



Office Copy ONLY

City of Montebello
Recreation and Community Services
Sports Department
**ADULT BASKETBALL LEAGUE
REGISTRATION FORM**

Season: _____
Division: _____
Team: _____
Sport: _____

- All Games are played at the Cathy Hensel Gymnasium.
- 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.

- Sunday Mornings - Mens League
- Monday Nights- Mens League
- Tuesday Nights- Mens League
- Wednesday Nights- Mens League
- Thursday Nights- Mens League

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 ____



ORIGINAL to League Coordinator / COPY to Team Manager

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 League fee of \$320 prior to the start of the season. Failure to comply will result in team being dropped from the league.*
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 4TH game.*
8. *Make all changes to roster form prior to the start of the 4TH 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 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 to the 'Code of Conduct'.*
13. *Serve as an example in demonstrating good sportsmanship and insuring their team conduct themselves in a proper manner.*
14. ***I acknowledge that all League fees are due in full by the completion of my team's second game. I acknowledge that I must play all scheduled games (10 or 12) and I am responsible for forfeit fees for all scheduled games. 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 \$70.00 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 it's employees, agents and representatives free and harmless from any and all liability.

Manager's Signature

Date



Team Manager keeps this copy.

City of Montebello
Recreation and Community Services
Sports Department

ADULT BASKETBALL

LEAGUE RULES

The following rules and regulations, as well as those of the National Federation of State High School Associations (NFHS) Rule Book will govern all teams and games in the City of Montebello Basketball Adult Basketball League.

ARTICLE I

A. *OBJECTIVES:*

1. To promote, develop and conduct a fun, recreational adult basketball league.
2. To promote standards of good sportsmanship.
3. To promote wholesome physical and activity.

ARTICLE II

A. The administrative duties and final authority shall be vested by the City of Montebello Sports Department, whose responsibility is to set forth and maintain such rules and regulations as are necessary to govern the recreation league.

B. *The duties shall be:*

1. To settle disputes and define rules as set forth in these articles and in the NFHS Official Basketball Rule Book.
2. Rule on protests.
3. Take appropriate action on all problems and issues that may arise from competition among participants of the league.

Finances

1. *Team registration fees*

- a. Must be paid in full prior to participation of the 4th scheduled league game. Registration is accepted at the Cathy Hensel Youth Center (236 S. George Hensel Drive) via debit/credit with a 3% processing fee.
- b. Payment can also be made by cash, or check with no fee at Henry Acuna Park (1700 W. Victoria Avenue). Checks should be made payable to the "City of Montebello".
- c. Team registration fees are non-refundable except in the event that the league is canceled by action of the City of Montebello Department of Recreation and Community.
- d. ***If entire league fee is not paid prior to START of team's fourth scheduled game, all league fees will be forfeited and the team will be dropped from the league.***

2. **FORFEITS**

- a. A \$72.00 forfeit fee will be in effect. If a team forfeits a game, a \$72.00 payment will need to be paid in cash to the League Coordinator, prior to the next scheduled game. If not paid, the team will receive a second forfeit. If the team does not pay both forfeit fees, they will be removed from the league. If the team manager is present at the time of the forfeit, he may pay a forfeit fee of \$40.00 the day of to avoid paying \$70.00 prior to next scheduled game.
- b. If one team is present with at least four (4) players officially signed in and the opposing team does not have at least four (4) players signed in, the game cannot start. If the team without enough players does not have enough players to start the game (4) within 10 minutes of the official start time, they will forfeit the game. **If both teams do not have at least four 4 players, both teams will forfeit and pay the forfeit fee of \$72.00 prior to the start of their next scheduled game.**

3. **Official's fees**

- a. A \$36 fee (cash only) per game, per team, **must** be paid prior of the beginning of the second half. Fee must be paid to the official scorekeeper. Game will not continue until official's fees are paid in full. Teams failing to pay the fee will forfeit the game and be subject to paying the forfeit fee.
- b. Official's fees are not refundable under any circumstance unless deemed appropriate by the League Coordinator. Any manager or player requesting a refund of Official's fees can result in his team forfeiting the game.
- c. Any player accused of or attempting to take back referee fees, or any attempt to take said fees will result in a lifetime ban from any and all City of Montebello Adult Sports Programs.

ARTICLE III

A. **LIABILITY**

1. Persons or players participating in an activity sponsored by the City of Montebello Recreation and Community Services, Sports Department are not covered by insurance, or in any other way, i.e. personal injury or property damage.

ARTICLE IV

ROSTERS

1. Final rosters are due prior to the start of the team's fourth scheduled game.
2. Each team will be limited to 12 players including a Player/Manager.
3. Players are required to personally sign the Official Roster before they are eligible to play for a team.
 - a. No nicknames will be accepted. The correct first and last name of each player is required.
4. A change of team manager must be reported to the League Coordinator immediately.
5. Any players playing or attempting to play under an assumed name will be banned from the league AND all games in which he/she participated before such deception is discovered shall be declared forfeited.

6. All players must be at least 18 years of age to play on a team. I.D. may be requested prior to game by league representatives (i.e. scorekeepers, officials, League Coordinator).
7. Players who have signed a roster with a team cannot participate with another team in the same division.
8. A team that does not pay their team registration fee and is dropped from the league will be subject to team's entire roster being banned until team fee is paid.
 - a. All games played with an ineligible player will be forfeited. NO EXCEPTIONS.
 1. An illegible player is defined as follows:
 - 1a. Any player not on the final roster
 - 1b. Any player that has not signed the official final roster
 - 1c. A suspended player (either from the same league or serving suspension for ejection from another league). Example: Player ejected on Tuesday is ineligible on Wednesday, Thursday, Friday, Saturday, Sunday, Monday and the following Tuesday unless the suspension for longer than one week.
 - 1d. Any player that is not at least 18 years old.
 - 1e. Any player deemed ineligible by the Sports Office Staff.
 - b. Any player attempting to play for another team within the same division will be expelled from the remainder of the season.
8. **Add/Drop:** The last game to add/drop players is the teams' third scheduled game of the season, prior to the start of the game. Exceptions may be made at the discretion of the League Coordinator.

ARTICLE V

A. RULES GOVERNING PLAY

1. **Minimum players:** A team may play an entire game with four (4) players.
2. **Uniforms:**
 - a. Teams will be expected to provide their own uniform game jerseys.
 - b. All team players must wear the same color jersey as well as be numbered permanently (i.e. no tape, no hand written markings) by the third week of the season.
 - c. On the third week, should a player not wear the appropriate jersey, the team will receive a "technical foul".
 - d. On the fourth week thereafter, a player not wearing a jersey as specified will be ineligible to play until the player has the appropriate jersey.
 - i. **EXCEPTION:** Teams having at least four players at the start of each game are eligible to play with a technical foul assessed to the team. **Any other exceptions are at the discretion of the League Coordinator and the Montebello Sports Department.**
3. **Equipment:** The Recreation Department will furnish all game balls. The Official game Ball of the Adult Basketball Leagues will be the "Wilson Evolution"
4. **Officials:** The City of Montebello Recreation and Community Services Sports Department shall provide game officials.
5. **Scorer & Timer:** The City of Montebello Recreation and Community Services Sports Department shall provide an official scorer and timer each game.

6. **League Site:** Cathy Hensel Youth Center, 236 S. George Hensel Dr.
7. **Game Schedules:** Games are scheduled by the League Coordinator. Times and dates are subject to change by the League Coordinator.
8. **Game Time:**
 - a. Two 20 minute timed halves: The clock will run as a running clock (with exception of time-outs, injuries only).
 - b. Three minutes will be allowed for half time.
 - c. If a team is winning by 10 points or more with two minutes or less to play in the second half, the clock will continue to run. If 9 points or less, the clock will stop on all dead balls including the time-outs.
 - d. **24-Second shot clock**
 - i. During the final FIVE minutes of the second half, a 24-second shot clock will be in effect.
 - ii. During the final minute of any over-time period, a 24-second shot clock will be in effect.
 - iii. The shot clock will be started when:
 - a) An inbounds player touches the ball following a throw-in.
 - b) A team first gains possession of the ball following a jump ball, rebound on a try that hits the rim OR loose ball.
9. **Time-Outs:** Two per half, non-cumulative. If overtime occurs, there will be one (1) additional time-out per team.
10. **Tie Game:**
 - a. Regular season – In case of a tie game, a three (3) minute overtime period will be played. Last minute stops clock. If score remains tied, the game will end with each team receiving a tie on their win-loss record.
 - b. Playoff and championship games - In case of a tie game, overtime periods (each three minutes in length) will be played until a winner is determined. Last minute stops clock.
11. **Substitutes:** A substitute player may enter if (or as soon as) the ball is dead or time-out, after first reporting to the official scorer. Players must be waved into the game by an official.
12. **Bonus Penalty:** A “One and One” will be awarded on the seventh (7) team foul. Two (2) shots will be awarded after ten (10) team fouls.
13. **Team Lineups:** Five minutes before game time the official scorer shall be supplied with the entire lineup, including players: first name, last name and jersey number. NOTE: All should be eligible players and starting players should be the first five.
 - a. **Player eligibility for games:** In order to participate in any game, players must be present and on his/her team’s game score sheet prior to the start of the second half. Player must check-in with the official scorekeeper upon his/her arrival.
14. **Play-Off Format:**
 - a. Players must play a total of 4 games in the regular season, in order to participate in the playoff(s) and championship games.

- b. In divisions with 8 teams or less, top six(6) teams make it to playoffs. In divisions with 9 or more teams, top eight (8) teams will make Semi-playoffs and winners will advance to playoffs/championships.
 - i. Semi-playoffs for 6 teams are played one week before playoffs/championships. 1st and 2nd place teams will receive a bye. 3rd place team plays the 6th place team and winner will advance to the playoffs. 4th place team plays the 5th place team and winner advances to playoffs.
 - ii. Playoffs/Championship games are played on the same day (1st place team will play the winner of the lowest seed. 2nd place team will play the winner of the highest seed.
 - iii. Semi-playoffs for 8 teams are played one week before playoffs/championships. 1st place team will play 8th place team. Winner will advance to playoffs. 2nd place team will play the 7th place team and winner will advance to playoffs. 3rd place team will play the 6th place team and winner will advance to playoffs. 4th place team will play 5th place team and winner will advance to playoffs.
 - iv. Playoffs/Championship games are played on the same day (1st place team will play the winner of the lowest seed. 2nd place team will play the winner of the highest seed.
 - c. In the event of a tie between two teams for a playoff spot, the tiebreaker will be awarded to the team with the better record in the head-to-head matchups in the regular season. If the tie can not be settled with the head-to-head matchups, the point differential in those games will decide the tie. (Example if “Team A” beat “Team B” by 12 points, and “Team B” beat “Team A” by 7 points, “Team A” will be awarded the tie breaker.
 - d. If the tiebreaker cannot be settled by the above rulings, the total points scored by each team in the regular season will decide the tiebreaker.
 - e. If the tiebreaker still cannot be resolved by any of the above a one game playoff will decide it.
15. **No hanging on rims:** If you bend or break a rim or the backboard, your team will be billed for the cost (approximately \$1000.00 for the backboard).
16. **Postponements:** A team will forfeit if unable to meet the schedule. No postponement will be allowed. However, the Recreation Department reserves the right to change the schedule.
17. **Code of Conduct:** ‘Code of Conduct’ applies before, during and after games.
18. **Technical Fouls:**
- a. If a player receives one (1) technical, he/she will have to sit out immediately for 3 consecutive minutes.
 - b. If a player is ejected from the game or receives two (2) technical fouls, he/she will be automatically disqualified from the game, and subject to the reinstatement fee. If reinstatement fee (\$25) is not paid prior to the start of the next scheduled game, the player will be deemed an ineligible player.
 - c. A total of five (5) technical fouls within one season and playoffs will result in automatic two game suspensions, a \$40.00 reinstatement fee and the player becomes ineligible for the playoffs for that league or any other City of Montebello Adult Sports Leagues during that current season.
 - i. If a player receives their 5th technical foul as their first technical in a game they will be eligible to finish the current game, but will be suspended from the teams following two games within that same league as well as two games from any other league that he/she currently plays.
 - ii. If the 5th technical is also the second technical of the game, the player will be suspended for the 2 games as stated in 18c, AND an additional game for having received a second technical foul within one game. (A total of three games and ineligibility for the playoffs).

- d. A total of five (5) technical fouls or two (2) ejections results in the player being ineligible for the remainder of the season and all other City of Montebello Adult Sports Programs.
(EXAMPLE: If a player receives 5 technical fouls in the Tuesday Night League, he/she can not play in any other leagues for the remainder of the Tuesday Night Season) ALSO: A TOTAL OF FIVE TECHNICAL FOULS RESULTS IN INELIGIBILITY FOR ALL LEAGUES.
EXAMPLE : 3 technicals on Wednesday Night and 2 technicals on Thursday night means the player can not play in ANY LEAGUES until the season is over.
- e. Technical fouls are given at the discretion of the referees. Technical fouls can and will be called for the following reasons:
 - 1. excessive arguing with officials
 - 2. excessively rough fouls or rough play (at the official's discretion)
 - 3. Slamming the ball down or throwing the ball to create a delay in the game or to show-up an official
 - 4. Arguing scores, fouls, timeouts, or just distracting the scorekeeper from doing his/her job
 - 5. cussing (referee's discretion)
 - 6. uniform violations
 - 7. damage or vandalism of the gym or gym property out of frustration or for any reason (also includes automatic suspension)
 - 8. lack of respect for scorekeepers, staff, officials or other players

19. ***Ejections:***

- a. Any time a player is ejected he/she **must** leave the gymnasium, and the entire facility for the remainder of the game, within two minutes. Failure to leave the facility will result in that player's team to forfeit the game and furthermore the player will be suspended a minimum of 7 days from participation in any other adult sports leagues provided by the City of Montebello.
 - 1. **Example** If a player is ejected on a Tuesday Night he/she will not be able to play on Wednesday, Thursday, Friday, Saturday, Sunday, Monday, and the following Tuesday. The player will be eligible again on the following Wednesday. i.e. ejected on the 7th = eligible on the 15th unless the suspension is for more than one week or one game.
- b. The player will also be suspended from playing in his/her team's next scheduled game. If the team does not have a game the following week, the player will be suspended until he/she misses a scheduled game (whether it is a regular season or playoff game) The League Coordinator and Department of Parks & Recreation reserve the right to impose heavier penalties on the players ejected should they find it necessary.

20. **Any player ejected from a game will be required to pay a \$20.00 reinstatement fee before his/her next scheduled game. NO EXCEPTIONS.**

- 21. If a team only has four players and a player is ejected, the game is an automatic forfeit.
- 22. ***Alcohol/drugs:*** The City of Montebello prohibits anyone to possess, exhibit, transport or drink any alcohol or any intoxicating beverage or substance on any City facility. If any team manager, coach, player or spectator is in violation of this rule, the team may have their game forfeited and may be subject to expulsion from the league with no refund.
- 23. ***Fighting:*** Instigating or participation in any hostile acts towards league participants, officials or recreation staff will not be tolerated. The League Coordinator will determine the length of suspension, of everyone involved, after investigation of the incident. There will be no protests/appeals accepted for a fighting suspension.
- 24. ***Blood Rule:*** Any game participant or official who is bleeding, or who has an open wound, or has 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.

ARTICLE VI

A. PENALTIES

1. Failure to comply with any rule stated above may result in:
 - a. Player ejection from the game.
 - b. Player suspension from the league.
 - c. Team forfeiture of game or games.
 - d. Team suspension from the league.
 - e. Other action deemed necessary by the League Coordinator and/or the Department of Recreation and Community Services.

B. PROTESTS

1. Protests may only be made on an official's interpretation of the rules.
2. The protesting team manager must inform the official scorekeeper and game officials at time of the alleged infraction of misinterpretation of the rules. The remainder of the game is being played under protest.
3. The team manager must turn in the protest writing to the League Coordinator within 2 working days of the alleged infraction.
4. A \$25.00 protest fee must be submitted to the Recreation Office, prior to review of the written protest by the League Coordinator. The League Coordinator will review the protest within 2 working days of receipt of the written protest. If the protest is unsuccessful, the \$25.00 will not be refunded. If the protest is successful the \$25.00 will be returned.

C. APPEALS (suspensions only)

1. A participant shall have the right to appeal a suspension greater than one game (not including the game in which he/she was ejected from) by notifying the League Coordinator in writing within 2 working days of the suspension.
2. The League Coordinator will review the appeal within 2 working days of receipt of the written appeal. Participant will remain suspended until appeal has been reviewed.
3. A \$25.00 appeal fee must be submitted to the Recreation Office prior to review of the written appeal by the League Coordinator. If the appeal is unsuccessful, the \$25.00 will not be refunded. If the appeal is successful the \$25.00 will be returned.



City of Montebello
Recreation and Community Services
Sports Department

REVISED: 12/4/17

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 other 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 other 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 speak 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 Basketball Rules.
 - 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 can not play in any other leagues)
9. The City of Montebello's Recreation and Community Services 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 of 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.



Manager must return to League Coordinator

City of Montebello
 Recreation and Community Services
 Sports Department

OFFICIAL ROSTER & PLAYER WAIVER FORM

Season:	_____
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 Basketball 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)			