



City of Burbank
Parks and Recreation Department

ADULT SPORTS GENERAL RULES AND REGULATIONS

The following rules shall be enforced in the Burbank Parks and Recreation Department adult sports programs. The following leagues will use the indicated on this sheet, except as amended below:

- Slow Pitch, Seniors, Coed Softball - Southern California Municipal Athletic Federation (SCMAF)
- Fast Pitch – Amateur Softball Association (USA SB)
- Basketball – National Federation High School (NFHS)
- Volleyball – United States Volleyball Association (USVBA)
- Soccer – International Football Association Board (IFAB)

Managers are responsible for their teams and their adherence to the General Rules and Regulations listed below, as well as the sport-specific rules and regulations.

I. GENERAL INFORMATION

- 1.) This program is conducted by the Parks and Recreation Department Sports section.
- 2.) The Burbank Athletic Federation Board of Directors shall act as an advisory board, hear, and rule upon protest appeals, and act on disciplinary cases.

II. ROSTERS

- 1.) Rosters must contain the number of names listed below; however, teams may receive staff approval to exceed the maximum limitations.
 1. Softball – minimum of 12 and maximum of 20
 2. Basketball – minimum 8 and maximum 12
 3. Volleyball – minimum 8 and maximum 12 **(16 for summer season only)**
 4. Volleyball (4-man/woman) – minimum 6 and maximum 10
 5. Soccer – minimum 9 and maximum 12 **(16 for summer season only)**
 - 6.
- 2.) All players, including the team manager(s)/coach(es) must register every season at BurbankParks.com to be placed on their team roster before participating in the league.
- 3.) Players may add to a team's roster via www.burbankparks.com until the fifth (5th) week of league play. **Players must register before they can play in a game.** The rosters are final after the fifth league game. No exceptions. NO PAPER WAIVERS NEEDED.
- 4.) In any case where a participant has falsified roster information, all games in which the participant played shall be automatically forfeited. The manager and/or team may be subject to expulsion from the league.

II. ROSTER RELEASE

- 1.) If a player wishes to transfer from one Burbank team to another, he must secure a written release from his original team manager.
- 2.) A manager who drops a player must notify the Sports Office in writing via email to adultsports@burbankca.gov or in writing submitted to the Sports Office in person.
 - a. Letter must contain the league, team name, manager's name, player(s) they are releasing, and the effective date of the release.
- 3.) If a player is released from a roster, he is allowed to participate on another team.
- 4.) All prospective fast-pitch pitchers must participate in the practice round as a pitcher and be seen pitching by a member of the Sports Section staff. **NOTE:** Only in leagues that have more than one division.

III. **PLAYERS**

- 1.) All players must be in good standing with the Burbank Athletic Federation
- 2.) A player becomes eligible when they have registered at www.BurbankParks.com (**Penalty for using an ineligible player:** FORFEITURE of all league games in which the player played illegally, suspension of the player for the remainder of the season and all BAF-sanctioned programs and possible suspension of the manager/coach.
- 3.) **A player cannot play for more than one team in the same league but may play in different leagues at the same time. See the examples below:**
 1. SLOW PITCH SOFTBALL - players may play on one (1) Tuesday and (1) Thursday
 - a. FAST PITCH SOFTBALL – players may play on one (1) Men's and/or (1) Women's team.
 - b. COED SOFTBALL – players may play on (1) Sunday and (1) Monday (1) Friday.
 - c. BASKETBALL – players may play on one (1) M/T, (1) W/TH and (1) Women's
- 4.) A player must play in 25% of regular season games to be eligible for league playoffs. **NOTE:** League playoffs are defined as extra games and do not count toward the game minimum. Make-up games do not come under this definition. For most leagues, the game minimum is 3.
- 5.) Players must always have photo identification available, as periodic field/gym checks may be made.
- 6.) Players must be 18 years of age to participate in the Adult Sports Leagues. Consideration may be given if that player is at least 16 years of age and has a parent or legal guardian also on the team roster. An additional waiver must be on file for the minor.
- 7.) All players must observe the Burbank Athletic Federation Code of Conduct and all Rules and Regulations set by the City of Burbank Sports Office.
- 8.) Alcohol and tobacco are prohibited from all city and school facilities. *Burbank Municipal Code Section 5-3-108.*
- 9.) No profanity or lack of self-control is permitted toward game officials, staff, participants, or patrons.

IV. **MANAGERS AND COACHES**

- 1.) Managers and coaches must be in good standing with the Burbank Athletic Federation.
- 2.) Managers and coaches are responsible for checking all rostered and waived players' eligibility. **Penalty:** Suspension of player, forfeiture of all games in which the ineligible player played, and suspension of manager/coach.

- 3.) Managers are directly responsible to the Burbank Athletic Federation, through the Sports Office, for league fees, rosters, the conduct of players, their fans, and team administration. Managers must assist staff and/or game officials in the removal of any of their team's players or spectators who are intoxicated and/or have alcoholic beverages or are ejected from the game. Failure to do so may result in the Manager's suspension in addition to the player and/or spectator.
- 4.) All coaches/managers must be listed on the roster and a hold harmless agreement must be on file with the Sports Office before participation. **NOTE:** Coaches may be added to a team at any time during league play without going through the waiver process to coach only. (**Penalty for using an ineligible coach/manager:** FORFEITURE of all league games in which the player participated illegally, suspension of the player for the remainder of the season and all BAF-sanctioned programs, and possible suspension of the manager.
- 5.) Managers must keep their team off the general playing area until the end of the preceding game.
- 6.) Managers are responsible for keeping unregistered players and children out of the dugouts and/or team bench. All spectators must remain in the bleachers, including children. Only registered team players are allowed in the team areas. Children under 18 should be supervised by an adult in the bleachers.
- 7.) Managers are responsible for preventing players from leaving the field/bench during the game.
- 8.) At the start of the game, each team shall designate either their coach or manager as team representative.
 - a. Softball & Soccer: This individual shall meet with the umpire(s) before the game, discuss ground rules, official starting time, etc., and shall thereafter be the only individual to enter the playing field for necessary time-outs, rule interpretations by the game official(s), or player privilege.
 - b. Basketball/Volleyball: This individual shall meet with the referees before game time to discuss ground rules and shall thereafter be the only individual to speak to referees for rule interpretations by the game official(s) or player privilege.
 - c. Violation of this rule may result in the suspension of the offending individual(s) and forfeiture of the game.
- 9.) Managers must report all accidents to the city staff at the time of the accident so that a Parks and Recreation Department accident report may be filed. If for any reason the player is removed from play and the immediate area before the accident form is completed, the manager must contact the sports office to complete the paperwork within 48 hours of the incident.
- 10.) Managers are responsible for giving the official scorekeeper/umpire their lineup at least 10 minutes before each game. **This must include both jersey numbers (when applicable), and first and last names.**
- 11.) Managers are responsible for signing the scorecard after each game.

V. RAIN OUT & OTHER WEATHER RELATED ISSUES - FIELD CONDITIONS HOTLINE 818-238-1970

In the event of rain or other weather-related issues, the decision to cancel games will not be made until after 3:30 p.m. Monday-Friday or two hours before game time on Saturday, Sunday, and Holidays. Managers and players should call the "Field Condition Hotline" (818) 238-1970.

The Sports Office staff will do their best to make the decision as soon as possible. When a determination cannot be made by this time, the call will be made on the field. In the event games are

canceled they will be made up at the end of league play if time allows.

VI. FORFEITS

- 1.) Teams will be responsible for all forfeits regardless of when the forfeit is called into the Sports Office.
- 2.) The forfeiting team is responsible for paying a \$10.00 penalty fee.
 - a. The fee must then be paid 48 hours prior to the defaulting team's next game. Failure to pay a forfeit fee could result in forfeiting the remainder of their games until the fee is paid.
 - b. Forfeit fees not paid within four weeks will be sent to collections and the team will not be allowed to participate within the league until the fees have been collected.
- 3.) Any team that forfeits three (3) times in a single season will be removed from the current season and ineligible to register for the following season.
- 4.) Any team that has been removed from two (2) seasons in a three-year (3) period will be ineligible to register for one (1) year (three seasons).

VII. DETERMINING DIVISION PLACEMENT

- 1.) The number of Divisions within the League will be classified based on the final standings from previous seasons, evaluations of coaches, players, officials, and staff, and the results of the first week's classification game.
- 2.) Returning teams will be given priority registration. Teams that did not participate in the preceding season will be allowed to register during the Open registration dates.
- 3.) Teams will be evaluated and placed in divisions based on past seasons' standings, staff and officials' evaluations during preseason evaluation games, and team self-ranking. League placement will be finalized, and no further changes will be considered once the league schedule is produced. The League Administration ultimately has the authority to place teams into divisions, as deemed necessary.

VIII. LEAGUE FORMAT:

- 1.) The league format will consist of 10 weeks of regular season games plus 2 weeks of playoffs. (*No round play*) With the new format, you will receive your entire league schedule prior to the start of the season.
- 2.) The top 4 seeded teams at the end of the 10 games will play in a single elimination playoff bracket.
 - a. In cases of ties in the standings, winners and losers will be determined by the following criteria:
 - i. Winning Percentage
 - ii. Head-To-Head
 - iii. Head-To-Head Runs Against
 - iv. Head-To-Group Runs Against
 - v. Total Runs Against
 - vi. Coin Toss
- 3.) **NOTE:** All teams will play in an evenly distributed schedule of all league timeslots. Please consider this as you form your team roster to cover you on days or times that some of your teammates are unavailable. You may request to expand your allotted team roster prior to the start of the season should you find it necessary to avoid forfeits during the season. Schedule requests to play on only specific days or times will no longer be considered.
- 4.) **OTHER LEAGUE FORMATS**
 - a. League and playoff formats will be determined before league play. All managers will be notified of the league format before league play.

IX. ADULT SUSPENSION GUIDELINES

- 1.) The following guidelines will be used in the Burbank Adult Sports Programs regarding the suspension of players for violations of the Burbank Athletic Federation (B.A.F.) Code of Conduct. For the purpose of the

suspension guides listed below, the following terminology will be used:

1. **Ejected** – the player must leave the playing area, which includes the bench/dugout, stands, and building/field.
 2. **Suspension** – the player may not participate in any B.A.F. sanctioned event until their suspension has been served. This includes participation, coaching/managing, spectator, or officiating.
 3. **Suspension to the Board** – the player may not participate in any B.A.F. sanctioned event until the player appears in front of the B.A.F. Board. Reinstatement is pending the Board's decision. The player must submit in writing to the Sports Office a written request to be placed on the B.A.F.'s agenda 15 business days prior to the B.A.F. board meeting, which is held the first Tuesday of every month.
- 2.) Any player **ejected** from a game for unsportsmanlike conduct or violating the player's code of conduct will automatically be **suspended** for a minimum of one (1) game to a maximum of three (3). There will be no appeal for this action. Any player, coach, or manager who argues calls, or makes comments to an umpire /referee assumes the risk of being ejected from that game.
 - 3.) If, after a player has been **ejected**, the player engages in any further unsportsmanlike conduct such as verbal abuse or obscene gestures towards staff, officials, or players, the player will be **suspended** for a minimum of two (2) games and placed on probation for the remainder of the season and possible **suspension to the B.A.F. Board**. Any violations while on probation will result in that player being suspended from all B.A.F. programs for a minimum period of one (1) year. At the end of their suspension, they must apply to the B.A.F. Board for reinstatement.
 - 4.) Any physical altercations between players may result in, but are not limited to, the following actions for the players involved:
 - a. Minimum of a two (2) game suspension.
 - b. Placement on probation for the remainder of the season or year.
 - c. Mandatory appearance in front of the B.A.F. Suspension Committee to apply for reinstatement.
 - 5.) Any incidents or altercations, which include bench players coming onto the field/floor, may result in game forfeiture for one or both teams and possible player(s) suspensions.
 - 6.) Any player, coach or manager who physically assaults an umpire, scorekeeper or staff will be suspended from all B.A.F. programs until such time they appear before the B.A.F. board and is reinstated.
 - 7.) If any players are caught drinking alcoholic beverages in Burbank parks either before, during, or after their games may result in players, manager, and/or their team's suspension from the program. Games will be immediately forfeited if applicable.
 - 8.) If a player plays under an assumed name, allowing anyone else to use their name, or be guilty of falsifying any information on a roster, he/she will be suspended pending B.A.F. board action.
 - 9.) If a player plays on two teams within the same league, he/she will be suspended for the season and may have to appear before the B.A.F. board for reinstatement.