

**CITY OF ENCINITAS
PARKS and RECREATION DEPARTMENT
TEAM MANAGER'S BOOKLET**

**RESPONSIBILITIES
EXPECTATIONS
GUIDELINES
2015-2016**



GENERAL POLICY

The Parks and Recreation Department is pleased to provide basketball leagues as a wholesome recreational activity. The game official and supervisors are the representatives of the Recreation Division and are responsible for the fulfillment of league policies. Your support as a member of the basketball league is greatly appreciated.

The Recreation Division will make decisions on any points not specifically covered in the rules; or to revise any rule that is impractical or, if the intent of the rule is being misused.

RESPONSIBILITIES & DUTIES OF ADULT SPORTS MANAGERS

1. **Register the team.** You may register in person at the Encinitas Community Center located at 1140 Oakcrest Park Drive. In addition to payment, you will need to fill out a TEAM MANAGER FORM and write a check to cover one (1) forfeited game totaling \$70. This check will be on file and used only if the team does forfeit a game. If the team completes the season without a forfeit, the check will be returned.
2. **Submit the roster/waiver on time.** Ensure the roster is completed, legible and signed by every player and received by the league office by the deadline (before the first game). ALL PLAYERS must complete the roster/waiver before they are eligible to participate in the league. Any team without a roster on file by the league deadline is in jeopardy of forfeit sanctions and/or other disciplinary proceedings.
3. **Share league information with your team.** Team managers (TM) are the liaison between their team and the league. If your contact information should change, please contact the sports office. All league communication will be through the Team Manager (TM) and Managers are expected to disseminate league information to their team.
4. **Know the rules.** Managers are expected to know and adhere to all league rules and sport specific league and tournament rules. It is also expected that TM's inform their team of any league rule changes, announcements, and park or facility rules.
5. **Uphold sanctions.** The TM is responsible for the conduct of their team and spectators. TMs are expected to uphold all disciplinary sanctions levied by the league and the City of Encinitas.
6. **Mandate sportsmanship.** You are the example for your team. It is expected that Managers will control their team, themselves and spectators from unsportsmanlike behavior.
7. **No Alcohol, Illegal Substances or Tobacco.** Alcohol and illegal substances are prohibited in Encinitas parks and facilities. Anyone suspected of consuming alcohol or illegal substances before, during or after the game while on park property will be removed from the premises, and the Sports Supervisor will be informed. Team sanctions may result. Police may be called if necessary. All Adult Sports Leagues are NON-SMOKING leagues. It is the TMs responsibility to monitor his/her players and spectators.
8. **Have proper uniforms and equipment.** The league REQUIRES players to wear like-colored uniforms with a number on the back. Teams are required to provide their own uniforms and equipment.

HINTS TO SUCCESSFUL ADULT TEAM MANAGEMENT

1. **Collect the money upfront.** Organize a team meeting before the registration deadline and collect money from the players. This is also a great time to get the players to sign the roster. Team sponsorships and fundraisers are a great way to lower fees. Sponsorships should be solicited well before the registration deadline; all leagues require full payment at the time of registration.
2. **Register Early.** The league has a first-come; first-serve policy. Playing space is limited and there is a cap on every league. If you are late, there is little the Sports Supervisor can do for you unless a team happens to drop out of the league. Register as early as possible to ensure your team has a spot. Full payment is required at time of registration along with a forfeit check totaling \$70. See “registration section” for more details.
3. **Make the league rules available to your players.** We can’t make them read it, however with today’s electronic resources it is very simple to make the information available. In addition, all league rules are available at the scorer’s table for your convenience or you can visit our website at www.ballcharts.com/encinitasmensleague.
4. **Focus on Fun.** Remember, this is RECREATIONAL PLAY. Regardless of the level of competition, sportsmanship is EXPECTED. The players will generally follow your leadership. Keep perspective on the game and handle any teammate who can’t keep the correct attitude.
5. **Ask for HELP when you need it.** Managing a team can be a thankless job. If you need assistance, ask your teammates.
6. **Communicate.** Whether you set up a phone tree or an email list, you need to keep your team informed. In addition to your teammates, try to create a line of open communication with the game officials and opposing manager. Introduce yourself, shake hands and respect their decisions. Inform the Sports Supervisor of issues with teams, officials or anything else pertaining to the league. We cannot be everywhere at once and we encourage communication from the team managers.

I. GENERAL INFORMATION

REGISTRATION

1. Teams are eligible to become members of the league when all required fees have been paid and all departmental forms have been completed. Incomplete forms will not be processed.
2. Fees cover the cost of equipment, league information, scorekeepers, staffing, operational costs, and awards.
3. Submit check, credit card or money order payable to the City of Encinitas. Fees must be paid at the Community Center, 1140 Oakcrest Park Dr., Encinitas 92024 (760) 943-2260.
4. Once registration fees have been paid, no refunds will be given, unless the City cancels the league.

5. Items that must be submitted BEFORE a team can register:

- a. Team Manager Form
- b. League Fee (\$352.50 resident teams / \$402.50 non resident teams)
- c. Forfeit check of \$70 (To be held. Check will not be cashed UNLESS the team forfeits a game. Then a NEW forfeit check must be submitted).
- d. Completed roster/waiver prior to the first game

PLAYER ELIGIBILITY

1. All players must be 18 years of age. High school basketball players are not allowed to participate in City of Encinitas leagues during the same school year.
2. Players may only play on one team in the City of Encinitas leagues.

Penalty: Forfeit of all games played by the ineligible player(s) from the time the ineligibility occurred.

3. All players must sign the team roster before participating in any scheduled game. A forfeit will be called if any team is found to be using a player that has not signed the team roster. Players may be added at anytime BUT players MUST play a **total of 4 regular season games** in order to participate in the post-season.
4. League officials can restrict an individual from participating due to an injury that could become worse with further play.

PLAYER ROSTER

1. Each team may carry a maximum of **twelve (12)** players and a minimum of **five (5)** players throughout the season.
2. A minimum of four (4) rostered players must be present to start a game. If a team elects to play the game with 4 people, the final score is considered legal and will stand.
3. Players may be added at any time during the season. All players adding must report to the scorekeeper 15 minutes prior to game time and sign the original team roster. The original team rosters will be at the gymnasium with the scorekeepers at all league games.
4. Players transferring from one team to another must first get approval of the league director, and sit out one game. No transferring after the fifth week of play.

UNIFORM REQUIREMENTS

1. Non-marking tennis/basketball shoes required.
2. **Uniform jerseys, similar in color with printed decaled or silk screened numbers on the back and/or front are required. An automatic 2-pt. technical foul will be issued for each illegal jersey the first time that player enters the game. This rule will be enforced from week one.**

GAME FORFEIT PROCEDURES

1. Forfeiting team is required to pay the game official's fee for BOTH teams, totaling \$70. Each team must submit a forfeit check which will be held during the season and only cashed if that team forfeits a game. A new check is required to be submitted after a forfeit by the **next game day**. Failure to comply with this ruling will result in the team being eliminated from further play. In addition, this team will receive low priority in joining the league the following season.
2. **If a team forfeits more than two games in a season they are not eligible to make the playoffs.**
3. In the event of a double forfeit, both teams are responsible for paying their respective official's fees according to the above policy, \$35. Both teams will also receive one loss.
4. **Forfeits are recorded as a 1-0 victory for the non forfeiting team on the ball charts website. Teams will incur a 50 point deduction in your team's total margin of victory per forfeit, if playoff tie breakers are needed to determine playoff eligibility and or seeding.**

LEAGUE STRUCTURE / PLAYOFFS

1. Depending upon team manger vote, league will either be 10 teams in 1 division, or 2 divisions consisting of a competitive level and intermediate level. Each team will play 10 regular season games.
2. If league is 1 division 10 teams, at the end of the regular season, the top 6 teams from will advance into the play-offs. 1st & 2nd place regular season finishers will earn an opening round play off bye. If league is 2 divisions, the top 4 teams per division will advance into the play-offs and each division will have a Champion.
3. **For a player to be eligible for playoffs, they must have competed in 4 games.**
4. Playoff qualifiers and seeding will be determined by:
 - A. Season Record
 - B. Tie Breaker
 - I. Head to head record (one team must out right beat other team(s) tied with same record)
 - II. Margin of victory in total wins (we add up how points you won by in each of your teams wins during the season)
 - III. Coin Toss

RULES AND REGULATIONS

- A. Official rules: NCAA will be used with the exception of any local league rules.
- B. Local Rules:
 1. **Game Times:** 6:00, 7:00, 8:00, 9:00 p.m. If a team does not have 4 rostered players at their game start time, the clock will start to run. Teams are given a 4 minute grace period to allow late players to arrive, **the clock will not reset** and the game will begin with the time remaining on the clock. **If a team uses their grace period, they will lose two timeouts.**
 2. A team must have a minimum of **four eligible** players present at game time in order to begin play.
 3. **Managers must fill out the scorebook with a current lineup at least five minutes prior to game time. The lineup should include the player's first name, last name and uniform number.**

4. The official score book will be maintained by the scorekeeper. The score book is the official record of the score.
5. Upon a player's 5th personal foul they are ejected from the game. No technical fouls maybe shot to keep the fouled out player in the game. Once a player is ejected they out the remainder of the game including regulation time and or overtime.

C. Local Rules: During the Game

1. Games will consist of two (2) twenty (20) minute halves, running clock with the exception of time outs and technical fouls. There will be regulation time, the last two (2) minutes of the **second half only.** If the point spread is fifteen (15) points or greater, the clock will continue to run for the remainder of the game.
2. **Play the release from the shooter on a free throw.**
3. Overtime periods are two (2) minutes; clock will stop at **30 second mark.**
4. There will be a three-minute rest period between the halves.
5. **Time Outs:** Each team will receive **THREE** timeouts **per GAME.** Time outs will be 45 seconds each. They do not carry over INTO OVERTIME.
6. **Overtime:** One time out will be rewarded for each overtime period.
7. **No dunking or hanging on the rim will be allowed during the game or warm-ups A TECHNICAL foul can and will be assessed per violation.**

Penalty: A two shot technical foul will be called for each violation.
8. No player will be allowed to participate when intoxicated.
9. Upon a player's 5th personal foul they are ejected from the game.

REFEREES

1. Two professional referees will be scheduled per game.
2. Each team is responsible for paying a referee **\$30 (cash)** prior to the start of the game. **Exact change is required, Encinitas Community Center does not have cash onsite, please plan ahead.**

3. A game may be refereed by one referee in case of an emergency with the agreement of both managers. In the case that referees fail to appear for a scheduled game, the game will be postponed and the affected teams will have the rescheduled game refereed at no cost to those teams.

MISCELLANEOUS INFORMATION

1. All jewelry must be removed. Wedding/religious bands may be exempted.

Penalty:

- a. 1st offense – jewelry removed, warning given.
- b. 2nd offense and thereafter – technical foul.

2. Technical Foul Rule:

- a. Any player receiving two (2) technical fouls will be ejected from the game. (See rules on ejected players) A **flagrant or intentional foul** is the equivalent to 2 technical fouls.
- b. Sportsmanship related Technical fouls count as personal fouls and team fouls.
- c. Player(s) receiving 4 sportsmanship related technical fouls in a season will be suspended from play for the remainder of that season at the discretion of the League Supervisor.

I. PLAYER CONDUCT

3. No Participant Shall Before, During, or After a Game:

- A) At any time lay a hand upon, push, strike or threaten to strike an official or City Staff or spectator.
- B) Use abusive verbal attacks upon any staff, official, player or spectator.
- C) Use physical attacks upon any staff, official, player or spectator.
- D) Use equipment in a dangerous manner.

- E) Participate in any game if that player has been determined to have been drinking alcoholic beverages.

Any violations of these rules will constitute player ejection from the game and must leave the gym. The player must leave the premises immediately within one minute or a forfeit will be called against the team.

4. AN EJECTED PLAYER IS INELIGIBLE TO PARTICIPATE UNTIL MEETING WITH THE LEAGUE DIRECTOR. IT IS THE MANAGER'S RESPONSIBILITY TO MAKE SURE THE PLAYER MEETS WITH THE LEAGUE DIRECTOR.

THE FOLLOWING ADDITIONAL ACTIONS MAY BE TAKEN:

1. If a player is ejected from a game twice in one season, the second ejection will result in removing the player's name from the team roster and from further competition for the remainder of the season or banned from further play in Encinitas Basketball Leagues. All decisions by the Parks and Recreation Department are **final**.
2. Any player who physically abuses a player, official, spectator, site supervisor or league official will be banned from participation in adult sports within the City of Encinitas, and can be legally prosecuted for assault. Letter will be sent to directors of other leagues informing them of the incident.
3. Any team guilty of badgering or threatening officials, a City of Encinitas employee or another player will be removed from the league and banned from further play in Encinitas basketball leagues. Letters will be sent.
4. Any individual who verbally abuses (use of foul language, yelling, taunting, etc.) officials, a City of Encinitas employee, or another player will be suspended from play for a length of time as determined by the league director.
5. Absolutely **NO ALCOHOLIC BEVERAGES** may be consumed at the community center, including parking lot, by players, coaches, or spectators (City Ordinance No. 90 19 Chapter 9.28.040.B). FORFEITURE of game could result if this occurs.
6. Please remember this is a recreational activity intended for exercise and enjoyment. It is expected that all teams conduct themselves accordingly.

- F) The Sports Office accepts written complaints. Email is considered a form of written communication so please remember professional etiquette when sending email complaints. Send email concerns to league director Jordan Heller at: jheller@encinitasca.gov Communication in regards to team issues must come through the Team Manager.