KICKBALL MANAGER'S HANDBOOK

Questions? Contact: Lauren Chumbley, Recreation Coordinator
Phone: 805-658-4738 **Email:** lchumbley@cityofventura.ca.gov **Fax:** 805-648-1030

LEAGUE DETAILS

	Season	Day of the Week	Location
Coed (registration dependent)	Spring	Saturday or Sunday (Afternoons)	Camino Real Park
	Summer	Monday (Night)	Ventura Community Park
	Fall	Monday (Night)	Ventura Community Park

LEAGUE FORMAT

The City of Ventura kickball league utilizes an 8-game league format. Teams will play a guaranteed 8 games. You can obtain your schedule by visiting www.teamsideline.com/ventura. Teams will play two games per night.

There are up to two sessions played per season, depending on how many teams sign up and what season we are in. Each session will be 4 weeks long, with a single elimination playoff to determine a champion played in week 5.

CLASSIFICATION GUIDELINES

Note: The number of divisions per season is dependent on the number of teams that sign up. If there are enough teams to make 2 even divisions that can be competitively balanced, then the following guideline are used to place teams in a division that best fits your team's ability level.

Recreation Classification (Coed A): Teams claiming this classification are teams that are new to the league and are looking to play casually. These may be company, family or church teams. This is the lower of the two divisions.

Competitive Classification (Coed B): Teams claiming this classification are teams that may have participated in the leagues before and have done well in previous seasons. These teams are looking for a more competitive experience. This is the higher of the two divisions.

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 are limited to 15 players and 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 & GAME DAY FEES

- **Complete registration fee:** $150

- **Umpire fees:** $10 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

PLAYOFFS

The number of teams in each division will determine the number of teams who will be able to participate in playoffs. The playoffs will be a single elimination bracket completed in one day.

Please bring your ID to the staff on site at your playoff game. Each players attendance will be counted based on the names written on the blue line-up cards at each game. Please note that a player must be present & signed in on the game day lineup for at least 3 games throughout the season to be eligible for playoffs. It is you and your team's responsibility to sign in each player on the blue game day line-up card at every game. ***Please write name as follows: (first initial, last name) L. Chumbley, T. Nelson, B. Paulson etc...***

TIE BREAKER PROCEDURES

- Winning Percentage
- Head-To-Head
- Head-To-Head Differential
- Total Runs For
- Total Runs Against
- Total Runs Differential
- Lowest Number of Forfeits
- Coin Toss

MAKE UP GAMES & FORFEIT 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 field availability.

WEATHER & UNFORESEEN EVENTS

If rain occurs during the day of your game, check www.teamsideline.com/ventura on your game day to determine if games will be played. The website will be updated by 3:00 pm. Rainout games are made up at the end of the regular season.

FORFEITS

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 official's fees ($20) will be due in full, prior to your next scheduled game. Failure to pay forfeit fay may result in another forfeit and/or removal from league play. You may call Lauren Chumbley at 805-658-4738, or email 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 with Adult Sports staff on site. 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 the game day lineup for at least 3 games throughout the season to be eligible for playoffs. It is you and your team's responsibility to sign in each player on the blue game day line-up card 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.

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 is the Competitive division, a player on your team cannot play for another team in the Competitive. You can play for another team in a different division.

Exception: If a team roster falls below eight (8) 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) from the same division to bring the roster up to eight (8) 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

Games are 25 minutes. There will be no new innings after 25 minutes. Please collect your belongings and leave the playing area as quickly as possible when your games are completed.

Calling Time: The defense must stop the offense from running bases to call time. If the offense is still running, time cannot be granted by the umpire. If an offensive player is still running, go for the out! Time can be requested while any defensive player has possession of the ball but will ultimately be granted by the umpire when the offense has stopped running.

Teams will consist of a maximum of ten players on the field at one time, but no fewer than seven. Defensive line ups cannot have more than 6 of any one gender on the field and no fewer than 2 of the other gender at any one time. The defensive players can position themselves anywhere on the field behind the infield restriction line, excluding the catcher.

Infield Restriction Line: no defensive player can cross the Infield Restriction Line until the ball has been kicked. This is the boundary line halfway between the pitching mound and batter's box. Violation of this rule will result in a dead ball and the kicker being awarded first base.

Kicking Order: kicking order must alternate between genders. Approved kicking orders are 1 male/1 female, 2 males/1 female, or 2 females/1 male. Offensive line ups will be arranged so that each gender kicks in one set order. (e.g., all males kick in one order and all females kick in a separate order).

An out occurs due to the following: two pitches and the ball is not in play, ball caught on the fly, base runner is forced out, a base runner is hit with the ball, or a kicker commits two foul balls during his/her time at bat.

When attempting to hit a player to achieve an out, any hit above the shoulders will not count as an out, and the runner will be given the base they were attempting to run to. Play does not stop in the event of a player being hit above the shoulders.

Each team will pitch to themselves. Pitchers may not interfere with defensive players at any time. Interference will result in batter/runner being called out.

After a ball is caught, runners must tag their originating base before running to the next base. Failure to do so results in an out if the ball tags the runner or the ball is thrown to a fielder touching the previous base.

Runners may not leave occupied bases before the call is kicked.

The ball must be kicked within the kicking box. If the ball is kicked outside the kicking box, the kicker shall receive a strike. Batters will have two pitches to attempt a kick. The second ball must be kicked into fair territory, or the batter/runner will be called out.

There will be a 10-run inning cap. If a team scores ten runs in an inning, the half inning is automatically over, and the opposing team will go up to bat.

Teams must always have a catcher, regardless of team size.

JERSEYS

Jerseys are not provided but are welcome to wear in the league as long as they do not contain inappropriate language or images.

JEWELRY

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

EQUIPMENT POLICIES

KICKBALL USED

8.5'' Enduro CS3 Voit Kickballs are provided

CODE OF CONDUCT

The following Code of Conduct for the City of Ventura Kickball 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 attached document for City of Ventura Parks and Recreation Code of Conduct.

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: _____