



The Zone Manager/Captain Handbook

The Zone Sportsplex (“*The Zone*”) has adult, youth and family leagues that run year round. Teams may join our leagues by submitting a registration form and deposit. Forms are available at our front desk or on our website. A typical indoor league guarantees each team eight games.

If there is availability, a team may secure a spot in a league with a \$100 deposit. Deposits are due at least two weeks prior to a new session starting. All teams, current and new, must pay the deposit two weeks prior to a new league starting in order to guarantee a spot. No exception will be made. Teams that are currently in a league have priority over new teams. New teams will be accepted in order of the date the deposit was paid.

Team Payments

One team payment:

Individual players will pay their team Manager/Captain, and that Manager/Captain will make full team payment to *The Zone* prior to the first game. Some teams may also secure sponsorships and pay with one check from the company sponsoring them.

Individual Player Payments:

The Manager/Captain will inform *The Zone* of the amount each player owes, and each player will individually pay *The Zone*. If there are subs on the roster paying a different amount, it is the Manager/Captain’s responsibility to inform the front desk of that amount. At least one half of the team fee is due prior to playing the first game, and full payment is due prior to playing the second game of the session. No exceptions will be made.

Player’s Cards

All customers participating in leagues at *The Zone* must have a Player’s Card. The fee is \$25 + tax. This card is valid for 12 months.

Rosters

Full or partial team rosters should be submitted with the team registration. Rosters cannot be changed after the third week of each session without approval from *The Zone*. If a team wants to use a player who is not on the team roster, the team automatically forfeits that game unless *The Zone Guest Player Policy* is adhered to. This policy can be found on our website at www.zonesportsplex.com/forms.htm.

Team rosters will be given to the referees at the start of every game. Players/teams that have not paid will be noted, and will not be allowed to play until payment is taken care of at the front desk. This includes both team fees and Player's Cards. *The Zone* accepts cash, check, VISA/MC and debit card payments. Payments may also be taken care of over the telephone by calling 360.697.9663.

Special Requests

The Zone will review all scheduling requests. The Manager/Captain must inform *The Zone* of any scheduling requests at least one week prior to the start of a new session. We cannot guarantee we will honor all requests (such as byes and start times), but will do our best to accommodate teams if possible.

Other Team Manager/Captain Responsibilities

- Make sure all players have purchased Player's Cards prior to the first game. Players may come in at any time that *The Zone* is open to purchase Player's Cards and get photos taken. **Players should arrive at least 15 minutes early if they wait until game day to purchase a Player's Card.**
- Make sure players read and understand all indoor *Zone Sportsplex* rules for their particular league. If there are questions or concerns regarding play by certain teams or players, *The Zone* will contact the team Manager/Captain in an attempt to resolve the problem. Rules are available to read at the front desk, and also on our website.
- Check *The Zone's* website each week for schedule changes. Schedules released prior to the start of a session are subject to change due to many reasons including inclement weather, power outages, teams folding, special events, etc. We will call and/or email all team Managers/Captains if a schedule change occurs. It is then the Manager/Captain's responsibility to inform their players of any changes made. We rely mainly on email messages, and suggest all Manager/Captains communicate to their players by email, so they can pass along *The Zone's* information more efficiently.
- Inform the front desk if the team needs more players. Individuals will often be looking to join a team and that information is available to all team Manager/Captains.

Team Managers/Captains are highly encouraged to keep the lines of communication open with staff at *The Zone Sportsplex*.

Questions and/or concerns can be addressed to:

Manager on Duty
frontdesk@zonesportsplex.com
360.697.ZONE (9663)

Director of Sports Sales - Caroline Butler
carolineb@zonesportsplex.com
360.930.0420

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