

**ADULT SPORTS TEAM  
MANAGER'S**

**RESPONSIBILITIES,  
EXPECTATIONS  
&  
GUIDELINES**



7120 Oakland Mills Road  
Columbia, MD 21046

[www.hcrpsports.com](http://www.hcrpsports.com)

[www.howardcountymd.us/rap](http://www.howardcountymd.us/rap)

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

## **SPORTS and ADVENTURE SERVICES DIVISION**

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

SASD programs go beyond adult sports and include programs such as: fitness, martial arts, youth community sport leagues, youth instructional sports, nature and adventure programs and sporting events such as fishing tournaments, 5K race and sports specific tournaments.

## **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.

# RESPONSIBILITIES & DUTIES OF ADULT SPORT MANAGERS

1. **Register the team.** You may register via phone, fax, mail, in person or over the Internet. Phone: 410.313.7275 / Fax: 410.313.4660 / Internet: [www.howardcountymd.us/rap](http://www.howardcountymd.us/rap) / Mail or In Person: 7120 Oakland Mills Road, Columbia, MD 21046
2. **Submit the roster/waiver on time.** Ensure the roster is completed, legible, signed by every player and received by the league office by the deadline. ALL PLAYERS must complete the 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.
3. **Know your players' eligibility status.** Only players in good standing and that meet any age requirements are eligible to participate in an HCRP league. Managers found to be using ineligible players will be subject to disciplinary proceedings and/or ejected from the league. Visit [www.hcrpsports.com](http://www.hcrpsports.com) for an on-line suspension list.
4. **Share league information with your team.** Team managers are the liaison between their team and the HCRP. If your contact information should change, please contact the HCRP League Commissioner. All league communication should be through the Team Manager. Team Manager's are expected to disseminate HCRP league information to their team.
5. **Know the rules.** Managers are expected to know and adhere to all HCRP Adult Sports Rules and the Sport Specific League 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.
6. **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. Again, visit [www.hcrpsports.com](http://www.hcrpsports.com) for a list of all suspensions.
7. **Mandate sportsmanship.** You are the example for your team. It is expected that managers will control their team, themselves and spectators from unsporting behavior.
8. **No Alcohol, Illegal Substances or Tobacco during games.** Alcohol and illegal substances are prohibited in Howard County parks. Anyone suspected of consuming alcohol or illegal substances before, during or after the game while on park 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 Adult Sports Leagues are **NON-SMOKING** leagues. This means no tobacco products on the playing field, dugouts or on the sidelines. It is the team manager's responsibility to monitor his/her players and spectators.
9. **Report your team's scores on-time.** Report scores in a timely manner in accordance to the sport specific rules.
10. **Have proper uniforms and equipment.** Most every Adult Sports League requires some sort of team uniform. Unless otherwise specified in the league description, teams are required to provide their own uniforms and equipment.

# 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 his/her team of the code.

## For managers:

- A. Lead by example by demonstrating fair play and sportsmanship to opposing players and team manager.
- B. Provide an environment for your team that is free of drugs, tobacco, alcohol and abusive language.
- C. Respect the game and league officials and communicate with them in an appropriate manner.
- D. Be knowledgeable of league and county rules and regulations and provide this information to players on your team.
- E. Encourage your players to play by the league rules and regulations and respect the rights of other players, managers, spectators and officials.
- F. Be responsible for your behavior and the behavior of your players and spectators.
- G. Be responsible for your players to sign the Howard County Recreation and Parks Team Roster/Waiver and submit it to the League Commissioner prior to your first game.

## For players:

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

Please refer to your individual sport league rules for more specific information regarding conduct and county regulations. Improper conduct could result in suspension for one or more games or expulsion from all Howard County Adult leagues for individuals or teams. Suspended players' names will appear on HCRP's on-line ineligibility list. Your name and incident report may also be forwarded to the membership of the Mid-Atlantic Recreation and Parks Sports Alliance (see League Discipline section for complete MARPSA discipline proceedings).

# 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 the field reservation office at 410-313-4626.

## LEAGUE DISCIPLINE

Disciplinary proceedings handed down by League Commissioners are enforced Department wide [unless otherwise specified]. A player who is suspended by a League Commissioner for a specific period of time is ineligible in **ALL** Department sponsored sports activities.

These disciplinary actions will also be forwarded to the Mid-Atlantic Recreation and Parks Sports Alliance (MARPSA) membership (of which HCRP is a member). This membership consists of most area public and private sports organizations throughout Maryland such as Anne Arundel County, Baltimore County & City, M-NCPPC, Montgomery County and more.

Members of MARPSA share information regarding disciplinary actions and uphold member sanctions on players, teams, coaches, and spectators. Thus, an individual suspended from play in an Anne Arundel County league may also be suspended in our Howard County leagues via the MARPSA membership agreement.

## INCLEMENT WEATHER

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. Fields are closed based on the situations at that park, not league wide.

### Field Inclement Weather Numbers:

- School Fields 410-313-6827
- Alpha Ridge Park, Western Regional Park 410-313-4372
- 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 410-313-4455
- Savage Park, Guilford Park, East Columbia Library 410-313-4456
- Schooley Mill Park 410-313-4458
- Meadowbrook Park 410-313-2727

### Indoor Sports Leagues:

For leagues that play indoors, call the Sports Program Status line: 410.313.4451.

## 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.

## MAKE-UP / RESCHEDULED GAME

Games cancelled 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.

## NEED MORE PLAYERS?

Visit the specific league site within [www.hcrpsports.com](http://www.hcrpsports.com) for a link to an on-line player database. Here you may search for players and also create your own free team ad.

Another resource is to email or call the League Commissioner for your league and notify him/her of your needs. Many times players may contact the League Commissioner directly.

## FORFEITS AND FORFEIT BONDS

Payment of the officials/referees is the responsibility of the forfeiting team. For leagues using forfeit bonds, the forfeiting team must replace their forfeit bond before the next scheduled game or risk being dropped from the league without refund. Forfeit bonds may roll over from season to season. Having a forfeit bond in place **DOES NOT** hold a space in the league for your team from season to season.

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. 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.

## 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 his/her 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 personnel.

## PHONE NUMBERS & Websites:

**EMERGENCY:** .....911 (9-911 from a school and/or HCRP office phone)

**HCRP Registration Office:** .....410.313.7275

.....TTY (Hearing Impaired): 410.313.4665

**LEAGUE COMMISSIONERS:** .....Visit [www.hcrpsports.com](http://www.hcrpsports.com) for an updated list

**WEBSITES:** .....[www.hcrpsports.com](http://www.hcrpsports.com) (Sports website)

.....[www.howardcountymd.us/rap](http://www.howardcountymd.us/rap) (HCRP website)

**FIELD RESERVATIONS:** .....410-313-4626.

**INCLEMENT WEATHER:** .....See Inclement Weather section

## HINTS TO SUCCESSFUL ADULT TEAM MANAGEMENT: ---

### 1. **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. This is a great time to get players to sign the roster. 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.

### 2. **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 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.

### 3. **Make sure EVERYONE fills out AND SIGNS the League Roster/Waiver**

This form is a must. An individual who steps on the field who has not signed your roster is in violation of league rules and has put you and the rest of the players in jeopardy.

### 4. **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 on-line on the sport specific sites via [www.hcrpsports.com](http://www.hcrpsports.com)

### 5. **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.

### 6. **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.

### 7. **Communicate**

Whether you set up a phone tree 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.

**Howard County Recreation and Parks  
7120 Oakland Mills Road  
Columbia, MD 21046**

**General Information:**

410.313.4700

**Registration:**

470.313.7275

**Fax:**

410.313.4646

**Websites:**

[www.hcrpsports.com](http://www.hcrpsports.com)

[www.howardcountymd.us/rap](http://www.howardcountymd.us/rap)