



# **ADULT BASKETBALL MANAGERS' INFORMATION PACKET**

<https://www.teamsideline.com/sites/cityofsantamaria/home>

# ADULT BASKETBALL (Revised 5/20/2026)

**MANAGERS ARE RESPONSIBLE TO SEE THAT THEIR PLAYERS ARE FAMILIAR WITH THE "PLAYERS CODE OF CONDUCT" & ALL LEAGUE RULES AS STATED IN THIS PACKET.**

## **I. GOVERNING BODY**

The Recreation Supervisor in charge of sports shall serve as League Director and has final authority to make decisions pertaining to all Adult Basketball League rules and regulations. The Santa Maria Recreation and Parks Department shall determine the number, variety, and type of divisions.

## **II. MANAGERS'/PLAYERS' RESPONSIBILITIES**

- A. Managers must ensure their players know and understand SCMAF and City of Santa Maria Recreation and Parks Department rules and regulations.
- B. Each player is responsible for abiding by the Player Code of Conduct before, during, and after each game.

### **1. Gym Guidelines**

- A. The Recreation and Parks Department has granted the use of the various city facilities to conduct Adult Sports Leagues. This privilege can be revoked if teams do not abide by the following rules:
  - 1. Smoking is not permitted on city facilities or school grounds.
  - 2. Park in designated areas only.
  - 3. No outside food or drinks (other than water) are allowed in the gym.
  - 4. Vandalism of property (i.e. graffiti, hanging on rims, etc.) will not be tolerated.
- B. Spectators are also subject to the above rules: non-compliance by spectators known to be associated with a particular team may result in action being taken against said team.
- C. Bouncing basketballs or playing with basketballs on the sidelines or side courts is not allowed.
- D. Music is not permitted during league play due to safety concerns. No boom boxes, portable tailgate speakers or radios are allowed on the team bench and or spectator seating areas. Team managers are responsible for ensuring all team members and supporters adhere to this regulation to maintain a recreational atmosphere.

### **2. Alcoholic Beverages**

- A. Absolutely no intoxicants are allowed at City of Santa Maria functions. Players under the influence must leave the gym or his/her team will automatically forfeit their game.
- B. Managers, please inform your players and spectators that alcoholic beverages are not allowed.

## **III. SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION (SCMAF) PLAYERS' MEDICAL BENEFIT FUND (PMBF)**

- A. Spectators or players participating in any adult athletic activity are not covered in any way for personal liability, property damage, or accident injury.

- B. The SCMAF Benefit Fund included in team registration fees is not insurance. It is a fund established to give financial aid to those who have no medical insurance or other source of reimbursement for the injury incurred as a direct result of play. The maximum reimbursement that can be received by any one participant in a year for any one injury is \$500, dental injuries is \$200.
- C. **If an injury occurs, the team manager must file an Accident Report Form within 14 days of the accident with the League Director.**

#### IV. FORMAT AND SCHEDULE PROCEDURES

- A. To provide more balanced divisions for better play and competition, the League Director may shift teams from one division to another at the end of the first half of league play.
- B. Teams must play at the time, place, and date specified. **No exceptions.**
- C. **No schedule changes are allowed during the season.** If a team has a time conflict regarding a specific night of play or game time, the manager should note the conflict on the preliminary team roster at registration. **No Guarantees.**
- D. Each team is responsible for the **\$30.00** referee fee due at game time (Cash only please).
- E. Team Names and Acronyms: Must be appropriate for all audiences and may not contain profanity, sexual content, slurs, vulgar references, or culturally insensitive language. If a team name includes an acronym, the full name must be spelled out on the official roster for screening purposes.
- F. Uniform/Jersey designs and graphics: Must meet the same standard as team names and may not include profanity, sexual content, slurs, vulgar references, or culturally insensitive graphics.
- G. SMRPD Administration may require a team to select a new team name and/or modify graphics if deemed necessary.

#### V. ROSTER AND ADD/DROP SLIPS

- A. Please submit **Add/Drop Slips** to the Recreation and Parks Department Administrative Office, 615 South McClelland Street, at least **48 business hours prior to game time.** If a player's name is not on the waiver form on game day, the player will not be allowed to play. **Add/Drop Slips** will **NOT** be accepted at the gym. The deadline for Add/Drop slips once league play begins is four (4) business days after the team's first scheduled game.

**Once a team has been registered for league, only the designated team manager may add two (2) players to their original roster at the start of the season and then again at the designated mid-season.**

- B. **Adding Players** – The manager is defined as the person whose name appears at the top of the original team roster. Players may also be added during the designated mid-season, 48 business hours prior to game time. **Players added must be of equal or lesser ability. The League Director reserves the right to deny the addition of any player whose skill level is determined to create a competitive imbalance within the division.**

It is the manager's responsibility to ensure that player(s) being added are legal players. If it is verified at any time that a player is illegal, all games played with the illegal player will be forfeited and the manager and player will be immediately suspended for two (2) weeks,

including playoffs. Once a player is removed from the roster, it is permanent, and they may not be re-added to the same roster for the remainder of the season.

**NOTE: If, in the opinion of the league officials, a player(s) is too exceptional in ability to participate in any league, said player will be dropped from the team roster.**

- C. The League Director has the authority to make special exceptions regarding eligibility and roster procedures. Managers are responsible for maintaining their roster during the entire season.
- D. **Emergency Adds:** After the add/drop period has concluded, only emergency adds will be considered. A written petition is needed if, for example, a team loses significant players because of work, transfer, moving or injury. The team manager must explain **in writing** that his/her team is down to six (6) players, and the League Coordinator may consider adding a player. **You must give 48-business hours' notice prior to scheduled game time for emergency adds to be considered.**

## VI. TEAM AND PLAYER ELIGIBILITY PLAYERS

- A. All players must be at least 18 years of age, or turn 18 during the current season, to be eligible to participate.
- B. **Players may only play for one team during the entire season, including playoffs.** Once a player participates with a team, the said player must be released by the team manager prior to joining another team.

**Penalty:** If a player plays on more than one team, said player will be considered illegal and both teams he/she plays for will automatically forfeit all games in which said player participated. Said player will also be suspended for the remainder of the half.

- C. No player will be allowed to play if he/she is not on the official roster (located at the Recreation and Parks Department Administrative office).

NOTE: Player eligibility will be verified through some form of picture I.D. (preferably a state issued driver's license). **Players must show a picture I.D. to the scorekeeper at the first game of the season to play.** Players who do not have a valid form of I.D. must notify the League Director at least 48 hours prior to their first league game.

- D. Any player playing or attempting to play under an assumed name will be considered illegal. If a player is found to be illegal, the game will be forfeited. An opposing team's protest is not needed if the Department finds an error. If a team is found guilty of using, playing, or having knowledge of an illegal player, or player using an assumed name the minimum penalty is a two (2) week suspension for both the manager and the said player. Maximum penalty is a one-year suspension.
- E. Players must play in a **minimum of 4 regular season games** to be eligible for the playoffs. It is the manager's responsibility to check with the scorekeeper prior to playoffs to ensure which players are eligible. If players have not played in 4 regular season games, they may not participate in the playoffs. If a team is caught playing with an ineligible player during playoffs the team will automatically forfeit the game.
- F. If a player's name appears on more than one roster, the first team he/she plays for first shall commit him/her to that team.

## TEAMS

- A. Each team may carry a maximum of ten (10) players. Only players on the roster will be considered eligible to play.
- B. A team cannot enter more than one City sponsored basketball league in Santa Maria during the same season.
- C. First-Aid Kits **MUST** be provided by the team manager. Recreation staff may provide an ice pack for minor injuries during competition.

## **VII. PLAYING TIME/GAME RULES**

- A. Games will consist of two 20-minute halves running clock. During the last two minutes of each half, regulation clock will be used, unless a team is ahead by 20 points or more.
- B. Teams will be allowed two (2) time-outs per half. Time outs do not carry over.
- C. Official High School Basketball Rules for the recent season shall cover all situations except the following:
  - 1. Games will start on time even if no warm-up time can be given.
  - 2. Teams may start a game with four (4)-registered players. If a team does not meet the minimum four (4)-player requirement at game time, officials will signal the scorekeeper to start the game clock. The team not meeting the minimum player requirement will be allowed ten (10)-minutes before the game is forfeited. If the four (4)-player minimum requirement is met within the ten (10)-minutes allotted, the game will be played. The game clock will not be reset.
  - 3. There must be 48-business hour notice if you cannot make your scheduled game, and the team will receive a loss instead of a forfeit. Two forfeits may cause a team to be dropped from the league.
  - 4. A forfeiting team is responsible for the referee fees for both teams. The forfeit fees are due at the gym on game day or the following business day to avoid additional forfeits.
  - 5. In case of a tie game, an extra three-minute period will be played. **IF** the game is still tied at the end of the first overtime period, the second overtime period will be sudden death (must **win** by 2 points). The last minute of all overtime periods will be the regulation clock.
  - 6. One time out per team will be allowed during an overtime period. Time outs do not carry over.
  - 7. Only a captain (if on the court) or manager may talk to an official or the scorekeeper.
  - 8. The running summary score shall always be the official score throughout the game regardless of the score indicated on the scoreboard.
  - 9. Games will be stopped, along with the clock, because of any problems with teams or spectators at the officials' discretion. (Spectators are not to be on the team bench, but in the bleachers provided on the other side of the gym).
  - 10. Any player who commits his fifth foul is automatically disqualified from further play for that game. Said player may not remain in the game under any circumstances.

11. If a team is ahead by 20 points in either the first or second half, the clock will not stop during the last two minutes. Once the score deficit goes under 20 points the stop clock rule will go back into effect during the last 2 minutes.
12. Stopping Delays or Delay Tactic - Officials have the authority to stop the clock on game delays. These include:
  - a. Balls rolling away or under bleachers.
  - b. Injuries or other on-court disturbances.
  - c. Arguments (although these should not be tolerated).
13. **No Slam Dunking or attempting to slam dunk, grasping the rims or nets is allowed.** Penalty: Player will be ejected from the game and will serve an additional two (2) week suspension. The said player will also be placed on probation for the remainder of the season. Contact that occurs with the rims or nets to avoid potential injury is a judgment call to be determined by the officials.

#### **VIII. UNIFORMS/JEWELRY**

- A. Each team must have enough numbers so that each player participating will not have repeated numbers. Any numbers are legal. Players should keep the same jersey number throughout the entire season. Permanent iron on numbers must be affixed to jerseys. Numbers placed with markers, duct tape, sports tape, etc. are not allowed.
- B. Uniform tops need to be the same matching color, but do not need to be the same style. Players who show up with mismatching team uniform tops will not be allowed to play. It is highly recommended teams invest in reversible uniform tops. Shorts do not have to be the same color.
- C. In the event opposing teams have same color uniform tops, the “Away” team as listed on the divisional schedule will be required to wear the league pennies.
- D. Jewelry, including necklaces, bracelets, watches, earrings, and body jewelry, is prohibited during games. Taping over jewelry is not permitted. The prohibition of jewelry is primarily for safety reasons, as jewelry can be a hazard during the game.
  1. Exceptions: Only small, secured studs or posts worn above the chin are allowed.
  2. Medical/Religious Medals: Religious or medical alert medals are not considered jewelry and can be worn but must be taped and worn under the uniform.

#### **IX. CODE OF CONDUCT/SPORTSMANSHIP POLICY**

- A. The manager shall be the official representative of his/her team unless he/she designates one of the players as team captain prior to the game.
- B. The manager will be held responsible for all the rules as stated in this booklet.
- C. Managers are responsible to see that their players are familiar with the “Players Code of Conduct” and all league rules.
- D. Teams are responsible for their spectators and may receive a loss by forfeit if problems occur.
- E. Players receiving a Technical Foul for un-sportsmanlike conduct will be required to sit out for (5) minutes immediately following the Technical Foul or ejected from the game if necessary.  
**Note:** Unsportsmanlike Technical fouls accumulate during the season.

Second Technical Foul-Player will be ejected from the game and will serve a one game suspension. The said player will be suspended from additional games if necessary.

Third Technical Foul-Player will be suspended for the remainder of the season, including playoffs.

- F. No player, coach, or other bench personnel shall use profanity (vulgar language that is unacceptable in the general community) in a casual manner that is directed at the Officials, Scorekeeper, opposing players or spectators. In such cases it is still at the official's discretion to call a TECHNICAL FOUL. When casual profanity is audible to the Official, he/she will assess an automatic "TECHNICAL" on the offending individual and or team.

G. PLAYERS CODE OF CONDUCT

1. NO PLAYER SHALL: At any time lay a hand upon, shove, strike, or threaten another player or official. Officials are required to immediately suspend such a player from further play and report to the League Director. Such a player shall remain suspended until the League Director has considered his/her case.

MINIMUM PENALTY: Two (2) week suspension when games are played and placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension for life and/or assault charges filed.

2. NO PLAYER SHALL: Refuse to abide by official's decision. Officials are required to immediately suspend such a player from further play and report such a player to the League Director. Such a player shall remain suspended until the League Director has considered his case.

MINIMUM PENALTY: Placed on probation for remainder of season.

MAXIMUM PENALTY: Two (2) week suspension when games are played and placed on probation for the remainder of the season.

3. NO PLAYER SHALL: Be guilty of objectionable demonstrations of dissent at official's decision. PENALTY: The degree of infraction of this tenet of good sportsmanship shall, in the official's judgment draw:

MINIMUM PENALTY: Warning by the official.

MAXIMUM PENALTY: Removal from the game.

4. NO PLAYER SHALL: Discuss with an official in any manner the decision reached by such an official except the manager or captain. PENALTY: The degree of infraction of this tenet of good sportsmanship shall be in the official's judgment draw:

MINIMUM PENALTY: Warning by the official.

MAXIMUM PENALTY: Removal from the game.

5. NO PLAYER SHALL: Be guilty of using unnecessarily rough tactics in the play of the game against the body and person of the opposing player. Officials are required to immediately suspend player from further play and report said player.

MINIMUM PENALTY: Placed on probation for remainder of season.

MAXIMUM PENALTY: Two (2) week suspension when games are played and placed on probation for the remainder of the season.

6. NO PLAYER SHALL: Be guilty of physical attack as an aggressor upon any player, official, or spectator. Officials are required to immediately suspend the player from further play and report to the League Director. Such a player shall remain suspended until the League Director has considered his/her case.

MINIMUM PENALTY: Two (2) week suspension when games are played and placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension for life and/or assault charges filed.

7. NO PLAYER SHALL: Be guilty of abusive verbal attack upon any player, official or spectator. Officials are requested to immediately suspend the player from further play and report such player to the League Director.

MINIMUM PENALTY: Placed on probation the remainder of season.

MAXIMUM PENALTY: Two (2) week suspension when games are played and placed on probation for the remainder of the season.

8. NO PLAYER SHALL: Appear upon the field of play at any time with an alcoholic beverage or in an intoxicated condition. Officials are required to immediately suspend player from play and report suspension to the League Director for further consideration.

MINIMUM PENALTY: Two (2) week suspension when games are played and placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension for remainder of season.

9. NO PLAYER SHALL: Be guilty of gambling upon any play or the outcome of games with any spectator, player, or opponent. Officials are required to report violation of this rule to the League Director.

MINIMUM PENALTY: Placed on probation for remainder of season.

MAXIMUM PENALTY: Suspension for remainder of season.

10. NO PLAYER SHALL: Be guilty of using, playing, or having knowledge of an illegal player, or player using an assumed name.

MINIMUM PENALTY: Two (2) week suspension when games are played and probation for the remainder of the season.

MAXIMUM PENALTY: One (1) year suspension.

#### H. EJECTIONS/SUSPENSIONS/PROBATION/APPEALS PROCESS

1. PLAYER EJECTIONS: Any player ejected from a league game must immediately gather their belongings and leave the sports facility, which includes the team bench/dugout, field or court of play, spectator seating and parking lot.
2. Any player ejected from the game will serve an additional one (1) week suspension for unsportsmanlike conduct.

3. **SUSPENSION PERIOD:** Should a sports participant be placed on suspension during the regular season, including playoffs, said player or players may not participate or attend the adult sports program in which the incident occurred. Suspended individuals must remain away from the sports facility, which includes the team bench/dugout, field or court of play, spectator seating and parking lot until the suspension period has been served. Depending on the severity of the incident, suspension may extend to participation in other Department programs as well. Failure to comply will result in additional suspension as deemed necessary by the League Director.
4. **PROBATION DEFINED:** Any player who violates the “Players Code of Conduct” will be placed on probation for a time specified by the League Director. During this period, said player’s actions will be monitored for continued unsportsmanlike conduct. Any player exhibiting additional unsportsmanlike behavior while on probation will be subject to suspension for the remainder of the current season, including playoffs.
5. **SUSPENSION APPEALS PROCESS:** A sports participant shall have the right to appeal a suspension greater than two (2) weeks by notifying the Department Sports Supervisor, in writing, within three (3) days of the suspension. Department staff will review the written appeal within one week of receipt and confer with a Grievance Committee comprised of a Recreation and Parks Commissioner, neutral sports official and a neutral team manager. The participant shall remain suspended until the appeal process has been reviewed. Once the decision has been made by the appeals panel, it will be final.

I. SPORTSMANSHIP POLICY

1. Managers are responsible for the conduct of their players on the gym floor as well as the team bench. Players or managers found guilty of un-sportsmanlike conduct during games may be suspended from further league play. The League Director will make all decisions on player conduct, suspension, or expulsion when necessary.
2. Teams (including players, coaches, and spectators) participating in sport leagues that are sponsored by the Recreation and Parks Department, or where officials are furnished by the City, shall be expected to exhibit proper sportsmanship before, during and after all games.
3. The Department reserves the right to impose a “cooling off” period any time during the season that jeopardizes the integrity and safety of participants or spectators. This time will be imposed on parties involved in an unsportsmanlike incident to allow for an abatement of tension between involved parties to ensure not only their safety, but the safety of all league participants.  
In addition, this period allows ample opportunity for Department management to conduct a thorough investigation of the incident. Parties involved may be subject to immediate suspension from Department programs until case is reviewed.

**X. PROTESTS/FORFEITURES/REFUNDS**

A. PROTESTS

Protests shall not be received or considered if they are based on the judgment of the official.

1. All protests will be received if the following procedures are as follows:
  - a. Whenever a matter of protest arises during a game, the captain or manager of the protesting team shall immediately notify the head official, scorekeeper, and opposing manager of their intention to protest.
  - b. The “Intent to Protest” must be filed with the scorekeeper in writing before leaving the gym. This notice of intention to protest is mandatory, followed by the protest the

next day. (A \$10 fee is required the next day to file a protest. If the protest is granted, fee will be returned).

- c. All “protests” will be ruled on by the League Director and anyone he/she might ask for assistance.
  - d. If it is determined that a game needs to be replayed, said game will be replayed at the end of the half and only if it has playoff implications.
2. The intention to protest must be filled out after the game and not during the game. Just inform the official and scorer that you intend to protest.

## B. FORFEITURES

1. Teams forfeiting two games may be dropped from the league. All games won or lost by such a team in an unfinished round shall be stricken from the standings.
2. A game day forfeit constitutes the forfeiting team being responsible for paying the referee same fees for both teams (\$60.00). The forfeit fees are due at the gym on the same game day or within 48 hours at the Recreation and Parks Department Administrative office to avoid additional penalties.
3. Forfeits may be declared by the league director for any of the following reasons:
  - a. Failure to appear at the scheduled game time with at least four (4) eligible suited players. **TEAMS MUST START PLAYING AT GAME TIME IF THEY HAVE FOUR PLAYERS.**
  - b. Using an ineligible player, if called to the attention of the League Director, Officials, or Scorekeeper.
  - c. Un-sportsmanlike conduct.
  - d. If in the opinion of the officials, the manager does not have control of his team.
  - e. Continued harassment of the officials.
4. In the event of a double forfeit, both teams will receive a loss.
5. Teams using ineligible players in playoff games will have games forfeited immediately.
6. Officials will forfeit the game if team or teams are not on the floor and ready for the tip-off at game time.

**Forfeit Exception:** In the case where a team is comprised of a minimum of 3 First Responders/ Military personnel and the team is called to duty and they are unable to field a team because of those missing players only, the League Director has the authority to determine whether the game shall be made up at the end of the season.

**First Responders:** Fire including Hot Stove Crews, Law Enforcement, Medical personnel, City emergency crews, and PG & E Emergency crews and the like.

**Military:** Army, Navy, Airforce, Marine Corps, Coast Guard & National Guard.

7. A forfeited game results in a score of 20-0, with the winning team receiving 20 points and the forfeiting team receiving 0 points.

## C. REFUNDS

No refunds are given after teams have been placed into a division unless a replacement team can be found.

## XI. **PLAYOFF PROCEDURES**

- A. The Divisional championship will be determined by the first half winner playing the second half winner in a one game championship. If the winner of the first and second half happens to

be the same team, then the second-place team of the second half will play the first-place team for the division championship. When a team is moved up to a higher division after winning the first half and consequently wins the second half, the said team will play in the division championship of the higher division and the vacated championship position in the lower division will be filled by the next highest qualifying team based on second-half standings and existing tiebreaker procedures.

- B. The following order of precedence will be used to break ties in league standings.
1. Head-to-head competition between the teams involved in tie. (Team A being tied with Team B after the round robin. Team A defeated Team B in the round robin. Team A is declared the winner).
  2. Point differential in games between the teams involved in tie.
    - a) A, B and C are tied. Scores were:
      - A – 60, B – 55
      - A – 55, C – 44
      - B – 50, C – 33
    - b) A has a point differential of  $60 + 55 - 55 - 44 = 16$
    - c) B has  $55 + 50 - 60 - 33 = 12$       C has  $44 + 33 - 55 - 50 = -28$   
A is first; B is second; C is third.
  3. Point differential in all games between the teams involved in tie.
  4. Coin flip will be used as the last resort.

## **XII. OFFICIALS**

- A. Officials assigned to all league games shall have complete authority of the game and have the power to eject players, managers, sponsors, or any other person from the gymnasium for misconduct, delaying the game, or any other reason deemed necessary. The official's decisions shall be final, except for misinterpretation of the rules. All officials must submit a report to the Recreation and Parks Department, 615 S. McClelland Street, prior to leaving the facility, whenever a player or spectator has been ejected. Officials shall report the action of player/s who continue to direct remarks toward officials after being ejected from the game. Ejected players are subject to a two (2) game suspension which includes playoffs.