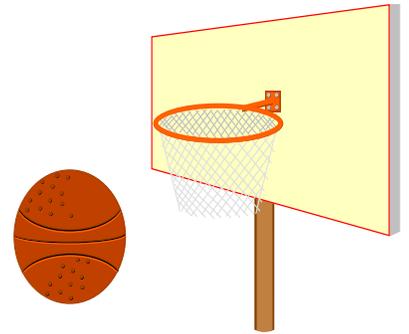


City of Agoura Hills
Department of Community Services
Adult Sports

**ADULT BASKETBALL PROGRAM
2017**

Managers Handbook



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City Of Agoura Hills Department of Community Services
Basketball League Handbook
2017

PREFACE

THIS HANDBOOK IS DESIGNED TO ACQUAINT BASKETBALL MANAGERS, PLAYERS AND SPONSORS WITH SPECIFIC LEAGUE RULES AND CONDITIONS OF PLAY SET FORTH BY THE CITY OF AGOURA HILLS DEPARTMENT OF COMMUNITY SERVICES RECREATION DIVISION.

IT IS IMPERATIVE THAT ALL PARTICIPANTS BECOME FAMILIAR WITH THE INFORMATION CONTAINED IN THE FOLLOWING PAGES.

IT IS THE INTENT OF THE CITY OF AGOURA HILLS DEPARTMENT OF COMMUNITY SERVICES TO PROVIDE AN OPPORTUNITY FOR ADULTS TO TAKE PART IN AN ORGANIZED AND STRUCTURED ATHLETIC PROGRAM WHICH WILL ENABLE ITS PARTICIPANTS TO ACHIEVE A SENSE OF PERSONAL ENJOYMENT AND PHYSICAL DEVELOPMENT.

PLEASE KEEP IN MIND THAT SPORTSMANSHIP RATES HIGH IN OUR LEAGUES; WITHOUT IT, THE QUALITY OF THE SPORT IS LOST.

I. GENERAL INFORMATION

A. Team Rosters

Rosters are limited to ten (10) players per team. Completed and signed rosters are due upon registration. Final rosters (names of all players) are due before the start of the first game.

There are no refunds once league play has begun.

Any team not submitting a completed final roster by their second game may forfeit all games played until roster is received by the Recreation Department.

B. Awards

Winter, Spring, Summer and Fall Leagues: 10 individual awards for playoff champion

C. League rules and conditions of play

The National Federation of State High School Associations (N.F.S.H.S.A.) Basketball Rule Book, which is approved by the Southern California Municipal Athletic Federation (S.C.M.A.F.), shall govern play in all leagues, with certain exceptions noted herein. Each team member will be held responsible for knowledge of these league rules and of the N.F.S.H.S.A. Basketball Rule Book.

D. S.C.M.A.F. PLAYERS MEDICAL BENEFIT FUND

Teams participating in Agoura Hills Department of Community Services Sports Leagues have the option of covered by the Southern California Municipal Athletic Federation's Player's Medical Fund. The cost of this insurance is \$36 per team, per season. **Any player injured during a game must notify the scorekeeper. A written report about the injury must be completed before the player can play again, and before the team leaves the gym.** The player and/or manager must contact the Department of Community Services the following day, for information regarding coverage and claim filing procedures.

II. ELIGIBILITY

A. To be eligible, each player must sign the official roster for his/her team. **Players whose names do not appear on the official roster will not be eligible to play.** Line-ups and rosters will be checked periodically throughout the season. (Addresses and phone numbers must be included).

B. A player may play for only one team/per night. If a player's name appears on more than one roster, that player shall be committed to the first team he/she plays with.

Penalty: If any individual plays on more than one team, the second team shall forfeit all games in which said player participated.

C. Players currently engaged in inter-school and/or community athletic association competition are ineligible to play on any basketball team. However, they may be placed on the roster providing they do not play until the inter-school/community competition has terminated. It will be the manager's responsibility to notify the league director when they sign players who are temporarily ineligible to play.

D. Active professional or college basketball players are ineligible to play on any City of Agoura Hills basketball team.

E. Players must be at least sixteen (16) years of age.

F. Players must use their own name when playing. Any team that willfully falsifies a player's name in a game shall forfeit that game.

G. Teams using ineligible players after the season begins shall be suspended from league play at the discretion of the league director.

H. Any team found to be playing suspended, illegal, ineligible, or players not on their roster, shall forfeit all games in which said player(s) have participated in. Players and managers in violation of this rule shall be suspended from further participation in current league play and/or playoffs.

I. Players must appear on the roster and in three (3) league games in order to be eligible to play in the playoffs.

III. FORFEITS

A. A team not having four eligible players present in legal uniforms ready to play at the scheduled starting time will be charged with a forfeit. Since this is a recreational league, the only exception to this rule will be that the manager/coach of the team ready to play will have the option to play the game as a regulation game if and when the opponents have a minimum of four (4) eligible players. Should the manager/coach decide to play the game, both teams will pay the officials' fees and the game will be played and the result will count in the standings. The game will begin with a technical foul charged against the team that was not ready to play. The game may not be protested based on not enough players available at starting time.

B. The team charged with the forfeit is liable for payment for **both** officials' fees. If the fees are not paid to the officials at the game site, the amount owed must be paid in cash at the Agoura Hills Recreation Center 48 hours before the next scheduled game. If these fees are not paid in full, team players may not show up to the facilities to play.

C. If the officials are not paid for a forfeit the night of the scheduled game, the forfeit deposit will be used. Another forfeit fee (\$60.00) must be submitted to the Department of Community Services at least 48 hours prior to that team's scheduled game. Failure to comply with this procedure will result in the offending team's forfeiture of all subsequent games until the fee is paid.

D. Following a declared forfeit, the teams may play an exhibition game by picking up players. Such games must end at least 15 minutes before the scheduled starting time for the next game. The assigned officials will not officiate the practice game, nor will the time/scorekeepers keep score or statistics on the game.

E. Teams forfeiting two (2) games may be dropped from the league. The team shall not be eligible to receive a refund of any portion of fees paid, nor will they be allowed to return the next season.

F. All games must be played as scheduled. A team may avoid being charged the forfeit fee if it gives the league director at least seven (7) days' notice that it will be unable to make a game. However, the game is still ruled a forfeit; it will not be rescheduled.

G. Any team forfeiting a game without prior notification to the director may be ruled ineligible for the playoffs.

IV. PLAYER TRANSFER

A. No player will be allowed to transfer to another team after the start of league play under any circumstance.

V. ADDING PLAYERS

Players may be added to a team's roster under the following conditions only:

A. In the event of an injury, a statement of verification from the physician treating the injured party will be required. The injured player may not return for the remainder of the season, including playoff and championship games.

B. Under extenuating circumstances: A statement of verification from an employer indicating a change of work schedules - transfer to another geographical area, etc. will be required. The player may not return for the remainder of the season, including playoff and championship games.

C. Manager must submit a completed request for roster change form to the Recreation Department at least 24 hours before the next scheduled game, and be authorized by the League Director.

D. The replaced player is ineligible for the remainder of the season, including playoffs.

Manager must submit an Add/Delete Form to the Recreation Department prior to use of new player. Player must affix his/her own legal signature to the add/delete form hold harmless section. All roster changes are subject to approval by the league director. The league director must approve adding any player, at least 24 hours in advance.

VI. PROTESTS

A. Protests shall not be received or considered if they are based solely on a decision involving the accuracy of judgment on the part of the official(s).

B. Protests shall not be received if they are based on official's interpretation of Federation rules.

C. All protests must be filed in writing on an official protest form by 6:00 p.m. the following working day at the Agoura Hills Recreation Center.

1. All protests must be accompanied with a twenty-dollar (\$20.00) protest fee, which will be returned if the protest is granted; retained if invalid.
2. Protests filed late and/or without the protest fee will not be received.

D. Any protests involving eligibility of player(s) may be lodged at any time prior to the end of the game. No protest involving eligibility will be received after the game has concluded.

E. When a protest is accepted, the affected game will be concluded at the discretion of the league director.

VII. SPORTSMANSHIP

A. The officials (which includes the scorekeeper & timekeeper) are in complete control of the game. Any unsportsmanlike conduct by any team member (player, manager, coach, team sponsor, attendant, or follower) shall necessitate ejection from the game.

B. Any individual ejected from the game must leave the facility and the parking lot within 60 seconds. The referee will forfeit the game if any individual fails to comply with this rule. Such a player would then be dropped from the league. **Any individual who remains on the premises including the parking lot is subject to arrest for trespassing. In the event that that individual confronts any player, official, staff member or spectator after the game, the incident will be reported to the Los Angeles County Sheriffs. In addition, that individual will be suspended from participation in any Agoura Hills recreation leagues for life.**

C. Any team member ejected from a game for any reason will automatically be suspended from participation in any form in any City of Agoura Hills basketball game until such time as the league director takes disciplinary action (if any) based upon the events surrounding the team member's ejection, or as specified under Section VII, Sportsmanship. The player may not enter the facility for any games on any team for the duration of the suspension. The League Director may also rule on additional penalties, if deemed appropriate.

D. League rules regarding sportsmanship apply before, during, and after any game.

E. Any player ejected twice during the season shall be suspended for the remainder of the season including playoffs. The player may not play on any team in any City of Agoura Hills basketball league for the duration of the suspension.

F. Any player receiving a technical foul for unsportsmanlike conduct will be removed from the game for five (5) minutes. The second technical foul charged to a coach, squad member or any bench personnel shall be considered a flagrant technical foul, (ejection + 2 free throws). If a player receives two (2) technical fouls in a game, he/she shall be ejected immediately and automatically suspended from the next league game. The player shall not play in any other Agoura Hills recreation league game for the duration of the suspension.

G. Any player ejected for fighting shall be suspended for a minimum of the next two league games. If ejected a second time for fighting, the player shall be suspended from league play for the remainder of the season. The League Director may also rule on additional penalties, if deemed appropriate.

H. Any player who threatens an official, scorekeeper, or City representative, prior to, during, or after any game, shall be suspended from participation in any and all City of Agoura Hills sports programs for up to 365 days. The League Director may also rule on additional penalties, if deemed appropriate.

I. Any player who strikes an official, scorekeeper, or City representative shall be suspended from all leagues and tournament competition for at least three hundred and sixty five (365) days, and assault charges may be filed against the player(s) involved with the Los Angeles County Sheriff's Department immediately following the incident. The League Director may also rule on additional penalties, if deemed appropriate.

J. Any player(s) who has been suspended by a League Director for creating serious discipline problems in leagues outside the city will not be permitted to participate in leagues and tournaments as long as the suspension is in effect.

K. Any player(s) using profane and/or abusive language shall be ejected from the game. Officials have been instructed to eject the player(s) the instant the profanity occurs without any prior warning to the team or players.

L. Any player(s) whose actions shall endanger the safety of others will be ejected from the game without prior warning. In addition, whether a foul is called or not, whether a player is ejected from the game or not, that player may be subject to suspension at the discretion of league officials. (See Section XV)

M. Flagrant personal fouls and "hard" fouls while attempting to stop an opponent from scoring a basket will be dealt with harshly. Player may be ejected and subsequently suspended. This is a recreational league. (See Section XV)

N. This league is sponsored by the City of Agoura Hills Department of Community Services. Sportsmanship rates high in our leagues - even before winning. Any player, manager, sponsor, or representative of a team who is guilty of unsportsmanlike conduct is liable to immediate suspension on or off the court.

O. The league director reserves the right to disqualify any player or team, who displays unsportsmanlike conduct, with no refund of fees.

VIII. MANAGER RESPONSIBILITY

- A. The manager or assistant manager shall be responsible for the conduct of his/her team. He/she shall be further responsible to assist game officials, when necessary in crowd or player control in all incidents that may involve public or personal safety. **If a manager or assistant manager fails to help control a player and/or fails to be sure that an ejected player leaves the premises, he/she may be subject to suspension. In addition, his/her team will be placed on probation for the rest of the season.**
- B. Manager shall be responsible to maintain current roster and notify the league director of any change in addresses.
- C. Only players on your roster may be in the immediate area of play during league games.
- D. **The manager or assistant manager shall be responsible to acquaint all team members with the Basketball Manager's Handbook and N.F.S.H.S.A. Basketball Rules.**
- E. The manager or assistant manager shall assist game officials, when asked to do so, in the administration of all City of Agoura Hills and N.F.S.H.S.A. Basketball Rules.
- F. The assistant manager, or captain, will assume all of the manager's responsibilities in the absence of the manager.
- G. League teams shall follow the official league schedule given to the team manager unless special arrangements are made beforehand with the league director.
- H. The manager or assistant manager is responsible to notify his/her players of league games, make-ups and playoff games.

IX. THE GAME

- A. Games will consist of two halves of twenty (20) minutes each, during which the game timing device shall run continuously, except for time outs. Regulation clock during the last 30 seconds of the first half regardless of the score and the last two (2) minutes of the second half and the last one (1) minute of overtime...UNLESS one team is ahead by ten (10) points or more.
- B. Half-time - three (3) minutes if time permits.
- C. When a game ends with the score tied, a three (3) minute overtime is played. If a second overtime is necessary, a sudden death overtime period will be used. The first team scoring three (3) points wins the game. NOTE: Teams will be allowed only one time-out during the sudden death overtime period. Any time-outs not used prior to the second overtime will be lost.
- D. All players present must sign the official scorebook prior to their participation in the game. Names must be legible. Scorekeeper and officials will not allow a player who has not signed the score sheet to enter the game. If a player who is not on the score sheet enters the game, a technical foul shall be charged to his/her team.

E. Team lineups shall be submitted to the scorekeeper ten (10) minutes before game time. Positive, identification of any player may be requested by either manager.

1. It is a technical foul charged against a team for any late addition to the scorebook. Merely adding the name to the scorebook late is a technical foul; player added late need not enter game for the technical to be called. It is a technical for adding name late to scorebook, not for that player entering the game.
2. It is not a technical foul for a player who arrives late to sign the scorebook (signature) if his/her name is already in the scorebook.

F. Bonus free throws are awarded beginning with a team's seventh personal foul during the half. Automatic 2 shots will be awarded on the tenth foul of each half.

G. Each team will be allowed three (3) time outs per game and one additional time out for the first overtime.

H. A squad member shall not grasp any basket, or dunk or stuff, or attempt to dunk or stuff a ball prior to, during or after the game. (Exception: See Federation Rule 10-3-6).

PENALTY:

1. Goal, if made, is disallowed.
2. Intentional technical foul charged to player - two free throws.
3. Technical foul is ruled unsportsmanlike. Player removed from game for 5 minutes, unless second technical of game in which case player is ejected.
4. Repeated dunking violations will result in the offending player being suspended for one or more games.

I. If dunking/hanging on rim(s) occurs after referee approved final score, incident shall be reported to league office. Player shall be suspended for next game.

J. Shattering, damaging backboards/rims: Any player whose contact with the rim or backboard shatters or damages the backboard and/or rim before, during, or after the game shall be penalized in the following manner:

1. Team forfeits game.
2. Player suspended for two games.
3. Individual Team/sponsor will be responsible to pay for damages.

K. Throwing or damaging equipment: Any player who damages basketball league equipment by throwing, pounding or any other action shall be penalized in the following manner:

1. Team forfeits game.
2. Player is suspended for minimum of two games.
3. Individual player, team/sponsor will be responsible to pay for damages.

K. Uniforms: Minimum Requirements

1. Team shirts shall be of the same solid color, front and back.
2. Each player shall be numbered in print on the front and/or back of the shirt with a solid color contrasting with the color of the shirt. No tape or Marker will be allowed.
3. A player not wearing a shirt meeting both of the above requirements after the third game, will not be eligible to participate.
4. Reversible color jerseys meeting all requirements of Federation Rule 3-4 are strongly recommended.

L. A player may remain in the game after receiving his/her fifth personal foul. The 6th personal foul on said player will result in his/her disqualification from the game.

X. TEAM STANDINGS

A. All leagues shall be played on the playoff tournament basis for the league schedule. Standings will be used to seed teams for the season playoff tournament which will determine final league champion.

XI. TIE-BREAKING PROCEDURES

The procedure listed below will be used in the following order to determine final league standings when two or more teams are tied:

1. Head-to-head competition between the teams involved
2. Overall league standings including interleague games if any.
3. Head-to-head point differential between the teams involved
4. First place-special playoff game scheduled - (pending on manager's meeting decision of league format)

XII. GAME POSTPONEMENT

A. All games played as scheduled. No postponements.

B. City of Agoura Hills has the right to reschedule games, pending on gym availability.

XIII. GAME OFFICIALS

A. In case the assigned official(s) fail to appear for any league game, then both managers must agree on volunteer official(s) until the assigned official(s) appear, or until the game is completed. In either case, the game will be considered official.

B. It shall be the duty of the officials to administer the game in accordance with the Southern California Municipal Athletic Federation and these league rules adopted herein.

C. All league games are under the control and direction of the officials.

D. The officials are the representatives of the City of Agoura Hills by which they have been assigned to a particular game and are authorized and required to enforce each section of these rules before, during and after every City of Agoura Hills basketball game. The officials shall have power to order any team member or spectator to do, or omit to do, any act which, in their judgment, is necessary to give force and effect to one or all of these rules and to inflict penalties as herein prescribed.

E. Any team failing to pay the official's fee of \$30 per game at game time will be charged with a forfeit. All officials' fees must be paid to the scorekeeper before the start of each game. In the event a team forfeits a game, the team must pay both officials fees $\$30 \times 2 = \60 .

XIV. SCOREKEEPER/TIMEKEEPER

The scorekeeper/timekeeper is the official representative of the City of Agoura Hills Department of Community Services and he/she will be extended the courtesy and respect of players, spectators and managers. Anyone harassing the scorekeeper/ timekeeper or other staff is subject to a technical foul or ejection from the game and facility.

A. All scorekeepers/timekeepers shall be thoroughly familiar with the methods and duties, respectively, and they shall keep accurate and legible records of all games.

B. Scorekeepers shall submit the scorebook/sheets to the game officials for signature.

C. When a game is protested by a team manager, the scorekeeper shall note the point of protest in the scorebook, and record all pertinent information.

D. In case the assigned scorekeeper fails to appear, the managers shall agree on a volunteer scorekeeper and timer until the assigned scorer appears, or until the game is completed. In either case, the game will be considered official.

XV. LEAGUE DIRECTOR (Recreation Supervisor)

A. The league director reserves the right to rule on any situation not specifically covered in the league rules.

B. The league director reserves the right to suspend any individual or team from league play whose conduct is detrimental to the safety and success of the program.

C. The league director reserves the right to interpret any league rules in a manner deemed fair and equitable in accordance with goals and objectives of the City of Agoura Hills Department of Community Services Department, sports leagues.

XVI. PLAYERS CODE OF CONDUCT

1. NO PLAYER SHALL: At any time lay a hand upon, shove or strike, or threaten an official. Officials are required to immediately suspend the player from further play and report such a player to the league director.

Such player shall remain suspended until the league director has considered his/her case.

MINIMUM PENALTY: Suspension for the remainder of the season.

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

2. **NO PLAYER SHALL:** Refuse to abide by an official's decision. Officials are required to immediately suspend the player from further play and report the player to the league director. The 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: Suspension for the remainder of the season.

3. **NO PLAYER SHALL:** Be guilty of objectionable demonstrations of dissent at an official's decision.

MINIMUM PENALTY: Warning by official.

MAXIMUM PENALTY: Removal from game

4. **NO PLAYER SHALL:** Discuss with an official the decision reached by such official except the managers, assistant manager or captain.

MINIMUM PENALTY: Warning by official.

MAXIMUM PENALTY: Removal from game

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

MINIMUM PENALTY: Ejection and probation for remainder of the season.

MAXIMUM PENALTY: Suspension for the remainder of the season.

6. **NO PLAYER SHALL:** Be guilty of physical attack as an aggressor upon any player, official or spectator. Officials are required to immediately suspend the player from further play and report such player to the league director. The player shall remain suspended until the league director and department have considered his/her case. In the event of a fight, all players involved shall be penalized. Repeated offenses from the same team shall result in team expulsion from league.

MINIMUM PENALTY: Suspension for the remainder of the season.

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

7. **NO PLAYER OR SPECTATOR SHALL:** Be guilty of an abusive verbal attack upon any player, official, staff or spectator either at the game, on the telephone or a visit to the office. Officials are required to immediately suspend the player from further play and report the player to the league director. Should the verbal attack occur either before or after the player's game is completed, or from within the spectator area, said player will still be reported to the league director, with possible suspension being the result of said player's action. The player shall remain suspended until the league director and department have considered his/her case.

MINIMUM PENALTY: Warning, ejection by official or suspension for remainder of the season.

MAXIMUM PENALTY: Suspension for one game, suspension for the remainder of the season or suspension for life.

8. NO PLAYER SHALL: Appear upon the field of play at any time in any form of an intoxicated condition. Officials are required to immediately suspend the player from play and report same to the league director for further consideration.

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

MAXIMUM PENALTY: Suspension for the remainder of the season.

9. NO PLAYER SHALL: Smoke while coming off or going on the field of play, or while on the field of play.

MINIMUM PENALTY: Warning from the official.

MAXIMUM PENALTY: Removal from the game.

ADDITIONAL CODE OF CONDUCT RULES:

1. Any player being placed on probation for the remainder of the season and reported again for violating the "Code of Conduct" will be suspended for the remainder of the season.

2. Any player removed from a game must leave the park or school facility immediately (within 60 seconds). Failure to do so will result in the maximum penalty or suspension for the remainder of the season, and the team will receive a forfeit for the game.

3. Appeals must be lodged with the league director. Appeals will be brought to the attention of the league director and department.

4. No player or spectator shall at anytime consume food, water, sports drinks etc. in the gym. All the above items must be stored in containers, and left by the doors (with staff's approval). Failure to remove these items or place them in an inappropriate location may result in a technical foul against the team.

5. The manager shall be responsible for the conduct of his/her team. He/she shall be further responsible to assist game officials, when necessary, in crowd or player control in all incidents that may involve public or personal safety.

The term PLAYER as used in the Player's Code of Conduct shall apply to all team personnel, such as manager, coaches, ball boys, scorekeepers, sponsors, players, substitutes, team attendants, team followers, suspended players, etc.

The Player's Code of Conduct shall apply before, during, or after any City of Agoura Hills basketball game. It is the direct responsibility of the team manager to acquaint all team members with the Player's Code of Conduct.

Any team member ejected from a game for any reason will be suspended from further participation in any form in any City of Agoura Hills basketball game until such time as the league director takes disciplinary action (if any) based upon the events surrounding the team member's ejection, or as specified under Section VII, Sportsmanship.

Any player suspended will not be allowed onto the park, school facilities or city facilities during league play until the suspended time has expired. If the individual is on the said property, the team may receive a forfeit.