made and the game(s) would happen to be cancelled due to inclement weather or for any other reason, the game(s) would be re-scheduled rather than forfeited.
- When teams forfeit a game for any reason, they may scrimmage for their regularly scheduled game time period. If unregistered, non-roster players are asked to participate in a forfeited game, they may do so at their own risk.
- Officials/umpires will not be required to work any forfeited games.
- Games scheduled after any forfeit may not start earlier than their original game time unless both team managers and all working Department personnel agree to do so.

Sportsmanship

Since the De Pere Park and Recreation Leagues are aimed at enjoyment, it is expected that all participants will conduct themselves in a manner that will not impair the enjoyment of all participants or staff. All individuals and teams participating shall be expected to comply with the spirit, as well as the letter, of the rules that cover all competitive situations. In order to encourage proper conduct before, during and after scheduled contests, officials, supervisors and administrative personnel will make decisions on whether to warn, penalize or eject players or teams for unsportsmanlike conduct.

NOTE: Any player or team manager ejected for any reason from a scheduled contest will be suspended indefinitely from further participation in any Park and Rec competition and must meet with the Park and Recreation Supervisor before they are permitted to participate in future contests. The length of suspension will be determined by the Park and Recreation Supervisor. The team with the ejected player will not be allowed to play until the player meets with the Park and Recreation Supervisor.

Sportsmanship Rating Scale

The De Pere Park and Recreation Department expects all participants and spectators to conduct themselves in a sportsmanlike manner. A sportsmanship rating scale may be used in any De Pere Park and Recreation League. In order to continue to play in your league, a team must maintain an average sportsmanship rating of four (4). An average sportsmanship score of less than 4 may warrant a team being asked to leave the league (upon discretion of Park and Recreation Supervisor). Following the game, officials and/or site supervisors evaluate team behavior and issue sportsmanship points to all teams. Teams in contention for playoffs or for winning the league championship may be ineligible if their season sportsmanship score is less than 4. These circumstances will be reviewed and decided upon in a case-by-case basis by the Park and Recreation staff. Team sportsmanship scores will be posted online weekly.

The breakdown of sportsmanship ratings are as follows:

- 5** **Normal game:** Respect shown to the game and staff by participants, managers and spectators at all times. Participants speak to staff members appropriately in all situations.
- 4** **Some static:** Participants display disagreement/frustration with decisions of staff/officials. Questioning of judgment/rules interpretation not presented in a respectful manner. Minor incidents of unsportsmanlike behavior towards opponents, spectators or staff. Examples include, but are not limited to, trash talk, cursing in any manner, publicly questioning an official's abilities, mocking the skill level of an opponent.
- 3** **Difficulty:** Repeated question of judgment/officiating abilities. Technical foul.
- 2** **Harassment:** Multiple unsportsmanlike calls and/or technicals (not on the same participant), or spectator's harassment of the officials.
- 1** **Ejection:** Any ejection of player, manager, or team spectator.
- 0** **Fighting or contest ended due to extenuating conduct circumstances:** Includes threatening an employee. If involved in a fight your team could be removed from the league for the remainder of the season.

Sportsmanship ratings are affected by team, participant, and spectator conduct before, during and after a contest.

The Park and Recreation Department reserves the right to eject any individual, team or fan who interrupts the flow of a game in any manner. Ejections may occur before, during or after any contest. Any ejected player(s) must leave the playing area/activity site immediately. If the player refuses to leave within 3 minutes, the game will be

forfeited. All ejected players must meet with the Park and Recreation Supervisor before they are permitted to participate in future contests.

Sportsmanship Definitions

The following definitions are offered in an attempt to clarify the position of the Park and Recreation Department and to aid in consistency:

Abusive Language: deemed offensive or derogatory by the official or supervisor; not necessarily "swear words"

Attempt to incite a fight: baiting, teasing, threatening or intentionally provoking the anger of an opponent

Continually abusive: individual or team is spoken to more than once about abusive language; upon being ejected from a game, the individual continues verbal harassment from the sidelines for the remainder of the contest

Ejection from the game: an individual is removed from a contest for disciplinary reasons. The individual may not reenter the contest. An individual may be ejected for abusive language, attempting to incite a fight, fighting, unnecessary roughness, or other undesirable behavior such as verbally or physically threatening an official, opponent or supervisor

Fight: hit, punch, wrestle, aggressively push, and/or swing at (may or may not make contact)

Forfeit: failing to fulfill the minimum requirement for a complete team, ineligible player(s), 2 ejections in the same game, leaving the field of play prior to games' end

Severe: a severe penalty is a suspension from De Pere Park and Recreation participation for the remainder of the sport, year, or permanently. A severe infraction: behavior involving ejection from a contest (i.e. continually abusive language, fighting, continual unnecessary roughness).

Suspension: due to ejection from a contest or other severe infraction, an individual is declared ineligible to participate in all Park and Recreation activities for a specified period of time.

Team: organized group which is registered as a participating unit in a Park and Recreation league.

Undesirable behavior: abusive language, unnecessary roughness, fighting, inciting a fight, verbal or physical threats, physical handling or grabbing; behavior not conducive to an act of sportsmanship

Unnecessary roughness: actions which are considered threatening to the safety of the parties and which are not considered part of the normal action of the contest

Verbally or physically threaten: threaten verbally or by grabbing, pushing or poking; to harm an individual, his/her belongings or acquaintances