

## **City of Saratoga Springs Recreation General Program Policies**

**The following policies are not all inclusive and may be changed without notice.**

### **Playing Up/Down Policy:**

Depending on the program participants will be allowed to play up one grade if parents choose to do so. Grades are defined by which grade the child is in school according to the current Alpine School District school year calendar. If the child is home schooled, we will go off of the grade that they would be in if they attended public school.

Playing down will not be allowed. The only exception to this rule is that if a kid has a medical condition (i.e. disability, handicap, etc.) which warrants him/her to play down in the appropriate age group. These will be dealt with on a case-by-case basis and must be approved by the Recreation Coordinator in advance before the child is registered.

Some programs follow state or national age requirements. No playing up or down will be allowed for these programs.

Any participant, who is found to be playing up more than one grade or down by any grade without permission may be suspended for the remainder of that season at a minimum and a maximum of a life-time ban.

### **Registered Players Only:**

All participants in the City of Saratoga Springs Recreation programs must be registered in that current program in-order to participate. Players are not allowed to participate unless they are registered and have a signed waiver. Players are not allowed to be added to or switch to a different team except by the Recreation Staff. Players are only allowed to participate on one team during the season in the specific league in which they are registered. Not following this policy is not fair to the properly registered participants and may possibly create a liability issue for the City of Saratoga Springs. Any coach, parent or participant found in violation of this policy will be suspended from the City of Saratoga Springs Recreation programs for a minimum of one year and a maximum of a life-time ban.

For programs with a post-season tournament, any team found in violation of this policy will forfeit all games in which any illegal player participated in. The Recreation Department reserves the right to check the identity of any player at any time.

### **Minimum Play Rule:**

Recreation Leagues: The City of Saratoga Springs has a 50% minimum play-time rule for all of our youth sports. Attending practices is not a requirement for meeting this rule. It is strongly recommend that parents do everything possible to have their child attend practice. Missing practices may cause your child to miss-out on information pertaining to the specific sport which may, in cause, pose a safety risk to your child.

### **Refund Policy:**

All program sales are final, non-transferable, and non-assignable. Refunds are available only under emergency or unpredictable circumstances and will be charged a \$10.00 administration fee per program ,and will be prorated from the date that the refund was requested, and charged any other costs incurred by Saratoga Springs Recreation because of enrollment. No refunds will be given to programs that are advertised as non-refundable. No refunds will be issued for less than \$10.00. Anyone requesting a refund must fill out a refund request form which can be received by contacting the Recreation Department.

**Uniforms:**

Soccer, Volleyball, Flag Football, and Instructional baseball: All participants are required to have a reversible City of Saratoga Springs jersey. This jersey is an additional cost above the registration cost and may be used for more than one season. These jerseys are available for purchase through the registration process or at the Recreation Office.

We strongly request that names not be added to uniforms. This is most commonly put on the back of the uniform. Please do not purchase additional equipment for your individuals players to keep (i.e. baseball bats, jackets, hats, etc.).

Other programs may have a specific uniform which is included in the cost of the program's registration.

**Playing with a Hard Cast**

It is the goal of Saratoga Springs Recreation to be a safe environment for all to participate. A hard cast is a danger to other players as it is a hard object that can potentially harm participants. Saratoga Springs Recreation will allow a participant to play with a hard cast UNLESS otherwise stated in the program rules if the following conditions have been met.

1. The cast is sufficiently wrapped with soft material so it is no longer a danger.
2. We recommend using bubble wrap or foam at least .5 inches thick.
3. Secure the wrapping with tape.
4. Make sure the wrapping extends over the edges of the cast so no portion of the cast is outside the wrapping.
5. On game day the cast and wrapping must be shown to a site supervisor for approval of the wrapping.

**Post-Season Eligibility Rule:**

Eligible for Post-Season Participation: For youth and adult leagues that have a post-season tournament, participants must have played in a minimum of 50% of the regular season league games in-order to be eligible for post-season games. Any team playing with players who do not meet this requirement will forfeit all games which the player participated in.

**Games Counted as a Complete Game:**

When a game is cut short and is not fully completed:

If the game is still in the first half and the half-time whistle hasn't been sounded, the game will be made-up at a later time which will be determined by the Recreation staff. If the half-time whistle has been sounded and later, the game will be considered a completed game and will not be made-up.

For games with no half-time if the game time is halfway or more completed according to the specified game time length, then that game will be counted as a complete game.

**Coaches:**

Our sports programs are successful because of the help of our volunteer coaches. The expectation is that all of our coaches will exhibit good sportsmanship at all times. The Recreation Department reserves the right to eject, suspend, terminate, not invite back, prosecute or render any type of disciplinary action as deemed necessary due to inappropriate behavior, poor sportsmanship and/or for any other reason.

Due to liability reasons, coaches are not allowed to reschedule games on their own. All games will be scheduled or rescheduled by the Recreation Department.

Every coach is required to fill-out a Volunteer Application every 12 months. This gives us an opportunity to run a criminal background check on all of our coaches annually. We expect that coaches will also abide by the Code of Conduct.

Coaches are encouraged to hold practices throughout the season. We recommend that coaches hold 1 one hour practice per week unless specified otherwise for the program. Coaches are welcome to hold more practices than what is recommended according to the coach's/team's wishes within reason. Practices, for the most part, are not scheduled by the Recreation Department and are determined by the coaches.

#### **Players and Spectators:**

The City of Saratoga Springs Recreation Department reserves the right to eject, suspend, prosecute or render any type of disciplinary action as deemed necessary due to inappropriate behavior and/or poor sportsmanship or for any other reason.

#### **Team Compilation:**

Leagues with NO DRAFT: During registration, participants have an opportunity to request up to 2 teammates to be on the same team with them. These requests must be head to head (meaning they have to request your participant too). Coach requests are not allowed. Requests are simply a request and are never guaranteed under any circumstance! The only person who we guarantee to be on the same team as your child is a sibling or siblings in the same league. If no request is indicated during registration, we will do our best to put your child on a team with kids who attend the same school. Participants who come off of the waiting list will be assigned to a team which has an opening. We will do our best to get them on a team with school mates, but the chances decrease tremendously if you are called off of the waiting list.

Leagues with a DRAFT: Please see draft rules for more information.

#### **Code of Conduct**

Everyone who registers for a City of Saratoga Springs program agrees to abide by the Code of Conduct Policy. For further information about the code of conduct refer to the Code of Conduct Policy. The Recreation Department reserves the right to suspend or revoke any parent's sportsmanship certification due to inappropriate actions, behavior, and poor sportsmanship or for any other reason at any time. This includes poor sportsmanship exhibited by your guests.

#### **Registration:**

Waiting List: We have a waiting list available for those who do not get registered during the open registration period. Participants who are called off of the waiting list are assigned to teams after teams have been put together. Having your name added to the waiting list does not guarantee that you will be called to come in and register. Once we reach the maximum number of players for the league, we will no longer call people off of the waiting list and add them to teams. Those called off of the waiting list will have approximately 48 hours to complete registration. Time extensions will not be considered. The only way to guarantee that child will be placed on to a team is to register before the registration deadline date. In the past, people have had troubles getting their registration through on the website on the deadline day. We cannot be held responsible for registration issues online. A non-refundable \$10 late fee will be assessed to all late registrations.



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