

ADULT BASKETBALL LEAGUE MANAGER'S HANDBOOK
CONEJO RECREATION & PARK DISTRICT

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SPORTS / Hillcrest Center

403 West Hillcrest Drive, Thousand Oaks, CA 91360

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SCMAF - Southern California Municipal Athletic Federation

CRPD - Conejo Recreation & Park District

CVSAC - Conejo Valley Sports Advisory Council

I. GENERAL INFORMATION - LEAGUE FACILITIES

A. **Borchard Community Center (BOC)**
190 Reino Road, Newbury Park, CA 91320 805-381-2791

Dos Vientos Community Center (DVC)
4801 Borchard Road, Newbury Park, CA 91320 805-375-1003

Thousand Oaks Community Center (TOC)
2525 North Moorpark Road, Thousand Oaks, CA 91360 805-381-2793

B. **SCMAF PLAYER'S MEDICAL BENEFIT FUND** (PMBF) - All teams participating in CRPD Sports Leagues are covered by the Southern California Municipal Athletic Federation's Player's Medical Benefit Fund.

C. **SCMAF ACCIDENT PROTECTION PROGRAM** - Teams have option to upgrade from PMBF to a more comprehensive plan prior to first game. Contact Sports for more information.

D. **PRIORITY REGISTRATION** - In-District teams must meet one of the two following requirements:
1. Have fewer than 50% of players residing outside Thousand Oaks, Newbury Park, and the Ventura County portion of Westlake Village.
2. Be sponsored by a company or business located within CRPD boundaries, in which case all employees of that company are considered In-District. There may be no more than two non-employees who reside outside of the District. A team not meeting one of the above two requirements is classified as an Out-of-District team.

League Rules and Conditions of Play
The current Southern California Municipal Athletic Federation Basketball Rule Book shall govern play in all leagues, with certain exceptions noted herein. Each team member is held responsible for knowledge of league rules, and of the SCMAF Basketball Rule Book.

II. ELIGIBILITY

A. To be eligible, each player must sign the official roster for their team. Players whose names, signatures, etc. do not appear on the official team roster are considered ineligible. Lineups and rosters are checked periodically throughout the season. Players must sign their own signatures on roster.

B. A player may be on the roster for only one team per division (teams that play each other). If a player's name appears on more than one roster in a league, they shall be committed to the first team for which they play a league game. Penalty: If a player signs the roster for more than one team in any given division, the second team they play for may forfeit all games in which said player participates.

C. **SUBSTITUTES** – If a team is shorthanded (three players) they may use a substitute player from another team in their division, as long as that player is a legally rostered player within the division. The substitute player must be indicated on the official score sheet with an asterisk. If a legal rostered player shows up, the player must come out of the game. A substitute for any team is limited to 1 per game. Sports will be checking the score sheets and verifying substitutes are eligible. Penalty: See "D" below.

D. A team found to be playing suspended, illegal, ineligible, or non-rostered players, may forfeit all games in which said player(s) participate.

E. Sports may charge the offending team with two losses for each game. Players and managers in violation of this rule will be suspended from participation in the CRPD Sports program.

F. High school students currently engaged in inter-school and/or community athletic association competition are ineligible to play on any team. However, they may be placed on the roster provided they do not play until inter-school competition has terminated. The manager is responsible to notify the League Director when signing students who are temporarily ineligible to play.

G. Player must use their name when playing. A player found to be playing under an assumed name is considered ineligible. **Penalty:** See "D" above.

H. Players in all leagues must be 16 years old. A minor under 18 years is an ineligible player unless a

assigned Parent Authorization form is on file with Sports and player's signature is on team roster. New parent authorization form is required each season.

I. Active professional basketball players are ineligible to play on any CRPD basketball team.

J. Individuals on CRPD Sports ineligible list due to non-payment of fees or pending CVSAC Board of Conduct, are not eligible to participate in any CRPD Sports programs.

III. ADDING PLAYERS

A. Players may be added after the first league game to a team's roster. Manager must submit a Request for Roster Change form.

B. The form must be submitted prior to 5:00pm the day of game for player's participation. All roster changes are subject to approval by the League Director.

C. A player may be added to the roster if there are empty spots available. If a team's roster is full, a player must be removed for a new player to be added. The replaced player is ineligible for the remainder of the season.

D. Players may not be added to a roster after eight games have been played.

IV. FORFEITS

A. A team not having four eligible players present in legal uniforms ready to play at the scheduled starting time is charged with a forfeit.

B. The team charged with the forfeit is liable for payment of both officials' fees. If the fees are not paid at the game site, the amount owed is charged from the team's credit card listed on the application.

C. If a double forfeit occurs, both teams receive a full game loss in the standings and pay $40 each.

D. Following a declared forfeit, the teams may play an exhibition game by picking up players. Such games must end at least 10 minutes before the scheduled starting time for the next game. The assigned officials do not officiate the practice game.

E. Teams forfeiting two (2) games may be dropped from the league. That team may not be allowed to participate in the next CRPD Adult Basketball League. However, the team may be reinstated at the discretion of the League Director.

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 days' notice that it cannot make a game. However, the game is still ruled a forfeit; it is not rescheduled.

V. PROTESTS

A. Protests are not received or considered if they are based solely on a decision involving the accuracy of the official's judgement.

B. Protests are not received or considered if they are based on official's interpretation of Federation Rules

C. In a protest involving eligibility of player(s), once a formal protest has been lodged by a manager against a player or players, the player(s) in question sign the scorebook as their signature appears on the roster and includes their address and telephone number. Some valid form of identification, such as a driver's license, must be shown to the referee.

D. All protests must be filed in writing on an Official Protest form by 5:00pm the next business day at Sports 403 West Hillcrest Drive, Thousand Oaks.

1. All protests must be accompanied with a $20 protest fee which is returned if the protest is granted; retained if invalid.
2. Protests filed late and/or without the protest fee are not accepted.
3. The decision of the protest is final.

E. Protests involving eligibility of player(s) may be lodged at any time prior to the end of the game. No protest involving eligibility is accepted after the game has ended.

VI. SPORTSMANSHIP

A. League rules for sportsmanship apply before, during, and after any game.

B. The officials are in complete control of the game (this includes before, during and after).Unsportsmanlike conduct by a player, manager, coach, team sponsor, attendant, or follower, necessitates ejection from the game.

C. Any individual ejected from the game must leave park property. The referee may forfeit the game if any individual fails to comply with league rules, before, during, and after the game.

D. A team member ejected before, during, or after a game for any reason is automatically suspended from participating in their team's next game. This includes coaching, sitting on bench, etc. The League Director may also rule on additional penalties if deemed appropriate.

E. A player ejected twice during the season will be suspended until their case has been ruled on by the Player's Board of Conduct or the League Director.

F. A player receiving a technical foul for unsportsmanlike conduct is removed from the game for three minutes. The second technical foul charged to a coach, squad member, or any bench personnel is considered a flagrant technical foul.

G. A player ejected for fighting may be suspended for a minimum of the next two league games or until their case has been ruled on by the Player's Board of Conduct.

H. Any player who verbally abuses and/or threatens an official, scorekeeper, or District employee, may be suspended from participation in all CRPD programs up to 365 days.

I. Any player who makes physical contact with an official, scorekeeper, or District representative, prior to, during, or after any game, may be suspended from participation in all CRPD Sports programs for up to 365 days.

J. Any player who strikes an official, scorekeeper, or District representative, prior to, during, or after any game, may be suspended from all league/tournament competition for at least 365 days. Appropriate charges may be filed with the Ventura County Sheriff's Department against the player(s) involved.

K. A player who has been suspended by a League Director for creating serious discipline problems in leagues outside the District may not be permitted to participate in CRPD Leagues and tournaments as long as the suspension is in effect.

L. Officials may eject player(s) the instant profanity occurs without prior warning to the team or players.

M. A player whose actions may endanger the safety of others will be ejected from the game without prior warning.

N. This league is sponsored by CRPD. Sportsmanship is a top priority in leagues, even more than winning. Any player, manager, sponsor, or representative of a team who is guilty of unsportsmanlike conduct, on or off the court is liable to immediate suspension, or as ruled by the Player's Board of Conduct.

VII. MANAGER RESPONSIBILITY

A. The manager is responsible for the conduct of their team and spectators. They are further responsible to assist game officials, when necessary, in player and spectator control.

B. Manager is responsible to maintain a current roster and notify the League Director of address changes.

C. Only rostered players may be in the immediate area of play during league games.

D. The manager is responsible to acquaint all team members with the CRPD Basketball Manager's Handbook and SCMAF Basketball Rules.

E. The manager assists game officials, when asked to do so, in administration of all CRPD and SCMAF Basketball Rules. The manager and/or team is subject to disciplinary action for failure to do so.

F. The assistant manager, or captain, assumes all manager's responsibilities in their absence.

G. Entry into any facility during non-use hours is prohibited.

VIII. THE GAME

A. Games consist of two halves of 20 minutes each, during which the game timing device runs continuously, except for time outs. Regulation clock control shall be used during **the last 30 seconds** of the first half and during the **last three-minutes** of the game and overtime UNLESS one team is **ahead by more than 10 points**

B. Halftime - five minutes.

a. When a game ends with the score tied, a three-minute overtime is played. If a second overtime period is needed, sudden death overtime period is used. The first team scoring four points wins the game.

Note: Teams are not allowed timeouts during the sudden death overtime period. Timeouts not prior to the second overtime are lost.

C. All players must print name and number in the official scorebook prior to their participation in the game. Names must be legible. Scorekeeper and officials do not allow a player who has not signed the score sheet to enter the game.

D. Team lineups shall be submitted to the scorekeeper. Positive identification of any player may be requested by either manager.

E. Each team is allowed three timeouts per regulation game: one additional time out for the first overtime period. Time outs may be called by any player of the team having player control.

F. A squad member shall not grasp any basket, dunk, or stuff, or attempt to dunk or stuff a ball prior to, during the game, after the game, or during any intermission.

PENALTY:

1. Goal, if made, is disallowed.
2. Player is ejected from game.
3. Player is charged with a flagrant technical foul (which adds to the team's total fouls).
4. If dunking/hanging on rim(s) occurs after game ends, incident shall be reported to Sports. Player is suspended for next game.

G. 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, is penalized in the following manner:

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

H. Uniforms - Minimum Requirements

1. Team shirts shall be of the same solid color, front and back.
2. Each player shall be numbered on the front and/or back of the shirt with plain Arabic numerals of solid color contrasting with the color of the shirt.
3. A player not wearing a shirt meeting both of the above requirements (solid color, front, and back) will receive a technical foul (player will start the game on the bench for 3 minutes). Player will need to wear a CRPD penny. If the penny does not match the other player's shirts, then the entire team must wear pennies.
4. Reversible color jerseys meeting all requirements of Federation Rule 3-4 are strongly recommended.
5. Numbers on team shirts may consist of only two digits.

XIV. TEAM STANDINGS - All leagues shall be played strictly on a win/loss percentage basis for the full league schedule. Schedules and current standings can be found at www.quickscores.com

XV. TIE BREAKING PROCEDURES

A. If two teams finish with identical records, the following tie breakers shall be used, in this order:

1. Head-to-head competition between the teams involved.
2. Points scored/points allowed difference in games between the teams involved.
3. Points allowed all games.
4. First place - special playoff game scheduled.

B. If three or more teams finish with identical records, the following tie breakers shall be used, in this order:

1. Head-to-head competition between the teams involved. (If the teams play an uneven number of games amongst themselves, then use the second tie breaker).
2. Points scored/points allowed percentage in games between the teams involved.
3. Points allowed all games.
4. First place - special playoff game scheduled.

*If two teams remain tied after a third is eliminated during any step, the tie breaker reverts to step 1 of the two-team format. NOTE: In leagues where teams play an unbalanced schedule: 1) The tie breaker is used when teams are within a game of each other, if they played an unequal number of games. 2) A playoff game is scheduled instead of using tiebreaker #2 above for determining award positions.

C. If a team forfeits a second time, those two teams are scheduled to play, the forfeit may count as a 1.5 games loss against the forfeiting team for the breaker purpose.

XI. GAME POSTPONEMENT - All games played as scheduled.

XII. GAME OFFICIALS

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

B. It is the duty of the officials to administer the game in accordance with the SCMAF League Rules adopted herein by CRPD.

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

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

E. Two SCMAF/CIF Officials are assigned to each game. Each team is required to pay a $40 official's fee prior to each game. A team failing to pay the official's fee at game time is charged with a forfeit. All official's fees must be paid in exact U.S. currency.
Note: If only one official officiates the basketball game, each team is required to pay a $25 official's fee.

XIII. SCOREKEEPERS - Are official representatives of CRPD and deserve courtesy and respect of both players and managers.

A. All scorekeepers are thoroughly familiar with the methods and duties of a scorekeeper and keep accurate and legible records of all games.

B. Scorekeepers submit the scorebook to the game officials for signature.

C. In case both assigned scorekeepers fail to appear, the managers shall agree on a volunteer scorekeeper and timer until the assigned scorer appears, or until the game is completed. The game is official.

D. Scorekeepers shall follow all duties and procedures as defined in the CRPD Scorekeeper's Manual and the Basketball Rule Book

XIV. LEAGUE DIRECTOR

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

B. 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. League Director reserves the right to interpret any league rules in a manner deemed fair and equitable in accordance with the goals and objectives of the CRPD Sports Leagues.

XV. CONEJO VALLEY SPORTS ADVISORY COUNCIL (CVSAC) – A group of patrons or individuals who volunteer their time to improve community sports programs. The council is recognized as a central component in the community recreation process to establish and maintain communication among all teams and players involved in the programs and to rule on disciplinary conduct.

Members - Marty Uskali, Dean Mitrofanis, Todd Baliman, Shelly Garifo, Jeremy Jones, Kathrin Noland

XVI. DISTRICT PARK POLICIES - Teams are reminded that there are numerous District rules covering use of parks by the public. All basketball teams are required to adhere to the following: SECTION 233 ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, AND DANGEROUS DRUGS. Patrons are not allowed on park property while under the influence of intoxicating liquors or dangerous drugs as defined under California Vehicle Code, Section 23152 (a) (b).

1. A team member, observed by District personnel or the referee, consuming alcoholic beverages and/or dangerous drugs at or in the vicinity of the park, prior to the game, is automatically declared ineligible to participate in any CRPD Sports Program for the rest of that calendar day. If a team member is observed during the game; player is ejected.
2. All other rules as posted at each park.

XVII. PLAYERS CODE OF CONDUCT

1. NO PLAYER SHALL: At any time lay a hand upon, push, shove, strike, or threaten to strike an official.

PENALTY: Officials are required to suspend the player from further play and immediately report the player to the League Director. The player remains suspended until his case is considered by the Players Board of Conduct.

2. NO PLAYER SHALL: Refuse to abide by official's decision.

PENALTY: Officials are required to suspend the player from further play and immediately report the player to the League Director. The player remains suspended until his case is considered by the Players Board of Conduct.

3. NO PLAYER SHALL: Be guilty of objectionable demonstrations by throwing equipment, or other forceful actions.

PENALTY: In the official's judgement, the degree of infraction of this tenet of good sportsmanship draws a minimum penalty of warning or a maximum penalty of removal from the game.

4. NO PLAYER SHALL: Be guilty of heaping personal, verbal abuse upon an official for a real or imaginary wrong decision or judgement.

PENALTY: Officials are required to suspend the player from further play and immediately report the player to the League Director. The player remains suspended until his case is considered by the Players Board of Conduct.

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

PENALTY: In the official's judgement, the degree of infraction of this tenet of good sportsmanship draws a minimum penalty of warning or a maximum penalty of removal from the game.

6. NO PLAYER SHALL: Be guilty of using unnecessarily rough tactics in the play of the game against the body and person of an opposing player.

PENALTY: Officials are required to suspend the player from further play and immediately report the player to the League Director. The player remains suspended until his case is considered by the Players Board of Conduct.

7. NO PLAYER SHALL: Be guilty of physical attack as an aggressor upon any player, official, or spectator.

PENALTY: Officials are required to suspend the player from further play and immediately report the player to the League Director. The player remains suspended until their case is considered by the Players Board of Conduct.

8. NO PLAYER SHALL: Be guilty of abusive verbal attack upon a player, official, or spectator.

PENALTY: In the official's judgement, the degree of infraction of the good sportsmanship draw a minimum penalty of warning or a maximum penalty of removal from the game.

9. NO PLAYER SHALL: Use profane, obscene, or vulgar language in any manner or at any time.

PENALTY: Officials may eject the player(s) the instant the profanity occurs with no prior warning to the team or players.

10. NO PLAYER SHALL: Appear in the facility at any time in an intoxicated condition.

PENALTY: Officials are required to suspend the player from further play and immediately report the player to the League Director for further consideration.

11. NO PLAYER SHALL: Be guilty of gambling upon a play or outcome of the game with any spectator, player, or opponent.

PENALTY: Officials are required to report violations of this rule to the League Director.

12. NO PLAYER SHALL: Smoke while in the facility.

PENALTY: Officials are required to warn players guilty of infraction of this rule, and failure of such players to comply results in their removal from the game.

13. NO PLAYER SHALL: Be guilty of discussing publicly with spectators in derogatory or abusive manner a play, decision, or their personal opinion of other players during the game.

PENALTY: Officials are required to warn players guilty of infraction of this rule, and failure of such players to comply results in their removal from the game.

14. NO PLAYER SHALL: Permit anyone to remain on the player's bench during the game who is not a member of the team.

PENALTY: Officials are required to warn members of the team guilty of violating this rule. Failure of team members to enforce this rule results in team's being reported to the League Director.

15. NO PLAYER SHALL: Mingle or fraternize with the spectators during the game but shall remain on the player's bench or on the basketball court.

PENALTY: Officials are required to warn members of the team guilty of violating this rule. Failure of team members to enforce this rule results in team's being reported to the League Director.

The term PLAYER as used in The Player's Code of Conduct applies to all team personnel such as manager, coaches, ballboys, scorekeepers, sponsors, players, substitutes, team attendants, team followers, suspended players, etc. The Player's Code of Conduct applies before, during, and after any CRPD basketball game.
It is the team manager's responsibility to acquaint all team members with the Player's Code of Conduct.

A team member ejected from a game for any Code of Conduct violation is suspended from further participation any CRPD basketball game until such time as:

A. The League Director takes disciplinary action (if any) based on the events surrounding the team member's ejection, or as specified under Section VII, Sportsmanship.

B. The Players' Conduct Board takes disciplinary action based on the events surrounding the member's ejection.