



Adult Sports Team and Manager Guidebook



Dear Manager,

Welcome to the Cosumnes CSD Department of Parks and Recreation Adult Sports Leagues.

Please take the time to review the following pages, which contain our league guidelines and code of conduct. It is important that both you and your team become familiar with this information.

Should you have any questions, feel free to contact our office at 916-405-5600, Monday through Friday, between 8:00 AM and 8:00 PM.

Sincerely,

Cosumnes CSD Sports Staff

Sports Office

Location & Mailing Address

Cosumnes CSD
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Hours

Monday-Friday
8:00AM – 5:00PM
Saturday & Sunday

Monday-Friday
8:00AM – 5:00PM
Closed holidays

General Policies & Guidelines

It is the manager's responsibility to make sure that their players/fans are informed and comply with all administrative and league rules.

Objective:

The Cosumnes CSD Adult Sports Leagues aims to promote and conduct a positive leisure time activity that encourages fitness, healthy competition, and an atmosphere conducive to fun and fellowship.

Fairness Ruling:

All rules within this handbook are to be taken as a whole. CSD staff shall decide any conflicting statements. CSD reserves the right to make rulings in the best interest of the program that may not be specifically stated.

Selection Process:

Open registration is first come, first served. Teams are balanced out in the leagues on a priority basis as follows: 1) returning teams from immediate preceding season for same night and/or same league 2) returning teams from immediate preceding season for different night and/or different league 3) by registration date and time.

To maintain the objective as stated above, CSD staff reserves the right to request that teams adjust their rosters based on previous years' experience or move divisions of play.

Any team that wins their division automatically moves up a division the following season. Teams who do not win their division may still be required to move up a division based on their record and individual game scores. Teams may be allowed to stay in their current division if the majority of their roster changes.

For All Adult Sports Leagues – team registration is online through
www.cosumnescsd.gov – Active Net.

League Information:

CSD staff will make all league placements and schedules. Staff reserves the right to adjust league schedules. All possible notifications will be given to teams should it become necessary to change schedules. Schedule requests must be made at the time of registration on a first come, first serve basis, but requests are not guaranteed.

Updated schedules may also be found on our Adult Sports website at www.teamsideline.com/cosumnes. **It is the manager's responsibility for contacting team players in the event of a game cancellation or time change.**

Note: *Each player enrolled with a team must submit a valid email address that is checked regularly to allow CSD staff to communicate league updates, schedule changes, etc. It is the responsibility of the manager to be informed of all changes and inform his/her team. Games will not be rescheduled for this purpose.*

League Fees:

At the time of team registration fees must be paid in full to complete registration into the league. Payments must be submitted as a team and no individual player payments will be accepted. All payments are processed through **ActiveNet**.
Card only (fees may only be paid in 2 transactions max).

Refund Policy:

Teams withdrawing after the end of registration (dates posted on team sideline) will not receive any refund for league fees paid.
No refunds will be granted for no-shows or team forfeits during the season.

Team Rosters/Players:

Managers must list a minimum (see specific sport rules) number of names on the roster to register. All information provided on the roster must be valid or CSD will automatically deem the player ineligible to participate until valid information is provided

It is the manager's responsibility to check rosters on ActiveNet and make sure all players are on their current roster.

All players must enroll before playing their first game.

Teams in lower divisions are allowed a maximum of three (2) upper division players on their team roster. Upper division players are allowed to play one division lower than the highest level they are playing in. (Player status is determined by CSD Staff)

Individual players must be on the final roster and have participated in a minimum of two regular season games in order to be eligible to participate in the playoffs.

Note: CSD reserves the right to ask any player at any point in the game to show proper photo identification to continue play. If a player is determined to be ineligible or unable to provide proper photo identification, the game can continue with restrictions (see sport specific rules for details) or can be forfeited (at the CSD discretion). "No ID, not on the roster, no play. Absolutely no exceptions".

Playoffs (Rosters/Players):

All players must be on the team roster, enrolled and have proper photo identification present on **ALL** playoff game days. "No ID, not on the roster, no play. **ABSOLUTELY NO EXCEPTIONS.**"

Add/Drops:

Players may be added up through the fourth week of play (holidays or rainouts do not count in the four weeks). Managers will receive an email during week 3 to remind them that the add/drop deadline is approaching.

Managers can contact the coordinator via email to have a player removed from their roster if the manager is not able to.

Line Ups:

At least five (5) minutes prior to the scheduled game time, managers must submit a line up with the full names (***first and last name***) and numbers (if applicable) of each player who plans on

participating in the game. There will be **NO** nicknames allowed and names must match the full names on the roster.

All players who are scheduled to play must be on the lineup card, even if they are not starting. Games will not start until line up cards are verified and approved by CSD staff. If a line up is turned in within the five (5) minute period before scheduled game time, the game clock will start at the scheduled game time and time will run down until CSD staff can verify and approve the lineup. (See sport specific rules for more details)

Note: *During playoffs, line ups must be turned in ten (10) minutes prior to the scheduled game time. All other details still apply.*

Teams must have a manager, assistant manager or acting manager at all games and must circle which player that will be at each game on the lineup card provided to the field/gym supervisor.

Note: *Managers are required to provide either a list of which number players are wearing (Basketball, Flag Football, Soccer) or the starting position the player will be playing (Softball, Volleyball).*

The Player:

Players must be at least 18 years of age to play in any CSD Adult Sports League. Minimum/Maximum number of players allowed on the Team Roster:

5 on 5 Basketball – 5/15
Volleyball – 5/15

Soccer – 7/20
Softball – 8/20

Uniforms & Team Names:

If the league requires numbers on the uniform only numeric numbers placed horizontally and not exceeding two (2) digits are permitted.

If a team is wearing uniforms that are considered inappropriate by CSD Staff, the team will be asked to remove their jerseys. If the team wears the jerseys again, the team will forfeit their game. Any further incidents may result in the team being removed from the league.

If a team registers with a team name that is considered inappropriate by CSD Staff, the team will be asked to change their team name. If the team refuses to change their team name, they will be put on the game schedule as “TBD – To Be Determined”. Any further incidents may result in the team being removed from the league.

Team Bench/Dugout:

Only participants on the current roster are allowed on the player’s bench/dugout. All other non-team members (i.e. fans, children, etc.) must sit in the stands. **Children 14 and under must be supervised by a non-playing adult during games** (team members not actively participating and are on the bench are **not** considered a non-playing adult). Managers are responsible for the conduct on the bench. Players must remain seated and within the confines of the bench area, except when substituting. No teams may share a dugout/bench area at any time.

Note: *Music is allowed at certain league events at the discretion of CSD staff (in*

regards to appropriateness and volume). Any team that refuses to comply could result in a forfeit for that game.

Insurance:

No insurance of any kind is provided by CSD. Players participate with an "Assumption of Risk". Assumption of Risk states that players know that injuries can occur during the course of a normal game with no fault to any party. Teams are encouraged to purchase private insurance if all individuals are not already covered.

Jewelry, Casts, Etc.:

Participants are not allowed to wear jewelry (with the exception of medical bracelets, wedding rings, and stud earrings that must be fully covered), casts or any other items deemed as dangerous by the umpire/official(s). Any medical protective devices (i.e., kneebraces) made of plastic or including metal parts (hinges, etc.) must be completely covered by at least ½ inch neoprene sleeves.

Postponed or Suspended Games:

Games postponed by CSD staff for any reason will be rescheduled if possible. CSD reserves the right to schedule make-up games on a different night than that of the league, multiple games on a single night, a different location and to postpone or cancel games, if necessary.

Games interrupted by injury or other unsafe playing conditions shall be restarted as soon as possible, unless it's a postponement by CSD staff. If a game is postponed and the game is more than 50% complete, CSD reserves the right to credit the team who was ahead with a victory. CSD reserves the right to reschedule any game because of emergencies.

Note: Teams should not "assume" where and when a make-up has been scheduled. If a team manager has not received a make-up schedule, the manager is to check the website (www.teamsideline.com/cosumnes) for game information.

Forfeits:

Game time is forfeit time. See "Specific Sport Rules" for details and number of players needed to start a game. A team that forfeits a game at any point in the season will be assessed a \$30 forfeit fee per instance of forfeiture.

Any team that forfeits two games during any given league will be ineligible for any post-season play including post-season play that would make up the seven game minimum per team. Any additional forfeits and the team will be dropped from the league.

Standing Sheets:

Each week, standings are available at www.teamsideline.com/cosumnes. The standings sheet indicates the previous week's results and current standings. ***It is the manager's responsibility to check this sheet to make sure all games were recorded correctly.*** Failure to notify CSD staff in a timely fashion that a game was scored incorrectly may result in the game being recorded as originally reported. (This policy will be in effect for teams who enter the playoffs and didn't report a recording error before their last game).

Rainout/Cancellation Procedures:

All rainouts or games cancellations will be announced via the schedule and on the standings website at www.teamsideline.com/cosumnes. If rain occurs late in the day, we will update the website if necessary. **Please do not call or email the sports staff for rainout information.** Please give this website to all players to utilize. CSD is committed to trying to play games, but

will only do so if the conditions are safe. An email will also be sent out to all managers of teams.

Alcohol, Tobacco, and Controlled Substances:

All alcoholic beverages, tobacco, and controlled substances are banned from league events. Umpires/officials and CSD staff will enforce this rule. This includes on the field/court of play (including warm-ups), in the dugout/bench area, the parking lot or in the general park/facility vicinity. No player may play in an intoxicated condition. Team managers are responsible for the conduct of their players.

Note: *If the field/gym site director or umpire/official suspects alcohol, tobacco, or controlled substance use, umpires and staff have the authority to banish the player and/or the team from further play. If a team or any team member is caught with any of these on any CSD premises, the team manager and player(s) will be immediately ejected without warning from the current game and both player(s) and team manager will receive a minimum of a one-game suspension for their next scheduled game. If caught again, the team will be removed from the current league without refunding team registration fees and may be suspended for the next season. CSD Park Rangers patrol the facilities and violators may be cited.*

Litter:

Team managers are responsible for picking up any litter his/her team may have left in the CSD facilities, i.e. gym, dugouts or parking lots. Managers are responsible for having their team clean up their area. Not complying may mean forfeiture or suspension of the game or team's next scheduled game.

Motorcycles:

Motorcycle parking is permitted in motorcycle parking spaces only at all CSD locations.

Lost & Found:

All lost and found items should be submitted to CSD staff. CSD is not responsible for lost or stolen items.

Umpires and Officials:

The umpires/officials of the game have the authority to order a player, coach, manager or spectator to refrain from doing anything that affects or interferes with league rules and policies.

Umpires/officials have the authority to banish players, managers, or spectators from the game, the player's bench and the facility (i.e., park or field) for misconduct, delay of game, or for the good of the game.

Umpires/officials' decisions shall be final.

Site Directors:

The field supervisor or gym supervisors will file incident and accident reports within 24 hours of any occurrence. A CSD staff member will call to follow up on an accident report. Incident reports will be discussed with managers when necessary.

Field and gym supervisors have the authority to banish players, managers, or spectators from the game, the player's bench and the facility (i.e., park or field) for misconduct, delay of game, or for the good of the game.

Any player who directs unsportsmanlike remarks towards the field or gym supervisor shall be banished from the game. If the remarks continue after the player has been banished, the player shall be suspended from further play in the league. This includes players, coaches, managers, or spectators who abuse a game or league umpire/official after a game is complete.

Program Feedback/Concerns:

Cosumnes CSD is proud of the programs that it offers and encourages positive feedback at any time as well as ways to improve each program. Feel free to call CSD Staff at 916- 405-5600. Please visit our website at www.cosumnescsd.gov and fill out a game comment card or league evaluation. If you have a legitimate concern, please discuss it with the appropriate sports staff in charge of that specific league. It is understandable that errors may occur in any sport. CSD is committed to minimizing any possible issues. If you have a complaint regarding an official, only those accusations concerning misconduct or a complete inability to officiate will be given serious consideration.

Protests:

A protest based on the accuracy of an umpire/official's judgment/call may not be filed.

A protest will be considered valid only if a participating manager, assistant manager, or team representative initiates the protest and all umpire/official(s), site directors and the opposing manager are notified at the time of the dispute and the game is officially recognized as being played under protest. All protests must be submitted in writing to CSD staff before close of business the following workday of the disputed game. All protests must be submitted with a \$50 protest fee in order to be considered valid. Remit by money order, cashier's check (payable to CSD) or cash. The decision on a protested game will result in one of the following:

1. The protest is found invalid and the game score stands as played. The protest fee is forfeited.
2. The protest is found valid, resulting in one of the following:
 - a. Game is forfeited in favor of the protesting team,
 - b. Game is replayed in its entirety,
 - c. Game is replayed from the point in question; or
 - d. Protest is found inconsequential (where if the correct ruling were applied the end result would have still been the same) and the game remains as scored.

CSD reserves the right to have the game replayed only if it affects the standings of the top teams. The protest fee will be returned.

3. Ineligible player – the protest will be held valid if the player is not on the official copy of the team roster or unable to provide proper photo identification. When a protest for ineligibility is allowed, the game shall be forfeited and be awarded to the protesting team. Only one player's eligibility can be protested at a time.

Note: Umpires/officials and CSD Staff reserve the right to decline to ID an individual, if in their opinion, the protest was made beyond a reasonable period of time (see protest procedure). If a player is protested and no ID is available, the umpire/official reserves the decision to forfeit the game. If, in the opinion of CSD staff, the protest was not made within a reasonable amount of time, the protest will not be recognized and the failure to produce an ID will not be subject to penalty.

Any protest submitted for protesting of minor points or protests made when the game has been clearly decided will be denied. All games are expected to be played fairly and honestly. Any decision resulting from a protest by CSD staff is final and not subject to appeal.

Protest Procedure:

The following procedures must be adhered to when filing a protest:

1. A participating manager, assistant manager, or team representative initiates the protest.
2. The umpire/official(s), site directors and opposing manager, assistant manager, or team representative are to be notified at the time of the point in question.
3. The field/gym supervisor will note that the game is being played under protest and the protesting manager, assistant manager or team representative is to sign the acknowledgement.
4. The protesting manager, assistant manager, or team representative will submit a detailed written protest and a \$50 deposit to CSD staff before closing on the following workday.
5. The protest must be filed immediately after the point in question. Protests will not be accepted after the point in question after the following:

Basketball – the next whistle
Softball – the next pitch

Soccer – the next dead ball
Flag Football – the next play

6. If the protest involves the last play of the game, the field/gym supervisor, umpire/official and the opposing manager, assistant manager, or team representative must be informed before leaving the playing area.
7. If the protest involves the question of player eligibility, the protest must be made immediately following the first appearance of the individual in question.

It is the manager's responsibility to protest in accordance with the above and as stated in the league rules for the respective sport. Failure to follow the correct procedures will jeopardize the protest. Please note that the site directors and/or umpire/official are there to accept the protest; not inform you of how or when to protest.

Manager Responsibility - Unsportsmanlike Conduct:

It is the team manager's responsibility to set an example of sportsmanship and fair play. The team manager is responsible for controlling the conduct of the team's players – before, during and after the game. Both the manager and the entire team can be held responsible for the conduct of any single individual on the team and/or spectators. If any individual player violates Player Code of Conduct (description follows) the manager or team can also receive the same penalty. Managers are responsible for the following:

- To ensure all players are aware and will abide by the team and manager guidebook as well as sport specific rules at all times.
- The accuracy of their team roster at all times including providing a minimum number of names at registration.
- The conduct of their bench, fans and players.
- To supply the site directors, league officials, and/or CSD Staff with correct names

- of any participant requested.
- To ensure only players that are on the team roster will be allowed to play in league games. All managers utilizing non-roster players will be suspended for a minimum of two games.
 - To ensure all players have a proper photo identification with them at all times and presents it upon request of the field/gym supervisors, league officials, and/or CSD Staff. Refusal to produce proper photo identification will consider the player a non-roster player.
 - To ensure that all team equipment is legal and within the guidelines of each specific sport and the Cosumnes CSD.
 - Will be the only one allowed to approach the field/gym supervisor score table and officials on questions concerning the game.
 - Contacting team players in the event of a game cancellation or rescheduling.
 - To inform all of their team members that each participant is participating at their own risk. Injuries can occur, but are not the responsibility of the Cosumnes CSD. If teams are concerned with personal injury, it is recommended that the team purchase team insurance.

Player Code of Conduct:

The Code of Conduct is established by the Sacramento Metropolitan Official Association (SMOA) and the Greater Sacramento Softball Association (GSSA) to serve as a guideline for member agencies on matters pertaining to the conduct of players, managers, and coaches. The Code outlines unacceptable behavior and suggests the minimum and maximum penalties for violations. Any and all ejections from CSD games will result in a minimum one game suspension for the game immediately following the game ejected from. This policy is automatic and does not require written confirmation from CSD to be effective.

Players, coaches, and managers shall abide by the Code of Conduct. Violation of the code, as outlined below, will result in disciplinary action.

All violations of the Code of Conduct, including all incidents resulting in player ejection, will be filed as incident reports by the umpire/official or field/gym supervisor with CSD staff within 24 hours of the incident. For action taken other than ejection only, the player and manager will be advised in writing of the penalty imposed. Players and managers may file appeals with CSD staff. For Softball, appeals of the decision of the Eligibility and Reinstatement Committee shall be made to the GSSA Commissioner.

Any ejected player/coach/manager/spectator must leave the facility immediately. Failure to do so may result in a maximum penalty for the violation. Any further action or disruption may result in the umpire/official ejecting the player or manager from the park or facility.

Note: Any player suspended from play for any reason must meet with CSD staff prior to reinstatement. Failure to do so will make you ineligible to participate in any league.

A player/coach/manager/spectator that is on probation for a Code of Conduct violation, and is reported for another violation of the Code of Conduct, will face double the normal penalty for the new violation. Any probation or suspension included in the penalty for the new violation will run consecutively with the former penalty.

No Player/Manager/Coach Shall:

1. Any player ejected for unsportsmanlike conduct shall automatically be suspended for a minimum of one week and the team's next game. Suspension is from all CSD leagues.
2. Use profanity and/or racial, sexual, religious or disability-based slurs, threats or intimidation before, during or after a game. Requesting or instructing another to intentionally cause injury or possible injury to another person. If during a game, the responsible party will be immediately ejected.

Minimum Penalty: Immediate ejection, seven games probation, and a 1 game suspension.

3. Be verbally abusive toward any player (teammate or opponent), umpire/official, site director, league director, tournament director, agency representative or spectator. This includes, but is not limited to, use of profanity and/or racial slurs, harassment, threats, or intimidation before, during or after a game. If during a game the player will be immediately ejected.

Minimum Penalty: Immediate ejection, and seven games probation.

4. Refuse to abide or demonstrate any harassment towards an umpire, official, site director, and/or CSD Staff's decision.

Minimum Penalty: Warning by the umpire, official, field supervisor, gym supervisor and/or CSD Staff. Followed by an ejection if behavior continues.

5. Appear on the field of play under the influence of alcohol, tobacco, and/or a controlled substance.

Minimum Penalty: Immediate ejection and seven games probation.

6. Discuss with an umpire/official any decision reached by that official, unless the player is the manager or team representative.

Minimum Penalty: Warning by the official.

7. Play under another individual's name or falsify information on official roster form.

Minimum Penalty: Forfeiture of the game for the team in which the player participated on.

8. Any player using any illegal, altered, or suspected to be altered equipment will be ejected from the game.

Minimum Penalty: Ejected from the game.

***Note:** The Cosumnes CSD reserves the right to increase the length or severity of all penalties. Those penalties that may occur that are not listed in the “Adult Sports Leagues Team and Managers Guidebook” will be further discussed by Sports staff and a penalty will be issued to the appropriate player/team.*

CSD reserves the right to make changes at any time if we feel it is necessary for the betterment of the program.