

ADULT SPORTS TEAM MANAGER'S  
RESPONSIBILITIES,  
EXPECTATIONS  
&  
GUIDELINES



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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 City of Fortuna Parks & Recreation Department.

Adult sports, leagues, tournaments and events fall within the responsibilities of the City of Fortuna's, Parks & Recreation Department. The Parks & Recreation Department offers a variety of recreational opportunities for adults, in an effort to provide a safe and enjoyable competitive experience between participants we have adopted the following .....

### ADULT SPORTS PHILOSOPHY

These leagues exist to allow for enjoyable competition between teams. We can only have such competition if we continue to respect, our opponents (and their teams), officials/umpires/scorekeepers, spectators and facilities. The common courtesies of sportsmanship are the foundations of mutual respect, and are mandatory in all 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 mail or in person.
2. **Submit the roster/waiver on time.** Ensure the roster is completed and legible by every player and received by the Park Office by the deadline. ALL PLAYERS must complete the roster waiver and Code of Conduct before they are eligible to participate in a City of Fortuna, Parks & Recreation League. Any team without a roster, waiver and Code of Conduct 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 with the City of Fortuna and its Parks & Recreation Department will be allowed to participate in City sponsored programs.
4. **Share league information with your team.** Team managers are the liaison between their team and the Park & Recreation Office. If your contact information should change, please contact the Park Office. All league communication should be through the Team Manager. Team Manager's are expected to disseminate Fortuna Parks & Recreation information to their team.
5. **Know the rules.** Managers are expected to know and adhere to all Fortuna Parks & Recreation Adult Sports Rules any questions and/or concerns regarding rules should be taken up with the Parks & Recreation Director. 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.
7. **Mandate sportsmanship.** You are the example for your team. It is expected that managers will control their team, themselves and spectators from unsportsmanlike behavior.
8. **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 Fortuna Parks and Recreation and 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, and abusive language.
- C. Respect the game and league officials and communicate with them in an appropriate manner.
- D. Be knowledgeable of league and city 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 Parks and Recreation Team Roster/Waiver prior to your first game.

### **For players:**

1. Respect the game, play fair and follow the rules and regulations set forth by Fortuna Parks & Recreation.
2. Show respect for authority of the officials, the League Director and Fortuna Parks & Recreation staff.
3. Demonstrate good sportsmanship before, during and after the game.
4. Be courteous to the opposing team and treat all players and team managers with respect.
5. Respect the use of city facilities.
6. Refrain from use of drugs, and abusive language during league play.
7. Before participating in the league, complete and sign the Fortuna Parks & Recreation Team Roster/Waiver form.

Please refer to your individual sport league rules for more specific information regarding conduct and city regulations. Improper conduct could result in suspension for one or more games or expulsion from all Fortuna Parks & Recreation leagues for individuals or teams.

## **GENERAL LEAGUE INFORMATION**

### **FIELD RESERVATIONS**

Fortuna Parks & Recreation does offer field reservation at Newburg Park, pending availability. Each team is allowed one, one and a half hour practice each week. Field reservation is on a first come first serve basis and a reservation form must be submitted to the Parks & Recreation Office.

### **LEAGUE DISCIPLINE**

Disciplinary proceedings handed down by League Director are enforced Department wide. A player who is suspended by a League Director for a specific period of time is ineligible in ALL Department sponsored sports activities.

### **INCLEMENT WEATHER**

In order to maintain the integrity of the cities sports facilities the Parks & Recreation Department has the authority to cancel games due to inclement or adverse weather conditions. In addition, any umpire or employee of the City of Fortuna's Parks & Recreation Department may cancel any game if an unsafe condition exists.

### **EMERGENCIES**

In the event of an emergency, dial 911. If on park property, notify park personnel of the emergency if possible. Follow up with the Park & Recreation Director the next day.

## **MAKE UP & RESCHEDULED GAME**

Games cancelled due to inclement weather will be rescheduled at the conclusion of the regular season, on the first available day of the week the leagues/division normally plays. The Fortuna Parks & Recreation Department 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**

The Parks & Recreation office will compile names and phone numbers of interested players. It will be the responsibility of the Manager to call a potential player. If you decide to place the player on your team, please contact the Park Office to have their name removed from the list.

## **FORFEITS**

Payment of the official is the responsibility of the forfeiting team.

## **COMPLAINT PROCESS**

All complaints must be written to the Parks & Recreation Director. 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 Director by his/her teammates and/or other teams.

The Director will conduct a formal investigation of complaints that can include but is not limited to making contact with the opposing manager, officials, and Parks & Recreation staff.

## **PHONE NUMBERS & WEBSITE**

Emergency .....911  
Fortuna Police .....725-7550  
Park Office.....725-7620  
[www.sunnyfortuna.com/adultsports.htm](http://www.sunnyfortuna.com/adultsports.htm)

## **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 and waiver. 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**

Fortuna Parks & Recreation has a first-come; first-served policy for all its programs. Teams playing during the previous season and in good standing with the Parks and Recreation Department will be given first opportunity to participate in the next year's league. Playing space is limited and there is a cap on every league. If you are late, there is little the Director 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/court who has not signed your roster/waiver is in violation of league rules and has put you and the rest of the players in jeopardy. If an individual participates in a game without having signed the roster/waiver the game will be considered a forfeit and disciplinary action may be taken by the League Director up to exclusion from the league to both the player and/or the team.

**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 at [www.sunnyfortuna.com/adultsports.htm](http://www.sunnyfortuna.com/adultsports.htm)

**5. Focus On Fun**

Remember, this is recreational play. Regardless of the level of competition, sportsmanship is expected. 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 is 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 Director 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.