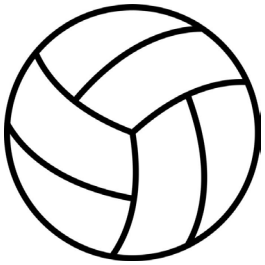
ADULT COED VOLLEYBALL LEAGUE



SPONSORED BY

CONEJO RECREATION & PARK DISTRICT

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SPORTS

Hillcrest Center
403 West Hillcrest Drive , Thousand Oaks, CA 91360
805-495-4674 F 805-381-2726 Monday - Friday, 9:00am – 5:00pm
Web site www.crpd.org/sports E-mail sports@crpd.org



ADULT COED
VOLLEYBALL LEAGUE MANAGER'S HANDBOOK

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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. **Thousand Oaks Community Center (TOC)** 805-381-2793
2525 North Moorpark Road, Thousand Oaks, CA 91360
Dos Vientos Community Center (DVC) 805-375-1003
4801 Borchard Road, Newbury Park, CA 91320

B. **LEAGUE CLASSIFICATIONS** - Divisions: B, C, D. Teams are classified based on their previous league performance, player personnel and classification matches.

C. **THE SEASON** - League matches are played on Sunday and Wednesday.

D. **OFFICIALS** - One SCMAF/CIF Official is scheduled for each match. Each team is required to pay a **$15** official's fee (cash) prior to each match. Official's fees are not included in the league fee.

E. **AWARDS** - Ten individual awards are presented to the Champion and Finalist teams in each division. Managers select the type of award at the Manager's Meeting.

F. **TEAM ROSTERS** - Minimum - 6 players. Maximum-15. Complete final rosters prior to first match. A team not submitting a complete final roster with signatures may **forfeit** all matches played until roster is received by Sports.

II. PRIORITY REGISTRATION – For In-District teams; must meet one of the two following requirements:

1. Have no more than three players residing outside CRPD boundaries (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 three 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. In-District teams receive registration priority.

III. 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. Information about coverage and claim filing procedures is distributed to all managers. In the event of an injury, contact Sports.

IV. SCMAF ACCIDENT PROTECTION PROGRAM - Teams have the option to upgrade from PMBF to a more comprehensive plan for an additional fee. Contact Sports for more information.

V. LEAGUE RULES/CONDITIONS OF PLAY-The Southern California Municipal Athletic Federation approved rule book shall govern play with certain exceptions noted herein. Each team member is held responsible for knowledge of these league rules.

VI. 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. Playing with ineligible players may result in a forfeit.

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 given league, they shall be committed to the first team for which they play a league game. Penalty: If individual 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 short a player, they may use a substitute player from another team in their division, as long as that player is legally rostered within the division. The substitute player must be indicated on the official line-up card with an asterisk. **If a legally rostered player shows up, the player must come out of the game. A substitute for any team is limited to 1 man and 1 woman per game.** Sports will check 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 can 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 own 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 at least 16 years old. A minor under 18 years is an ineligible player unless a signed Parent Authorization Form is on file with Sports and player's signature is on team roster. A new Parent Authorization Form is required each season.

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

VII. FORFEITS

A. A team charged with forfeiting the match because the required minimum number of players are not present is responsible for payment of both team's official's fees.

B. All matches must be played as scheduled. A team may avoid being charged the forfeit fee if they give the League Director at least seven calendar days notice that they are unable to make a match. However, the match is still ruled a forfeit and is not rescheduled. Should other matches on the scheduled night be postponed due to unforeseen circumstances, the match is still ruled a forfeit.

C. Teams forfeiting two (2) matches may be dropped from the league. Furthermore, that team may not be allowed to participate in the next CRPD Adult Volleyball League. The team may be reinstated at the discretion of the League Director.

D. In the event of a double forfeit, both teams receive a full match loss in the standings and pay $15 to each game official.

E. Following a declared forfeit, the teams may play an exhibition match. Such match must end at least 10 minutes before the scheduled starting time for the next match. The assigned official does not officiate the exhibition match.

VIII. 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 5pm the day of game for player's participation (by 5pm on Friday before the Sunday game.) 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. A team found to be playing suspended, illegal, ineligible, or non-rostered players, may forfeit all games in which said players(s) participated. Sports may charge the offending team with two losses for each game. Players and managers in violation of this rule may be suspended from participation in the CRPD Volleyball Program.

E. Players cannot be added to the roster after 8 matches have been played.

IX. PROTESTS

A. Protests are accepted only if they involve player eligibility.

B. Protests involving eligibility of player(s) may be lodged at any time prior to the end of the match. No protest involving player eligibility is considered after the match has concluded.

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 protest form (as their signature appears on the roster), address, and telephone number. Some valid form of identification, such as a driver's license, must be shown to the referee or League Director by the player(s) in question.

D. All protests must be filed in writing on an official protest form by 5:00pm the next business day at Sports.

E. All protests must be accompanied with a $20 protest fee which is returned if the protest is granted; retained if invalid. (Make check payable to CRPD).

F. Protests filed late and/or without the protest fee are not accepted.
G. The decision of the protest is final.

X. SPORTSMANSHIP

A. The officials are in complete control of the match. Unsportsmanlike conduct by a player, manager, coach, team sponsor, attendant, or follower, necessitates ejection from the game.
B. Any individual ejected from the match must leave park property. The official may forfeit the match if any individual fails to comply with league rules.
C. A team member ejected from a match for any reason is automatically suspended from participating in their team's next match. This includes coaching, sitting on bench, etc. The League Director may also rule on additional penalties if deemed appropriate.
D. League rules for sportsmanship apply before, during, and after any match.
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.
F. A player ejected for fighting may be suspended for a minimum of the next two league matches until their case has been ruled on by the Player's Board of Conduct, or the League Director.
G. A 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.
H. 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.
I. Any player who strikes an official, scorekeeper, or District representative, prior to, during, or after any game, may be suspended from all league and tournament competition for at least 365 days. Appropriate charges may be filed with the Ventura County Sheriff's Department against the player(s) involved.
J. A player whose actions may endanger the safety of others will be ejected from the match without prior warning.
K. Sportsmanship is a top priority in our 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.

XI. MANAGER RESPONSIBILITY

A. The manager is responsible for the maintaining the conduct of his team, and responsible to assist game officials when necessary, in crowd or player control in all incidents that may involve public or personal safety.
B. Manager is responsible to maintain a current roster and notify Sports of address change.
C. Only rostered players may be in the immediate area of play during league game.
D. The manager is responsible to inform all team members of CRPD Volleyball Rules.
E. The manager assists game officials, when asked to do so, in administration of all CRPD Volleyball Rules. The manager and or team is subject to disciplinary action for failure to do so.
F The assistant manager, or captain, assumes all of the manager's responsibilities in their absence.
G. League teams will follow furnished league schedule unless special arrangements are made with the League Director.
H. The manager shall check in with the official ten minutes prior to match time and have all players first and last names printed on the score sheet.
I. At the conclusion of the match, it is the responsibility of the winning manager to confirm the final score recorded by the referee by signing the score sheet. Both managers sign if it is a tie match.
J. Entry into any facility during non-use hours is prohibited.

XII. TEAM STANDINGS/TIE BREAKERS -

All leagues shall be played strictly on a win/loss match percentage basis for the full league schedule. NOTE: A tie game/match is ½ win-½ loss. If two teams finish with identical records, the following tie breakers shall be used, in this order:

1. Head-to-head match competition between the teams involved.
2. Head-to-head game competition.
3. Overall game won/loss percentage.
4. Points scored/points allowed difference in all games between the teams involved.
5. Points allowed difference, all games.
6. First place–special playoff match scheduled.

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

1. Head-to-head match competition between the teams involved. (If the teams play an uneven number of games amongst themselves, then use the Third tie breaker).
2. Head-to-head game competition.
3. Overall game won/loss percentage.
4. Points scored/points allowed difference in all games between the teams involved.
5. Points allowed difference, all games.
6. First place–special playoff match 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: If a team forfeits the second time those two teams are scheduled to play the forfeit may count as 1.5 match loss against the forfeiting team for tie breaker purposes.

XIII. SCORING

A. Rally scoring is in effect all three games.

B. A game is won when a team scores twenty-five points in games one or two, with a two-point advantage. The maximum score is 27, a team can win 27-26. The third game shall be played to 15 points. The maximum score is 17. A team can win 17-16.

C. Match time limit, 55 minutes. If the time limit expires during the second game, the leading team shall be declared the winner if it has scored nineteen points or more and has a two-point advantage. If not, the game is ruled a tie. If the time limit expires during the third game, the leading team shall be declared the winner if it has scored eight points and has a two-point advantage. If not, the game is ruled a tie. If neither team has won two games under the above guidelines, the match is a tie; it will not be continued or replayed.

XIV. THE GAME

A. Player minimum-four players, maximum two men. Five players-maximum three men. Player maximum-six players, maximum three men.

B. A team without the required minimum number of players at match time is charged with a game one loss. If unable to field a team ten minutes later, game two and the match are forfeited.

C. A five-player team with three men: if two hits are taken, one of them must be made by a woman.

D. If three consecutive hits are used, at least one must be made by a woman.

E. Back line players can participate in blocking, if two of the front-line players are women.

F. Males blocking female hitters is not allowed in the lower level.

G. Players may receive a served ball with an open-handed set.

H. A served ball which touches the net, but still goes over remains in play.

I. If a game is started with less than 6 players and manager wants to add a player to the rotation; do so when your team rotates on a new serve. The added player must rotate into the middle back. The team will not be charged with a time-out if the new player is on the scoresheet. If the new player is not listed on the scoresheet, then you must call a time-out to add the player to the scoresheet.

J. Time outs: 1. Each team is allowed one sixty second time-out per game.
2. No time out request will be granted during final two minutes of the match.
3. A team shall be penalized a point or side-out for each excessive time out.

NOTE: A time out cannot be taken if the team does not have the minimum number of players to begin the game.

At Thousand Oaks Community Center the following rules are in effect:

1. No warming up allowed anywhere inside the building.
2. A foot foul on the serve shall not be called if server's foot contacts the serving line.
3. The center line separating the two courts is the out of bounds line. A ball or player crossing that line results in a dead ball.
4. The ball remains in play if it touches the ceiling and stays on the same side of the court.
5. If a playable ball touches the backboard which is attached to the east wall, it is a replay.
6. Substitutions can only be made in the center back position.

XV. EQUIPMENT

A. The game ball is furnished by CRPD.

B. All team members are required to wear a shirt.

C. All players must wear athletic shoes. Shoes may not leave marks on gym floor.

D. Safety glasses are highly recommended.

XVI. PRE-GAME WARM UP - Warming up anywhere near the cement area in front of community centers is prohibited. Warm up activity is permitted beyond the large circular oak tree planter towards Moorpark Road on the grass at Thousand Oaks Community Center.

XVII. 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 match is completed. In either case, the match is considered official.

B. It is the duty of the officials to administer the game in accordance with the SCMAF and these league rules adopted herein by CRPD Sports.

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

D. The officials are the representatives of CRPD by whom they have been assigned to a particular match, and such are authorized and required to enforce each section of these rules before, during, and after every match. The officials 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. One official is assigned to each match. Each team is required to pay $15 official's fee prior to each match. 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.

XVIII. LEAGUE DIRECTOR

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 the goals and objectives of the CRPD Sports Leagues.

XIX. CONEJO VALLEY SPORTS ADVISORY COUNCIL - The CVSAC is a group of individuals who volunteer their time to improve the community sports programs. The council is recognized as a central component in the community recreation process to establish and maintain communication along all teams and players involved in the programs and to rule on disciplinary conduct.

Members: Todd Baliman, Jim Hofius, Shelly Garifo, Dean Mitrofanis, Ken Johnson, Marty Uskali, Jeremy Jones

XX DISTRICT PARK POLICIES - Teams are reminded that there are numerous District Rules covering use of parks by the public. All 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 official, 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.

XX. 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 the case is considered by the Board of Conduct.

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

PENALTY: In the official's judgment, 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 judgment.

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 judgment, 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**: Use 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.

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 his 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 judgment, 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.

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 a 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 volleyball 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, personnel such as manager, coaches, scorekeepers, sponsors, players, substitutes, team attendants, team followers, suspended players, etc.

The Player's Code of Conduct applies before, during, and after <u>any</u> CRPD Volleyball game. The manager's responsibility is to acquaint all members with the Player's Code of Conduct. Any team ember ejected from a game for any Code of Conduct violation is suspended from further participation in any CRPD Volleyball game until such time as:

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

B. Players' Conduct Board takes disciplinary action on the event surrounding the member's ejection.