

## BASKETBALL MANAGER’S HANDBOOK

**Questions? Contact:** Lauren Chumbley, Recreation Coordinator

**Phone:** 805-658-4738

**Email:** [lochumbley@cityofventura.ca.gov](mailto:lochumbley@cityofventura.ca.gov)

**Fax:** 805-648-1030

### LEAGUE DETAILS

	Seasons	Day(s) of the Week	Location
<b>Open</b>	Spring, Summer, Fall	Sunday, Tuesday, & Thursday	Westpark Gymnasium

### LEAGUE FORMAT

The City of Ventura Basketball League currently utilizes an 8-game league format. Teams will play a guarantee of 8 games.

#### CLASSIFICATION GUIDELINES

**Open Classification:** This league is open to anyone who wants to play of any skill level. There is no skill level requirement or differences in classifications on each day. Choose the day that works best for your team.

### REGISTRATION REQUIREMENTS

#### GENERAL INFORMATION

The City of Ventura requires each manager to complete a team roster and turn it into the Adult Sports staff at your first scheduled game. Registration must be paid in full to be eligible to participate. Rosters must have a minimum of 6 and a maximum of 12 players listed. Signatures for each player must obtained prior to their first regular season game

Upon filing the roster, each manager agrees that they have read the rules and regulations and further agrees that they will conduct themselves and control their team in accordance with all policies, rules, and regulations.

#### LEAGUE AND GAMEDAY FEES

- **Complete registration fee:** \$325
- **Referee fees:** \$40 per team, per game and due at game time.

#### ROSTERS REQUIREMENTS

Each team manager will receive a manager’s packet which includes all documents provided by the City of Ventura that must be signed by every player and returned to Adult Sports staff. This includes the participation agreement, code of conduct, and league rules. Each team is limited to 15 players.

#### SCHEDULES & STANDINGS

**Visit:** [www.teamsideline.com/ventura](http://www.teamsideline.com/ventura)

#### PLAYOFFS

Tuesday and Thursday leagues: The top 8 teams in each division will advance to the playoffs the week after the regular season ends. Playoff standings will be updated after the completion of the regular season.

The playoffs will be a single elimination bracket, completed over the course of 2 nights. Playoff eligible teams will be seeded based upon win/loss record and points scored for and against.

Sunday league: All teams from both divisions will advance to the playoffs and will play teams in the opposing division.

The playoffs will be a single elimination bracket, completed over the course of 3 days. Playoff eligible teams will be seeded based upon win/loss record and points scored for and against.

Please bring your ID to the staff on site at your playoff game. Each player's attendance will be counted based on the names written on the check-in sheets each week.

### **TIE BREAKER PROCEDURES**

- Winning percentage
- Head-to-head
- Head-To-Head Differential
- Common Opponents
- Strength of Schedule
- Total Points Differential
- Lowest Number of Forfeits
- Coin Toss

## **MAKE UP GAMES & FORFEIT POLICY**

---

### **WEATHER & UNFORESEEN EVENTS**

Any cancelled games due to unexpected facility closures shall be made up at the end of the season. The cancelled games shall be replayed in the order of their cancellation the first week after the conclusion of the regular season. If time does not permit, City of Ventura Adults Sports staff has the right to waive the replay of games missed. Make-up games may be played on weekday evenings or weekend days or nights, depending on gym availability.

### **FORFEITS**

If your team must forfeit for any reason, you must report 24 hours ahead of your scheduled game time. If you fail to contact City of Ventura Adult Sports staff 24 hours in advance, the full official's fees (\$80) will be due in full, prior to your next scheduled game. Failure to pay this fee may result in a second forfeit, and/or removal from league play. You may call Lauren Chumbley at 805-658-4738, or email [lchumbley@cityofventura.ca.gov](mailto:lchumbley@cityofventura.ca.gov) to confirm your forfeit. Failure to call will result in the forfeiture of the next game, and your team may be dropped from further league play.

## **PLAYER ADD, DROP & SUBSTITUTIONS**

---

### **ADDS**

All rosters are located on site at the Westpark Community Center Gym. If you need to add a player to your roster, please find the adult sports staff on site and have the player sign your submitted roster.

Please note that a player must be present & signed in on check-in sheet for at least 3 games throughout the season to be eligible for playoffs. It is your responsibility to sign in each player on the check-in sheet at every game.

## **DROPS**

If you have a player that is no longer playing for your team, please find the adult sports staff on site and remove them from your current roster.

## **SUBSTITUTIONS**

If you are in need of a substitute for one or more games, but they are NOT joining your team, please mark “sub” on the blue game day line-up card next to their name.

## **FREE AGENTS**

If you need more players on your team, you can request the “free agent” list from Lauren Chumbley, by emailing [lchumbley@cityofventura.ca.gov](mailto:lchumbley@cityofventura.ca.gov).

You may not play for more than one team in the same division.

## **YOU CAN ONLY PLAY ON ONE TEAM PER DIVISION**

If your team plays on Tuesdays, a player on your team cannot play for another team Tuesday. You can play for another team on a different day.

**Exception:** If a team roster falls below six (6) roster players because of medical reasons, job transfer, work shift changes or any reasons making the player(s) in question unable to compete for the remainder of the regular season, the manager may appeal to the league coordinator to add a player(s) to bring the roster up to six (6) players. This exception applies to regular season games only. No additional players may be added for playoff games.

## **ILLEGAL PLAYERS**

Players must use their own/roster names when playing. Any team that willfully falsifies a player’s name in a game or has a player participating under an assumed name loses that game, and the manager or person responsible may be suspended.

## **RULES**

---

### **GENERAL RULES**

**Rules not specifically mentioned** will be governed by the California Interscholastic Federation (CIF) rules.

**No food or drinks are permitted in the gym.** No alcoholic beverages are allowed before or during the games. Any area considered part of the City of Ventura Adult Sports facilities will be governed by this provision.

**Games may be forfeited by the referee** if a team persists in using tactics that delay the progress of the game.

**Official’s payment of \$40 is due to the scorekeeper before each game.** In case of only one referee being present, the game must still be played, and each team is still responsible for the \$40 official’s fee.

**On the seventh team foul**, a player will shoot 'one and one'; on the tenth team foul, a player will shoot 'double bonus' or two free throws.

**If a team commits two consecutive fouls in the last two minutes of the game**, a player will shoot 'one and one', regardless of total team fouls.

**Flagrant Fouls are not permitted at any time.** A technical foul and 10-minute sit-down penalty will be enforced for any player committing a flagrant foul.

**All technical fouls** other than for procedural matters will result in a 10-minute sit-down from the game (running game clock). Two technical fouls in the same game will result in an ejection of the player and a one-week suspension from league play. Four technical fouls in one season will result in forfeiture of playoff privileges for player.

**A player receiving an "unsportsmanlike" foul will sit-down 2 minutes (running game clock) of the game.** If the player receives another "unsportsmanlike" foul, they will be issued a technical foul and be required to sit-down for 10 minutes (running game clock) of the game.

**The clock will run while fouls are administered**, unless the score is single digits in the last two (2) minutes of the game.

**An "unsportsmanlike" foul** will be administered by an official who feels that the player cannot control their emotions or play. It is considered a judgement call and can be issued for several offenses. A player with prior history of rough play, use of foul language, or unsportsmanlike behavior may be issued an 'unsportsmanlike' foul. An 'unsportsmanlike' foul will not be considered a personal foul and NO free throws will be awarded to the opposing team.

**Two (2) free throws will be awarded** to the opposing team for any technical or flagrant foul.

**Any threats, verbal abuse, or physical contact** towards a Referee, Scorekeeper, or Player will result in an automatic suspension from league play. The length of suspension will be determined by League Staff based on the severity of the action.

**Teams will receive (3) three timeouts per game**, with 1 additional time out, per overtime if a game goes to overtime. Timeouts will be 1 minute in length and can be used at the team's discretion.

**Substitutes shall enter the game only when signaled in by the official(s).** Substitutes must also check in with the scorekeeper. Players can only approach the scores tables as substitutions.

**During a free throw**, lane spaces may be occupied by a maximum of four defensive and two offensive players.

**Official Time:** Games must start at the scheduled game time if the preceding game is completed and both teams have four (4) or more rostered players. No games may start with fewer than four (4) legal rostered players.

**A regulation game will consist of two halves.** Each half will be 20 minutes in length. A three (3) minute intermission will be allowed between the first and second halves, time permitting.

**The last two minutes of the second half** will be played with a stopped clock if the teams' point totals are within single digits of each other. (Under the stop clock rule, the clock will stop with the referee's whistle)

**In case of a tie score at the end of regulation**, teams shall play a three-minute extra period. A running clock will be used throughout the overtime period unless the teams' point totals are within single digits of each other in the final minute, in which case the clock will stop on the referee's whistle. The team ahead at the end of this extra period shall be designated the winner.

**A maximum of three overtime periods of three minutes each will be allowed.** If at the end of three overtime periods the score remains tied, the game will be recorded as a tie game.

## **JERSEYS**

Shirts of similar color and design with numbers on the back are required of all players.

## **JEWELRY**

To prevent potential injuries, jewelry such as wrist watches, bracelets and neck chains, may not be worn by any player.

## **EQUIPMENT POLICIES**

### **Basketballs:**

Basketballs are provided, but you are encouraged to bring your own game ball.

## **CODE OF CONDUCT**

---

**The following Code of Conduct for the City of Ventura Basketball leagues shall immediately be in effect.** The City reserves the right to interpret any rule in accordance with the philosophy and goals of the Adult Sports Program and the City of Ventura. It is the responsibility of the team manager to enforce and abide by the following Code of Conduct. Team managers shall be responsible for the conduct of their players and fans associated with their team, before, during and after their game.

**Depending on the severity, frequency and circumstances related to an infraction, a sequence of progressive disciplinary action may be used at the discretion of the City of Ventura Adult Sports Staff.** It should be noted that any step(s) in the discipline process might be passed or eliminated in applying disciplinary action. The progressive discipline process may progress as follows:

1. warning to team manager or player
2. team member or fan removed,
3. player or team suspended from the league. Rules of the game and any misconduct violations relating to the field of play shall be enforced by the on-site umpire.

**Any player committing a Major Infraction listed below will immediately be ejected from the game and will not be allowed to play or attend games for (1) calendar week and will be required to leave the field of play.** An email will be sent to the manager of the team, notifying them of the suspension and the date the suspended player may return to league. Progressive disciplinary action may be taken with repeat offenders.

## **MAJOR INFRACTIONS**

---

**Physical Contact with Official, Player or Fan:** No team member shall at any time lay a hand on, push, strike or threaten to strike an Official, Staff, Player or Fan.

- **Penalty:** Any physical contact against another person in an aggressive manner, before, during or after a league game will result in immediate ejection and suspension from all league play. Major Infractions, involving physical contact usually result in year-long suspensions.

**Verbal Abuse/Objectionable Demonstrations:** Players shall not verbally abuse any City of Ventura Official, Staff, Player or Fan for any reason. Players shall not make objectionable demonstrations or inappropriate gestures.

- **Penalty:** Immediate ejection and suspension from game. This violation results in an automatic (1) week suspension from league play. Progressive disciplinary action may be applied with repeat offenders.

**Unnecessary Rough Play:** Players shall not use unnecessarily rough tactics during the game against any other player or be guilty of physically aggressive play.

- **Penalty:** Immediate ejection and suspension from game. This violation results in an automatic (1) week suspension from league play. Progressive disciplinary action may be applied with repeat offenders.

**Consumption of Alcohol While on Premises:** The consumption of alcohol in City of Ventura Parks is NOT permitted and is punishable by law. The City of Ventura strictly bans the consumption of alcohol during games. Teams with player(s) consuming alcohol will forfeit games.

**Appeal Process:** A participant shall have the right to appeal a suspension greater than one week by notifying the City Adult Sports Supervisor in writing within 3 days of the suspension. City staff will review the appeal within 3 days of receipt of the written appeal. Participant will remain suspended until appeal has been reviewed.

## ADULT SPORTS LEAGUES - CODE OF CONDUCT

---

**In order to provide an atmosphere of fun and sportsmanship,** certain regulations are necessary and must cover all who are connected with the program. Violations of these simple acts of good sportsmanship and common courtesy will not be permitted to impact the program. The following regulations should be kept in mind and no person, player, manager, coach, or others in the program should be in violation of the following:

**Consuming alcohol before participating or while participating in an athletic contest.** Officials are required to immediately remove player(s) from the game, or if observed prior to game, prevent that person from playing.

**Intimidating or aggressive action** toward an official, spectator or other player will not be allowed.

**A physical attack** on an official, spectator or other player will not be allowed. Officials are required to immediately eject the player and report such player to the League Coordinator.

**No profane, obscene, derogatory or racial remarks** to an official, spectator or other player, or speak in such a manner as to cause a disturbance will be allowed. Officials are required to immediately eject such a person from the game.

**Participants shall abide by the official's final decision.** Officials are required to immediately eject the player from further play and report such player to the League Director for failure to comply with the decision. Only managers have the opportunity to speak with the official to protest a decision.

**Participants shall not use flagrant rough tactics in the play of the game against an opposing player.** Officials are required to immediately eject the player from further play and report such player to the league coordinator.

**Participants (managers, players, coaches, etc.) at no time shall falsify their own name or any other player's name on a team roster or scorecard to participate in a game.**

**There shall be no illegal players participating in any athletic contest.**

**Any participant (manager, player, coach, etc.) ejected from two contests during the season shall be suspended.** League Coordinator will determine if further action is needed.

**A player, manager, coach, or team spectator ejected or removed from an athletic contest** must leave the facility within two (2) minutes. The team manager will be responsible to remove the offender within the same two (2) minute period or forfeit the game. The person(s) will be completely removed from the game facility and under no circumstances may come back.

**The league coordinator may discipline and/or suspend teams, players, or managers** for incidents not specifically covered in this handbook and the code of conduct, but which might constitute poor conduct and/or are considered detrimental to the sports program and the City of Ventura Adult Sports Program

## **PARKS & RECREATION CODE OF CONDUCT**

---

See document for City of Ventura Parks and Recreation Code of Conduct.

[www.cityofventura.ca.gov/ParksRecCodeofConduct](http://www.cityofventura.ca.gov/ParksRecCodeofConduct)

## ATTACHMENT A - CODE OF CONDUCT

The City of Ventura Parks & Recreation Department strives to provide a safe and enjoyable environment for participants in city programs, services, and when using city facilities. With this in mind, the following rules of conduct have been established for the comfort, safety, and protection of all patrons and city staff.

### PLEASE DO:

---

1. Conduct yourself in a manner that is respectful to other patrons, participants, and staff.
2. Follow all posted and written rules along with verbal rules and directions provided by staff.
3. Follow all program, facility, and park specific rules and guidelines.
4. Respect all city property and the property of other patrons.
5. Check with staff prior to using any city equipment or rooms.
6. Secure all personal belongings. The city is not responsible for lost, damaged, and/or stolen items.
7. Dress appropriately for a public place. This includes wearing a shirt/top, pants/skirt/shorts, and shoes at all times (except when visiting the Ventura Aquatics Center).
8. Clean-up after yourself including putting all trash and recyclables in the proper receptacles.
9. Promptly notify staff of any hazards, problems, or Code of Conduct violations.

### PLEASE DO NOT:

---

1. Engage in disruptive behavior that endangers yourself or others.
2. Engage in conduct that damages or defaces any property.
3. Use profanity, offensive, intimidating, or demeaning language.
4. Engage in abusive or harassing behavior.
5. Smoke or use tobacco (in any form) inside buildings, breezeways, sidewalks, or on park grounds.
6. Consume or be under the influence of drugs, alcohol, or any other intoxicating or illegal substance while at a facility or participating in a program or activity.
7. Play audio equipment at a volume that disturbs others.
8. Bring animals (except service animals) into a facility or leave animals unattended outside the facility.
9. Use the restroom for the purpose of shaving, bathing, hair cutting, washing clothes, or other such uses it is not intended for.
10. Leave young children unsupervised.
11. Use any type of photographic equipment, including cell phones, in city locker rooms or restrooms.
12. Camp or sleep at city facilities or park grounds.
13. Bring weapons of any kind, even with a permit, to a city facility, program, or park grounds.

### CODE OF CONDUCT VIOLATION POLICY

---

The city may impose sanctions, including but not limited to those listed below, for any code of conduct violation(s).

1. Verbal Warning
2. Written Warning
3. Suspension from Facility and/or Program
4. Temporary or Permanent Expulsion from Facility and/or Program

Please note, based on the severity of the Code of Conduct violation, the Ventura Police Department may be called, and legal action taken.



**CITY OF SAN BUENAVENTURA, PARKS & RECREATION DEPARTMENT  
RELEASE AGREEMENT FOR ALL PARTICIPANTS**

**CITY OF SAN BUENAVENTURA RELEASE AGREEMENT IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE OR USE ANY CITY FACILITIES IN CONNECTION WITH THIS ACTIVITY, THE UNDERSIGNED AGREES TO THE FOLLOWING:**

**1. COVID-19 NOTICE AND ACKNOWLEDGMENT:** Although the City of San Buenaventura Parks and Recreation Department is following all County of Ventura, State of California, and CDC Guidelines, the undersigned acknowledges that he or she may still be exposed to COVID-19 during participation in this activity. The undersigned agrees to not participate in activities put on by the City or use any City facility if he or she has experienced a temperature of 100.4 degrees Fahrenheit or greater or any other symptoms of COVID-19, listed at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, within the 24 hours prior to participation in the activity or use of the City facility. The undersigned further agrees to not participate in activities put on by the City or use any City facility if he or she been exposed to COVID-19 or has a member of their household that was exposed to COVID-19 within the past 14 days. The undersigned acknowledges that City staff or volunteers may conduct wellness screenings of the undersigned prior to the undersigned's participation in activities or use of City facilities and that failure to undergo the screenings may result in the denial of entry to or participation in a City facility or activity.

**2. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE THE CITY OF SAN BUENAVENTURA, ITS EMPLOYEES, OFFICERS AND AGENTS** (hereinafter referred to as "releasees") from all liability to the undersigned, his or her personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim therefore on account of injury, contraction of illness, including any form of the coronavirus, to the person or injury to property of the undersigned, whether caused by any negligent act or omission of the releasees or otherwise while the undersigned is participating in a City activity or using any City facilities in connection with the activity.

**3. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS** releasees from all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the releasees right to indemnity or incurred on appeal) resulting from involvement in this activity whether caused by any negligent act or omission of the releasees, or any loss, damage, or injury, including death, that is sustained from any communicable disease (including, but not limited to any form of the coronavirus, or anything emanating from or related to a coronavirus), or otherwise.

**4. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE** while upon City property or participating in the activity or using any City facilities and equipment whether caused by any negligent act or omission of releasees or otherwise, or any loss, damage, or injury, including death, that is sustained from any communicable disease (including, but not limited to any form of the coronavirus, or anything emanating from or related to a coronavirus). The undersigned expressly agrees that the foregoing release and waiver, indemnity agreement and assumption of risk are intended to be as broad and inclusive as permitted by California law and that if any portion thereof be held invalid, notwithstanding, the balance shall continue in full legal force and effect.

**I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING** and that I am aware of the legal consequences of this agreement, including that it prevents me from suing the City or its employees, agents, or officers if I am injured or damaged for any reason as a result of participation in this activity. I further acknowledge that no oral representations, statements, or inducements have been made. I give permission to the City of San Buenaventura Parks and Recreation Department to use my image or my child's, filmed during program activities, to promote its services and programs. I understand the photograph belongs to the City and I will not receive payment of any kind.

**CITY OF SAN BUENAVENTURA, PARKS & RECREATION DEPARTMENT  
RELEASE AGREEMENT FOR ALL PARTICIPANTS**

**Program Name:** \_\_\_\_\_ **Program Dates:** \_\_\_\_\_

**I agree to the terms and conditions of the CITY OF SAN BUENAVENTURA RELEASE AGREEMENT in consideration of being permitted to participate or use any city facilities in connection with this activity on behalf of myself.**

1. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
4. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
5. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
6. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
7. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
8. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
9. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
10. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
11. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
12. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
13. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
14. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
15. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
16. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
17. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
18. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
19. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
20. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
21. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_
22. Participant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_