

# HERP

## S P O R T S

# ADULT SPORTS TEAM MANAGER'S HANDBOOK 2023

*Responsibilities,  
Expectations  
& Guidelines*



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This handbook was created so that Adult Sport Team Managers could understand the responsibilities and expectations they assume by organizing and leading a team with the Howard County Department of Recreation and Parks.

## **SPORTS & FACILITIES DIVISION**

Adult sports, leagues, tournaments and events fall within the responsibilities of the Sports and Facilities Division (SAFD) of the Howard County Department of Recreation and Parks (HCRP). One of the main strengths of SAFD is the professional staff that administers, coordinates and implements a diverse offering of recreational programs.

## **ADULT SPORTS PHILOSOPHY**

These leagues exist to allow for enjoyable competition between teams. We can only have such competition if we continue to respect, and enjoy the respect of, our opponents and their teams. The common courtesies of sportsmanship are the foundations of mutual respect and are mandatory in all Adult Sports Leagues.

Such courtesies include, but are not limited to, accepting contentious officiating decisions, giving opponents the benefit of the doubt over accidental, awkward or clumsy challenges, refraining from trash-talk, congratulating opponents and giving credit for high standards of play at the end of each game. These courtesies of sportsmanship are expected of all players, regardless of the intensity and/or level of competition.

## **HINTS TO SUCCESSFUL ADULT TEAM MANAGEMENT**

**Collect the money up front.** Organize a team meeting before the registration deadline and collect money from the players. Generally, players who pay up front are more committed. Team sponsorships and fundraisers are a great way to lower fees. Sponsorships should be solicited well before the registration deadline; all leagues require full payment at the time of registration.

**Register Early.** HCRP has a first-come; first-served policy for all its programs. Playing space is limited and there is a cap on every league. If you are late, there is little that a League Commissioner can do for you unless a team happens to drop out of the league. Register as early as you can to ensure your team has a spot. Full payment is required at the time of registration.

**Refund Policy:** A 20% administrative fee is deducted for all refund requests more than 4 weeks prior to league starting; a 50% administrative fee if withdrawal is requested more than 2 weeks prior to league starting; no refunds will be given less than 2 weeks prior to the start of the league.

**Make sure everyone completes the Online League Team Roster/Waiver.** This online form is a requirement. An individual who steps on the field/court who has not signed your roster is in violation of league rules and puts players in jeopardy.

Make the league rules available to your players. We can't make them read it, however with today's electronic resources it is very simple to make the information available. All of the league rules are online on the sport specific site via [www.hcrpsports.org](http://www.hcrpsports.org).

**Focus on Fun.** Remember, this is recreational play. Regardless of the level of competition, sportsmanship is expected. (see *Adult Sports Philosophy*, pg. 2) The players will generally follow your leadership. Keep perspective on the game and handle any teammate who can't keep the correct attitude.

**Ask for help when you need it.** Managing a team can be a thankless job. If you need assistance – ask your teammates. It's okay to delegate duties.

**Communicate.** Whether you set up a group text or an email address book, you need to keep your team informed. In addition to your teammates, try to create a line of open communication with the game officials and the opposing manager. Introduce yourself, shake their hands and respect their decisions.

Inform the League Commissioner of issues with fields, teams, officials or anything else pertaining to the league. We cannot be everywhere at once and we encourage communication from the team managers.

## CODE OF CONDUCT / ETHICS

The Howard County Department of Recreation and Parks Adult Sports Leagues have adopted the following "Code of Conduct." It is expected that managers will support and adhere to this code, and inform their team of the code. Improper conduct could result in suspension for one or more games or expulsion from all Howard County Adult Leagues for individuals or teams.

### For managers:

- Lead by example by demonstrating fair play and sportsmanship to opposing players and team manager.
- Provide an environment for your team that is free of drugs, tobacco, alcohol and abusive language.
- Respect the game and league officials and communicate with them in an appropriate manner.
- Be knowledgeable of league and county rules and regulations and provide this information to players on your team.
- Encourage your players to play by the league rules and regulations and respect the rights of other players, managers, spectators and officials.
- Be responsible for your behavior and the behavior of your players and spectators.
- Be responsible for your players to complete and sign the Howard County Recreation and Parks Online Team Roster/Waiver by your league's deadline.

## For players:

- Respect the game, play fair and follow the rules and regulations set forth by the Howard County Department of Recreation and Parks.
- Respect the authority of the officials, the league commissioner and HCRP staff.
- Demonstrate good sportsmanship before, during and after the game.
- Be courteous to the opposing team and treat all players and team managers with respect.
- Respect the use of county facilities.
- Refrain from use of drugs, tobacco, alcohol and abusive language during league play.
- Before participating in the league, complete and sign the Howard County Recreation and Parks Online Team Roster/Waiver form provided by the league commissioner.

Please refer to your specific sport league rules for more information regarding conduct and county regulations.

## RESPONSIBILITIES & DUTIES OF ADULT SPORT MANAGERS

**Register the team.** You may register via phone, mail, in-person, or online.

Phone: 410.313.7275

Online: [www.howardcountymd.gov/rap](http://www.howardcountymd.gov/rap)

Mail or In-Person: 7120 Oakland Mills Road, Columbia, MD 21046

**Submit the online roster/waiver on time through SportsEngine.** Ensure the team roster is completed by every player on your team by the league deadline. All players must complete the online team roster waiver before they are eligible to participate in a HCRP league. Any team without a roster on file by the league deadline is in jeopardy of forfeit sanctions and/or other disciplinary proceedings. Any player not on the team roster is not able to participate or the team will forfeit the game.

**Know your players' eligibility status.** Only players in good standing and who meet any age requirements are eligible to participate in a HCRP league. Managers found to be using ineligible players will be subject to disciplinary proceedings and/or ejection from the league.

**Share league information with your team.** Team managers are the liaison between their team and HCRP. If your contact information should change, please contact the HCRP League Commissioner. All league communication should be through the team manager. Team managers are expected to disseminate HCRP league information to their team.

**Know the rules.** Managers are expected to know and adhere to all HCRP Adult Sports Standard Rules, League Rules and Tournament Rules. Questions and/or concerns regarding rules should be taken up with the League Commissioner. It is also expected that team managers will inform their team(s) of any league rule changes, announcements, and park or facility rules.

**Uphold sanctions.** The team manager is responsible for the conduct of their team and spectators. Team managers are expected to uphold all disciplinary sanctions levied by the league and HCRP.

**Mandate sportsmanship.** You are the example for your team. It is expected that managers will control their team, themselves and spectators from unsportsmanlike behavior.

**No Alcohol, Illegal Substances or Tobacco during games.** Alcohol, tobacco and illegal substances are prohibited in Howard County parks and facilities. Anyone suspected of consuming alcohol or illegal substances before, during or after the game while on County property will be removed from the premises, and the League Commissioner will be informed. Team sanctions may result. Police may be called as necessary. All County parks and facilities are “smoke free;” no smoking or vaping is allowed in County parks or facilities. It is the team manager’s responsibility to monitor their players and spectators.

**Report your team’s scores on-time.** Report scores in a timely manner in accordance to the sport specific rules.

**Have proper uniforms and equipment.** Most Adult Sports Leagues requires some sort of team uniform/color-coordinated shirt (depending on the specific league). Unless otherwise specified in the league description, teams are required to provide their own uniforms/color-coordinated shirt and equipment.

A player who is bleeding or who has blood on their uniform shall be prohibited from participating further in the game until appropriate treatment can be administered. A player shall not continue competition unless the bleeding is controlled, and the wound covered.

## **GENERAL LEAGUE INFORMATION**

### **FIELD RESERVATIONS**

HCRP does not schedule practice times for adult sports teams. We do offer field reservations at all HCRP fields. For availability and fees, call, 410-313-4626.

### **NEED MORE PLAYERS?**

Email or call the League Commissioner for your league and notify them of your needs. Many times, players may contact the League Commissioner directly.

## **MAKE-UP / RESCHEDULING GAMES**

All games must be played as scheduled (unless canceled due to inclement weather). Any schedule requests need to be made prior to the season schedule being sent out (preferably at the time of team registration).

Games canceled due to inclement weather will first be rescheduled on the day of the week the league/division normally plays. If make-ups are not possible on the original day of play, HCRP reserves the right to schedule on any other available day in order to finish league play. Games must be played as rescheduled or forfeited.

In the event a team has extenuating circumstances (injuries, funeral, illness, etc.) which necessitates postponing a game(s), permission must be granted by the League Director at least 1 week prior to the postponement date. Games postponed under these circumstances will be rescheduled by the Department and must be played as rescheduled (as long as permitted space allows) or be forfeited.

A \$35 rescheduling fee will be assessed for the team requesting the rescheduling and must be paid at the time of the written request for cancellation of the game(s). Failure to pay the rescheduling fee along with the request for cancellation will result in the rescheduling request being automatically denied. A team may request only 1 rescheduling per season.

## **EMERGENCIES**

In the event of an emergency, dial 911 (9-911 for school facilities and/or HCRP office phones). If on park property, notify park personnel of the emergency if possible. Follow up with the League Commissioner the next day.

## **FACILITY & PROGRAM STATUS**

If the Howard County snow emergency plan is in effect, all programs will be canceled. During emergency situations, call the Inclement Weather/Program Status number for updates. It is advised in questionable weather situations for teams to call the line prior to leaving for the field/court. Fields/Courts are closed based on the situations at that park or facility, not league wide. Managers and players are encouraged to sign up for notifications to learn about severe weather and other emergencies that impact Howard County. Go to [www.howardcountymd.gov/emergency-management/readyhoco](http://www.howardcountymd.gov/emergency-management/readyhoco) to register.

### **Outdoor Field Inclement Weather Numbers**

School Facilities .....	410-313-6827
Cedar Lane Park .....	410-313-4453
Centennial Park.....	410-313-4454
Cypressmede Park, Hollifield Park, Howard County Center for the Arts .....	410-313-4457
Dickinson, Hammond, Hawthorne, Huntington and Martin Road parks ....	410-313-4459

Rockburn Branch, Waterloo, Troy parks .....	410-313-4455
Savage Park, Guilford Park, and East Columbia Library .....	410-313-4456
Schooley Mill Park .....	410-313-4458
Western Regional Park, Alpha Ridge Park .....	410-313-4372
Meadowbrook Park .....	410-313-2727
Blandair Regional Park.....	410-313-3673

**Indoor Sports Leagues**

For leagues that play indoors, call the Sports Program Status line: 410-313-4452.

Gary J. Arthur Community Center .....	Press 1
Meadowbrook Athletic Complex .....	Press 2
North Laurel Community Center .....	Press 5
Roger Carter Community Center.....	Press 3

**FORFEIT POLICY**

Payment of the officials/referees is the responsibility of the forfeiting team.

For leagues collecting referee fees upfront, the non-forfeiting team will be refunded their portion of the referee fees. The forfeiting team will be billed for those referee fees. Forfeit fees need to be paid before the next scheduled game. Non-payment by the forfeiting team may result in being dropped from the league without refund and/or a standing league suspension until the fee is paid. The fee will be based on the per-game fee the game officials are paid. If a team forfeits 2 games (doubleheaders for adult football or softball) they may be dropped from the league without refund.

**COMPLAINT PROCESS**

The individual League Commissioners accept written complaints. Email is considered a form of written communication so please remember professional etiquette when sending email complaints.

Communication with team issues is expected to come through the team manager. The manager will be made aware of any issues brought directly to the League Commissioners by their teammates and/or other teams.

The League Commissioner will conduct a formal investigation of complaints that can include but is not limited to making contact with the opposing manager, referees, league staff, and park and facility personnel.



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