



City of
**Mountain
View**

Adult Softball League Manual

The City of Mountain View Community Services Department, Recreation Division, would like to welcome you and your team to the Adult Sports Program. Enclosed you will find registration procedures, dates, rules, regulations, site locations and other information pertaining to the Adult Softball League.

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Location & **CONTACTS**

League Director

Stephanie Lum-Roman
Stephanie.Lum@mountainview.gov
(650) 903-6411

Office Location

Mountain View Community Center
201 South Rengstorff Avenue
Mountain View, CA 94040
(650) 903-6331

Mailing Address

City of Mountain View, Recreation Division
P.O. Box 7540
201 South Rengstorff Avenue
Mountain View, CA 94039-7540

Playing Site

Shoreline Athletic Fields - North Field
2450 Garcia Avenue
Mountain View, CA 94043

Registration Information and Divisions

SUBMITTING A REGISTRATION FORM AND LEAGUE FEES

To officially register a team in the Mountain View Adult Softball League, teams must complete, in full, an Adult Softball Registration form and submit payment for the team league fee. For check payments, please make checks payable to City of Mountain View. Non-resident fees will be processed after the third game of the season. Teams whose roster contains incorrect addresses and/or falsified information will automatically be dropped from the league without a refund and will not be allowed back for any sport. Proof of residency may be requested by the League Director or scorekeepers at any time.

To submit a registration form and payment, choose one of the following options:

- Email completed form to Stephanie.Lum@MountainView.gov
- Drop off completed form in-person to the Mountain View Community Center (201 S. Rengstorff Avenue) Monday through Friday 8:30 a.m. to 5 p.m.
- Mail completed form to the mailing address one page 2. Do not mail cash. The City of Mountain View is not responsible for lost or delayed mail.

REGISTRATION DATES AND SEASON DATES

- Spring Season: Registration will open in January and continue until all divisions are full according to the registration priority and/or no later than mid to late February. The season will begin mid to late March.
- Fall Season: Registration will open in June and continue until all divisions are full according to the registration priority and/or no later than mid to late July. The season will begin mid to late August.

REGISTRATION PRIORITY

Returning teams that played in the previous season and contain at least 50% of the same roster will receive priority registration through a set deadline date. Following the deadline date for priority registration, registrations will be processed in the order they are received.

DIVISION REQUIREMENTS

- Each division will run with a minimum of four (4) teams and a maximum of six (6) teams.
- The City of Mountain View Adult Softball League Divisions are for low-intermediate to high-intermediate recreational teams. Divisions may be combined at the discretion of the League Director.
- For safety matters and even playing, teams must register for the division that matches a majority of their roster's experience levels.

Scheduling and Forfeits

PLAYING SCHEDULE

- Ten (10) regular season games will be played each season with the chance of playoffs. In each division, the first through fourth place teams will make playoffs and vie for the championship. Playoff and championship games will be played in the same evening.
- Regular season games and playoff games are seven innings or time limit of 65 minutes, whichever comes first. Any innings beginning before time expires shall be completed unless the home team is ahead. Championship game time is limited to 80 minutes.
- Bye weeks and double headers may be incorporated into the schedule depending on the number of teams in a division.
- The league schedule is as follows and is subject to change at any time at the discretion of the the League Director.
 - Games will be played at 6:30 p.m., 7:45 p.m. or 9 p.m.
 - Scheduled nights for each division:
 - COED Intermediate - Mondays
 - COED Recreation - Tuesdays
 - Men's C/D - Wednesdays
 - Men's D - Thursdays

RESCHEDULING DUE TO WEATHER CONDITIONS

- Team managers will be notified by 3 p.m. on game days if games are cancelled due to weather conditions. Games will be rescheduled pending there are not scheduling conflicts. In the result that ten (10) regular season games are not permitted due to scheduling conflicts, prorated refunds will be issued.

FORFEITS

- The official's and scorekeeper's watch is official game time. Scheduled game time is forfeit time with the exception of the first game of the night where a five (5) minute grace period will be in effect if needed. The game clock of 65-minutes will start at the scheduled game time, even if a grace period is needed.
- Opponent of the forfeiting team will get a win with a score of 7-0 (one point per each inning). In the event of a double forfeit, both teams will receive a loss.
- Forfeited games will not be postponed or rescheduled.
- Each team is allowed one advanced forfeit per season. Advanced forfeits must be communicated to the League Director at least 24 hours before the scheduled game time and the forfeit fee will be waived. Any additional forfeits, even advanced notice forfeits, will be subject to a \$40 forfeit fee. Forfeits with less than 24 hours notice will be subject to a \$40 forfeit fee.
- Two (2) or more forfeits in one season will automatically eliminate the team from participating in the league for the next year.
- Teams with ineligible players in a playoff game will automatically forfeit, even if the ineligible player is discovered after the game has been played.

Team Manager's Responsibilities and Protest

THE TEAM MANAGER, CO/ASSISTANT TEAM MANAGER, AND/OR THEIR DESIGNATED REPRESENTATIVE, WILL BE RESPONSIBLE FOR THE FOLLOWING DUTIES FOR THEIR TEAM:

- Attending the league's manager meeting, which occurs the week prior to the start of the season.
- Ensuring that the team roster is kept up to date and all active players have signed the roster prior to playing in their first game.
- Following, enforcing and familiarizing all players and spectators of team and player eligibility requirements, league rules and the SANCRA Code of Conduct. Team managers and/or co/assistant team managers may face probation and suspension based on the actions of team players and/or spectators.
- Ensuring that all team equipment is permitted.
- Submitting the team line up card to the scorekeepers at least ten (10) minutes before game time.
- Enforcing the no smoking and no alcohol policy at all City facilities.
- Enforcing the no domestic animals policy at Shoreline Athletic Fields. Service animals that are recognized by ADA regulations are welcomed.
- Appraising the League Director of any problems or complaints in writing.

PROTEST

- Protest shall be based on interpretation of the rules and ineligibility of players only. Decisions involving the judgement of officials/umpires will not be concerned.
- Protest must be stated at the point of contention, meaning right after the play happens and before the ball is put back into play. Officials/umpires, scorekeepers and the opposing team manager must be immediately notified concerning the exact rule that is being protested.
- Protesting managers must complete an "Intent to Protest" form and return it to scorekeepers before leaving the facility.
- A WRITTEN protest must then be submitted via email to the League Director no later than 5 p.m. the day following the protested game. The protest must be clearly written and accompanied by a \$25 filing fee. If the protest is upheld, the fee will be returned.
- The League Director has final authority to make decisions pertaining to all league rules and regulations. If deemed necessary, a protest board may be assembled to settle a protest.

Eligibility and Equipment

ROSTERS

- A maximum of 25 players are allowed on a team roster.
- Players can be added to the roster until the third game of the season. All players must sign the roster before their first game to be considered eligible.
- Non-resident fees will be processed after the third game. Any additions after the third game must be approved by the League Director prior to the player being added.

PLAYER ELIGIBILITY

- All players must be at least 18 years of age or older. High school students are not permitted.
- All players must carry proof of identification and address at all times. The League Director and/or scorekeepers may ask for identification at any time. Failure to present identification may result in immediate ejection.
- Players who play in B rated leagues or tournaments are not permitted. Player will be declared as ineligible and teams may be declared ineligible for playoff and championship games.
- Players may play in different divisions but may not play with more than one team within the same division.
- Players must be on the team roster and have played at least three (3) regular season games with their team in order to be eligible for playoff and championship games. Forfeited games, by either team, do not count as a game played.
- All players and teams must abide by the SANCRA Player's Code of Conduct (see page 10). A player and/or team that is suspended from one agency will automatically be suspended from other agencies within SANCRA.

TRADES & INJURED/RELOCATED PLAYERS

- Players may be traded to a new roster after League Director approval.
- Traded players must sit out at least one regular season game.
- Traded players are eligible to play in playoff and championship game only if they have played three (3) regular season games with the new team.
- Players cannot be traded during playoff and championship games.
- Players who are no longer available to play due to injury or moving out of the area may be replaced with the League Director's approval. If the injured or relocated player decides to rejoin the team, the replacement player must be dropped from the roster and is no longer eligible to play.
- Players who are gone due to personal reason or vacations will not be considered for replacement.

EQUIPMENT

- Softballs and bases are provided by the League. All other equipment must be supplied by the teams.
- Bats must meet ASA/USA regulations and bear the appropriate ASA/USA certification mark.
- Bats may be checked by officials at anytime. Team managers may request bat checks of the opposing team as they see fit.
- If players are unsure if their bat meets ASA/USA regulations, they should ask the umpire and scorekeepers to review the bat prior to using the bat in a game. There will no penalty if a bat is deemed illegal as long as it is not used in the game.
- If an illegal bat is found immediately after a play, the bat will be removed and the batter is out. If an illegal bat is found in-between innings or after the game, the bat will be removed. In either cases, penalties within the SANCRA Code of Conduct will apply.
- Metal spikes are not allowed.
- Safety equipment, such as batting helmets and catcher's masks, are not required but are encouraged.

Rules - For ALL Divisions

Unless otherwise stated, ASA/USA Official Softball rules govern league play.

TEAM

ALL

- A minimum of eight (8) players is required for the duration of the game.
- All active players on a given night must both bat and play in the field.
- A maximum of fifteen (15) awards will be given to the first place finisher in each league.

COED

- A team must have at least four (4) females and four (4) males at all times. When playing with ten (10) players, there must five (5) females and five (5) males.

FIELD

ALL

- Batting and infield practice is not allowed prior to games.
- Due to the nature of Shoreline Athletic Fields, it will be the umpires discretion when a ball is considered out of play/dead ball. If a fair ball goes out of play, either by deflection of a defensive player or the ball deflects on its own, the award is two bases from the time of the pitch.

BATTING

ALL

- Each batter starts with a 1-1 count.
- When batter has two (2) strikes, they will allowed one (1) additional foul ball regardless of how the second strike is obtained. The next foul ball will be strike three (3) and the batter is out. The number of balls in the count does not impact this rule.

COED

- Batting order can start with either gender, but then must alternate.
- If playing with an odd number of players, you may have an alternating/shared spot by two (2) players of the same gender or have members of the same gender hit back to back. If two (2) males bat back to back, an out will be taken when the second male is at bat, even when entering a new inning. No penalty is applied when two (2) female bat back to back.
- If a male batter is walked, they advance to second base. The next batter must be female, even if a male is next in the batting order. An out will still be applied.

HOME RUN RULE

ALL

- Three (3) “over the fence” homeruns with an equalizer will be allowed for all divisions. After three (3), there will be a 1-up equalizer rule in effect. Any “over the fence” homeruns after the allotted three (3) and prior to the equalizer will be called out.

Rules - For ALL Divisions

RUN RULE

ALL

- A team will declared the winner if they are ahead in the following situations for all games.
 - 20 runs or more after three (3) innings
 - 15 runs or more after four (4) innings
 - 12 runs or more after (5) innings

BASE RUNNING

ALL

- Stealing bases is not allowed.
- A courtesy runner may be used once per inning for any injured player after the batter reaches first base. The courtesy runner must be the player who made the last out. Exceptions can be made at umpire's discretion if the player who made the last out is coming up in the batting order.
- Pinch runners are not permitted.

COED

- Courtesy runners must be of the same gender as the batter.
- The commit line will drawn perpendicular to the third base line approximately 25 feet from home plate. If a runner crosses the commit line, they must continue toward home plate.
- Runners must NOT touch home plate when scoring. It will be an automatic out if a runner touches home plate.

MENS

- Runners must touch home plate when scoring.

DOUBLE BASE

ALL

- A batted ball hitting the white base is declared fair and hitting the orange base is declared foul.
- Defense must use the white base.
- Base runner must use the orange base unless they are rounding first base. If the runner returns to first base, they must use the white base.
- If the runner uses the white base is used for a base hit, they will be called out.

FIELDING

ALL

- There can be a maximum of ten (10) players on the field while playing defense.

COED

- There must be two (2) females and two (2) males in the infield, two (2) females and two (2) males in the outfield, and one (1) female and one (1) male as the pitcher and catcher.
- If playing shorthanded with three players in infield or outfield, there must at least one (1) female and one (1) male.
- Outfielders must remain behind coned cheat line unless they are making a play on live ball.

Rules - For ALL Divisions

PITCHING

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| ALL | <ul style="list-style-type: none">• Pitches must be delivered with a perceptible arc and reach a height of at least six (6) to twelve (12) feet from the ground.• Pitcher must always have at least one (1) foot inside the chalked box at the pitchers mound while completing their pitching motion.• Any legal pitch that hits home plate will be called a ball. |
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| COED | <ul style="list-style-type: none">• Games will be played with a strike zone mat. |
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| MENS | <ul style="list-style-type: none">• Games will not be played with a strike zone mat. |
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TIE BREAKERS

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| ALL | <ul style="list-style-type: none">• If there is a tie at the end of seven (7) innings or the 65-minute time limit for regular season games, one (1) extra inning will be played. If the game is still tied after the extra inning, the game will end in a tie.• Playoff and championship games cannot end in a time and will continue until a winner is determined. If a game needs to exceed past 10 p.m., the remainder of the game may be rescheduled. |
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SUBSTITUTES

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| ALL | <ul style="list-style-type: none">• A substitute is someone who is not in the original line up.• Substitutions may be made for players, not positions. For example, player "A" may substitute for player "B". If player "A" returns to the game, player "B" must be substituted out.• A substitute must be used if a player needs to leave the game due to injury. A courtesy runner cannot be used. |
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INJURED OR EJECTED PLAYERS

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| ALL | <ul style="list-style-type: none">• If a team only has eight (8) players and a player is ejected or has to leave due to injury, the team must forfeit.• A substitute may take the place in the line with no impact. If a substitute is not available, the next time the injured/ejected player is in the line up, it will count as an out. After the first out, that player will be eliminated from the batting order and no further outs will apply. |
| COED | <ul style="list-style-type: none">• If a player is ejected or has to leave due to injury, there must be four (4) females and four (4) males to play, otherwise the team must forfeit.• If using an alternating/shared spot in the line up, one of those players may take the place of the injured/ejected player pending they are the same gender. An out will be recorded the next time the player is in the line up. No further outs will apply after the first out. |

SANCRA Code of Conduct

- This league is a recreation league which emphasizes fun and sportsmanship. Any behavior that impacts the enjoyment and safety of officials/umpire, scorekeepers or players will not be tolerated.
- If a player is ejected from a game, they must leave the facility immediately and cannot return until their suspension is over. Suspended players cannot come to the field as spectators.
- No alcohol or smoking is allowed in the dugouts or field. Players under the influence of alcohol must leave the facility immediately or the team will forfeit the game.
- Violations will remain with a team manager/player for their history within the league.

SANCRA PLAYER CODE OF CONDUCT

| Conduct | Minimum Penalty | Maximum Penalty |
|---|---|--|
| NO PARTICIPANT OR SPECTATOR SHALL be guilty of a physical attack, lay a hand upon, push, shove, strike or kick an official, participant, coach, agency representative, manager or another spectator. Officials are required to immediately suspend participant from further play and report participant to League Director. The participant shall remain suspended until their case is considered by the League Director. | Suspension from one (1) league game and placed on probation for the remainder of season. | Lifetime suspension and/or felonious assault charges filed. (CA Penal Code Sec. 243.8) |
| NO PARTICIPANT SHALL be guilty of leaving their offensive, defensive position or respective dugout areas to further incite any verbal or physical confrontation between players on the field or court. | Immediate ejection with possible further sanctions dispensed by league office. NOTE: In the event said player(s) cannot be identified, the first, second, third, etc. player(s) in the line-up are subject to being removed from the game. | Forfeiture and/or double forfeiture of game and player suspensions as determined by league office up to life and/or felonious assault charges filed. |
| NO PARTICIPANT OR SPECTATOR SHALL be guilty of damaging or defacing agency, school district or sanctioned facilities. Officials or agency representative are required to immediately suspend individual and report incident to League Director. | Suspension from further play until financial responsibility is met by individual and/or team AND probation for remainder of the season. | Lifetime suspension. |

SANCRA Code of Conduct

| Conduct | Minimum Penalty | Maximum Penalty |
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| NO PARTICIPANT SHALL be guilty of an abusive verbal attack, including "trash talking" or taunting any participant, official, agency representative or spectator. Officials are required to immediately suspend the participant from further play. The infraction will be reported to the League Director. This violation additionally includes "after the incident" communication or correspondence in follow up discussions. | One (1) game suspension. | Four (4) game suspension and/or one year from time of incident. |
| NO PARTICIPANT SHALL use deliberately rough tactics during a game against the body and person of an opposing participant. Officials are required to immediately suspend participant from further play and report incident to League Director. | Removal from the game. | Suspended for one (1) year from time of incident. |
| NO PARTICIPANT SHALL refuse to abide by an official's decision or be guilty of verbal or forceful demonstrations of dissent to an official's decision. | Removal from the game. | Suspended for one (1) year from time of incident. |
| NO PARTICIPANT SHALL be guilty of intentionally throwing a bat or item of playing equipment. Officials are required to immediately suspend the participant from further play and report such player to the League Director. | One (1) game suspension. | Suspended for one (1) year from time of incident. |
| NO PARTICIPANT SHALL refuse to abide by an official's decision or be guilty of verbal or forceful demonstrations of dissent to an official's decision. | Removal from the game. | Suspended for one (1) year from time of incident. |
| NO PARTICIPANT SHALL appear in, on or around a facility at any time under the influence or in possession of a controlled substance or in an intoxicated condition. Officials are required to suspend participant from further play and report such player to the League Director. | Suspension from two (2) league games and placed on probation for the remainder of season. | Suspended for one (1) year from time of incident. |

SANCRA Code of Conduct

| Conduct | Minimum Penalty | Maximum Penalty |
|---|--|--|
| NO TEAM OR TEAMS SHALL engage in physical aggression upon each other, officials, agency representatives, field supervisors or spectators. Officials shall immediately suspend play and report, in writing, the incident to the League Director. | Forfeiture of game by one or both teams involved with suspension of one additional game and probation of one year from time of incident. | Dropping of one or both teams from SANCRA member leagues for life. |
| NO MANAGER, PARTICIPANT, CAPTAIN, OR TEAM REPRESENTATIVE SHALL at any time be guilty of utilizing a non-roster or ineligible participant; or falsify the identification or age of any participant or person on an official league or tournament sports roster. Such falsification, intentional or otherwise, and with or without that participant or person's knowledge, shall be just cause for disciplinary action. The infraction will be reported to the League Director. | One (1) year probation from time of incident. | One (1) year suspension from time of incident. |
| NO MANAGER, TEAM REPRESENTATIVE OR PARTICIPANT SHALL at any time use illegal equipment (i.e., altered, ASA banned or illegal bat; metal cleats; exposed, dangerous jewelry). | Immediate ejection from the game AND one (1) game suspension. | Lifetime suspension. |
| <u>NO MANAGER, TEAM REPRESENTATIVE OR PARTICIPANT SHALL</u> at any time commit a fraudulent act (including gambling upon any play or outcome of any game) concerning any organized SANCRA event, function or sports tournament. Such act shall be cause for disciplinary action. | Probation for the remainder of the season. | Suspended for one (1) year from time of incident. |
| <u>EACH TEAM MEMBER IS RESPONSIBLE</u> to ensure that payments made to SANCRA, ASA or member cities (i.e., entry fees, tournament fees, facility costs, etc.) are valid and any costs incurred due to insufficient funds are the entire team's responsibility. | Suspension of further play until financial responsibility is met. | Lifetime suspension. |

Special Notes:

1. THE LEAGUE DIRECTORS SHALL have the power and full discretion of imposing penalties on any and all violations of the Players Code of Conduct. In any violation not included in said Code, the penalty shall be at the discretion of the League Director.
2. Any participant removed from a game must leave the park or school facility immediately. Failure to do so will carry a maximum penalty of one (1) year suspension.
3. Any participant having been once penalized by enforcement of the "Code of Conduct" and reported again for violating the "Code of Conduct" will be subject to additional penalties open to the determination of the SANCRA Board.
4. Managers are responsible for actions of their participants and spectators at all times during a SANCRA activity or event and will be disciplined accordingly.
5. The term participant shall include players, coaches and fans where appropriate. Managers are responsible for the actions of their fans.
6. Any individual or team who is placed on probation or suspension for violation of items aforementioned in this Code of Conduct is automatically on probation or suspension for ALL ACTIVITIES sponsored by member cities/organizations during the effected period.

SANCRA CODE OF CONDUCT IS ENFORCED AND HONORED BY ALL SANCRA AGENCIES, LEAGUES AND TOURNAMENTS. PARTICIPANTS ATTEMPTING TO PLAY IN SANCRA-SANCTIONED EVENTS AFTER BEING SUSPENDED WILL BE SUBJECT TO FURTHER DISCIPLINARY ACTIONS.

SANCRA MEMBER CITIES/ORGANIZATIONS INCLUDE:

City of Campbell
Capitola / Soquel
City of Cupertino
City of Gilroy
City of Hollister
City of Los Altos
LGS Recreation

City of Milpitas
City of Mountain View
North Monterey County
City of Pacific Grove
City of Palo Alto
City of San Jose
I.O.O.F. San Lorenzo Valley

City of Santa Clara
City of Santa Cruz
City of Scott's Valley
City of Sunnyvale
Team Sports Now
Vintage Softball Santa Clara
City of Watsonville