

**CITY OF BROOKFIELD  
PARKS, RECREATION & FORESTRY DEPARTMENT**

**YOUTH TEAM SPORTS PROGRAM POLICIES & PROCEDURES**

In order to function efficiently and effectively, a sports league program must have an established set of rules, policies, and procedures which must be understood by parents and/or guardians. **Lack of knowledge of the rules will not be considered a valid excuse for violating them.** The Brookfield Parks, Recreation & Forestry Department urges parents and/or guardians to acquaint themselves with all rules, policies, and procedures governing the program.

**I. GOVERNING BODY**

Youth sport programs are sponsored by the Brookfield Parks, Recreation & Forestry Department with all policies and procedures governing the program determined by the Brookfield Parks & Recreation Commission.

**II. LEAGUE FORMAT**

**A. League Classifications**

1. Baseball/Softball: Grades K-8
2. Basketball: Grades 3-8
3. Flag Football: Grades 3-6

**B. League Alignment**

1. All leagues will be aligned by grade level whenever possible by the Parks, Recreation & Forestry Department staff.
2. If enrollment for specific grade level is low, Department staff may combine multiple grade levels to ensure participants receive a quality league experience.

**C. League Schedules**

1. The Brookfield Parks & Recreation Department reserves full right to determine all league schedules.
2. Leagues are normally scheduled in a round robin format with the following number of games:
  - a. **Baseball / Softball** – 10 game minimum schedule.
  - b. **Basketball** – 8-9 game regular season schedule and league tournament at the conclusion of the regular season.
  - c. **Flag Football** – 6 game minimum schedule.
3. Volunteer Coaches will be furnished with league schedules and will be notified by the Department of any changes affecting their team.
4. Regular season schedules will **NOT** be adjusted to accommodate special requests.
5. No request for postponement of scheduled contests will be granted except those that the Department approves for reasons of extreme hardship.
6. Rescheduled Games
  - a. All postponed games will be rescheduled whenever possible if the schedule permits.
  - b. An attempt will be made to reschedule postponed games on the regular day/night of play.

**D. Playoff /Tournament Games**

1. **Baseball/Softball & Flag Football**
  - a. No playoff games or tournaments will be scheduled.
  - b. If 2 or more teams are tied, head to head competition will determine the champion.
  - c. If still tied, total points scored minus total points given up between the teams will determine seeding.
2. **Basketball**
  - a. No playoff games will be scheduled.
  - b. Tournament brackets will be drawn based on end of regular season standings.
  - c. If 2 or more teams are tied, head to head competition will determine the seeding. If still tied, total points scored minus total points given up between the two teams will determine seeding.

**III. PROGRAM ELIGIBILITY**

The residency/eligibility policy is based upon the rationale that recreation programs/activities and supporting facilities should be provided primarily to meet the needs and interests of the residents whose tax dollars provide the foundation for the delivery of these services.

- A. **Residents** living within the boundaries of the City of Brookfield and/or the Elmbrook School District are eligible for all City sponsored programs and activities. Elmbrook School District residents who do not reside

within the City of Brookfield (i.e. Elm Grove, and some limited areas of New Berlin and the Town of Brookfield) will be required to pay 1 ½ the registration fee charged to City of Brookfield residents.

- B. **Non-residents may apply** for participation in any youth sport league by submitting a registration form during the designated registration time frame. At the conclusion of registration period, Department staff will evaluate total enrollment and team/league formation status and determine if any non-residents can be added to the program. If added, they will be charged double the registration fee for residents. There is no guarantee of placement and **NO TEAMS/LEAGUES WILL BE ADDED OR EXPANDED TO ACCOMMODATE NON-RESIDENT PARTICIPATION.**
- C. 'Select' players and players participating in the Junior Lancer or Junior Spartan basketball programs are **not eligible** for the youth basketball league.

#### IV. REGISTRATION PROCEDURES

- A. The registration period for each program will be established by the Brookfield Parks, Recreation & Forestry Department and announced to the general public through the following:
1. Bi-annual distribution of the Department Activity Guide to each household in the City of Brookfield.
  2. Individual program flyers distributed through the Elmbrook School District and Private schools within the City limits.
  3. City of Brookfield Web Site
  4. New releases to local media sources.
- B. Individual player registrations for youth sports programs are accepted during the designated registration periods through the online registration process or by drop off/mail in process outlined in the registration materials.

##### **ONLINE**

Online registration is the recommended process. By registering online you ensure a time and date for your registration. This time and date is used as part of the team formation process. Complete Household Information Form to receive your User Name and Password. No need to do this if you already have your User I.D. and Password. Online registration requires Visa, Mastercard or Discover payment. On-line and in-person registration is limited to members of the family household only.

##### **MAIL-IN OR DROP OFF**

Complete the registration form and drop off or mail the form with a check to the Parks, Recreation & Forestry Department. **Please note:** Any registrations received by mail or drop off will be processed randomly the next business day. A Household Information form must be on file with our office and the program fee (cash or check) attached. Please make checks payable to Brookfield Parks, Recreation & Forestry.

##### C. **Team Formation**

The following procedures apply to all youth sports programs. All registered players will be assigned to teams by the Parks, Recreation & Forestry Department. There are NO cuts. Emphasis is on participation and enjoyment. Rules are modified to assure participation in each game. All players participate regardless of ability.

1. Teams are organized by public and/or parochial school which the participant attends.
2. The first (15 – Baseball/Softball, 9 – Tee Ball, 10 – Basketball, 10 – Flag Football) players to register from a public or parochial school will be assigned to that school team.
3. If a sufficient number of players enroll from a specific school, the department will form two teams.
4. If additional players register after the school teams limit has been reached, those players will be assigned randomly to a team. The department will make an effort to keep players from the same school together if possible. This may require players from multiple schools to be placed together.
5. Non-resident applicants will be considered for placement after all resident teams have been formed and only assigned to a team if space is available.
6. Any registration received after the designated registration program deadline will be placed on a team if space is available.
7. The Department has the authority to make assignments that will accomplish the objective of providing a program which is in the best interest of ALL registered participants.

**D. Roster Limits**

1. Baseball/Softball – Minimum 12/Maximum 15 (Tee Ball - Minimum 9/Maximum 12)
2. Basketball – Minimum 7/Maximum 10
3. Flag Football – Minimum 7/Maximum 10

**E. Fees**

1. All fees are determined on an annual basis. Youth sports programs must operate on a self-sustaining basis. Fees cover all expenses for league supervision, umpires/officials, balls, trophies, equipment, gym rental (basketball), and other related costs.
2. **Player Fees**
  - a. City of Brookfield Resident fee for participants residing or owning property within the City of Brookfield.
  - b. Elmbrook School District Residents who do not reside within the City of Brookfield (i.e. Elm Grove, and some limited areas of New Berlin and the Town of Brookfield) will be required to pay 1 ½ the registration fee charged to City of Brookfield residents.
  - c. Non-resident fee for those participants not residing or owning property within the City of Brookfield who are accepted in the program pay double the registration fee charged to City of Brookfield residents.
  - d. Player fees are refundable prior to the start of the program less the administration fee. Once the program begins, player fees may no longer be refunded.

**F. Penalties for Registration/Eligibility Violations**

1. Any player/parent/guardian signing a registration form with a falsified address will be automatically removed from the program and will forfeit all registration fees.
2. Any participation in a game by a player without a registration form on file at the Parks, Recreation & Forestry office will result in the use of an ineligible player and forfeiture of the game.
3. Any circumstances of situations arising that are not covered above will be left to the discretion of the Parks, Recreation & Forestry Department.
4. Any hearings or appeals will be conducted by the appropriate Department staff. Staff will recommend action that is in the best interest of the overall program.

**V. VOLUNTEER COACH RESPONSIBILITY**

- A. The volunteer coach is required to attend the coaches training and league organization meeting.
- B. Each coach shall be responsible for their team's knowledge of all rules and policies and shall personally convey this information to their players and their families.
- C. Coaches shall adhere to all program rules and regulations
- D. A coach is held responsible for the conduct of their players at all times and for playing only eligible players.
- E. The volunteer coach is responsible for notifying team members regarding schedules and communications from the Parks, Recreation & Forestry office.

**VI. CONDUCT AND SUSPENSIONS**

All participants and parent/guardians are required to sign and adhere to the Participant Rules and Code of Conduct before participating in any youth sports league. The Code of Conduct is administered by the volunteer coach and returned to the department before the first scheduled game of the season.

- A. It shall be the responsibility of the coach and parent/guardian to control the actions of their players during the time of the event. Coaches, players, and fans are responsible for their conduct from the time they reach the facility until the time they leave.
- B. A player is responsible for their conduct at all times. Participation in this league is a privilege that may be denied or suspended for just cause. By the act of participating, teams, players, coaches, and parents/guardians acknowledge that they are acquainted with and will abide by league rules and the code of conduct guidelines as a condition of this privilege.
- C. Ejection from a game will constitute automatic temporary suspension from the next game the team is scheduled to play (league, playoff, or rainout). Two ejections during the season will automatically constitute suspension for the duration of the current season.
- D. Profanity, excessive baiting and jockeying, unsportsmanlike conduct or making physical contact with game officials will be cause for immediate ejection from the game by game officials, and may be cause for additional suspension to be determined by the Department.
- E. No team member or bench occupant may incite or try to incite either opponents or spectators. For a first offense the violator should be warned that, to repeat the offense will cause prompt ejection from the game. All flagrant offenses (including a first offense) shall cause the offender to be immediately removed from the game and playing area.

- F. Any coach, player, and/or parent/guardian ejected from a game will have two (2) minutes to leave the playing field/area/gym or bench. For the purpose of this rule, the "playing area" will be taken to mean, "far enough away from the area of play so that the ejected individual, in the opinion of the game official(s), has no affect whatsoever on the game, its players, officials, or spectators". Any further disturbance caused by the ejected person during the remaining course of that game will warrant forfeiture of that game.
- G. The Brookfield Parks & Recreation Department reserves the right to determine length of suspension for all participant or spectator misconduct.

## VII. FORFEITS

- A. Teams will forfeit a game when:
  - 1. Failing to field the minimum number of players by the scheduled game time.
  - 2. Any player's residence is falsified on the registration form.
  - 3. An ineligible or suspended player is used.
  - 4. An ejected player, coach, or parent/guardian refuses to leave the premises.
  - 5. Continued unsportsmanlike conduct after a warning by the game official(s) or authorized official of the Brookfield Parks, Recreation & Forestry Department.
  - 6. Quitting in defiance of a game official's decision.
- B. Should both teams forfeit a game due to any of the reasons listed above, both teams will receive a loss in the standings.

## VIII. PROTESTS

### A. Playing Rules

- 1. No protests will be accepted on judgement calls by officials.
- 2. Protests on rule interpretations must be filed prior to the next play following the situation to be protested by notifying the official and opposing team, and noting the protest on the score sheet or scorecard.
  - a. In baseball & softball, the protest must be made prior to the next legally pitched ball following the situation to be protested.
  - b. Protests will not be considered unless this procedure is followed.
- 3. The protesting team must also file a formal written protest at the Parks, Recreation & Forestry office on the next business day following the game. A \$20.00 protest fee must accompany any protest. If the department rules in favor of the protesting team, the fee will be returned; otherwise, the fee shall be forfeited to the City.
- 4. A formal protest should contain the date, time, and place of the game, official, situation, rule interpretation that is being questioned, and all other essential facts.

### B. Eligibility

- 1. The Parks & Recreation Department will not be responsible for investigating rumors of program eligibility violations by players or teams without a specific request being filed by an individual.
- 2. 'Select' players and players participating in the Junior Lancer or Junior Spartan basketball programs are not eligible for the youth basketball league.
- 3. Should a coach question the eligibility of an opposing player at the game site, the protesting coach must request the game official to have the player in question sign the scorecard to include the address of the player in question and the game will be handled as any other protested game. If the player refuses to sign, the game will be forfeited. The protesting coach must also file a protest with the Parks, Recreation & Forestry office.
- 4. Protests on player eligibility will be accepted at any time during the season, up until 24 hours after completion of the last league game. The protest must be a written statement of the violation. Burden of proof rests with the protesting individual.

- C. The Department will rule on all protests.

## IX. AWARDS

### A. **Baseball/Softball**

- 1. Individual awards to first and second place teams in each league based upon regular season standings only.
- 2. Tee Ball participants receive a participation award.

### B. **Basketball**

- 1. Individual awards to first place teams in each league based upon regular season standings.
- 2. Individual awards to first and second place teams for the league tournament.

### C. **Flag Football**

- 1. Individual awards to first place teams in each league based upon regular season standings only.

**X. INSURANCE**

- A. The City of Brookfield Parks & Recreation Department provides **NO** accident insurance for players participating in the league programs.
- B. As stipulated in the program registration form that the City of Brookfield does not provide accident insurance and cannot assume responsibility for injury to any participant in its recreation programs.
- C. All participants should have adequate personal health and accident insurance coverage prior to participating in the program.

**XI. PLAYING RULES**

- A. The official playing rules for each program will be outlined in the "League Rules and Procedures" sheet which will be distributed to all team coaches prior to the start of the program.
- B. The "League Rules and Procedures" will cover facility ground rules, playing rules, rule interpretations, and other pertinent information relating to the specific league.
- C. The "League Rules and Procedures" may not overrule or contradict the "Youth Team Sports Programs Policies and Procedures".

**XII. FINAL AUTHORITY ON POLICY**

- A. Department staff shall rule on any protest, suspension, appeals, and any other matters of concern not specifically enumerated within the operating "Youth Team Sports Program Policies and Procedures" or the "League Rules and Procedures".
- B. The City of Brookfield Parks, Recreation & Forestry Department and the Parks & Recreation Commission reserves the right to exercise final authority in all league matters that are not within the jurisdiction of the game official.

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