

CITY OF MARSHALL RECREATION DEPARTMENT

Office: 900 South Marshall Mail: 323 W. Michigan Ave., Marshall, MI 49068 Phone: 269-781-5166

CODE OF CONDUCT

- I. All participants are expected to abide by the Code of Conduct and Individual Program By-Laws.
- II. All participants and spectators must recognize there is opportunity for personal injury in any program/activity. All participants and spectators should carry some form of accident benefit plan. THE CITY OF MARSHALL RECREATION DEPARTMENT IS IN NO WAY RESPONSIBLE FOR ANY EXPENSE INCURRED BECAUSE OF INJURY TO A PARTICIPANT/SPECTATOR. All participants and spectators are responsible for providing and applying their own First Aid.
- III. All participants and spectators in a City of Marshall Recreation Department sponsored program/activity held on Marshall Public School property acknowledges this is a drug free, alcohol free, tobacco free, weapons free zone.

IV. PARTICIPANT ELIGIBILITY

- A. To be eligible for a Department sponsored program/activity, participants must set up an account by providing the following:
Name, address, township, birth date and phone number. Participants less than 18 years must also have parent/guardian designated as head of household, parent/guardian address, township, birth date and phone number.
- B. Proof of identification, proof of residency and/or property tax payment may be required to verify appropriate participant fee.
- C. Participants in adult basketball or adult softball (all leagues) must be 17 years or older at the time of participation. Participants in adult volleyball (indoor & sand, all leagues) must be 15 years or older at the time of participation. NOTE: Parent or legal guardian consent is required for all participants under 18 years.
- D. To protest participant eligibility, protestor must identify the participant in question stating why said participant is believed to be ineligible, in writing. A full time staff member will investigate the complaint.
- E. The Recreation Department Superintendent and Recreation Department Program Coordinator(s) shall have the final administrative word regarding participation.

V. REGISTRATION

- A. Team
 1. Team entry into a league is established upon receipt of a deposit (if required), conduct fee (if required), forfeit fee (if required), registration form and the sponsor fee.
 2. Deposits, conduct fees, forfeit fees and sponsor fees will be accepted per deadline or until program is full. A late fee may be assessed after the deadline.
 3. If a team drops there shall be no refund of the deposit after that program's organizational/manager's meeting has been held.
 4. An administrative fee, not to exceed 90% of the sponsor fee, may be withheld if a team drops from the program after schedules have been printed, but prior to the start of the season. The administrative fee schedule is available at the Department office.
 5. There shall be no sponsor fee refunds once that league has begun.
 6. Any team that has a participant who is suspended for unsportsmanlike conduct will be assessed a \$25 fee that will be taken out of that team's conduct fee. If a team has no suspensions during the season, the conduct fee will be refunded at the conclusion of the season.
 7. Any team who forfeits a game will be assessed a \$15 fee that will be taken out of that team's forfeit fee. If a team has no forfeits during the season, the forfeit fee will be refunded at the conclusion of the season.
- B. Participant
 1. Participant registration is complete upon meeting eligibility requirements (see section IV Participant Eligibility) and paying the appropriate fee. Participant registration must be made prior to participation in any program/activity AND must be made before deadlines as specified in the individual program By-Laws and/or other program materials.
 2. There shall be no participant fee refunds once a program/activity has begun.
 3. A participant in any adult league may change teams once during a sport season. A change must be made prior to the individual program By-Law deadline. A participant desiring to change teams must contact the Department office and pay a \$5.00 administrative fee PRIOR to participating with the new team.

Originated: March 18, 1997

Revised: January 25, 2007

Revised: March 12, 2010

4. Participant registrations may be made in person or by phone at the Department office during office hours (8:00 am - 5:00 pm Monday - Friday) or on-line at recpro.cityofmarshall.com. NOTE: Participant must have an account set up and provide email address to complete registration on-line. Participant registrations may also be accepted through mail as long as an account is established, participant & program/activity is designated, appropriate payment is made AND is postmarked & received one day prior to participation or designated deadline. Program/activity deadlines take effect at 5:00 pm. Participation fees WILL NOT be accepted on-site.

VI. DISCIPLINARY PROCEDURES

- A. Any participant who falsifies account information or participates under an assumed name shall not be permitted to participate for the remainder of the program/activity/league.
 1. In adult programs/leagues, all games that such a participant played in shall be declared a forfeit.
 2. In adult programs/leagues, all teams using such a participant shall be INELIGIBLE for a league title.
- B. Any participant who participates without first properly registering shall be subject to disciplinary action.
 1. In adult programs/leagues, all games that such a participant played in shall be declared a forfeit.
 2. In adult programs/leagues, upon properly registering such a participant shall be assessed an additional \$5 penalty fee.
- C. In any adult team programs/leagues a participant may be asked to leave the game but may remain in the team's bench area. The participant may not be allowed to reenter the game. This action may be cause for suspension.
- D. Participants, coaches, managers and spectators are expected to refrain from conduct that disrupts or obstructs any program/activity/league. If a participant, coach, manager or spectator is EJECTED FROM THE PLAYING FACILITY for unbecoming behavior said individual(s) shall be recommended for a three (3) game suspension by the Supervisor/Umpire/Ref in charge of the program/activity/league at the time of the incident. The Supervisor/Umpire/Ref in charge must complete an Incident Report and submit to the Department office by noon the next business day.
- E. Any individual who is suspended for any reason will be on probation for one calendar year when reinstated.
- F. Any individual who is suspended while on probation will automatically receive a minimum one (1) year suspension from all Department sponsored team activities.
- G. The Superintendent and Program Coordinator(s) may, in extreme cases, rule that an individual receive disciplinary action other than stated herein.

- VII. Game time is forfeit time in all team sports. Any team forfeiting on two consecutive playing dates or on three playing dates in a sport season may automatically expel themselves from league play for the remainder of the season. There shall be no sponsor or player fee refunds. Written notice of a forfeit will be sent to the forfeiting team. Prior notice of forfeit to the City of Marshall Recreation Department may prevent expulsion. Notice must be given to the Department by 12:00 noon the day of the contest.

VIII. APPEAL PROCESS

- A. Any individual who has been placed on suspension or probation will be entitled to a hearing. A request for a hearing must be made in writing and submitted to the Departments office within fifteen (15) days of suspension and/or probation notice. The hearing will take place within fifteen (15) days of receipt of request at a time mutually agreed upon by the requester, the Superintendent and not less than four (4) members of the Parks, Recreation and Cemetery Advisory Board. If serving a suspension for more than one (1) year, a hearing may be requested on an annual basis. The annual hearing request must be submitted in writing; a hearing will take place at the next regularly scheduled Parks, Recreation and Cemetery Advisory Board meeting.
- IX. All participants and spectators in a City of Marshall Recreation Department sponsored program/activity will abide by City of Marshall, Code of Ordinances, Chapter 137: Offenses Relating To Controlled Substances which is on file in the City of Marshall Recreation Department Office and available at www.cityofmarshall.com.