

Adult Sports Guidebook

City of West Sacramento Park and Recreation

Revised: July 2023

Team Rosters

Each team must submit a team roster prior to the start of their first game. All team members must sign an official roster form with their complete address. Players will not be allowed to play without signing the team roster. Failure to do so will result in league forfeiture. Managers cannot sign for players.

Roster Changes

Players may be added/dropped prior to the start of the league with the permission of the League Director with no penalty. Once league play begins, managers must contact the League Director the week prior to adding a player. Original rosters are not held onsite (only copies) therefore you must request your original roster to be placed onsite to add a player. This must be done one week in advance. Added players may ONLY be added to the original roster within the specified deadline. **(No player additions will be accepted after week four (4) of league play for all sports – Players must sign the team roster before the roster by their teams 4th game. All players must play in at least one (1) game before the 5th game of the season to be an eligible player for playoffs.)**

Roster exemptions may be granted to a team due to injuries or unforeseen circumstances. Only the League Director will have approval to make exceptions. Official documents notifying the League Director of unforeseen circumstances may be requested. Any exceptions will be monitored to ensure fair play. Roster exemptions shall not be granted for playoff games.

It is the manager's responsibility to ensure players are properly added. Managers may request a copy of their roster. The Sports Department is not responsible to prove a player change has occurred. All Roster additions must be cleared through the Sports Office one (1) week prior to your next scheduled game, **NO EXCEPTIONS!**

Roster Maximums:

Softball – 20 (awards capped at 15)

Basketball – 15

Soccer – 20 (awards capped at 15)

Flag Football – 20 (Award Capped at 15)

The Player:

No player under the age of 18 may play in any City of West Sacramento Adult Sports League without permission from League Director. A 17-year-old may play in the league with League Director Approval. The player must turn 18 sometime during the season they are playing in. They must also turn in a signed consent form from their parents into to the league office. Team managers in all leagues are considered eligible players if they are listed on the team roster. Players may play in more than one league but may not play on more than one team in their same division.

Game Time:

Game time is forfeit time as determined by the official(s). The official's watch is the official time. Line-ups should be complete and brought to the scorekeeper at least five (5) minutes prior to game time.

Team Forfeits:

All forfeits will count as a loss and a half (1.5) in the standings.

Any team that forfeits two (2) or more games during any given league may be dropped from playoff schedule and will forfeit the entire league fee. Said team may also be banned from all future leagues.

Any team that is involved in a league or seeding tie breaker based upon point differential will lose the tie breaker if there was a forfeited game.

If a game is forfeited, the team awarded with the victory is allowed practice time. **Note:** If no other game is ongoing or due to time constraints, the site may be closed once a forfeit has been declared. Game Officials and Staff will not be present after forfeit is called.

Tie Breaker Rules:

The following criteria shall be used to break ties to determine playoff seeding for head-to-head records amongst tied teams.

If still tied: Winner is whichever team has the least total amount of points given up in head-to-head games against team(s) that you are tied (same record) with after using criteria 1.

If still tied: Winner is whichever team has the best point differential for the entire season after using criteria 1 & 2.

Drinking / Smoking:

All programs offered by the City of West Sacramento are banned from having any alcoholic beverages or smoking. Officials and City of West Sacramento staff will enforce this rule. Any individual(s) who violates this policy will be suspended. City of West Sacramento Park Patrol along with local law enforcement officers patrol the facilities. Violators may be cited.

Spectators and players are not to enter facilities or playing fields with any alcoholic beverages. It is against the City of West Sacramento policy for players to drink alcoholic beverages before or while playing in a City of West Sacramento sponsored program.

Litter:

Team managers are responsible for delegating litter pick-up assignments when his/her team leaves the facility and parking lot. Gym/Field Supervisors are responsible for insisting that managers complete this task. A team that fails to pick up used containers, etc. may receive a forfeit for that game.

Umpires and Referees:

Umpires and referees are the officials of the game and have authority to order a player, coach, manager, or spectator to refrain from doing anything that interferes with the league rules, policies or flow of the game. Officials have the authority to make decisions on matters or questions not specifically covered within the established rules.

Program Complaints:

The City of West Sacramento is proud of the programs it offers. If you have a legitimate complaint, please discuss it with the League Director at 617-4623. It is understandable that in any sporting activity, that there may be errors. Of course, all attempts will be made to minimize any possible problems. If you have a complaint against an official, only those accusations concerning misconduct or a complete inability to officiate will be given serious consideration.

Fairness Ruling:

All rules within the handbook are to be taken as a whole. Any conflicting statements shall be decided by the Sports Department. The Sports Department reserves the right to make rulings in the best interests of the program that may not be specifically stated.

MANAGERS RESPONSIBILITY

UNSPORTSMANLIKE CONDUCT / MANAGER / TEAM RESPONSIBILITY:

It is the team manager's responsibility to set an example of sportsmanship and fair play. The team manager is responsible for controlling the conduct of his/her players and spectators - before, during and after the game. Both the manager and the entire team may be held responsible for the conduct of any single individual on the team and/or spectators. If any individual player violates the Player Code of Conduct (description follows) the manager or team can also receive the same penalty. **It is a felony offense to strike an official.**

A. All managers are responsible to submit a copy of their lineup to the scorekeeper at least five (5) minutes prior to the scheduled start of the game.

B. Managers are responsible for their team roster.

All rosters and player ID's will be checked before playoff games. Players not on the roster will not be allowed to play.

Managers are responsible for the conduct of their bench, fans and players. Players must remain seated and within the confines of the bench area, except when substituting. Failure to do so may result in a penalty.

It is the manager's responsibility to ensure that **NO** alcohol consumption will take place at a school site prior, during or after any game. Violation of this rule will remove the team from the league and forfeit all league fees.

It is the manager's responsibility to supply the officials and league representatives with correct names of any participant requested, Failure to comply would result with immediate suspension from all leagues.

It is the manager's responsibility to ensure that all players have a valid picture identification with them at all times and present it upon request of officials or league representatives. Failure to do so will result in suspension and forfeit.

Only the managers of each team will be allowed to approach the scorer's table and officials on questions concerning the game.

Only players that are on the team roster will be allowed to play in league games. This includes playoffs. All managers utilizing non-roster players will be suspended for a minimum of two games.

It shall be the manager's responsibility to ensure that all of their players are aware and enforce the City of West Sacramento's Code of Conduct at all times. The City of West Sacramento's Code of Conduct shall govern the league.

It shall be the manager's responsibility to file protests. A protest must be filed with the scorekeeper prior to the conclusion of the game. A \$25.00 protest fee with a written report must be submitted to the City of West Sacramento's Sports Department the next working day. All valid protests that are upheld will have their \$25.00 protest fee returned.

It shall be the manager's responsibility to inform all of their team members that each participant shall play at their own risk. Injuries incurred are not the responsibility of the City of West Sacramento. If teams are concerned with personal injury, it is recommended that the team take out team insurance.

The City of West Sacramento has adopted the following Player Code of Conduct. These rules will be strictly enforced. Participation in the Adult Sports Program is a privilege and it should be treated as such.

1. No player shall at any time lay a hand upon, shove, strike, threaten or intimidate an official, City or school representative, opposing player or spectator. Officials are required to immediately suspend such players from further play and report such players to the League Director. Said player shall remain suspended until the case has been considered by the Sports Department.

Minimum Penalty: Suspension of six (6) league games and placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues and felony assault charges filed.

2. No player shall refuse to abide by the official(s) decision. Officials are required to immediately suspend such player from further play and report said individual to the League Director. Said player shall remain suspended until the case has been considered by the Sports Department.

Minimum Penalty: Suspension of one (1) league game and placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension for from all Adult Sports Leagues.

3. No player shall be guilty of objectionable demonstrations or disagreements at the official(s) decision.

Minimum Penalty: Suspension of one (1) league game and placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues.

4. No player shall discuss with the official in any manner the decision reached by such official, except the manager/coach or designate representative.

Minimum Penalty: Warning by official.

Maximum Penalty: Removal from the game.

5. No player shall be guilty of abusive verbal attack upon any player, City or school representative, official or spectator. Officials are required to immediately suspend such players from further play and report such players to the League Director. Should the verbal attack occur either before or after the player's game is completed, or from within the spectator's area, said player will still be reported to the League Director. Player shall remain suspended until the case has been considered by the Sports Department.

Minimum Penalty: Suspension of one league game and placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Sports Leagues.

6. No player shall appear intoxicated or indulge in alcoholic beverages during the course of a game. No alcohol shall be allowed on park/school grounds. Officials are required to immediately suspend such player from play and report said individual to the League Director.

Minimal Penalty: Suspension of two (2) weeks from all Adult Sports Leagues and said team's next two games. The player shall also be placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues.

7. No player shall be guilty of using unnecessarily rough tactics during play of the game against any player. Officials are required to immediately suspend said player from further play and report such player to the League Director.

Minimum Penalty: Placed on probation for the remainder of the season.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues.

8. No player shall be guilty of harassing the scorekeeper(s), official(s) or other City representative or attempt to intimidate any City representative.

Minimum Penalty: Warning from official and/or Gym/Field Supervisor (scorekeeper).

Maximum Penalty: Permanent suspension from all Adult Sports Leagues.

9. No player shall be guilty of abusing public or private properties. Players shall not throw equipment or any other items in a dangerous manner, regardless of whether someone was or could have been struck.

Minimum Penalty: Warning from the official.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues, criminal charges filed and/or retribution of damages.

10. Any player ejected for unsportsmanlike conduct shall automatically be suspended for a minimum of one week and the team's next game. Suspension is from all City of West Sacramento league(s) the player plays on.

11. No player shall be guilty of "trash talking."

Minimum Penalty: Warning from the official.

Maximum Penalty: Permanent suspension from all Adult Sports Leagues.