



CITY OF DUBLIN
RECREATION
SERVICES

Adult League Sports
Handbook

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I. STAFF

Name	Title	Phone number
Mike Croft	Sports Program Supervisor	614-410-4550

Location:

Dublin Community Recreation Center

5600 Post Road, Dublin, OH 43017 614-410-4550

Pre-recorded Information Hotline:

614-410-4946

www.dublin.oh.us/recreation

The City of Dublin Web site has additional information and downloadable forms regarding our facilities, programs and services as well as online registration for most DCRC classes and programs.

DCRC Building Hours

Monday – Friday 5:30 a.m. – 9:30 p.m.

Saturday 8 a.m. – 8 p.m.

Sunday 8 a.m. – 8 p.m.

II. PROGRAM

Competition is offered in sports for men and co-rec divisions. Competition is in the form of leagues, tournaments, and/or special events each season. The leagues are offered based on community interest and the availability of resources and facilities.

III. HOW TO BE ENTERED INTO A LEAGUE

New Teams must join the wait list

- All new teams must be added to the wait list
- Teams that did not play the previous season, but are requesting information must contact the Sports Program Supervisor to be added to the wait list.
- If the leagues are not full then teams will be contacted in the order they were placed on the wait list (order will be determined on when the team made their request to join the league)

Returning Teams

- **Letter and team re-application form will be e-mailed to previous season's team managers from the Sports Program Supervisor. (Approximately two months before start of season)**

1. Letter will enclose specific details on how teams can re-register for upcoming league
 2. Re-application form will ask for the manager, team and league information of each team and must be filled out completely
- **Re-application form and confirmation of teams returning to league are due** (*Approximately five weeks prior to start of season*)
 1. Teams must confirm via e-mail or phone call to Sports Program Supervisor their status for the upcoming season
 2. Sports Program Supervisor will e-mail the manager a receipt of registration to confirm the team has been entered into the league
 3. Re-application form must be turned in and completely filled out
 - **Payment window (one business week) will be executed** (*Approximately four weeks prior to start of season*)
 - Managers must provide their registration receipt that was given to them from the Sports Program Supervisor to register for the league
 - Credit card payments will be accepted over the phone and at the front desk only
 - Checks may be dropped off at the front desk
 - Checks will not be accepted through postal mail
 - **If teams are awaiting a sponsorship check they must reserve their spot via credit card, which will be charged. Sponsor must reimburse manager.**
 - **Teams that fail to meet this deadline will forfeit their spot being held and wait list teams will be contacted**

FRANCHISE

- The Dublin Recreation Services Department considers that the franchise of a team belongs to 1). the manager; 2). the sponsor or sponsors of the team; 3). the team members; and that the manager has final authority in any question that might arise between the team and the Recreation Services Department. Any attempt to manipulate a franchise or registration form to gain a spot in our league will result in the dismissal of the team from the league.

IV. RESPONSIBILITES OF THE MANAGERS

Pre-season duties:

- Select team name (we reserve the right to edit team names), division, day and time the team wants to play.
- Complete the league re-application form and submit payment.
- You and/or another player on the team must attend the managers meeting for each activity entered.
- You agree to read the League Handbook and the rules for your sport as well as ensuring that all team members understand and abide by them, especially player conduct and eligibility.

In-season duties:

- Inform team members of schedules to ensure enough players are present to avoid a forfeit. **Schedules are subject to change throughout the season.**
- It is your responsibility to make sure all of your teammates are eligible.
- Ensure your team has the same color of jerseys and numbers for appropriate sports.
- Ensure that you, your team and spectators comply with all the rules, policies and procedures during participation.
- **Ultimately you are responsible for the actions of the team. In all cases when an offending member(s) on your team cannot be identified you will be held responsible and could face sanctions.**

General duties:

- Control actions and accept responsibility for the conduct of team members and fans.
- When an unsportsmanlike penalty cannot be assigned to a team member or spectator the captain shall receive the penalty.
- Maintain a cooperative attitude with all officials and staff while serving as an example of good sportsmanship for others to follow.
- Be familiar with the rules and officiating techniques of all sports that you participate in.
- Accommodate players by inviting free agents to join your team.
- Serve as the “voice” of your team.
- **Be your team’s role model.**

V. SCHEDULE INFORMATION

Information and schedules will be distributed to the captains/participants and will be distributed through established communication channels as well as at the managers meetings. Managers/individuals and participants are responsible for checking entry deadlines, rule or date changes, playing times, etc. Only the team manager should contact the City of Dublin Staff for this type of information relating to his or her team. **Once the schedule is posted changes will not be made unless there is an extreme circumstance.**

VI. MANAGER MEETINGS AND ROSTERS

Manager meetings are held prior to the start of all leagues. These meetings are the source of important information concerning the activity. A copy of the rules for that particular sport will be distributed to all captains. Rule change/modifications, schedule information, playoff information as well as event location and/or times. In addition, the opportunity to check or change information submitted to the office should occur at the meeting. Teams may sign up for practice games (if applicable) at these meetings. Managers that do not attend these meetings cannot make changes to their schedule. Team rosters will be filled out by the first game! Final team rosters vary by season. **Once a player has signed a roster he or she must remain on that**

team for the duration of the season. If he/she plays for another team each game they participant in for the second team will result in a forfeit.

VII. LIABILITY/ASSUMPTION OF RISK

Facility users should be duly aware and acknowledge that participation in recreational sports programs and activities involves an inherent risk of physical injury. Individuals assume all such risks by voluntarily electing to participate in recreational sports activities.

Individuals are reminded they are responsible for their health and should have medical approval prior to engaging in activities in the complex. It is highly recommended that individuals have medical insurance. In the event of any injury, the injured party is responsible for payment of all ambulance, emergency, and/or medical charges for treatment received.

VIII. RULES AND REGULATIONS

Participation eligibility

All team managers are responsible for the complete eligibility of all team participants. Each participant is also responsible for verifying her or his eligibility.

Eligibility requirements:

All individuals must have been listed on the team roster. An individual may participate for only one team per division (one co-rec and and one men's team). A team may pick up players as long as they are not on or have not previously participated with any other team in that activity. To be eligible for the playoffs, a player must have played in a minimum of 30 % of the team's regular season games. The sports scorekeeper or program supervisor will keep track of participants games played via score sheets.

Protests

You cannot protest an official's call; however you may protest a rule interpretation. **Protests will not be accepted after noon the next day after the completion of the game.**

All decisions made by the officials and Program Supervisors will be final.

Conduct and Disqualification:

Disqualifications

Good sports conduct is essential in all contests. Therefore, if a player or players are "sent off" or ejected from a game, they will receive a minimum one game suspension.

The suspension of that player becomes effective immediately following the ejection and carries through the remainder of that game, and the following game. While on suspension, the player is not allowed to participate in any City of Dublin leagues.

Definitions

Abusive Language: any 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.

Ejection from the game: an individual is removed from a contest by an official or supervisor for disciplinary reasons. The individual may not reenter the contest. Further disciplinary action will follow. 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, supervisor or opponent, or spectator, multiple technical fouls, etc. The player will be removed from the playing/building area.

Fight: punch, wrestle, push, swing at (may or may not make contact)

Forfeit: a team must have a minimum number of players ready to play (signed in, etc.) at the scheduled game time.

League: regulation round robin play and postseason single elimination playoffs.

Permanent Suspension: an individual is ineligible to participate in any City of Dublin activities for the remainder of his/her matriculation.

Physical Contact: any push, shove, touching of an official, supervisor or opponent. This includes touching, slapping or knocking anything out of the hands of an official or opponent.

Suspension: due to the ejection of a contest or other severe infraction, the individual is declared ineligible to participate in leagues, for a specified time.

Team: an organized group which is registered as a participating unit in an league event. If at least two of the players present are involved in an incident, then it is determined that the incident involves the team and would warrant a team penalty.

Threatening Behavior: includes intentionally invading an official’s, supervisors or opponents personal space while verbally attacking them. Includes such actions as pointing their finger at them, using profane language and stalking them during or after the contest.

Undesirable Behavior: abusive language, unnecessary roughness, inciting a fight, fighting, verbal or physical threats, physical handling or grabbing, behavior not conducive to a recreational atmosphere.

Unnecessary Roughness: actions which are considered threatening to the safety of the participants and which are not considered part of the normal action of the contest.

Verbally or Physically Threatening: to threaten verbally or by grabbing, pushing or poking. Threatening harm to an individual, his/her belongings, or their acquaintances.

Playoffs

In most team competitions, playoffs will be held to determine an overall champion. In most cases a single-elimination tournament will be held after the regular season to determine a champion. The City of Dublin sports staff will determine playoff structure based on the number of entries, availability of facilities and the time allotted for the activity. Playoff information will be sent via e-mail to team managers.

In the case of a tie in the regular season (example: if two teams have a 5-1 record for first place), the first tiebreaker will be based on a head to head record, and the second tiebreaker will be point differential, the third tie-breaker will be a coin toss.

Activity Rules

Nationally adopted rules are inherited into each activity (ASA, NCAA, NIRSA & USAVB). Local ground rules and modifications will be established when and where they are necessary. Each sport will have their own set of rules and will be distributed to the captains of each team.

Forfeits

A **forfeit** is awarded if the opposing team is not ready to play at game time or fails to produce the minimum number of players 5 minutes after the scheduled start time. The captain of the team that forfeits will be charged the forfeit fee each time they forfeit. If a team notifies the staff the day of the event it will be documented as an auto-loss and not a forfeit.

Rescheduling

Schedules should be reviewed immediately upon being received to identify possible conflicts. The City of Dublin sports staff is willing to cooperate when extraordinary circumstances necessitate an occasional need to reschedule a game. However, due to the increasing number of entries and limited playing spaces, rescheduling must be kept to a minimum. We will do our best to accommodate everyone; however, all rescheduling requests must be made at least by noon the day before the scheduled game.

Inclement weather procedures

DCRC facilities will maintain normal operating hours unless directed otherwise by the City Manager. All DCRC class/activity schedules will coincide with Dublin City Schools. Whenever schools are released early, all evening classes at the DCRC are cancelled. When school is cancelled, all daytime DCRC classes are cancelled, and a decision regarding evening classes (those after 5 p.m.) will be made by 3 p.m. Please call the Information Hotline, 410-4946, to find out about an evening class.

Alcohol Policy

The Alcohol Policy prohibits possession or consumption of alcohol at or during any league event.

FREQUENTLY ASKED QUESTIONS

WHERE DO I REGISTER?

- Contact the Sports Program Supervisor @ 410-4562
- Registration may be taken at the DCRC front desk or telephone

HOW DO I MAKE PAYMENT?

- Credit Card: will be accepted at the front desk or via telephone
- Check: will be accepted at the front desk only

HOW MUCH DO I HAVE TO PAY?

- League fees vary by sport, please check the DCRC brochure, bulletin board or contact the Sports Program Supervisor. To download a electronic copy go to <http://www.dublin.oh.us/recreation/> and click on link which will take you to the current season guide

CAN I TURN IN MY REGISTRATION FORM IN AT THE MANAGER'S MEETING?

- No, but team rosters will be accepted

WHERE DO WE PLAY?

- Depending on what league locations will be at various locations in Dublin, or you can check the brochure online <http://www.dublin.oh.us/recreation/>

LEAGUE	LOCATION	LEAGUE	LOCATION
Softball	Darree Fields @ Cosgray Park	Bocce	Bocce Courts, East of DCRC back/side entrance
Basketball	DCRC or Indian Run Elementary	Badminton	DCRC Gym
Volleyball	DCRC or Scottish Corners Elementary	Tennis	Monterey Park
Kickball	Coffman Park Pavilion, East of DCRC		

WHERE ARE THE SCHEDULES POSTED?

- Schedules will be e-mailed to team managers and posted on the City of Dublin website: <http://www.dublin.oh.us/recreation/leagues/>

CAN I USE A PLAYER FROM ANOTHER TEAM?

- No, you cannot use another player from another team in the same league.
Penalty: Forfeiture of game.