

GENERAL RULES AND REGULATIONS GOVERNING ADULT SPORTS

The rules shall be enforced in the Burbank Parks and Recreation Department adult sports program. 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 – USA Softball
- Basketball – National Federation High School (NFHS)
- Volleyball – United States Volleyball Association (USVBA)

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

- A. This program is conducted by the Parks and Recreation Department Sports section.
- B. The Burbank Athletic Federation Board of Directors shall act as an advisory board, hear and rule upon protest appeals, and act on disciplinary cases.
- C. Where there is more than one league within a given group, grouping shall be determined by team ability, with the better teams grouped in the higher league.

II. ROSTERS

- A. Rosters must contain the number of names listed below; however, teams may receive staff approval to exceed the maximum limitations.
 1. Softball – minimum 12 and maximum of 20
 2. Basketball – minimum 8 and maximum 12
 3. Volleyball – minimum 8 and maximum 12
 4. Volleyball (4-man/woman) – minimum 6 and maximum 10
- B. The team manager's name, if the manager is to be manager-player, must appear not only at the top of the roster, but also with the other players' names and under coaches/managers.
- C. A complete, accurate and neatly filled-in roster is due from each team at the time of registration. The signature of every rostered player is mandatory. Rosters **must** be filled out in ink. Supplemental rosters may be turned into the Sports Office prior to the start of the final practice game.
- D. Seventy-five percent or more of all rostered players must live or work within the city limits of Burbank. Any team with less than seventy-five percent will be considered a non-resident team and must pay an additional fee. Residency established at registration must be maintained throughout the season.
- E. 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.
- F. 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:** Fast pitch only -If more than one division.
- G. No additions may be made to a roster after the end of the practice round except by a waiver. All waivers must be into Sports Office personnel no later than the start of their last game of the first round and prior to the player participating within the league. **Waivers may only be picked up at the Sports Office during normal business hours.** No additions at all after the start of the second round except in cases of emergency approved by the Sports Office.
 1. Exception for all leagues that are only one division. See General Rules and Regulation Governing Fast Pitch Softball.
- H. All coaches/managers must be listed on the roster and a hold harmless agreement must be on file with the Sports Office.

III. PLAYERS

- A. All players must be in good standing with the Burbank Athletic Federation.
- B. A player becomes eligible when his name and signature appears on a team's roster and is accompanied by a signed Hold Harmless Agreement and the forms are turned into the Sports Office or to Sports Office personnel. **(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.**
- C. **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 (1) Thursday and (1) Church)
 - 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) Corporate and (1) Open)
 - c. BASKETBALL – players may play on one (1) Open or (1) Women’s)
- D. A player must play in 25% of the games in order to be eligible for league playoffs. **NOTE:** League playoffs are defined as extra games and do not count towards the game minimum. Make-up games do not come under this definition. For most leagues, the game minimum is three (3).
- E. Players must have photo identification available at all times, as periodic field/gym checks may be made.
- F. Anyone under 18 will only be allowed to play with the approval of the league director. Player must be at least 16 years of age and a parent or legal guardian must also be on the roster for consideration by the League Director. A special hold harmless release must be on file for the minor.
- G. All players must observe the Burbank Athletic Federation Code of Conduct and all Rules and Regulations set by the City of Burbank Sports Office.
- H. Alcohol, tobacco and narcotics are prohibited from all city and school facilities.
- I. No profanity or lack of self-control is permitted toward game officials, staff, participants, or patrons.

IV. WAIVERS AND RELEASES

- A. All rosters and waivers are subject to the approval of the League Director, with the intention of maintaining an even competitive status in all leagues.
 1. Waivers are limited by league:
 - a. BASKETBALL & VOLLEYBALL – 3 waivers per season
 - b. SOFTBALL – 5 waivers per season
- B. After the roster deadline, a player may be added only through use of the waiver system.
 1. Waiver forms are issued by the Sports Office **only** at the specific request of a manager, never in advance. A manager who has need of a waiver form must be prepared to give the Sports Office all information necessary for the complete fill in of the form. No blank or partially filled in waivers will be issued for circulation. Waivers for pitchers must be signed by all managers in the division (**FAST PITCH ONLY**)
 2. If a player wishes to transfer from one Burbank team to another, he must secure the written release by his original team manager. Space is provided for this release at the bottom of the waiver form.
 3. A waived player may begin to play as soon as a Sports Office staff member accepts the completed waiver form. Waivers should be turned in directly to the Sports Office or Sports Office Staff member. Waivers turned in out at the field may be accepted, but it is the manager's responsibility to follow up and make sure it reaches the Sports Office. Waivers must be turned into the Sports Office or Sports Office Staff **prior** to the player becoming eligible to play.
 4. Waivers turned in incomplete are invalid until completed. If the waived on player participates prior to waiver completion, the player is considered an illegal player (see rule III section B)
 5. **WARNING:** Any manager who is asked by another manager to sign a waiver is free to sign or not sign. The signature of a Sports Office staff member only indicates approval for the waiver to be circulated for signatures.
 6. A manager who drops a player must notify the Sports Office in writing via email to adultsports@burbankca.gov or in writing submitted 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.

V. MANAGERS AND COACHES

- A. Managers and coaches must be in good standing with the Burbank Athletic Federation.
- B. 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 possible suspension of manager/coach.

- C. Managers are directly responsible to the Burbank Athletic Federation, through the Sports Office, for league fees, rosters, conduct of players, their fans and other team business. Managers must assist staff and/or game officials in removal of any their team's players or spectators intoxicated that are in possession of alcoholic beverages or ejected from the game. Failure to do so may result in the Manager's suspension in addition to the player and/or spectator.
- D. All coaches/managers must be listed on the roster and a hold harmless agreement must be on file with the Sports Office prior to participation. **NOTE:** Coaches may be added to a team at any time during league play without going through the waiver process for coaching only. (**Penalty for using an ineligible coach/manager:** FORFEITURE of all league games in which the coach participated illegally, suspension of the coach for the remainder of the season and all BAF sanctioned programs and possible suspension of the manager).
- E. Managers must keep their team off the general playing area until the end of the preceding game.
- F. Managers are responsible to prevent players from leaving the field/bench during the game.
- G. At the start of the game, each team shall designate either their coach or manager as team representative.
 - 1. Softball: This individual shall meet with the umpire(s) prior to game time to pay fees, discuss ground rules, official starting time, etc. and shall thereafter be the only individual to enter the playing field for the purpose of necessary time-outs, rule interpretations by the game official(s), or player privilege.
 - 2. Basketball/Volleyball: This individual shall meet with the referees prior to game time to discuss ground rules and shall thereafter be the only individual to speak to referees for the purpose of rule interpretations by the game official(s) or player privilege.
 - 3. Violation of this rule may result in the suspension of the offending individual(s) and forfeiture of the game.
- H. Managers must report all accidents to the park supervisor 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 prior to the accident form being completed, the manager must come to the sports office to complete the paperwork within 48 hours of the incident.
- I. Managers are responsible for giving the official scorekeeper/umpire their lineup at least 10 minutes prior to each game. **This must include both first and last names.**
- J. Managers are responsible for signing the scorecard after each game.

VI. **RAIN OUT POLICY**

- A. In the event of rain, the decision to cancel games will not be made until after 3:30 p.m. Monday-Friday or two hours prior to game time on Saturday, Sunday, and Holidays. Managers and players may call the "Field Condition Hotline" – (818) 238-1970 or check the City of Burbank website. When a determination cannot be made by this time, the call will be made on the field. The Sports Office staff will do their best to make the decision as soon as possible. In the event first round games are canceled, they will be rescheduled at the end of the first round and a new second round schedule will be issued. Any second round games, which are canceled, will be made up at the end of the season.

VII. **FORFEITS**

- A. Forfeiting teams should contact the Sports Office before game time as courtesy to the other team and officials, if possible.
- B. The forfeiting team is responsible for paying an administrative fee for each forfeit.
- C. The fee must then be paid 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.
- D. 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.
- E. Any team that forfeits three times in a single season will be removed from the current season and ineligible to register for the following season.
- F. Any team that has been removed from two seasons in a three-year period will be ineligible to register for one year (three seasons).
- G. **Teams that are forfeited against more than one time in a season will receive a refund** equal to their half of the official/scorekeeper fees the end of the season for those games.

VIII. DETERMINING DIVISION WINNERS

- A. When playing in a league in rounds, the following rules will prevail:
1. Round winners will be determined by best win/loss records.
 - a. In cases of ties in the standings, winners and losers will be determined by the following criteria:
 - i. Head to head competition
 - ii. **Fewest runs/points allowed** between the games of the teams involved
 - iii. **Fewest runs/points allowed** for the entire round
 - iv. Coin flip
 - v. If at any time a team drops out of the tiebreaker, the selections process begins again with head-to-head competition.
 - b. If a team is tied in the league standings and has forfeited a game, they cannot benefit from that assigned loss. This pertains to any league division.
 - i. For example: If a team is 0-5 and forfeited one game with the team who received the forfeit being their only win, the team with a 1-4 record will move down where possible.
- B. The first and second place teams in each division after the round will be moved up a division for the next round where possible. Lowest two seeds of each round will be moved down a division for the next round where possible. In the event the league is designed with 3 rounds only the top seed will move up and the bottom seed will move down. Exception: In the event a team has already won in a division higher than where they will be moving to the next lowest seed will move down a division.
- C. New standings will be kept each round in six team divisions.
- D. PLAY-OFFS FOR LEAGUES WITH 2 ROUNDS OF PLAY**
1. Semi-final Games
 - a. Round 1 Seed 1 will play Round 2 Seed 2
 - b. Round 2 Seed 1 will play Round 1 Seed 2
 - c. The winners of the above mentioned games will play in the championship game the following week.
 2. **If a team wins rounds in both a lower and a higher league**, they must compete in the finals of the highest division. (The next highest team in the first round will move into the play-off position).
 3. **If one team has the first seed in both rounds in a division, they will be given a bye to the championship game, and a playoff game will be played between the second seed teams of each round.** Winners of the playoff game will move on to the championship game to play Seed 1.
 4. **If the same team is the first seed in both rounds, and the same team is the second seed in both rounds**, the teams will play in a playoff(s) game. If seed one wins the playoff game, they are determined the winner, and seed 2 will be the runner up of the division. If seed two wins the first play off game, then a second playoff games will be played to determine the league champions. (Seed 2 must beat seed 1 two times to be declared champion)
 5. If there are two different Seed 1 teams and the same Seed 2 team for both rounds, the Seed 1 team with the best record in the round they won will receive the bye to the championship game. The remaining Seed 1 team will play the Seed 2 team in a semi-final game to determine who goes to the championship game.
- E. OTHER LEAGUE FORMATS**
1. League and play off formats will be determined before league play. All managers will be notified to the league format prior to league play.

IX. ADULT SUSPENSION GUIDELINES

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 is has been served. This includes participation, coaching/managing, spectator, or working (umpire/referee).
 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.
- B. 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.

- C. 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 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 year. At the end of their suspension, they must apply to the B.A.F. Board for reinstatement.
- D. Any physical altercations between players may result in, but are not limited to the following actions for the players involved:
 - 1. Minimum of a two (2) game suspension.
 - 2. Placement on probation for the remainder of the season or year.
 - 3. Mandatory appearance in front of the B.A.F. board meeting to apply for reinstatement.
 - 4. Possible suspension from all B.A.F. athletic programs for a minimum of one (1) year.
- E. 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.
- F. Any player, coach or manager who physically assaults an Official, 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.
- G. Any player, coach or manager who verbally assaults an official, scorekeeper, staff, player or spectator is subject to a game ejection, up to a possible B.A.F. Board suspension.
- H. If any players are caught drinking alcoholic beverages or using narcotics in Burbank parks either before, during, or after their games may result in their own and/or their manager's or team's suspension from the program.
- I. 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.
- J. 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.