



**Parks, Recreation and
Community Services**

3200 Civic Center Circle NE Suite 100

Rio Rancho, NM 87144

www.ci.rio-rancho.nm.us

**Adult Sports Team Manager's
Responsibilities,
Expectations
&
Guidelines**

Rio Rancho Adult Sports Division

Adult sports, leagues, tournaments and events fall within the responsibilities of the Adult Sports Division for the Rio Rancho Parks Recreation Department. One of the main strengths of (ASD) is the professional staff that administers, coordinates and implements a diverse offering of recreational programs.

Rio Rancho Adult Sports Division and USSSA

All Rio Rancho Adult Sports are sanctioned by USSSA. There will be a yearly sanction fee for each sport that your team participates in.

The dates that your sanctioning is good through are:

Slow Pitch Softball – January 01 thru December 31

Flag Football, Basketball, Kickball- August 01 thru July 31

Dates are subject to change.

ADULT SPORTS PHILOSOPHY

These leagues 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.

Rio Rancho Adult Sports Staff

Mark Ortiz: Facility Coordinator for Haynes Community Center & Adult Sports

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Jason Sisneros: Recreation Leader for Haynes Community Center & Adult Sports

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Ray Kantowski: Recreation Leader for Haynes Community Center & Adult Sports

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Alan Liccione: Director of all Rio Rancho Adult and Youth Sport officials

Phone Number: 259 – 8265 cell

Email: rumps@live.com

How to Register my Team

Registration will be taken on a first come first serve basis for all leagues.

There are three ways to register your team for a league.

1. Phone:
 - 1A. Haynes Community Center: 505-891-7240
 - 1B. Rio Rancho Parks & Recreation Office: 891-5015
2. In-person:
 - 2A. Haynes Community Center: 2006 Grande Blvd. Rio Rancho NM 87124
 - 2B. Rio Rancho Parks & Recreation Office: 3200 Civic Center Circle NE Suite 100 Rio Rancho NM 87144
3. Mail:

Rio Rancho Parks, Recreation & Community Services 3200 Civic Center Circle NE Suite 100 Rio Rancho NM 87144. Make sure you specify which league, day, time, team name, and contact information.

There will be no registrations taken down at the fields.

How to Pay for League

There are three ways to pay for your league. **There will be no forms of payment accepted down at the fields except credit cards.**

1. **Credit Cards:** The City of Rio Rancho accepts all major credit cards
2. **Checks:** The City of Rio Rancho will accept **only one check per team.** Please make checks out to the City of Rio Rancho.
3. **Cash:** If you pay at Haynes Community Center it has to be exact cash we do not have a cash box. The main Parks and Recreation office can make change.

League Payments

There are two ways for you to pay for your league.

1. You may pay your league entrance fee which may include a USSSA Sanction Fee in whole.
2. The payment plan is that you pay at least half of your total amount when registering your team which may include an USSSA Sanction Fee. The remaining balance will be due the second week of league play. To start your second game you must show a receipt to the field supervisor before play can begin. If we do not receive your final payment before your second game then you will forfeit your games till we receive final payment and your team will be charged a \$25 late fee. **If your team faults on the payment plan you will not be able to use this service again.**

Remember there will be no cash or checks accepted down at the fields.

Refunds

The City of Rio Rancho issues all refunds via checks to the individual whose name is on the teams account. Full Refunds will be given to the individual whose name is on the account before schedules are made. If your team withdraws from the league after the schedule has been made and your slot can not be filled with another team you will not receive a refund.

The Players

Players may play in more than one league, but may not play on more than one team in their same division. No player under the age of 18 may play in any City of Rio Rancho Adult Sports Leagues unless the parents or guardians sign a waiver for that player. Waivers are available at Haynes Community Center or online.

Suspensions

The team captain will be notified when a player is suspended. The team captain will receive a letter from Adult Sports Staff by email explaining the suspension. If a suspended player is on your roster your games will be forfeited till the player has been removed from your roster. Rio Rancho Adult Sports will notify you if you have a suspended player on your roster. To see if a player is suspended please check out the website <http://ci.rio-rancho.nm.us/index.aspx?NID=1599>.

Rosters

Each team must submit a team roster before your first game. All team members must sign an official roster form with their legal name. Failure to do so will result in a forfeit. Managers cannot sign for players. Forms can be found on the Adult Sports website.

Roster Maximums

Softball: 25 players (awards capped at 15 players)

Basketball: 15 players

Flag Football: 16 players (awards capped at 15 players)

Kickball: 25 players (awards capped at 15 players)

Roster Changes

Rosters must be submitted by the first game of play and handed to the Adult Sports field supervisor before play begins. Roster can be found online. Adding and dropping players can be done up until three weeks prior to the post season. Roster exemptions may be granted to a team due to injuries, or unforeseen circumstances. Only the Adult Sports Staff will have approval to make exceptions.

It is the manager's responsibility to have players only in good standing and that meet the age requirements. To see if players are in good standings please go online and see the suspension list for each sport.

Need more Players

The Rio Rancho Adult Sports offers a free agent listing of players for your convenience to pick-up or to start your own team. The free agent listing is listed on the website. Remember players are always moving into the metro area from different states. Free agent lists are updated every month.

Equipment

Rio Rancho Adult Sports will provide game balls and flags for league games. Rio Rancho Softball will only provide two game ball per game. If provided balls are lost then teams must throw in their own USSSA approved softballs. Metal cleats are not allowed in any league.

Bats

Before each game the teams must place their team bats on the fence bat rack outside of the dugouts. The teams can place a maxim of twelve bats on the rack. The bats will be inspected by the umpires before each game. If an umpire believes the bat has been altered, or otherwise does not pass the umpire's inspection, that bat will not be allowed to be used. This is up to the umpire's discretion. Once the bats are placed on the fence rack and inspected only those bats will be allowed to be used during the game. Only bats presented and passing inspection, prior to the start of the game, may be used. Late arriving bats (once game starts) or replacement bats (during game) will not be inspected and may not be used. All bats must be current USSSA approved.

If a bat is brought back into the dugout during the game, whether by accident or not, that bat will become ineligible for play, and may not be used. If a team runs out of eligible bats to use in game, the Adult Sports Staff will grant the team a City owned Mulligan bat to be played in game. If this bat is taken out of play, the game will result in a forfeit with opposite team taking the win.

Schedules

Schedules will be available no later than 72 hours before the start of your season. If you have a schedule request please fill out the schedule request form three weeks in advance down at the fields or online and we will do our best to try and accommodate your request. Please realize that not every request will be met. Rio Rancho Adult Sports will only do this once for your team. After the first request your team will have to pay a schedule change fee of \$25.00. **All schedules are subject to change and you will be contacted by email or phone if the league schedule has been changed.**

Standings

Up to date standing and scores will be available at www.ci.rio-rancho.nm.us Scores and standing will not be given over the telephone. If teams have a tie the tie will count as a half win and half loss in the standing to decide playoffs.

Forfeits

Any team that forfeits more than two games during any given league will be banned from all future leagues. Any team that is involved in a league or seeding tie breakers for a playoff spot will lose the tie breaker if there was a forfeited game amongst tied teams. If you do not show up for your scheduled game then it will result as a forfeit. Rio Rancho Adult Sports will not make up these games.

If a game is forfeited, the team awarded the victory is allowed practice time. **Note:** If no other game is ongoing or due to time constraints, the site may be closed once the forfeit has been declared.

As of January 1st, 2015 the City of Rio Rancho is enforcing forfeit fees. Fees must be in check form made out to the City of Rio Rancho. These checks do not get cashed unless a team:

1. Fails to show up to scheduled game.
2. Fails to give league director 48 hour advanced notice for missed game.
3. Fails to have minimum amount of players (8) required for game.

If a forfeit occurs and the teams forfeit fee check has been cashed, coaches are required to replace the cashed check with a new one. Replacement Forfeit Fee checks must be turned in to the league director BEFORE your next scheduled game. Failure to do so can result in removal from program and no refund will be awarded.

Cancelations of games

Cancelations of games will be made 2 hours before the first game time. We will contact the person whose name is on the account to notify them of a cancelation. It is up to that person to pass it along to the rest of the team.

Rio Rancho Adult Sports has started a twitter account for your convenience to receive updates on cancelations. The account name on twitter is rradultsports. We will send out a tweet 2 hours before the first game time.

If games are canceled mid way though your game we will make it up unless it is considered a full game. Which in: softball/kickball it is 30minutes or three complete innings. Flag football is one complete half.

Please do not call the offices unless you have not received a phone call from your captain before leaving for the fields.

Make-up / Rescheduled game

If games are cancelled Rio Rancho Adult Sports will do its best to reschedule on the day of the week the league/division normally plays. If make-ups are not possible on the original day of play, Rio Rancho Adult Sports reserves the right to schedule on any other available day in order to finish league play. Games must be played as rescheduled or forfeited.

Playoffs

Rio Rancho Adult Sports have playoffs for all their leagues. The top four teams will make the playoffs. Tie breakers will be decided by: head to head, points scored, points against, or coin flip.

Any team that is involved in a league or seeding tie breakers for a playoff spot will lose the tie breaker if there was a forfeited game amongst tied teams.

All Rosters along with players ID's will be checked before playoff games. Players not on the roster will not be allowed to play.

Drinking

All alcoholic beverages are banned from all City of Rio Rancho Parks and facilities. Officials and Rio Rancho Adult Sports Staff will enforce this rule. Any individual(s) who violate this policy will be suspended from all of Rio Rancho Adult Sports programs. Rio Rancho Police patrol the facilities and violators may be cited.

Litter

The City of Rio Rancho takes pride in their parks and facilities so please help assist us in using the trash receptacles and recycle bins for all of your litter. This will help all of us in keeping our playing fields and parks clean for everyone. Thank You.

Spectators and Children

All teams are responsible for their spectators and children who may attend games. Unattended children will not be babysat or watched by Rio Rancho Adult Sports Staff. The City of Rio Rancho assumes no liability for unattended children. **No children are allowed in the dugouts, Score Box or on the field.**

Player Code of Conduct for Adult Leagues

The City Rio Rancho Adult Sports Division has adopted the following Player Code of Conduct. These rules will be strictly enforced. In any violation not included in said code, the penalty shall be at the discretion of Rio Rancho Adult Sports Staff. If a player is ejected from a game then game play will be suspended and will only resume till that player(s) leave the entire facility this includes parking lots. Participation in the Adult Sports Programs is a privilege and it should be treated as such. Violations to the player's code of conduct include, but are not limited to:

1. No player shall at any time lay a hand upon, shove, strike, threaten or intimidate an official or City representative, opposing player or spectator. Officials and league staff are required to immediately suspend such players from further play and report such players to the League Director. Said player shall remain suspended until the case has been considered by the Sports Department.

Minimum Penalty: Suspension of (20) days and placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues and USSSA Sanctioned Sports, and felony assault charges filed.

2. No player shall refuse to abide by the official(s) decision. Officials are required to immediately suspend such player from further play and report said individual to the League Director. Said player shall remain suspended until the case has been considered by the Sports Department.

Minimum Penalty: Suspension of (7) days and placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension for from all Adult Sports Leagues and USSSA Sanctioned Sports

3. No player shall be guilty of objectionable demonstrations or disagreements at the official(s) decision.

Minimum Penalty: Suspension of (7) days and placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues and USSSA Sanctioned Sports.

4. No player shall discuss with the official in any manner the decision reached by such official, except the manager/coach or designate representative.

Minimum Penalty: Warning by official.

Maximum Penalty: Removal from the game and plus one.

5. No player shall be guilty of abusive verbal attack upon any player, City representative, official or spectator. Officials are required to immediately suspend such players from further play and report such players to the League Director. Should the verbal attack occur either before or after the player's game is completed, or from within the spectator's area, said player will still be reported to the League Director. Player shall remain suspended until the case has been considered by the Sports Department.

Minimum Penalty: Suspension of 7 days and placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues and USSSA Sanctioned Sports.

6. No player shall appear intoxicated or indulge in alcoholic beverages during the course of a game. No alcohol shall be allowed on park/facilities grounds. Officials and City Representatives are required to immediately suspend such player from play and report said individual to the League Director.

Minimal Penalty: Suspension of 14 days from all Adult Sports Leagues. The player shall also be placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues.

7. No player shall be guilty of using unnecessarily rough tactics during play of the game against any player. Officials are required to immediately suspend said player from further play and report such player to the League Director.

Minimum Penalty: Placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues.

8. No player shall be guilty of harassing the scorekeeper(s), official(s) or other City representative or attempt to intimidate any City representative.

Minimum Penalty: Warning from official and/or Gym/Field Supervisor (scorekeeper).

Maximum Penalty: Permanent suspension from all Adult Sports Leagues and USSSA Sanctioned Sports.

9. No player shall be guilty of abusing public or private properties. Players shall not throw equipment or any other items in a dangerous manner, regardless of whether someone was or could have been struck.

Minimum Penalty: Warning from the official.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues, USSSA Sanctioned Sports, and criminal charges filed and/or retribution of damages.

10. Any player ejected for unsportsmanlike conduct shall automatically be suspended for a minimum of (7) days. Suspension is from all City of Rio Rancho league(s) the player plays on.

11. No player shall be guilty of "trash talking."

Minimum Penalty: Warning from the official.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues.

MANAGERS RESPONSIBILITY

UNSPORTSMANLIKE CONDUCT / MANAGER / TEAM RESPONSIBILITY:

It is the team manager's responsibility to set an example of sportsmanship and fair play. The team manager is responsible for controlling the conduct of his/her players and spectators - before, during and after the game. Both the manager and the entire team may be held responsible for the conduct of any single individual on the team and/or spectators. If any individual player violates the Player Code of Conduct the manager or team can also receive the same penalty. **It is a felony offense to strike or threaten an official.**

1. All managers are responsible to submit a copy of their lineup to the scorekeeper at least five (5) minutes prior to the scheduled start of the game. First and last names must be provided.
2. Managers are responsible for their team roster.
3. All rosters and player ID's will be checked before playoff games. Players not on the roster will not be allowed to play.
4. Managers are responsible for the conduct of their bench, fans, players and children. Players must remain within the confines of the bench area, except when substituting. Failure to do so may result in a forfeit.
5. It is the manager's responsibility to ensure that NO alcohol consumption will take place at the facilities site prior to, during or after any game. Violation of this rule will result in suspensions of players.
6. It is the manager's responsibility to ensure that all players have valid picture identification with them at all times and presents it upon request of officials or league representatives. Failure to do so will result in those players not being able to play the game which may lead to a forfeit.
7. Only the managers of each team will be allowed to approach the scorer's table and officials on questions concerning the game.
8. It shall be the manager's responsibility to ensure that all of their players are aware and enforce the City of Rio Rancho Adult Sports Code of Conduct at all times. The City of Rio Rancho Adult Sports Code of Conduct shall govern the league.
9. It shall be the manager's responsibility to inform all of their team members that each participant shall play at their own risk. Injuries incurred are not the responsibility of the City of Rio Rancho. If teams are concerned with personal injury, it is recommended that the team take out team insurance offered through USSSA.