

Hutto Parks and Recreation Department
Standard Operating Procedure
Adult Leagues

Purpose

- To establish clear guidelines and responsibilities for effectively managing and operating adult recreational leagues, ensuring a positive and safe experience for all participants.

Scope

- This Standard Operating Procedure (SOP) applies to all adult recreational leagues organized by the Hutto Parks and Recreation Department.
- It covers the roles and responsibilities of Officials, Recreation Attendants, Recreation Coordinators, League Managers, and Players involved in leagues.

Definitions

- **League Manager:** Oversees the overall operation and management of the league.
- **Official:** Responsible for enforcing rules of the game and ensuring fair play.
- **Recreation Attendant:** Assists with operational support, including handling line-ups and keeping score during league activities.
- **Recreation Coordinator:** Manages scheduling, registration, and communication for the league, and acts as a liaison between the League Manager, officials, and participants.
- **Player:** Plays in games are expected to adhere to league rules and conduct themselves respectfully.

Prerequisites

- Officials must have experience in the sport they are officiating. Access to up-to-date game rules.
- Recreation Attendants will have access to a handbook on conflict management, line-up management, and emergency procedures.

- The Recreation Coordinator must be experienced in sports management and event coordination.
- League Managers and Players must register and provide required documentation before participation.
- All personnel and players must adhere to league rules and conduct guidelines.

Responsibilities

- **The Recreation Coordinator** will be responsible for:
 - Managing league registration and scheduling.
 - Communicating with players, officials, and League Managers regarding league details and updates.
 - Coordinating with the Recreation Attendants and Officials to ensure the smooth operation of league activities.
 - Addressing general inquiries and concerns from participants.
- **League Manager** will be responsible for:
 - Overseeing team registration, team behavior, and game communication.
 - Ensuring adherence to league rules and policies.
 - Handling team disputes and resolving conflicts.
 - Communicating with officials, Recreation Attendants, and the Recreation Coordinator.
- **Official** will be responsible for:
 - Enforcing the rules of the game impartially and fairly. This includes discretionary calls during the game.
 - Manage the game flow and address any on-field disputes.
 - Keeping accurate records of game scores and incidents.
 - Reporting any issues or concerns to the Recreation Attendant.

- **Recreation Attendant** will be responsible for:
 - Assisting with setup and breakdown of game facilities.
 - Managing player line-ups
 - Ensuring all teams are checked in before the game.
 - Providing support to players and officials, including managing equipment and supplies.
 - Filling out injury, and incident reports and submitting them to the Recreation Coordinator.
 - Ensuring the facility is safe and clean for league activities.
 - Reporting any issues or concerns to the Recreation Coordinator.

- **Player** will be responsible for:
 - Adhering to all league rules and regulations.
 - Demonstrating sportsmanship and respect towards officials, other players, and city staff.
 - Reporting any issues or injuries to the Recreation Attendant or League Manager.
 - Participating in scheduled games.

Procedure

1. League Registration and Scheduling:

- Teams must register online or in person before the start of the league.
- The Recreation Coordinator will manage registration and create the game schedule, ensuring all teams are communicated on their game times and locations.

2. Pre-Game Procedures:

- Recreation Attendants will set up fields or courts, manage player line-ups, and ensure all equipment is in place.
- Officials will review game rules and specific league regulations before each game.
- Players should arrive at least 15 minutes before the game for warm-up and check-in with the Recreation Attendant.

3. During the Game:

- Officials will start the game, monitor play, and enforce rules.

- Recreation Attendants will be available to handle facility-related issues and support players and officials.
- 4. Post-Game Procedures:**
 - Officials will complete and submit game reports, including scores and any incidents.
 - Recreation Attendants will submit scores and any reports.
 - The Recreation Coordinator will review any reported issues.
- 5. Dispute Resolution:**
 - Officials will handle minor disputes during the game.
 - For unresolved issues, the Recreation Coordinator and League Manager will follow the resolution process stated in the game rules.
- 6. Safety and Conduct:**
 - Officials will ensure all safety protocols are followed.
 - Recreation Attendants will monitor for safety concerns and provide ice and band-aids if required.
 - Players must adhere to a code of conduct that includes respect for others, officials, city staff, and fair play.
- 7. Record Keeping:**
 - The Recreation Coordinator will maintain records for registration, schedules, and communication.
 - Officials will document any rule violations or significant events.
 - Recreation Attendants will keep and enforce final rosters for league management and fairness of play.

Review and Expectations:

- Officials must have officiated at least 3 seasons of the sport they are officiating.
- Recreation Attendants will receive a handbook of line-up management, rules for each sport, and emergency, and conflict management procedures.
- The Recreation Coordinator has prior experience in event coordination, scheduling, and communication.
- League Managers and Players must familiarize themselves with league rules and conduct expectations.

References

- Refer to the league handbook for specific rules and guidelines for each sport.
- Adhere to city regulations and best practices for event management and facility operations.

Precautions

- All personnel should follow safety guidelines and wear appropriate protective gear if required.
- Players must avoid aggressive behavior and respect the decisions of officials.
- Ensure all equipment and facilities are inspected regularly for safety compliance.

Revisions & Amendments

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