

**City of Ventura
Adult Sports Programs
Basketball Manager's Handbook**

	<u>Seasons</u>	<u>Days</u>
D Division	Summer, Fall, Spring	Sunday, Tuesday, & Thursday

General Information

League Coordinator Info

Lauren Chumbley

- Call: 805-658-4738
- Email: lchumbley@cityofventura.ca.gov
- Fax: 805-648-1030

Each manager shall be responsible for completing the team roster. The manager must accurately complete each roster and return it to the City of Ventura Adult Sports Staff. Upon filing and acceptance of 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. The league director will work through the manager to conduct official league business such as scheduling, make-ups, disciplinary actions, and protests. Team managers must submit a roster and entry fee paid in full to the City of Ventura Adult Sports office during appropriate registration dates.

Registration requirements

You must have a completed roster which includes:

- 6 players, (minimum) 12 players, (maximum)
- Necessary information regarding players. (Full name, player signatures)
- Complete registration fee- \$300 (\$325 if Late Registration)

TEAM CONDUCT AND ELIGIBILITY

Team Conduct

To provide an atmosphere of fun and to encourage good sportsmanship, certain regulations are necessary and will apply to all who participate or attend the program. Any behavior that violates our sportsmanship and participation rules will not be permitted to take part in the program. The manager shall see that all players and team followers abide by the City of Ventura Adult Sports "Code of Conduct." No comments or yelling by players, managers, or spectators regarding personal appearance, nationality, color, creed, etc. will be tolerated. Officials are to officiate games, not to be abused by participants or spectators. The manager is the only person who may talk with the official. Teams, managers, spectators, and players are to abide by all the rules of the program. Discipline will be assessed as needed for violations listed under the "Code of Conduct" section.

Team Discipline

Managers are responsible for all actions of their players. If necessary, a manager may have to discipline or remove a player(s) from the team to prevent any continual problems.

Team Eligibility

All teams must file an official team roster prior to the registration deadline date. Teams entering the Adult Basketball League must post an entry fee. The fees are payable in advance before any league games are to be scheduled. The fee is payable to the City of Ventura by check, cash, or major credit card. If any team is deemed to be of higher caliber of competition than teams in the City of Ventura Adult Sports leagues, that team may be prohibited from playing.

Individual Players

Individual player(s) who are interested in joining a basketball team are welcome to sign up as free agents. Go to www.teamsideline.com/ventura to add your name to the Free Agent sign-up list. Managers looking to add players are urged to contact the league coordinator for information.

Player Eligibility

Team players are those persons who are listed on the original team roster, or legally added. All players must sign the roster/waiver form. Each player is to read the liability responsibilities. Players participate at their own risk. At no time shall a manager or other person sign a roster/waiver form for another person. Managers are responsible for all information submitted to the league. Managers are subject to discipline for information found to be incorrect or fraudulent. (An individual may be liable for signing another person's name on the roster/waiver form in the case of injury.)

The City of Ventura Adult Sports program reserves the right to see proper identification of any player questioned. This includes scorekeepers, umpires and supervisors of the league asking for identification. Opposing managers, may request of the staff to have a player of question show positive I.D. Any player unable to present positive I.D. to league officials will be considered an illegal player and be prohibited from playing. The use of "illegal players" will result in an immediate forfeit.

Player Adds and Drops

Completed rosters are due at the time of registration. **No additions or drops will be allowed after 5:00 p.m. the day of your fourth scheduled league game**

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.**

Player releases and additions or any other roster changes must be filed with the City of Ventura Adult Sports league office in writing (using the player add form) before 5:00 p.m. and will be considered to be effective that night. ***Please Note** Any player dropped from a team roster during the season is not eligible to be added by the same team or another team in the same division.

To be eligible for the postseason playoff tournament, players must have competed in at least 3 (three) games throughout the regular season. Any member listed on the roster who has not competed in 3 (three) games will be deemed ineligible for the playoffs. Any team that is caught illegally signing players into games, who are not present, will forfeit their spot in the postseason playoff tournament.

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 and Regulations

League 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 \$35 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 \$35 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.

Forfeited Games

- If a team is not ready to start play at scheduled game time, the game will be forfeited to the opposing team.
- Any team forfeiting a game, for any reason, is responsible for payment of **the full referee fees for the game (\$70)**.
- When on-the-spot payment cannot be made, it must be made at the Adult Sports office before the team's next game. Failure to make the payment will result in the forfeiture of the next game, and the team will be dropped from further league play.
- If your team must forfeit a contest, 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 officials' fees (\$70) will be due in full, prior to your next schedule game. You may call Lauren Chumbley (805) 658-4738, or email Ichumbley@cityofventura.ca.gov to confirm your forfeit. Failure to make the payment will result in the forfeiture of the next game, and the team may be dropped from further league play.

In the event of a team dropping out of the league before the end of the season, all games played before the team dropped will count as originally recorded in the league standings. All remaining unplayed games will be awarded to the scheduled opponent as a forfeit win regardless of at which point during the season the team in question drops out of the league.

Uniform Requirements

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

League Champions

Depending on League size, qualifying teams will continue league play with a postseason single elimination tournament to determine an overall champion in each division. Teams who are eligible for the league-ending tournament will be seeded based upon win/loss record and points scored for and against.

Awards

Awards will be given to the overall league champion. Awards are to be determined by the City of Ventura Adult Sports Staff.

Jewelry

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

Make-up Game Policy

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.

Classification Guidelines

One of the most difficult tasks in any sports program is the classification of teams. The accurate classification of teams is important in order to create a level of competition as equal as possible in each league. The following guidelines have been developed to help in this process of classifying teams equally. It is hoped that these guidelines will develop consistency in the classification process.

C Classification:

- The C classification consists of a majority of players who play two or more times per week and play in tournaments. The majority of players consistently play in Adult Leagues and have extensive high school or college basketball experience.

D Classification:

- The D classification consists of a majority of players who play only once or twice a week. The majority of players have limited high school, or little college basketball experience and are relatively new to Adult Sports or are playing for recreational fun and to stay healthy.

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:

- 1. 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**
- 2. Intimidating or aggressive action toward an official, spectator or other player will not be allowed**
- 3. 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**
- 4. 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**
- 5. 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**

6. 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

7. 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

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

9. 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