

ATTACHMENT B
CITY OF MOORPARK
PARKS, RECREATION, & COMMUNITY SERVICES DEPARTMENT

ADULT BASKETBALL LEAGUE HANDBOOK



Preface

This handbook is designed to acquaint basketball managers, players, spectators and sponsors with league rules and conditions of play set forth by the City of Moorpark, Recreation Division, for basketball leagues run by the Division.

We strive to provide an opportunity for adults to take part in an organized and enjoyable athletic program, offering participants personal enjoyment and physical development.

It is imperative that all participants become familiar with the information contained in this handbook. Ignorance of rules and regulations is not cause for reduction of penalties.

Please remember that sportsmanship rates first in our leagues; without it, the quality of the sport is lost.

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ADULT BASKETBALL 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 (SCMAF), 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 Rulebook.

Section I: Registration

- A. Registrations must be received during the registration period, and are taken on a first-come, first-served basis. Full payment is due at time of registration. Managers must submit the completed registration form prior to the registration deadline.
- B. All team names must be approved by league director before the start of the season. No profanity, sexual connotations, or alcohol/drugs will be allowed in team names.
- C. Requests for refunds must be received prior to the posting of the game schedule or five business days before the first scheduled game, whichever occurs first. No refunds or credits can be issued after this time.
- D. Forfeit forms and/or fees must be turned in at the time of registration if have not already done so for a previous season. The forfeit form/fees are effective from the summer season through the spring season of the following year. When summer registration opens all teams are required to turn in a new forfeit forms/fees.
- E. Upon filing and acceptance of the roster, each manager agrees that he/she has read all of the rules and regulations, and further agrees that he/she will conduct himself/herself and control his/her team in accordance with all policies, rules and regulations. The manager shall report all players' change of address to the league director.

Section II: Eligibility

- A. Players must be 18 years of age or older by the first scheduled game to participate in adult sports leagues.
- B. To be eligible, each player must legibly complete and sign the official roster for his or her team prior to the first game. Players must provide their own signatures on the roster. If information is illegible and/or missing a player will not be placed on the official roster and thus deemed ineligible. At no time shall a manager or

other person sign a roster/waiver for another person. Managers are responsible for all information submitted to the City.

- C. Officials and city staff have the authority to request photo ID from any player at any time. Players must have a current photo ID and be able to present it immediately upon request. Individuals unable to provide identification will not be permitted to play.
- D. Managers MUST submit line ups prior to each game. If a person plays under another person's name, all games in which that person played will be forfeited.
- E. Players whose names do not appear on the official team roster, are considered ineligible. Lineups and rosters are checked periodically throughout the season. Games played with ineligible players will be forfeited.
- F. A player may play on more than one team in the league provided he/she plays on only one team each division. Any team whose player(s) found in violation of this rule will forfeit all games won in which the player(s) participated. If a player is playing for two teams that are both eligible for playoffs, he/she can play on both teams up to the point they meet in the playoffs. At that juncture he/she must choose one team and must move forward with that team, no matter the outcome of the game.
- G. If a players 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. If an 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.
- H. **SUBSTITUES:** 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 one (1) per game.
- I. High school students currently engaged in interscholastic and/or community athletic association competitions are ineligible to play on any basketball team. However, they may be placed on the roster providing they do not play until interscholastic competition has concluded. It is the manager's responsibility to notify the League Director when they sign up students who are temporarily ineligible to play.
- J. Active professional basketball and in season college players are ineligible to play in any City of Moorpark basketball league.

- K. **ADD/DELETE FORMS:** Managers may add or delete players to their rosters until the third week of play using the add/delete form provided by the City of Moorpark. All add/delete forms must be turned into the City of Moorpark at least 1 business day prior to a team's next game. After the third week, players may only be added to teams under the following conditions:
1. A player may be added to replace an injured or ill player. The injured or ill player must provide written notice from his/her physician stating that he/she may not participate in the league due to the injury or illness. The replaced player may not return for the remainder of the season, including playoff and championship games. The player replacing an injured or ill player will be eligible for the playoffs as long as they or the player which they are taking the place of have participated in one quarter (1/4) of the league games.
 2. A player may be added to replace a player who has: a) had a change of a work schedule that prohibits them from participating in the league, b) is transferred to another geographical area, or c) has experienced a personal tragedy, such as a death in the family. The player being replaced may not return for the remainder of the season, including playoff and championship games. The player replacing a player due to any of the reasons outlined above will be eligible for the playoffs as long as they or the player which they are taking the place of have participated in one quarter (1/4) of the league games.
- L. Players must participate in one-quarter (1/4) of league games to be eligible to play in playoff games.
- M. A player who has been formally suspended by another city, county, district, or agency for discipline problems in leagues outside the City shall not participate in a City of Moorpark league or tournament as long as said suspension is in effect.

Section III. Forfeits

- A. **Officials Fees:** A team who forfeits is responsible for payment of all officials' fees for the forfeited game. The team will have one week to pay the officials fees. If fees remain unpaid after one week, the fees will be deducted from the team's forfeit deposit or charged to the credit card listed on the forfeit fee form. If a team exceeds the amount needed in their forfeit deposit, or if a credit card charge is denied or reversed, the team will be expelled from the league. The team and all players will be barred from further participation in City programs until all fees are paid.
- B. **Game Schedules:** All games must be played as scheduled. A team may avoid being charged the officials fees for a forfeit if the team manager notifies the League Director they will not be able to play the game at least 1 business days in

advance. At the League Director's sole discretion, the game will either be ruled a forfeit, or rescheduled (with the agreement of the other team).

- C. Automatic Forfeits: Any team found to be playing suspended or ineligible player shall forfeit all games in which said player participated.
- D. Practice Games: Following a declared forfeit, the teams may play a practice game if they wish. Practice games must conclude at least 20 minutes before the scheduled starting time for the next game. The assigned official will not officiate the practice game .
- E. A forfeited game will result in a final score of 15-0 for the winning team

Section IV. Protests

- A. Protests shall not be received or considered if they are based on a complaint involving the accuracy of the official's judgment.
- B. Notification of intent to protest the interpretation of a rule by the official must be made with the official and City staff immediately after the incident/call took place, or the protest will not be received.
- C. Protests involving the eligibility of a player: once a formal protest has been made by a manager against a player, the player in question will be required to complete and sign the official protest form as their name appears on the team roster, and print their address and telephone number. The player in question must show a valid form of identification, such as a driver's license, to the official. It is the manager's responsibility to assist with this process. Protests involving eligibility of a player may be lodged at any time up to the last out of the last five (5) minutes of the game. For play-off games, protests must be lodge PRIOR to the start of the game. No protest involving eligibility will be received after the game has concluded. Any player whose name and signature are not shown on that team's official league roster will be considered an ineligible player; a forfeit may be declared against the offending team. If a team is found to be using an ineligible player during the playoffs all games which the ineligible player participated will be considered a forfeit. The league director will have the discretion of how the playoffs will be concluded.
- D. Use of protest to delay or hasten the game may result in forfeiture. (*S.C.M.A.F. Rules, Section II.*)
- E. All protests must be received, in writing, on an official protest form, by 6:00 p.m. the following business day at the Arroyo Vista Recreation Center, 4550 Tierra Rejada Road in Moorpark.
 - 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 shall not be accepted.
- F. When a protest is accepted, the protested game may be concluded or replayed at the discretion of the League Director. The decision will be made within 7 business days.
- G. The final score, as approved by the official at the end of the game, is official. Protests about the accuracy of the final score shall not be considered.
- H. Procedure regarding alleged discrepancy in official score keeping during the game: The official suspends play until he or she rules on the official score.
- I. If after a receiving an unfavorable decision from the League Director as to their protest, a team may elect to have the decision reviewed by the following (in order):
1. Recreation Superintendent, and if upheld,
 2. Parks and Recreation Director

The decision of the Assistant City Manager shall be final and binding. No further review of the protest will be allowed.

Section V: Code of Conduct

In order to provide a fun, family friendly atmosphere of fun and sportsmanship, certain regulations are necessary and must cover all who are connected with the program. Violations of these simple acts of good sportsmanship and common courtesy will not be permitted.

Officials reserve the right to immediately eject any player from a game for any violation of the following. Additionally, at League Director's sole discretion, players may receive a minimum of a one game suspension, and up to a 5 year suspension, depending upon the nature and severity of the incident. League Director's decision is final; no appeals of decisions shall be considered.

NO PLAYER OR SPECTATOR SHALL:

- A. Intimidating or aggressive action towards an official, spectator or other player will not be allowed.
- a. PENALTY: Two (2) game suspension and up to a one (1) year suspension and/or probation of one (1) year
- B. Physical attack on an official, spectator or other player will not be allowed.
- a. PENALTY: Three (3) game suspension and up to a five (5) year suspension and/or probation of one (1) year depending on severity of the

infraction. After two (2) years the player or coach may appeal to the Recreation Coordinator.

- C. No profane, obscene, derogatory or racial remarks to an official, spectator or other player, or speak in such a manner as to cause a disturbance will be allowed.
 - a. PENALTY: Ejection from the game and/or two (2) games and up to one (1) year suspension, and/or one (1) year probation.
- D. Participants shall abide by the official's final decision. Managers have the opportunity to speak with the official, if they are not the ejected party.
 - a. PENALTY: One (1) game suspension to season suspension and/or one (1) year of probation.
- E. Consuming alcohol before participating or while participating in an athletic contest. Any Official on site, the League Director and/or the Score Keeper may eject any player from any game if the player is observed drinking or in possession of alcohol during or after the game. No player may appear on the court at any time under the influence of drugs or alcohol, or bring alcohol or drugs onto the park property, including parking lots.
 - a. PENALTY: Four (4) game suspension to season suspension and/or one (1) year of probation.
- F. Smoking anywhere in the building or park, including parking lots.
 - a. PENALTY: One (1) game suspension to season suspension and/or one (1) year of probation.
- G. Participants shall not use flagrant rough tactics in the play of the game against an opposing player.
 - a. PENALTY: Two (2) game suspension to season suspension and/or one (1) year of probation.
- H. There shall be no unnecessary throwing of equipment, or another other objects.
 - a. PENALTY: Ejection from the game and up to a season suspension and/or one (1) year of probation.
- I. There will be no cause for defacement or destruction to any public facility or equipment.
 - a. PENALTY: One (1) game suspension to one (1) year suspension and/or payment to replace damaged facility or equipment.
- J. There shall be no illegal player participants in any athletic contest. All players must be registered with the City of Moorpark and assigned to a particular team to be eligible to play.
 - a. PENALTY: Manager, Coach and/or player will be suspended for the season and/or probation for one (1) year. Any games that the illegal

player participated in will be called a forfeit.

The term “player” as used in the Player’s Code of Conduct applies to all team personnel such as manager, coaches, scorekeepers, sponsors, players, substitutes, fans, ect. The Player’s Code of Conduct applies to everyone before, during and after any City of Moorpark Adult Basketball League game.

Section VI: Ejections

- A. Any person ejected from a game is suspended from further participation in the City of Moorpark programs until the League Director determines disciplinary action (if any) based on the events surrounding the ejection.
- B. Any individual ejected from the game must leave the facility within 60 seconds or a forfeit will be declared. The official may also declare a forfeit if the individual fails to comply with league rules.
- C. .Any payer ejected from two games during the season shall be suspended for the remainder of the season and further suspensions may be assessed at the discretion of the league director.
- D. If a player continually gets suspended each season, but does not meet the two ejection minimum for a season long suspension the player’s history and/or pattern of behavior may be taken into consideration when determining the length of a suspension.
- E. Officials may eject player(s) the instant profanity occurs without prior warning to the team or players

Section VII: Technical Fouls & Flagrant Fouls

- A. Officials and staff regulate and interpret rules to the best of their ability. Any unsportsmanlike conduct by a player, manager, coach, team sponsor, attendant, or follower may result in ejection from the game.
- B. Any player using profane or offensive language or engaging in unsportsmanlike behavior will receive a technical foul.
- C. A flagrant foul will be called when any player is involved in excessive or violent contact which could injure the fouled player. (This is not the same as an intentional foul, which is a permitted.)
- D. Any player(s) committing a flagrant foul will be ejected from the game.

- E. Intentional foul is a foul deliberately committed by a defensive player to stop play, tactically conceding the penalty of having the fouled player attempt the awarded foul shots in return for possession of the ball. In the event an intentional foul results in injury to the opposing player that: 1) requires first aid or other medical treatment, or, 2) prevents the player from continuing play, the foul will be deemed a flagrant foul and subject to corresponding penalties.
- F. Any player(s) receiving a technical foul for unsportsmanlike conduct will be removed from the game for five (5) minutes. A second technical foul charged to a coach, player or any bench personnel will be considered a flagrant technical foul and will result in the individual's ejection from the game.

Section VIII: Manager's Responsibilities

- A. The manager is responsible for instructing his/her team members on the contents of the Basketball Manager's Handbook, N.F.S.H.A.H.S, and S.C.M.A.F. Basketball Rules, and City park rules.
- B. The manager is responsible for informing his/her players of game times and locations, including rescheduled/relocated games and play-off games.
- C. The manager is responsible for the conduct of his/her team before, during, and after games. He/she is further responsible for assisting game officials when necessary in controlling their players and spectators.
- D. The manager is responsible for notifying the League Director of address and telephone number changes of players.
- E. The manager is responsible for providing the official with his or her team lineup in writing 10 minutes before game time and keeping the official advised of changes as they occur. The manager is responsible to inform the official about all line up changes.
- F. The manager is responsible for ensuring only players, managers, coaches or bat persons are in the dugout, on the bench or on the playing field during the game.
- G. The manager assists game officials, when asked to do so, in the administration of all City of Moorpark and S.C.M.A.F. basketball rules.
- H. The assistant manager assumes all the manager's responsibilities in his/her absence.

Section IX: The Game

- A. Games will consist of two halves of twenty (20) minutes each. The clock will run

- continuously except the last thirty (30) seconds of the first half, three (3) minutes of the second half, and overtime when a regulation clock will be in affect. If a team is eleven (11) points or more ahead, the clock will not stop the last three minutes of the game.
- B. You must have a minimum of four (4) players to begin the game. There will be a ten (10) minute grace period to allow for the minimum number of players to show up. After the grace period if the teams still does not have the minimum number of players a forfeit will be called. Refer to Section II: Eligibility rule H with regards to substitute players to meet minimum.
 - C. Half time will last five (5) minutes.
 - D. When a game ends with the score tied, three (3) minute overtime is played. If game is still tied a second sudden death overtime period is played. The first team scoring four (4) points in the second overtime wins the game. NOTE: Teams will not be allowed any time-outs during the sudden death overtime period. Any time-outs not used prior to the second overtime will be lost.
 - E. All players present must sign the official score book 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.
 - F. Team lineups will be submitted to the scorekeeper five (5) minutes before game time. Either manager may request positive identification of any player.
 - G. It is a technical foul for a team to add players to the score book after the start of the game.
 - H. It is not a technical foul for a player who arrives late to sign the score book (signature) if his/her name is already in the score book.
 - I. Each team will be allowed three time outs per regulation game. Each team will receive one additional time out for the first overtime period.
 - J. A team member will not grasp any basket, dunk, stuff, or attempt to dunk or stuff a ball prior to, during the game, or during any intermission.
 - K. PENALTY for the action(s) listed above in Item J will be the following:
 - 1. Goal, if made, is disallowed.
 - 2. Intentional technical foul charged to the player - two free throws.
 - 3. Technical foul is ruled unsportsmanlike. Player is removed from game for five (5) minutes, unless second technical of game and the player is ejected.
 - L. If dunking/hanging on rim(s) occurs after the referees have approved the final score, the incident will be reported to the league director. The player may be suspended form the next game.

- M. 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 will be penalized in the following manner:
1. Team forfeits game.
 2. Player suspended for two games.
 3. Individual team will be responsible to pay for damages and team may not play in anymore league games until payment has been made. (City's cost plus 15%)

Section X: Tie Breaking Procedures

The following procedure is used to determine final league standings when two (2) or more teams are tied:

1. Head to head record in games played between teams tied.
2. Head to head score differential in games played between teams tied, except for first place.
3. Overall score differential against teams not involved in tie.
4. If still tied then a coin is flipped
5. A one (1) game playoff will be played to determine first place only.

✱ If a winner is not determined via step #1 then will move forward with step #2 to determine a winner and so on and do forth.

Section XI: Postponed, Protested, or Suspended Game Procedures

- A. Postponed Games: Games not defined as regulation that are postponed by the League Director or called by the official, may be rescheduled on the first available date of the season; such games shall be replayed in their entirety.
- B. Protested Games: When a protest is upheld for misinterpretation of a playing rule, the game is replayed from the point at which the incorrect decision was made with the decision corrected. The lineup and batting order of both teams are exactly the same as the lineup and batting order at the moment of protest. A player who was not in the game prior to the protest may replace a player not able to attend the rescheduled game. No player removed prior to the protest may be returned to the lineup. All players listed on both teams' current league rosters are eligible to play for the scheduled replay subject to City of Moorpark and

S.C.M.A.F. rules governing substitution.

- C. SPECIAL NOTE: On all postponed, protested, or suspended games, or tie breaking games the league reserves the right to reschedule only those games which effect trophy and/or playoff positions in the league standings. Games may be scheduled on different nights than which a team normally plays.

Section XII: Officials

- A. It is the duty of the official to administer decisions of the game in accordance with the league rules adopted.
- B. All league games are under the direction of the official. Only the team manager or assistant manger may discuss decisions with the official during the game.
- C. Official's Fees: Each team is required to pay a **\$30.00 cash** fee (exact change) to the official before the start of each game. Failure to pay official's fee may result in team forfeit at the official's discretion

Section XIII: Equipment and Uniforms

- A. Personal equipment must be furnished by teams or participants and is subject to inspection by the official.
- B. Uniforms: Minimum Requirements
 - a. Team shirts will be of the same solid color, front and back.
 - b. Each player will be numbered on the front or back of the shirt with plain 6-inch numerals of solid color contrasting with the color of the shirt.
 - c. A player not wearing a shirt meeting both of the above requirements will receive a technical foul.
 - d. Reversible color jerseys meeting all requirements of Federation Rule 3-4 are strongly recommended.
 - e. Clothing with inappropriate or obscene language or graphics is not permitted.
- C. Only safety glasses may be worn on the court. No jewelry or earrings (of any kind) will be permitted on the court during the game.
- D. Shirts must be worn during all games.

Section XIV: League Director

- A. The Recreation Coordinator assigned to adult sports programs shall serve as the League Director. In the absence of the Recreation Coordinator, the Recreation Supervisor shall serve as the League Director.

- B. The League Director reserves the right to rule on any situation not specifically mentioned in the league rules.
- C. The League Director reserves the right to suspend an individual or team from league play whose conduct is detrimental to the safety and success of the program.
- D. The League Director reserves the right to interpret league rules in a manner she or he deems fair and equitable in accordance with the goals and objectives of the City of Moorpark.

Best of luck this season!