



Town of Windsor Parks, Recreation & Culture



Adult Coed Volleyball League Manual

www.teamsideline.com/windsor

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Windsor Adult Volleyball League Rules, Policies & Procedures

I. Purpose of League Play

The purpose of the Windsor Adult Volleyball League, coordinated by the Windsor Parks and Recreation Department, is to combine the interest of men's, women's and co-ed volleyball, the spirit of the community in wholesome recreation, and clean sportsmanship.

II. General Information

- A. The league governing body will be the Windsor Parks and Recreation Department (WPRD).
- B. The League Directors will be Zack Kirschbaum, Recreation Coordinator & Matthew "Tiki" Lee, Recreation Supervisor.
- C. **ELASTIC CLAUSE:** The League Directors shall have complete charge of the Windsor Adult Volleyball League. Any and all situations not specifically covered by these rules shall be acted upon by the League Directors and all actions taken by the League Directors will be final.
- D. The League Directors reserve the right to change or amend any of the rules or regulations contained in this manual.
- E. Amendments to any section of this manual may be made through evaluation by team managers, officials, field supervisors, etc., as deemed necessary by the Town of Windsor Parks and Recreation Department. If you have questions, ideas, or need information on the Adult Volleyball League, please call our office at (970) 674-3500, Monday through Friday 8:00 a.m. – 5:00 p.m.
- F. Any questions concerning volleyball schedules, standings, game results, rosters, officials, rule interpretations, or any other concerns not stated here but that have to do with the Windsor Outdoor Adult Volleyball Program should be directed to:

**Town of Windsor
Parks and Recreation Department
Attention: Matthew "Tiki" Lee
250 N. 11th Street
Windsor, CO 80550**

II. Definitions

- A. **Participant:** Any coach/manager, player, spectator or any other person involved in any way with any class, sporting or non-sporting event sponsored by the Town of Windsor Parks and Recreation.
- B. **Manager:** A person designated as a team spokesman. One who is either a player or a non-player.
- C. **Coach:** A person designated as a team spokesman. One who is either a player or a non-player.
- D. **Player:** A person who physically participates in the game or is on the roster.
- E. **Spectator:** A person who watches the game for the entertainment with no physical involvement.
- F. **Official:** A person on the field or court responsible for administering the rules.
- G. **Staff:** A person employed by the Town of Windsor.
- H. **Field Supervisor:** A Town or contact employee responsible for the operation and staff of a scheduled game, match, or event.
- I. **Recreation Employee:** A Town employee responsible for providing maintenance and services to fields, parks, courts or events.

- J. **League Directors:** The Parks and Recreation employees designated to organize or supervise an activity.
- K. **Participation:** Any involvement in Windsor Parks and Recreation activities such as spectating, officiating, playing, coaching, registering for a class or attending a sporting or non-sporting event.
- L. **Recreation Activities:** Any class, sporting or non-sporting event sponsored by the Town of Windsor Parks and Recreation.

III. Windsor Parks and Recreation Division Functions and Responsibilities

- A. Windsor Recreation Division shall be responsible for the financial program.
- B. Responsible for the general organization of the adult volleyball program.
- C. Provide a mandatory Manager Agreement form & League Info prior to the first game of the season.
- D. Responsible for the scheduling of dates and leagues.
- E. Responsible for registration, collection of player application and liability forms, and maintenance of team rosters.
- F. Provide a schedule of games.
- G. Provide game balls and scoreboards.
- H. Schedule all staff required to run the game.
- I. Provide a **minimum** of **one (1)** official.
- J. Keep a record of all games played.
- K. Results from games and team standings will be posted on www.teamsideline.com/windsor
- L. Provide all necessary personnel to handle maintenance of the facilities and other duties as needed.
- M. Handle and report any misconduct situations in accordance with the guidelines stated in the “Code of Conduct”.
- N. Provide awards for league and tournament winners.
- O. Schedule, organize, and coordinate an end-of-season tournament for the league.

IV. Team Managers’/Coaches’ Functions and Responsibilities

- A. Responsible for the registration of respective team, obtaining and turning in all player application and liability waiver forms, serving as the contact person for all notifications or correspondence related to the adult volleyball program, and assisting with retrieving/obtaining pertinent information upon request.
- B. Sign Mandatory Manager Agreement form and review rules, schedules, etc.
- C. All managers/coaches are responsible for acquiring and possessing a thorough knowledge and understanding of the information contained in this manual, as well as any printed material that is mailed or distributed by the Windsor Adult Volleyball League staff.
- D. **Managers/coaches are responsible for informing all team members and respective participants of the information contained in this manual, as well as any printed material that is mailed or distributed by the Windsor Adult Volleyball League staff.**
- E. Inform all team members of game times, dates, and locations.
- F. Monitor official team roster. Insure and monitor that all team members are recorded on the official roster, including changes and additions throughout the season.
- G. Make sure all participants are at least sixteen (16) years of age.
- H. Inform the Parks and Recreation in a timely manner of any difficulties that may occur.
- I. Be responsible for the actions of your team while participating in any Windsor Adult Volleyball League activity.
- J. Ensure all trash is discarded and other items removed from the team bench following games.
- K. Notify the Adult Volleyball Coordinator of any changes in team manager or team manager’s address, email, or phone number(s).

- L. Adhere to all league rules as stated.
- M. Insure that a line-up that includes last names, first initials and uniform numbers of players is turned into the official/scorekeeper **ten (10) minutes before game time**.
- N. Notify the League Director of a potential or planned forfeit of a league game as soon as it is determined, so that the League Director can notify the opposing team of the game cancellation.

V. Team Contact Information

If there are **any** changes in reference to the contact person for the team (change of manager/coach, or change of manager's/coach's address or phone number), the Windsor Parks and Recreation Department office must be notified immediately. Failure to notify the Recreation office of these changes may result in your team not being notified of schedule changes or game cancellations.

VI. Gym Reservations

Gyms may be reserved by inquiring at the Windsor Parks and Recreation Department located at 250 N. 11th Street.

VII. Scheduling Requests

In order to maintain fairness and equity of game scheduling among all teams, **NO** special requests for game scheduling will be taken.

VIII. Inclement Weather and Forfeits

- A. Rescheduling of cancelled games due to severe weather is not guaranteed. The Parks and Recreation Department guarantees each team a season schedule of **three (3)** games, but have scheduled 4 games for each team for the spring season of 2024.
- C. If it is determined that a team will not have played its five guaranteed games by the end of the spring season as a result of inclement weather, the League Directors will make every effort to reschedule the game(s) if possible.
- D. It cannot be guaranteed that games will be made up on your team's normal league night. If a make-up game is to be made up, the team managers will be notified, by telephone, or email of the make-up schedules.
- E. The Parks and Recreation Department will not schedule make up games that you do not show up for and have forfeited.
- F. Team managers must notify the League Director of a potential or planned forfeit of a league game as soon as it is determined, so that the League Director can notify the opposing team of the game cancellation.
- G. When the circumstance arises where all teams within a league have not played the same number of games, the League Directors will use the first four, (then three, two) games **played** in the season to determine league standings and bracketing for the end-of-the-season league tournament.
- H. Tie-breakers criterion is used to determine league results and tournament seeding. Standings sorted by the following:
 - a. Winning Percentage – Descending
 - b. Head to Head
 - c. Head to Head Differential
 - d. Total Points For
 - e. Total Points Against
 - f. Total Points Differential

- g. Lowest Number of Forfeits
- h. Coin Toss

IX. Determination of Inclement Weather

On weekdays prior to 6:00 p.m., a determination of road conditions will be made by the Parks and Recreation staff. After 6:00 p.m. or on the weekends or holidays, the gym supervisor will determine when roads are too nasty to have team come play. On questionable days, call the Windsor Parks and Recreation Department at (970) 674-3500 for the determination of road conditions and/or check www.teamsideline.com/windsor. The Weather Line is (970) 674-3530. Please keep in mind that safety is a priority of the Town of Windsor Parks and Recreation Department, and if it is determined that a participant could be injured due to road conditions, play will be postponed.

X. Registration, Rosters, Transfers, and New Players

- A. Registration and payment of fees for the current season in the year must be made at the Town of Windsor Parks and Recreation Department in order to register for the league.
- B. The number of players a team may have on its roster is unlimited.
- C. All players must be at least 16 years of age (cannot play until the day they turn sixteen). Individuals under the age of 16 are not eligible to participate in the adult volleyball league, but are encouraged to participate in the youth league provided by the Town of Windsor.
- D. Players that are under 18 years of age (16 and 17) are allowed to play in the adult leagues, but are required to have a parent or legal guardian sign the player information, consent and liability release form. **NO EXCEPTIONS!** If a player is found to be under that age of 16, all games that the player participated in will be forfeited.
- E. All players are required to sign the team consent and liability release form prior to playing in any adult volleyball game.
- F. Players may be added to team rosters any time during the regular season for regular season league play. For a player to be eligible for the post season league tournament, a player must be added to the team roster waiver form prior to the last league game being played. All player additions must be made at the field by notifying the field supervisor or at the Windsor Recreation Center before participating in a game. Please make every effort to have your official rosters established and all player information, consent and liability release forms completed and turned into the Parks and Recreation Department prior to the beginning of the last league game in order to avoid roster controversies and player shortages at the end-of-the-season league tournament.
- G. Two (2) players may be added to a team's roster during the league tournament. The League Directors may establish an official roster deadline if deemed to be in the best interest of the adult volleyball program.
- H. The first team a player plays on becomes their official team.
- I. Players may only participate for one team in the Windsor Adult Volleyball Coed League. Any player found playing on more than one team within the league will be suspended from league play for a minimum of one game.
- J. Players dropping from a team after playing one or more games must wait one game before transferring and playing on another team. Notification must be made immediately and in writing to the League Directors so a filing date and updates to the official team rosters can be made.

- K. All players must have a photo I.D. available for identification at all games. Any team found guilty of playing a person under an assumed name will be charged with a forfeit and the appropriate \$25 forfeit fee must be paid. The player and team manager/coach may be considered to be ineligible to participate in the league for the remainder of the season, depending upon the circumstances.
- L. Roster verifications will be randomly made by the Field Supervisors and Recreation staff without notice. Any participant found playing that is not on the roster will be immediately suspended.
- M. All changes to team rosters, including additions or transfers, are subject to the approval of the League Directors. The League Directors will make the final decision regarding player eligibility.

XI. Player List

The Town of Windsor Parks and Recreation Department will maintain and provide a list of available people interested in playing adult volleyball and looking for teams to play on. If you are aware of an individual(s) interested in participating, or have a team in need of additional players, please call 674-3500.

XII. Activities and Conduct at the Gym

- A. Alcohol is not permitted in a Town and/or School District facility, including parking lots.
- B. There is no smoking allowed in our facilities or parks at any time. Penalty shall be forfeit of game in progress.
- C. The supervision of children at the gym will be the responsibility of the parents. If children are interfering with the game (i.e. running onto the court, playing with volleyballs, etc.), the parents will be asked to remove the children from the area of play.
- D. Prior to your game starting, please be courteous to the other teams playing and do not pass and/or warm-up while there is a game in progress. There will be a time period before your game that you will be able to warm up.
- E. Any equipment/personal belongs that are left behind, we are not responsible for if we are unable to find it. We should have all the equipment you need to play other than shoes and knee pads, so we suggest you leave your personal volleyballs or other belongs at home.
- F. All managers, coaches, players, and spectators must clean up after themselves. Several trash containers are provided for the convenience for all participants. Please help to maintain a healthy and clean facility/park.

XIII. Misconduct and Ejections

In order to prevent injuries and maintain a wholesome recreational environment, the following rules will be strictly enforced.

- A. A **“Zero Tolerance Rule”** has been adopted by the Town of Windsor regarding foul language, taunting and fighting. Any player using any type of foul language, taunting, or fighting of any kind will be removed immediately from the game without warning, and must leave the facility/premises immediately. Ejected players that do not leave the premises immediately may receive additional suspensions and/or penalties.
- B. A pre-game warning shall be issued to both teams prior to the beginning of the game. This official should let you know at the pre-game meeting, and it is your responsibility as the team manager that your team knows this. After the warning, all instances of foul language, fighting, and/or taunting heard by an official can/will result in a player ejection. If the ejection results in a team having less than the allotted number of eligible players required to continue the game, then the game will be declared a forfeit. A team may not solicit a player(s) to be added to its roster or originally submitted lineup once game time has commenced, especially for the purpose of avoiding a forfeit due to the team not having a legal substitute in the case of a player ejection.

- C. Any foul language voiced in a manner loud enough to be heard by other players, spectators or official(s) will be dealt with immediately. Such gestures or phrases would include, but are not limited to:
 - 1. Saying derogatory comments to officials, staff, fans, or players.
 - 2. Flipping people off or making other derogatory gestures.
 - 3. Tossing or throwing a ball or other object at a player, staff, fan, wall, or official.
- D. Any participant who is ejected from a game will be immediately suspended from the current game as well as the proceeding scheduled game. Any participant who violates sections 1 & 7 of the Sports Codes of Conduct will be suspended from the current game and will remain suspended until further notice by the League Directors. Participants who are ejected from a game must leave the facility immediately. Ejected players that do not leave the facility/premises immediately may receive additional suspensions and/or penalties.
- E. Any participant who is ejected from a tournament game will be immediately suspended from the current game as well as **all proceeding tournament games**. Participants who are ejected from a tournament game must leave the facility/premises immediately. Ejected players that do not leave the premises immediately may receive additional suspensions and/or penalties.
- F. Ejections: Any player, coach, manager, spectator, or other participant ejected from a game must leave the premises (park, complex, facility, etc.) immediately and not return that same evening. If the person does not leave within the designated two minute time period, the game will be declared a forfeit.

XIV. Protests

- A. Protests may only be made relating to player eligibility and rule interpretations, not on official judgments. Protests require a \$50.00 cash fee and **must be made prior to the next legal serve** before the protest will be heard and dealt with.
- B. In the case a protest is made, the official/scorekeeper will draw a line on the score sheet indicating the time of protest. The official/scorekeeper will also note the amount of time remaining in the game on the score sheet. Both the official(s) and the gym supervisor will discuss and rule on the protest. If this procedure takes an excessive amount of time, the game may be shortened accordingly; however, this is not encouraged.
- C. If the team disagrees with the decision made, they must file a written protest within twenty-four hours to the Town of Windsor Parks and Recreation Department.

XV. Appeals

- A. Appeals of any decision may be made in writing to the League Directors by submission of a written statement of appeal within five calendar days of the issuance of the decision to be appealed.
- B. The written statement of appeal should include a description of the decision in question, related events, and the basis of the appeal. The appealing party may provide additional information in support of the appeal.
- C. The League Directors will conduct such investigation as he or she determines to be appropriate, given the basis of the appeal and the related facts, and may conduct an informal hearing on the matter at his/her discretion. A written decision on the appeal shall include an explanation of the basis for the conclusion reached and shall be provided within ten days of the filing of the appeal unless the Coordinator determines that additional time is required to properly obtain, review and consider information relevant to the appeal.

XVI. Safety

Safety is everyone's responsibility. Participants often do not take their own safety and the safety of others into consideration when having fun. It is our priority as public servants to be safety-conscious and to take precautions in order to help protect the players, spectators, officials, and employees from injury. Please be observant and aware of unsafe situations or hazards, and correct them yourself or immediately notify the field supervisor on duty.

XVII. Communicable Disease Rule (Blood Rule)

- A. Whenever a player suffers a laceration or wound where bleeding or oozing occurs, the game will be stopped immediately.
- B. The player will be removed from the game until the bleeding is stopped and the wound is adequately covered.
- C. If a legal substitute is available, they will replace the injured player and play will continue.
- D. If no substitute is available, the game clock will be stopped for a reasonable length of time (3-to-5 minutes) to enable the injured player time to dress his/her wound.
- E. The player may re-enter the game only with the official's approval. This means bleeding must be stopped and/or wound covered. Any article of clothing that is saturated with blood must be removed and replaced. Replacement jerseys are not required to have numbers.

XVIII. Injury/Accident Reports

An accident/incident report must be completed for each injury or accident that occurs, particularly in the case of an injury on the premises. This report **MUST** be completed, regardless of how trivial an injury or accident may seem. It is necessary that individuals and witnesses involved, including managers/coaches, cooperate with staff to provide critical information such as full names, phone numbers, addresses, and witness accounts of the injury/accident.

XIX. Incident Reports

An incident is any activity that is not an accident. This includes, but is not limited to thefts, misconducts, fighting, vandalism, etc. Please be observant and aware of the environment around you and activities that are inappropriate, illegal, or not consistent with the policies and procedures set forth, and immediately report such incidents to the gym supervisor. An incident report **MUST** be completed. In the event that an incident occurs that involves a player or spectator from the respective team, managers/coaches will be expected to cooperate with staff in order to provide all critical information such as full names, phone numbers, addresses, and witness accounts of the incident.

XX. Uniforms and Equipment

- A. Uniforms
 1. Like-colored shirts are required. Matching uniforms are strongly encouraged and recommended.
 2. Minimum of six-inch numbers is strongly encouraged at least on the back of uniform shirts. The numbers are helpful for officials/scorekeepers to keep accurate records.
 3. No identical numbers are permitted.
- B. Footwear
 1. Closed-toed shoes must be worn by all participants at all times (no bare feet).
 2. Tennis shoes of any type are legal as long as they are non-marking soles.
 3. Sandals, hiking boots, western cowboy boots, work boots, or similar footwear is not allowed.
- C. Miscellaneous Equipment
 1. The Windsor Recreation Department will provide the volleyballs for the league.

2. Volleyball gear: Shoes, uniforms, knee pads, etc., must be furnished by the team. The Parks and Recreation Department does not provide this equipment.
3. Jewelry: No earrings, bracelets, necklaces, pins, or any other exposed items that are judged to hazardous or potentially dangerous by the official can be worn during the game.

XXI. The Game

All league play will be governed by the United States Volleyball Association (USAV) with some Windsor Recreation Department modification. **USAV Net Contact Rule: In essence, contact with the net is not a fault unless it interferes with play. “Interferes with play” is specifically defined as contacting the top band of the net; taking support from the net while playing the ball; creating an advantage over the opponent; or making actions which hinder the opponent’s opportunity to play the ball. All net calls are up to the official’s discretion.**

A. Court & Players:

1. The game will be played between two teams of 4 to 6 players, ideally 6. Teams will consist of 3 males and 3 females on the court at a time. Teams need a minimum of 4 players to start and finish the game. Acceptable Men-to-Women Ratio:
 - a. 3 men, 3 women
 - b. 2 men, 4 women
 - c. 1 man, 5 women
 - d. 0 men, 6 women
 - e. 2 men, 2 women
 - f. 1 man, 3 women
 - g. 0 men, 4 women
 - h. 2 men, 3 women
 - i. 1 man, 4 women
 - j. 0 men, 5 women

You can never have more males than females on the court.

- B. **Official Match:** Each match will consist of three (3) games of rally scoring. The first two games will be to 25 points (cap of 27) and the third game will be to 21 points (cap of 23). If the first two games run long, we have the right to shorten the third game to 15 points (cap of 17), to try to get a full third game in before the time limit. If the time limit expires before the third game is over, the game will be finished at that point. If the game is tied, next point wins the game. You do not need to win by two points in any of the three games once the cap number of points has been reached.
- C. **Game Time:** There will be a 50 minute time limit for the match; with a five minute warm-up period prior to the start of the match. Teams can decide to have a shorter warm-up time as long as **both** teams agree to it. There will be a five-minute grace period for the start of the match for the 6pm game.
- D. **Coin Toss:** For league and tournament games, there will be a coin toss by the official at the pre-match conference. The winner of the coin toss will have two options. The winner has a choice to serve or take choice of which side of the court they want to start on.
- E. **Game Play:**
 1. Games are played at the Men’s Height Net – 7’11 5/8”
 2. Substitutions may be made on a side-out throughout each game. The team will determine where the substitution will occur before the game (i.e. center back position or front left position) to the official, and this will stay the same through the entirety of the match. Men replace men, women replace women, or women can replace men, but men can’t replace women if there are already 3 men on the court. If there are only 2 men on the court, then a man can replace a woman.

3. If multiple contacts of the ball are made by a team, one contact must be made by a female player.
4. Rotation: Line-up must alternate genders when there is an even number of players.

F. Serving:

1. A serve is to be executed once the official whistles for ready of serve. A serve may touch the net while crossing the plane of the net into the opponent's court.
 - i. Any of portion of the foot touching the baseline at the time of the serve is a violation.
 - ii. It is illegal to block or attack a served ball.
 - iii. A serve may be set as long as it is not lifted or carried.
 - iv. When the receiving team has gained the right to serve, its players rotate one position clockwise.
 - v. On the toss, if the server wishes not to hit the ball, they must not contact the ball in any way. The server must then hit the ball on the second attempt or service is lost.

G. Time-Outs: Every team will have one 30 second time-out per game. There will be no time-outs allowed during the last five minutes of the time limit. In the event of an injury the clock will be stopped for a reasonable amount of time.

H. Obstructions: Any ball that hits the ceiling can be played as long as it comes down on the side of the team that hit the ball to the ceiling.

I. Ball Contact: The ball may be played off of any part of the body barring it was incidental contact. Incidental contact is at the discretion of the official.

J. Faults:

1. A team commits a fault by making a playing action contrary to the rules. The official will determine the consequences according to the rules. If two or more faults are committed successively, only the first one is counted.
2. If two or more faults committed by opponents simultaneously, a DOUBLE FAULT is called and the rally is replayed.
3. Positional Fault: The team commits a positional fault if any player is not in his/her correct position at the moment the ball is hit by the server.
 - i. If the server commits a serving fault at the moment of the service hit, the server's fault is counted before the positional fault.
 - ii. If the service becomes faulty after the service hit, it is the positional fault that will be counted
4. A positional fault leads to the following consequences:
 - i. The team is sanctioned with loss of rally.
 - ii. Players positions are rectified.

K. Forfeits: Teams that do not have the minimum four players (two of which must be women) will be subject to a forfeit. After the 5 minute warm-up period, if a team does not have at least 4 players, the first game is forfeited. After 15 minutes, if 4 players have not arrived, the match will be forfeited.

- **Windsor Recreation Department reserves the right to adjust any league rules for the first few weeks of the season, for possible adjustments that need to be made.**

XXII. League Post Season League Tournament Dates

- A. Coed Recreation Division - Will be the last two dates (ex. Fridays) of the season.

Sports Codes of Conduct Actions & Consequences

- 1. No Participant Shall:** Be guilty of physical attack upon any player, coach, spectator, official or staff. This includes but is not limited to: laying a hand upon, shoving, striking or touching in a threatening manner.
- Minimum Penalty:** Removal from the current game and suspension for the remainder of the season. This participant will also be placed on probation for the year.
- Maximum Penalty:** Suspension from any Town of Windsor sponsored recreational activities and events for up to five years.
-
- 2. No Participant Shall:** Refuse to abide by an official's decision and/or discuss in an unsportsmanlike manner, the decision reached by such an official.
- Minimum Penalty:** Removal from the current game and suspension from the proceeding scheduled game. This participant will also be placed on probation for the remainder of the season.
- Maximum Penalty:** Suspension from all recreational activities for one year.
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- 3. No Participant Shall:** Use unsportsmanlike conduct in the form of obscene language, verbal attacks, or objectionable demonstrations of dissent concerning an official's decision or towards another player, spectator or staff.
- Minimum Penalty:** Removal from the current game and suspension from the proceeding scheduled game. This participant will also be placed on probation for the remainder of the season.
- Maximum Penalty:** Suspension from all recreational activities for one year.
-
- 4. No Participant Shall:** Use unnecessary roughness in the play of a game against an opposing player.
- Minimum Penalty:** Removal from the current game and suspension from the proceeding scheduled game. This participant will also be placed on probation for the remainder of the season.

Maximum Penalty: Suspension from all recreational activities for one year.

5. No Participant Shall: Be cited in violation of the Town of Windsor open container or other alcohol/drug laws in the Town parks or facilities or appear on the court or field of play under the influence of drugs or alcohol.

Minimum Penalty: Removal from the current game and suspension from the proceeding scheduled game. This player, manager or coach will also be placed on probation for the remainder of the season.

Maximum Penalty: Suspension from all recreational activities for one year.

6. No Participant Shall: Smoke while in any park facility used for Town recreational programs.

Minimum Penalty: Warning by the official or staff.

Maximum Penalty: Removal from the game

7. No Participant Shall: Be in violation of any three of the above conduct rules. Three violations in any class, sporting or non-sporting event sponsored by the Windsor Parks and Recreation will result in the following:

Minimum Penalty: Suspension from any Town of Windsor sponsored event or activities for one full year and two year probation.

Maximum Penalty: Suspension from any Town of Windsor sponsored event or activities for up to five full years.

8. Probation Violators: Any participant who violates any of the above conduct rules while on probation shall be subject to suspension for one to five years.

Windsor Adult Volleyball Program Employee Policies and Procedures

I. Demeanor and Behavior

Employees are expected to conduct themselves in a manner that promotes the respect of the general public. The public notices everything every employee engages in, particularly if it is something negative. Working for the Town of Windsor may be considered comparable to working in a “fishbowl,” in that citizens expect all Town employees to provide exemplary service. Please be mindful that the citizens of Windsor pay your salary through sales, property taxes and use taxes.

A. Attire

1. WPRD employees are expected to wear WPRD shirts when provided.
2. WPRD employees are not permitted to wear clothing or hats that depict alcohol, drugs, smoking, gangs, profanity, slang or jargon, or “causes”.
2. WPRD employees are not permitted to wear torn or ripped clothing.
3. WPRD employees are not permitted to wear clothing worn inside out or ball caps worn backwards.

B. Sexual Harassment

Based on Title VII of the 1964 Civil Rights Act, it is the policy of the Town to strictly prohibit any conduct that constitutes sexual harassment. Sexual harassment is any behavior, comments, gestures, jokes, physical contact, written material, etc., that makes another person uncomfortable.

C. Smoking

Smoking is not allowed in the Windsor Town Parks, Facilities, or School District Facilities. Smoking while on the job and in contact with the public does not convey a positive image and is not permitted.

D. Alcohol and Drugs

Alcoholic beverages and illegal substance are not permitted in any Windsor facility at any time. Possession of, drinking or having the odor of alcohol on your breath while on duty is prohibited. Additionally, use of addictive drugs prior to or during working hours is prohibited.

E. Attendance, Absenteeism and Tardiness

1. Regular attendance is essential to the success of the Windsor Parks and Recreation programs. WPRD employees are expected to be responsible and reliable, and therefore expected to report to work and to be punctual. WPRD depends on its employees to create a positive recreational experience for our participants. Making them wait or not reporting for work as scheduled does not lend itself well to that experience.
2. Planned absences must be reported 48 hours in advance of the day you are scheduled to work. Please be responsible and considerate by notifying the Adult Volleyball Program Coordinator in advance of vacations or days when you anticipate you will not be able to work.
3. Illnesses or emergencies must be reported no later than 10 a.m. on the day you are scheduled to work. If you will not be able to report to work or will be late on a given day due to an illness or emergency, please notify the Adult Volleyball Program Directors as soon as possible.
4. All work schedule changes must be pre-approved by the Adult Volleyball Program Directors. Windsor Parks and Recreation adult volleyball staff may not trade with another staff member without notifying and obtaining prior approval from the Adult Volleyball Program Directors.

II. Employee Accidents

Town of Windsor employees are covered by the State Workers Compensation, if injured while on duty (during hours of payment), and if the injury requires medical attention. An accident report **AND** a State Workers Compensation form **MUST** be filed with your supervisor as soon as possible after the injury. Treatment **MUST** be at Town-designated Worker's Compensation location.

III. Injury/Accident Reports

An accident/incident report must be completed for each injury or accident that occurs, particularly in the case of an injury on the premises. This report **MUST** be completed, regardless of how trivial an injury or accident may seem. The Field Supervisor must complete the accident/incident report in its entirety and in detail. The Field Supervisor will communicate with all parties involved in order to obtain all pertinent information. This may include managers, coaches, players, spectators, officials and staff. It is critical that the report includes full names of all parties involved, phone numbers, addresses, and witness accounts of the injury/accident. The report must also include the Field Supervisor's account of the injury/accident, the time of the accident, and whether or not emergency assistance (ambulance, fire, police, etc.) was utilized. The report must be completed immediately following the injury/accident and forwarded to the League Directors. Please see your supervisor for more specific instructions concerning emergency assistance (ambulance, fire, police, etc.).

IV. Incident Reports

- A. An incident is any activity that is not an accident. This includes, but is not limited to thefts, misconducts, fighting, vandalism, etc.
- B. Please be observant and aware of the environment around you and activities that are inappropriate, illegal, or not consistent with the policies and procedures set forth, and immediately report such incidents to the League Directors.
- C. An incident report **MUST** be completed. In the event that an incident occurs that involves a player or spectator from the respective team, managers/coaches will be expected to cooperate with staff. The Gym Supervisor must complete the accident/incident report in its entirety and in detail. The Field Supervisor will communicate with all parties involved in order to obtain all pertinent information. This may include managers, coaches, players, spectators, officials and staff. It is critical that the report includes full names of parties involved, phone numbers, addresses, and witness accounts of the injury/accident. The report must also include the Field Supervisor's account of the incident, the time of the incident, and whether or not emergency assistance (ambulance, fire, police, etc.) was utilized. The report must be completed immediately following the injury/accident and forwarded to the League Directors. Please see your supervisor for more specific instructions concerning emergency assistance (ambulance, fire, police, etc.).

V. Lost and Found

Items left at any of our facilities by patrons are to be placed in the lost and found, which is located in the Windsor Parks and Recreation Department, located at 250 N. 11th Street. WPRD employees are not allowed to remove articles out of the lost and found and use them for their own personal use, or to loan to a patron. WPRD employees found with lost and found items in their possession will be subject to disciplinary action.

VI. Use of Town Facilities, Property and Equipment

It is every employee's responsibility to take care of and protect Town facilities, property and equipment. It is your responsibility to inspect items in your care for damage or loss, and report any damaged or missing items to your supervisor. Town employees or volunteers are not allowed to use Town equipment for personal use at any time.

Let's Go Out and Have Fun This Season!

