



City of Montebello
Recreation and Community Services
Sports Department

**ADULT SOFTBALL LEAGUE
REGISTRATION FORM 2024**

| |
|-----------------|
| Season: _____ |
| Division: _____ |
| Team: _____ |
| Sport: _____ |

- All Games are played at City Park & Reggie Rodriguez Park.
- Registration is taken on a first-come, first-serve basis.
- Refunds will be processed within eight to ten (8-10) weeks upon approval of the Department of Recreation and Community Services and after receiving the original receipt from the team manager.

Team Name: _____

Manager's Name: _____

Address: _____

City: _____ Zip: _____

Home Phone: __ () _____ Cell Phone: __ () _____

Work Phone: __ () _____ Email: _____

2nd Contact Person: _____

Home Phone: __ () _____ Cell Phone: __ () _____

Team's Most Recent Season: _____

League Division Played In: _____ Place Finished in League: _____

(Office Use Only)

Fee Paid On (date): _____ Receipt # _____

Received by: _____

Method of payment: Check/Money Order ____ Cash ____ Credit ____



City of Montebello
Recreation and Community Services
Sports Department
MANAGER'S CONTRACT/AGREEMENT OF RESPONSIBILITIES

| | |
|-----------|-------|
| Season: | _____ |
| Division: | _____ |
| Team: | _____ |
| Sport: | _____ |

TEAM MANAGER MUST READ AND SIGN.

As team manager, I do hereby acknowledge and understand the responsibilities set forth by the City of Montebello Recreation and Community Services by assuming the responsibility of managing an adult league team. I fully understand that a breach of any of the outlined responsibilities will result in probation or suspension of my team to participate in any future leagues.

Manager's Responsibilities:

1. Complete all necessary paperwork accurately and correctly (i.e. Registration form, Official roster form)
2. Read, sign & return 'Manager's Contract' at the manager's meeting prior to the start of the season.
3. Submit all payments on time, prior to the start of the fourth game. Failure to comply will result in the team being ineligible to participate in regular season games.
4. Review all documents and inform team of all the instructions regarding the league (i.e. Refund policy, Code of conduct, Rules and regulations of the league)
5. Inform the department of any/all changes to the registration form and/or the roster.
6. Distribute copies of all schedules to each team member and inform team players of any changes that may occur.
7. Turn in the official team roster by the start of the team's **FIRST game**.
8. Make all changes to the roster form prior to the start of the third game.
9. Verify that all information turned in (i.e. Roster, contract, and registration form) is accurate and that all signatures are authentic and representative of the person described.
10. Represent the team in any concerns, protests, or questions that involve their team.
11. Communicate to the department all concerns, suggestions and questions that are brought to their attention by their team in a timely fashion.
12. The proper conduct of the team and its spectators in accordance with the 'Code of Conduct'.
13. Serve as an example in demonstrating good sportsmanship and ensuring their team conduct themselves in a proper manner.
14. I agree that the city has the right to add late fees in the amount of \$20 per week to my team fee balance if entire balance is not paid by the 4th game. I acknowledge that all League fees are due in full by the completion of my team's 4th game's completion. I acknowledge that I must play all scheduled games (10 or 12) and I am responsible for forfeit fees for all scheduled games. All of my games will be forfeited if fees are not paid and all fees paid will be forfeited if balances are not paid by the end of the 4th game. Additionally, I agree to pay any required forfeit fees by the deadlines given by sports office staff. If my team does not show up to a game I agree to pay a \$62 forfeit fee (basketball) or \$40 forfeit fee (slow pitch softball) or \$70 forfeit fee (fast pitch softball). **All forfeits and remaining balances of league fees WILL BE billed, and collection process will begin if not paid within 30 days of written notice.**

I, the manager, hereby have read and do agree by signing this contract, to abide by the above stated standards. I understand the penalties that may be invoked should my team or I fail to comply with the responsibilities of this contract. I agree to hold the City of Montebello, and its employees, agents and representatives free and harmless from any and all liability.

Manager's Signature

Date



CITY OF MONTEBELLO
RECREATION AND COMMUNITY SERVICES
SPORTS DEPARTMENT

**ADULT SPORTS
CODE OF CONDUCT**

In order to provide an atmosphere of fun and sportsmanship, certain regulations are necessary and must cover all that are connected with the program. Violations of these simple acts of good sportsmanship and common courtesy will not be permitted to destroy the program.

- A. The Manager is responsible for their own conduct and that of all *players, coaches and spectators* associated with their team.
- B. The Manager shall see that neither they nor any players, coaches or spectators associated with their team violate the following regulations of the City of Montebello "Code of Conduct" and have received a copy of the "Code of Conduct".
1. Being intoxicated or under the influences of drugs on the premises of a public facility and/or having alcohol/drugs anywhere in the facility during the staging of an authentic contest/event is not permitted at any time.
 - a. If observed prior to the game, the official will prevent manager, coach and/or player in violation from participating in the game. City of Montebello staff will remove spectators in violation.

RESULT: Ejection from game AND minimum two games to one calendar year suspension and/or probation for one calendar year. (Team suspension may be included)

2. Intimidation or aggressive action towards an official, City of Montebello staff, spectator, or another league participant will not be allowed.

RESULT: Ejection from game AND minimum of two games to one calendar year suspension and/or probation for one calendar year. (Team suspension may be included)

3. A physical attack on an official, City of Montebello staff, spectator, or another league participant will not be allowed.

RESULT: Ejection from game AND permanent life suspension from all City of Montebello sponsored Adult Sports Leagues.

4. No profane, obscene, derogatory or racial remarks to an official, City of Montebello staff, spectator or any other league participant, or speaking in such a manner as to cause disturbance, will not be allowed.

RESULT: Ejection from game AND two games to one calendar year probation.

5. No player or coach shall discuss with an official in any manner the decision reached by such official. Only the Manager or Captain (acknowledged in the pre-game meeting) has this authority.

RESULT: *The degree of infraction shall, in the officials' judgment, draw a minimum penalty of warning or a maximum penalty of ejection from the game. Ejection from game includes a minimum one game suspension.*

6. No league participant shall be guilty of objectionable demonstration by throwing equipment or any other forceful action.

RESULT: *The degree of infraction shall, in the officials' judgment, draw a minimum penalty of warning or a maximum penalty of ejection from the game and/or probation for one calendar year. Ejection from game includes a minimum two game suspension.*

7. Illegal/ineligible players are not allowed to participate in any league games. The following defines an illegal/ineligible player:
 - a. Any player not on the team's final official roster.
 - b. League participants (managers, players and coaches) at no time shall falsify any players name on a team roster, contract or sign-in sheet to participate.
 - c. Players who are supposed to be serving a suspension from either being ejected from the week prior or during another league and have not sat out the full week as required by the City of Montebello's Adult Softball Rulebook.
 - d. If any of the above players knowingly or unknowingly play with or without a team manager's permission, the team will be subject to the following penalty:

RESULT: *One calendar year suspension from the date that the infraction was discovered as well as forfeiture of all games played, by team in question, during current season.*

8. FIGHTING IS NOT TOLERATED UNDER ANY CIRCUMSTANCES. All players involved in any type of fighting, regardless of fault or how the incident started will be suspended for the remainder of that season and will not be allowed to participate in any other City of Montebello Adult Sports Leagues. (ex. A player ejected for fighting on Wednesday League cannot play in any other leagues)
9. The Montebello Recreation and Community Services Sport Department at its discretion may also suspend a manager, coach, player or team for incidents not specifically covered above.

Upon filing and accepting in the City of Montebello Sports Office an official contract for any City League each Manager agrees that he/she has read all the rules and regulations, and further agrees that he/she will conduct themselves and control their team in accordance with all policies, rules and regulations of the City of Montebello Department of Parks & Recreation.



CITY OF MONTEBELLO
RECREATION AND COMMUNITY SERVICES
SPORTS DEPARTMENT

SOFTBALL RULES

OBJECTIVES:

1. To promote, develop and conduct recreational softball within the City of Montebello.
2. To promote standards of good sportsmanship.
3. To promote wholesome physical activity.

LEAGUE FEES:

1. A team beginning the season is expected to complete the season. There will be no refunds after the first scheduled league game.
2. League fees cover the scorekeepers, awards, field maintenance, and softballs. League fees are \$320. Fees are due in full by the completion of the team's fourth game. There will be a \$20 per week late fee added each week after the team's fourth scheduled game. Once the halfway point of the season is reached, a team that has not completely paid off their fees will be dropped from the league and all fees are forfeited.
3. Fee does not include the \$20 game fee, which must be paid prior to the start of each game to the official scorekeeper. ***Note:** The game fee pays for the scorekeeper, umpire and umpire assigner fee.

ROSTERS AND PLAYER'S ELIGIBILITY:

PLAYERS VERIFICATION

All players must sign in each week on a sign-in sheet provided by the Recreation Division. Any player attempting to play under an assumed name will be barred from all further games. In addition, that game and any other games that have been played will be forfeited. **PLEASE NOTE:** PLAYERS THAT REFUSE TO SIGN IN WILL NOT BE ALLOWED TO PLAY. A PLAYER WILL NOT BE GIVEN CREDIT FOR GAMES PLAYED IF THE SIGN-IN SHEET IS NOT FULLY COMPLETED BY THAT PLAYER.

1. Each team shall be allowed a maximum of fifteen (16) players.
2. All players' names and signatures must be on their team's roster. No additions are allowed after the 3rd game.
 - In Men's/Women's Divisions if a team has 12 players on the roster- no injuries or other excuses will be allowed for adding players after the 3rd game. (Example TEAM A has 13 players and the manager claims 3 players were injured or left for other reasons... no additions will be allowed.)
 - If the dropped player causes a team to have less than minimum (8) then an exception MAY be made.
 - In Co-Ed Division, if a team has at least of 5 men and 5 women, after a player leaves or is injured. No additions will be allowed.
4. **Rosters are due by the start of the 1st game, if not turned in by the 1st game; teams will forfeit games up until the roster is received.** - NOTE ALL PLAYERS MUST SIGN A ROSTER TO PLAY IN ANYGAME. (1st, 2nd, 3rd, 4th, etc. game)
5. Players must read the liability responsibilities. Players participate at their own risk.

6. All players must have a positive means of identification at EACH game. **During playoffs, players must show their I.D. and sign-in prior to game time. NO I.D. - NO PLAY!**
7. **To be eligible for playoffs and championship games, a player must have played a minimum of four (4) regular season games.**
8. Each team has the option to request an I.D. check against one player on the opposing team per game. This I.D. check may take place at any time during the course of the game.
9. If a manager feels an I.D. check is necessary, he must call time and tell the umpire which player he would like to check to see if that player is on the roster. **NOTE:** Only the player in question and his manager are allowed to approach the umpire.
10. If a team requests an I.D. check, that players must show a picture I.D. to the scorekeeper, sign and print his/her name, address, and telephone number as listed on the roster form.
12. Decisions regarding player eligibility and other protests will be made final by the field supervisor (scorekeeper/staff) NOT the umpire or scorekeeper.

LEAGUE RULES:

Rules not specifically mentioned will be governed by the Southern California Municipal Athletic Federation (S.C.M.A.F.).

1. A one and one count will be in effect for all Adult Softball – Slow Pitch Leagues
2. Games must start at the scheduled game time. There will be a 10-minute grace period for ALL games scheduled per day/night.
- Grace period takes time from 60-minute time limit.
3. If a team has only 8 players to start a game, the game **must** start as scheduled. No team shall stall for players to arrive.
4. Games may be started, played and finished with 8 players. Any team with less than eight (8) players at game time, or after the grace period of ten (10) minutes, shall forfeit.)
5. Games will be (1) hour and (10) minutes in duration or completed (7) innings of play for Coed and Men's. Exception: If game is called because of weather or any unforeseen problems that the official must stop the ball game, (4) innings constitutes a legal ball game and will not be rescheduled.
6. MERCY RULE: A game will end when one team is ahead by 25 runs after 3 innings (2 ½ if home team is winning) 20 runs after four innings (3 ½ if home team is ahead), 15 runs after 5 innings (4 ½ if home team is ahead), or twelve (12) runs after 6 innings (5 ½ innings if home team is ahead).
6. Multi-purpose shoes will be allowed; metal cleats may not be worn.
7. No DH rule will be allowed in slow pitch leagues.
8. No infield or batting practice will be allowed on the infield prior to the game time.
9. There will be a no-hit zone around the pitcher's mound. All line drives that are hit back at the pitcher within the designated box will be called outs. The Box will be approximately 4'x8'. This call is at the umpire's discretion as to whether it was a line drive or not.
10. Scorekeepers shall have in their possession a copy of the house rules, standings, protest form, and an umpire's report of incident.
 - a) Scorekeepers are required to report any incidents affecting you and your team, (i.e. field condition, protests and forfeits).
 - b) If a scorekeeper fails to show up, then the home team shall be responsible for keeping the score. Line-ups should also be exchanged by managers.
11. The city will provide a game ball and the **visiting team** must supply a back up ball of the same make.

12. The following leather balls are the only balls which will be acceptable for play in the City of Montebello, Adult Softball program: **.40 cor .44 cor .47 cor softballs with a max of 375 compression rating. The city reserves the right to use different brands, types of game balls.**
Balls are 12" for men's and co-ed leagues and 11" for women's leagues.
13. Recorded standings will be given to the teams on a weekly basis, after the 3rd week of the season.
14. **Rain outs:** Monday through Thursday Managers may call after 2:00pm to find out if games are still scheduled or canceled – STAFF will call, email or text for cancellations for all games.
15. **Courtesy Runners:** There will be no maximum of courtesy runners per inning per team (per SCMAF rules) Managers and teams may not vary from this format.
16. All teams will need to be responsible to show up for all scheduled games. Games will not be rescheduled do to the team's personal agendas. Exceptions will be made only for extreme cases.
17. The City of Montebello will **ALLOW ALL ASA APPROVED BATS.**

18. **NEW RULE: (SCMAF) first foul on two strikes results in an out.**
19. **NEW RULE: no new inning will start with 5 minutes or less left of game time. Per SCMAF rules, an inning that is started must be finished (if necessary).**
20. **NEW RULE: (SCMAF) – UNLIMITED RUNNERS PER INNING, same person can not run more than once per inning.**
 - a. **If the pinch runner's spot comes up in the line-up and they are on base, they are out.**
21. **WOMEN'S LEAGUES ONLY:** PICKING UP PLAYERS – Teams will be allowed to pick up a maximum of three players from another team's roster to start an official game. NOTE: teams can only pick up players to get their 7th, 8th, and 9th players. If a team has 6 players, they may "pick up" 3 players, if a team has 7 players they may "pick up" 2, if a team has 8 players, they may pick up 1, if a team has 9 players, they may NOT "pick up" players.
 - Players that are "picked up" from another team's roster must bat 7th, 8th, 9th
 - Players that are "picked up" from another team's roster must play outfield or catcher
 - Players that are "picked up" from another team's roster must immediately be subbed out when the team's actual rostered players show up.
22. **Co-ed league only:** PICKING UP PLAYERS – Teams will be allowed to pick up a maximum of two players from another team's roster to start an official game. NOTE: teams can only pick up players to get their 3rd and 4th players of that gender. If a team has 2 females, they may "pick up" 2 females, if a team has 3 players they may "pick up" 1. Except for in playoffs there will be no picking up players.
 - Players that are "picked up" from another team's roster must play outfield or catcher
 - Players that are "picked up" from another team's roster must immediately be subbed out when the team's actual rostered players show up.

-Reminder: Players must have a minimum of 4 games played with their original team to qualify for playoffs.

LINE-UP OPTIONS (MEN/WOMEN)

1. **Line-Ups** must be ready before scheduled game time. Last and first names must appear on the score sheet. Line-ups must be given to the scorekeeper.
2. Teams will have the option of batting their ENTIRE BENCH or playing with 10 MEN AND SUBSTITUTING THEIR BENCH. Both managers will notify the umpire of their choice before the game starts.

3. If a team chooses to bat its entire bench, all players will continue batting in the order designated at the beginning of the game, with a free substitution rule in effect. The team's defensive substitutions must be made at the start or end of an inning.
4. If a player is placed in the batting order during a game when a team is batting their entire line up and cannot bat due to injury or for any other reason, such as an ejection, that "empty" batting slot will be considered an out the first time only.
5. Players arriving after the first pitch of the game must be added to the end of the batting order IMMEDIATELY or must be used as a regular substitute.

PLAYER/SPECTATOR'S CONDUCT:

TRASH TALK, TAUNTING AND FOUL LANGUAGE

The City of Montebello Recreation & Community Services Division and S.C.M.A.F. encourage League Officials, Tournament Directors and Game Officials to emphatically reject this negative activity. Behavior such as this only seems to make difficult situations worse. The greatest majority of players involved in the City of Montebello and S.C.M.A.F. programs are looking for positive recreational activity. Everyone involved shares the responsibility of eliminating activities such as trash talk, taunting and foul language from participants. If a team or a team spectator is in violation of good sportsmanship, the team may have their game(s) forfeited and may be subject to expulsion from the league without refund.

FIGHTING WILL NOT BE TOLERATED! The Recreation Division will not tolerate anyone instigating or participating in any hostile acts towards players, officials or recreation staff. The length of suspension will be determined by the league director based on the official and scorekeeper's recollection of the events. There will be no protests accepted for a game in which a fight has occurred. **In the event that there is a fight between teams when both teams clear their benches, the game will be called.**

Teams, managers, and players are expected to abide by all the rules of the program. Team managers or players in violation of the "Code of Conduct" or other rules, will have disciplinary action taken against them.

1. Officials are to officiate games, not to take abuse from anyone. **The manager is the only person that can talk to the officials and Scorekeeper if questions arise.**
2. Alcoholic beverages are not allowed on any of the City of Montebello, recreation facilities. Any individuals or teams observed consuming alcohol will be suspended from the program and may cause their team to forfeit their game.
3. A player that is ejected from a game automatically will be suspended for the team's next scheduled game and a minimum of 7 calendar days from all City of Montebello Adult Sports Events from the date of the ejection. ***Example 1:*** Player ejected on Sunday can not play later that week on a Friday night co-ed league. ***Example 2:*** Player is ejected on a Sunday and his team does not have a game scheduled the following Sunday (i.e. bye) he will not be allowed to play until one of his team's scheduled games has been missed.

FORFEITS:

1. If, because of the removal of a player or players from the game by the umpire or for any cause, there are less than eight (8) players on either team, the game shall be forfeited in favor of the team with least eight (8) players remaining.
2. **Teams that forfeit more than 3 games will be terminated from league without refund. A team that forfeits one week will be required to pay a \$40 forfeit fee before the next game. Failure to pay will result in an additional forfeited game. The 3 game forfeit rule will be enforced and teams in violation will be dropped from the league without refund.**

PROTESTS:

1. A game cannot be protested because of an umpire's decision involving accuracy of judgment, nor on agreements, which are made between managers, captains, or umpires prior to the start of the game. A protest will be received and considered, based on a misinterpretation of playing rules **ONLY**.
2. Whenever a matter of protest arises during a game, the captain or manager shall, prior to the next pitch, notify the umpire and scorekeeper. The umpire will then notify the opposing team's manager or captain. **ALL PROTESTS MUST BE SETTLED ON THE FIELD.**
3. When a protest is made, it must be recorded on the scorecard at the time of the protest and signed by the protesting Manager, the opposing Team Manager, and game official(s) before play resumes. If the opposing Team Manager chooses not to sign; the official(s) should note that on the scorecard. **SIGNING THE SCORECARD IS NOT AN ADMISSION OF GUILT.**
4. All protests must be filed prior to the game ending. All decisions regarding the protest will be made on the field of play. During the game, no protests will be allowed after the game. **NO GAMES WILL BE MADE UP AT LATER DATES. ONCE AGAIN, ALL PROTESTS WILL BE HANDLED ON THE FIELD AT THE POINT THE PROTEST TAKES PLACE.**
5. IF PROTEST CAN NOT BE DECIDED (RULES QUESTIONS,ETC.), the game will be continued at a later date, but the current game must be finished.

TIE BREAKING PROCEDURES:

1. In the event of a two - way tie:
 - a) The best record, head-to-head, will determine the 1st place team.
 - b) If the teams are still tied, a "run differential" between the two teams that are tied will determine play-off structure.
2. In the event of a three-way tie:
 - a) The best record involving games against the teams tied will determine the 1st place team.
 - b) If this procedure leaves two or more teams still tied, the "run differential" among the teams will determine the play-off structure.
3. In the event of a tie involving more than three teams, the League Supervisor will determine the tie-breaking procedure based on the previous methods.

PLAY – OFFS

Play – off structure will consist of the four teams with the best records. 1st place team will play the 4th place team, 2nd place team will play the 3rd place team and the winner of each will play the championship game. First place team will be given the choice of playing the first or second game for that day.

(Championship game will go 7 innings with no time limit – MERCY RULES IN EFFECT)

S.C.M.A.F. BLOOD RULES:

A player, coach, or official, who is bleeding, or who has an open wound, or had blood on his body or clothing, shall be prohibited from participating further in the game, until appropriate treatment has been administered.

If first aid is required for a player, the player must be immediately removed from the game, unless treatment can be administered in a reasonable amount of time.

A player coach or official will not be allowed to participate unless:

1. All bleeding has stopped.
2. Any exposed cut/scrape, which has bled, is completely covered.
3. Excessively bloody uniform is changed.

Teams are recommended to have spare clothing/jerseys available at the game site to be used if necessary.

COED:

These rules are in addition to the rules above:

1. Teams may play entire game with a minimum of five (5) men and four (4) women, or (5) women or (4) Men. **At no time is there to be more than 5 players of the same sex-playing Defense.**
2. A courtesy runner is the last out of the same sex.
3. If a male batter is walked on four (4) straight pitches, the batter will be awarded 2nd base and all base runners will move up accordingly. The next women batter must bat; women will not be awarded first base because of a walk to a male batter.
4. Batting order: The batting order may not exceed fifteen players on a roster and must list men and women separately and followed alternately, such that two batters of the same sex may never bat consecutively.
5. **Rules not specifically mentioned will be governed by S.C.M.A.F.**



CITY OF MONTEBELLO
RECREATION AND COMMUNITY SERVICES
SPORTS DEPARTMENT

OFFICIAL ROSTER & PLAYER WAIVER FORM

| |
|-------------------|
| Season: <u>ff</u> |
| Division: _____ |
| Team: _____ |
| Sport: _____ |

TEAM NAME: _____

MANAGER'S NAME: _____

Important: Read Before Signing

I understand the risks and dangers inherent in a competitive and/or recreational adult softball program and intending to be legally bound. I hereby agree to assume all risks and liabilities and to release the City of Montebello, it's employees, agents and representatives for damages, injuries, or even death which may result from my participation in said activities and agree to hold the city harmless from any and all liability and agree not to sue the City of Montebello, it's employees, agents and representatives for any reason. I understand that the City of Montebello does not provide accident insurance coverage.

By signing, the participants agree to the terms set forth and to follow all rules set forth by the city, including the 'Code of Conduct' and League Rules & Regulations.

| PLAYER'S FIRST/LAST NAME | SIGNATURE | PHONE NUMBER | SHIRT SIZE |
|--------------------------|-----------|--------------|------------|
| 1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |
| 5) | | | |
| 6) | | | |
| 7) | | | |
| 8) | | | |
| 9) | | | |
| 10) | | | |
| 11) | | | |
| 12) | | | |
| 13) | | | |
| 14) | | | |
| 15) | | | |
| 16) | | | |