



ADULT VOLLEYBALL MANAGERS INFORMATION PACKET

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

ADULT VOLLEYBALL (Revised 9/19/24)

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

- A. The Recreation Supervisor in charge of sports shall serve as League Director and has final authority to make decisions pertaining to all Adult Volleyball rules and regulations.
- B. The Santa Maria Recreation and Parks Department shall determine the number, variety and types of leagues provided.

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 gym.
 - 4. No touching of rims or nets is allowed.
 - 5. 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 volleyballs or playing basketball/volleyball on the sidelines or side courts is not allowed.

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. Persons 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 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 **\$15.00** referee fee due at game time. (Cash only please). VENMO not accepted.

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

- A. **Add/Drop Slips** will **NOT** be accepted at the gym. The deadline for add/drop slips is four (4) business days after the team's first scheduled league game. Please submit the 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 the player's name is not on the waiver form on game day, the player will not be allowed to play.
- B. **Adding Players** – **Once a team has registered for league, only the team manager may add two (2) players to their original roster. Coed Teams may add two (2) men and & two (2) women.** The manager is defined as the person whose name appears at the top of the original team roster. Players may also be added during at mid-season, 48 business hours prior to game time. **Players added must be of equal or lesser ability.**

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 when matches are played, including playoffs. Once a player is removed from the roster they may not be re-added to 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**

- A. All players must be at least 16 years of age unless the Recreation Department gives special permission. Players under 18 years of age must submit a signed parent permission slip included with the team roster at registration to play in league.
- B. **Players may play on more than one team during the entire season. For playoffs, individuals must choose their team of preference within same division.** To maintain balanced divisions,

upper division players who are too exceptional in ability are discouraged from participating in the lower divisions.

- C. Players will **NOT** be allowed to participate if they are not listed on the official waiver/roster form at the gym. Original copies of the team rosters are only located at the Recreation and Parks Department Administrative Office.

NOTE: Player eligibility will be verified through some form of picture I.D. (preferably a driver's license). **Players must show a picture I.D. to the official at the first game 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 match will be forfeited. An opposing team's protest is not needed if the Department finds the 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 from all teams for both the manager and the said player. The maximum penalty is a one-year suspension.
- E. Players must play in a **minimum of 4 regular season matches** 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 matches, they may not participate in playoffs. If a team is caught playing with an ineligible player during playoffs the team will automatically forfeit the match.
- F. If a player is found to be illegal, when the error is noticed, the match will be forfeited. An opposing team's protest is not needed if the department finds the error.
- G. Teams may carry a maximum of fourteen (14) players on the roster. However, only ten (10) players can participate in any given match. Only players officially listed on the roster will be considered eligible to play.
- H. First-Aid Kits **MUST** be provided by team the manager. Recreation staff may provide an ice pack for minor injuries during competition.

VII. PRE-GAME/MATCH RULES

- A. Official High School Volleyball Rules for the present season shall cover all situations including the following:
 1. Teams supply game ball. Men's net height is 7'11 5/8". Women's net height is 7'4 1/8".
 2. Team managers are required to submit a team line-up card to the game referee prior to match time. Teams scheduled to play multiple matches in one day must submit multiple line up cards. Line-up cards will be used to confirm player eligibility for playoffs.

Official Line-up Card: Players listed on the line-up card must be inside the gymnasium or playing court at game time. No exceptions. After the game has started, all additions and/or changes to the line-up card must be made by notifying the game referee. Line-up cards will be provided by the Department and will be available at the gymnasium only.
 3. Official will flip a coin once for first service or choice of sides and then alternate each team during the following two games.
 4. Teams must be ready to play at match time. Teams may start the match with four (4) players. If the first game of the match is forfeited, the official will wait fifteen minutes after match

time to forfeit the second game and half an hour after match time to forfeit third game. MATCH TIME IS FORFEIT TIME.

5. The 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.
6. All matches will be played as Rally Game Format. Matches will be divided into three (3) games. Games 1 & 2 will be played to 25 points with a 25-point cap. Game 3 will be played to 15 points with a 15-point cap. **All 3 games count in the league standings.** There will be a one-minute break between games and two 30-second timeouts per game.
7. Only the team captain/manager of the team may talk with the official concerning rule interpretations.
8. Substitutions are of two options: a) Unlimited, but only for one person the whole game. b) Rotation type.
9. There must be a 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.
10. Basketball goals are out of bounds unless in the official's judgment it was playable. A player may step onto the court to serve due to restricted space.
11. Multiple contacts are permitted on any first team hit, including a served ball. No attacking a served ball (No blocking a served ball). Let serve is permitted by rule.
12. Uniforms are not required. Appropriate attire and footwear should always be worn. **Jewelry shall not be worn during play.**
13. By rule, referees are not required to officiate a forfeited game.
14. Teams should arrive 10 minutes early on the first night of play to sign the team waiver form.

B. **COED RULES: (Official High School Rules will apply)**

1. Players must alternate positions on the court (male, female), regardless of the number of male players.
2. If the ball is played more than once, a female must hit the ball before it crosses the net (block does not count as a hit).
3. A legal team consists of six (6) players; however, teams may start with four (4) players. There must be at least one man on the court and 50% women. Acceptable combinations are: 3 men/3 women, 2 men/3 women, 2 men/4 women, 1 man/5 women, 3 men/2 women, 2 men/2 women, 1 man/3 women, 1 man /4 women.
4. Only in 3 men/2 women situations: This team will be forced to take a side out in the 3rd women's rotation. (i.e. Man/Woman/Man, Woman/Man/X: X=side out for opposing team). **MEN SHOULD NOT SERVE BACK-TO-BACK.** In rally scoring, X=point for opposing team and side out.
5. Co-ed net height will be 7' 11 5/8".
6. Back row blocking is allowed only when two women and one man occupy the front row. Only one man may come from the back row to the front row to block. The remaining man in

the back row may not attempt to be part of a block.

VIII. PLAYERS CODE OF CONDUCT

- A. NO PLAYER SHALL: At any time, lay hand upon, shove, strike, or threaten another player or official. Officials are required to immediately suspend players from further play and report such players 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 matches are played and placed on probation for the remainder of the season.

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

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

MINIMUM PENALTY: Placed on probation for the remainder of the season.

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

- C. 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 from the official.

MAXIMUM PENALTY: Removal from the game.

- D. NO PLAYER SHALL: Discuss with an official in any manner the decision reached by such an official except for the manager or captain. 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 match.

- E. NO PLAYER SHALL: Be guilty of using unnecessarily rough tactics during the game against the body and person of an opposing player. Officials are required to immediately suspend players from further play and report to the League Director.

MINIMUM PENALTY: Placed on probation for the remainder of the season.

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

- F. NO PLAYER SHALL: Be guilty of physical attack as an aggressor upon any player, official, or spectator. Officials are required to immediately suspend players from further play and report such players 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 matches are played and placed on probation for the remainder of the season.

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

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

MINIMUM PENALTY: Placed on probation the remainder of the season.

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

- H. NO PLAYER SHALL: Appear upon the court 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 said players to the League Director for further consideration.

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

MAXIMUM PENALTY: Suspension for the remainder of the season.

- I. 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 the remainder of the season.

MAXIMUM PENALTY: Suspension for the remainder of the season.

- J. NO PLAYER SHALL: Smoke while coming off or going on the court of play while in the match.

MINIMUM PENALTY: Warning from official.

MAXIMUM PENALTY: Removal from the match.

- K. NO PLAYER SHALL: Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision, or opinion of other players during the game. PENALTY: Officials are required to warn players guilty of infraction of this rule, and failure of such player to comply will result in removal from the match.

- L. NO PLAYERS OR MANAGER SHALL: Be guilty of using, playing, or have knowledge of an illegal player, or player using an assumed name.

MINIMUM PENALTY: Two (2) week suspension when matches are played for the team manager and said player.

MAXIMUM PENALTY: One-year suspension.

- M. EJECTIONS/SUSPENSIONS/PROBATIONS/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 a game will serve an additional one (1) week suspension for unsportsmanlike conduct.

3. Suspensions have no boundaries. If a player gets suspended or put on probation during the season, it may carry onto the next season and other sports if deemed necessary.
4. **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.
5. **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.
6. **SUSPENSION APPEALS PROCESS:** A sports participant shall have the right to appeal a suspension greater than one (1) week 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, a neutral sport official and a neutral sports team manager. 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.

N. 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. 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 period 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.
4. 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 the case is reviewed.

O. PROCEDURES FOR UNSPORTSMANLIKE CONDUCT VIOLATIONS

1. **Warning:** For a first minor offense, a yellow card is administered by the referee. The warning shall be recorded on the score sheet.
2. **Penalty:** For a second minor offense by the same individual, or a single, flagrant offense, a red card is administered. A point/side out is awarded to the opponent, and the penalty is recorded on the score sheet.
3. **Disqualification:** For a third minor offense by the same individual, or a single flagrant

offense, the yellow and red cards are displayed apart. The offender is disqualified from further participation in the match and removed from the facility. The disqualification is reported on an Incident Report Form.

4. Forfeit: If the disqualified individual violates the conduct rule following disqualification, the offender's team shall forfeit the game and any subsequent games remaining in the match.
5. All cards carry over from game to game throughout the match.
6. When misconduct occurs on the bench and officials cannot determine the specific offender(s), the warning or penalty will be assigned to the captain/manager.

IX. PROTESTS/FORFEITURES/REFUNDS

A. PROTESTS

1. Protests shall not be received or considered if they are based on the judgment of the official.
2. All protests will be received if the following procedures are followed:
 - a. Whenever a matter of protest arises during a match, the captain or manager of the protesting team shall immediately notify the head official, scorekeeper, and opposing manager of this intention to protest.
 - b. The "Intent to Protest" must be filed with the official in writing before leaving the gym; this notice of intention of 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, the 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 a game needs to be replayed, it will be replayed at the end of the half and only if the game would affect the outcome of the league.
3. 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.
4. Opposing teams still have one week to bring to our attention (by protest) any illegal player action.

B. FORFEITURES

1. Teams forfeiting two (2) successive matches may be dropped from the league and all games won or lost by such a team will be stricken from the standings.
2. The League Director may declare forfeits for any of the following reasons:
 - a. Failure to appear at the scheduled game time with at least four eligible players. Forfeits will be declared at scheduled game time. **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.
 - c. Un-sportsmanlike conduct.
 - d. In the opinion of the officials, the manager does not have control of his players during a match.
 - e. Continued harassment of the officials.
3. Any team calling the League Director 48 business hours in advance (by Thursday 4:00 p.m.) to forfeit a match will constitute in crediting the winning team with participation (game credited

to the four-game playoff minimum). Game time forfeits will constitute in crediting only those players listed on both team line-ups for that game only.

4. In the event of a double forfeit, both teams receive a loss.
5. Two forfeits could eliminate a team from league play, including playoffs.
6. Teams using ineligible players in playoff games will have games forfeited immediately.
7. A match day forfeit constitutes the forfeiting team being responsible for the referee fees for both teams (\$30.00). The forfeit fees are due at the gym on the same game day or within 48 hours at the Recreation and Parks Department to avoid additional penalties.
8. Officials will forfeit the game if the team or teams are not on the floor and ready to play at match time.

Forfeit Exception: In the case where a team is comprised of a minimum of three (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 constitute whether the game shall be made up at the end of the season.

First Responders: Fire including Hot Shot 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

C. REFUNDS

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

X. **PLAYOFF PROCEDURE**

- A. Divisional playoffs will be determined by the top teams in the final league standings participating in the championship match. Playoffs for 4, 5, or 6-Team divisions will be top two (2) teams or 1st half winner vs. 2nd half winner if teams are moved at mid-season. 7-Team division will be top three (3) teams. 8-Team division will be top four (4) teams.
- B. The match will be best 2 out of 3 games and played as Rally Game Format. Games 1 & 2 will be played to 25 points with a no point cap, must win by 2 points. Game 3 (if necessary) will be played to 15 points with no point cap, must win by 2 points.
- C. **PLAYOFF TIE-BREAKER**
 1. Head-to-head competition between the teams involved in tie (if no clear winner see #2).
 2. Point differential in games between the teams involved in tie (if no clear winner see #3).
 3. Point differential in all games between the teams involved in tie (if no clear winner see #4).
 4. Coin flip will be used as last resort.

XI. **OFFICIALS**

- A. Officials assigned to matches shall have complete control and may issue yellow/red cards at their discretion and have the power to ban players, managers, sponsors, or any other person from the players' bench or from the gymnasium for misconduct, delay tactics or any other reason. Officials' decisions shall be final, except for misinterpretation of the rules. All officials shall submit a report to the League Director within twenty-four hours of any un-sportsmanlike incident. Officials shall report the action of players who continue to direct remarks toward officials after having been banned from the game. A two (2) week suspension will be assessed to anyone refusing to abide by the official's decision.