



City of Santa Clarita

Adult Softball

Manager's Handbook

2007



Preface

This handbook is designed to acquaint softball managers and players with specific league rules and conditions of play set forth by the City of Santa Clarita Parks, Recreation, and Community Services Department.

It is imperative that all participants become familiar with the information contained in this packet.

It is the intent of the Parks, Recreation, and Community Services Department to provide an opportunity for adults to take part in an organized and structured athletic program, which will enable its participants to achieve a sense of personal enjoyment and help to promote a healthy lifestyle.

Please keep in mind that sportsmanship rates very high in our leagues. Managers, players, and spectators are expected to support league staff and officials, treat the facilities and opposing teams with respect, and demonstrate good sportsmanship at all times.



**CITY OF SANTA CLARITA
PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT**

2007 SUMMER ADULT SOFTBALL LEAGUE BYLAWS

I. LEAGUE INFORMATION

A. TEAM FEES

The team fees are for a 10 week regular season.

1. COED, MENS, and WOMEN'S LEAGUE \$431
2. REGULATION \$404
3. FORFEIT BOND \$50

- A completed application and one form of full payment (check, cash, credit card, or money order) is due at registration.

B. REFUNDS

There will be no team fee refund after the managers meeting. Please note that a \$50 non-refundable fee will apply if a team requests a refund prior to the managers meeting.

C. LEAGUE DAYS AND FIELDS

- The City of Santa Clarita offers leagues for Mens, Womens, and Coed Teams.
 - Monday-Mens
 - Tuesday-Mens
 - Wednesday-Coed
 - Thursday-Mens and Womens
 - Friday-Mens
 - Sunday-Mens and Coed/Regulation
- Game Locations: Central Park, Newhall Park, Bouquet Park, and Bridgeport Park.
- Monday-Friday game times are 6:15 - 10:00 p.m., Sunday Men's game times are from 9:00 a.m. - 12:00 p.m. Sunday Coed/Regulation game times are from 1:45 - 8:00 p.m.

D. INSURANCE

The City of Santa Clarita does not carry sports insurance to cover the players. Teams must carry their own insurance if they wish to be covered.

- E. One copy of the draft schedule will be given to each manager at the managers meeting. Managers will receive 15 copies of the official schedule at the first league game. Official schedules will be posted on the City website, www.santa-clarita.com after the managers meeting.

II. HOUSE RULES

- A. The following rules govern teams and players participating in the City of Santa Clarita Adult Slow-Pitch Softball League. The leagues will use the rules of play as adopted by the Southern California Municipal Athletic Federation (SCMAF) with certain exceptions as noted herein.

- B. No player shall dictate any non-City rules to any other player or umpire before, during, or after any game. All players and patrons shall follow all league and park rules in general.
- C. The Adult Sports Supervisor reserves the right to rule on any situation not specifically covered in the Adult Softball Bylaws. The Adult Sports Supervisor reserves the right to suspend an individual or team from league play whose conduct is detrimental to the safety and success of the program. The Adult League Supervisor reserves the right to interpret league rules in a manner he/she deems fair and equitable in accordance with the goals and objectives of the City of Santa Clarita Adult Sports Program.

III. **SPORTSMANSHIP**

All participants shall behave in a sportsmanlike manner at all times. Unsportsmanlike conduct such as, aggressive play, profanity, derogatory remarks, physical/verbal abuse, trash talking, taunting, fighting, unnecessarily rough tactics, threatening, charging, refusing to abide by umpires decision, throwing any foreign matters, showboating, drinking, intoxication, smoking, or using altered/illegal bats will not be tolerated.

A. **PLAYER'S CODE OF CONDUCT**

It is the direct responsibility of the Team Manager to acquaint all team members with the Player's Code of Conduct as prescribed in the City of Santa Clarita Softball League Bylaws and SCMAF Rule Book. **INFRACTIONS AND PENALTIES ARE REFERENCED IN THE PLAYER'S CODE OF CONDUCT.**

The term **PLAYER** as used in the Player's Code of Conduct shall apply to all team personnel such as the manager, coaches, scorekeeper, sponsors, players, substitutes, fans, etc. The Player's Code of Conduct shall apply before, during, and after any City Softball Game.

- B. The Adult Sports Supervisor takes disciplinary action based on the events surrounding the player's ejection.
- C. Any player ejected/suspended from a game for any reason shall leave the park immediately. A player ejected from a game will face a one game suspension which will be enforced the following league game for that day or night. The ejected player will not be permitted to attend games during the suspension period. Failure to cooperate with this rule will result in further suspensions and team forfeitures. If the infraction is serious as ruled by the Adult Sports Supervisor, the individual will face permanent suspension from all adult sports activities for a period of time as determined by the Adult Sports Supervisor (typically one calendar year). All cases will be reviewed and acted upon by the Adult Sports Supervisor. If the ejected player would like to meet and discuss the one year suspension with the Adult Sports Supervisor, the manager and umpire must provide a written report regarding the ejection prior to the meeting. This request must be submitted in a timely manner.

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- D. If the manager, acting manager or two or more players from the same team are ejected from the game for any reason, the game will be called a forfeit in favor of the opposing team.
- E. Profanity Rule. Use of the “F” word will not be tolerated under any circumstances. Use of the “F” word equals an automatic ejection.

IV. ELIGIBILITY

- A. Team managers are responsible for the enforcement of and adherence to all eligibility requirements.
- B. Players must be at least sixteen (16) years of age on or before the first league game.
- C. Player’s name **MUST** be on the original roster and submitted by the **second league game**, or added to the original roster by an add/drop slip. **Add/drop slips** must be received at Central Park Sports Office by the first game of the second round. **Added players must sign the roster before legally playing in a game.**
- D. A maximum of two women may be rostered on a Men’s team.
- E. Players may only play for one team per night. The player is considered to be legitimate with the first team they take the field with in the season. However, a player is allowed to play on a Sunday Men’s Team and then again on a Sunday Co-ed team without penalty.
 - If a player is found on two or more rosters/teams on the same night and plays for both teams, that player is committed to the first team in which said player plays a league game with.
 - If the player plays on more than one team in any given division, the second team that individual played for will forfeit all games in which said player participated.
- F. A team found to be playing with suspended, illegal, or ineligible players, may forfeit all games in which said player(s) participated.

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V. ROSTERS

- A. Team rosters are due by the **SECOND GAME of ROUND 1.**
- B. Final rosters include: Printed name, signature, address, and telephone number.
- C. Each roster can carry a minimum of ten (**10 PLAYERS**) and a maximum of (**20 PLAYERS**)
- D. Players can be added/dropped by the first game of the second half.
- E. A player may only compete for one team per night.

VI. AWARDS

Awards are given out to the Division Champion and Division Finalist Teams.
Division Champion - One team and fifteen individual awards.
Division Finalist - One team award.

VII. TEAM STANDINGS

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All divisions are played strictly on a win/loss/tie percentage basis for the full division schedule. The winner of each round will be determined by each team's record. In case of a tie the following order is used to determine the winner of each round:

1. Head-to-head competition between the teams involved.
2. Run differential between the teams involved.
3. If run differential between the teams is a tie, then run differential between all the teams in the division for that half will be counted.

The winner of the first round will play the winner of the second round to determine the Division Champion. Division standings may be obtained by visiting the city website at www.santa-clarita.com, or by contacting the Central Park Sports Office at (661) 290-2240, Monday - Friday after 3:00 p.m.

VIII. UMPIRE RESPONSIBILITY/UMPIRE FEES

- A. It shall be the duty of the umpire to administer decisions of the game in accordance with the SCMAF, Slow-Pitch softball rules of play and those adopted herein by the City of Santa Clarita Adult Softball League Bylaws.
- B. All games are under the control and direction of the umpire and only team managers or assistant team managers may discuss decisions with the umpire during the game if it is done in a courteous manner. The umpire enforces all rules before, during, and after the game.
- C. If the umpire does not show for a game, the two participating teams will agree upon a substitute umpire from the stands or a player from one of the teams. The outcome of the game will be official and scores **MUST** be called into the Central Park Sports Office by the winning team following the game. Game cards from both teams **MUST** be turned in by the winning team on the following day.
- D. One umpire is assigned to a field during each regular division game. Each team is required to pay a \$12 umpire fee before the start of each game. Teams failing to pay the umpire fee may be charged with a forfeit. Two umpires will be assigned to a field during championship games. Each team is required to pay a \$24 umpire fee before the start of the championship game. Teams failing to pay the umpire fee may be charged with a forfeit.

IX. FORFEIT GAMES

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All games must be played as scheduled. Teams may not postpone a game! If your team is unable to show for any scheduled game, you will lose by forfeit and must pay the appropriate fees. Any team that forfeits a game is responsible for paying the total umpire fee of \$24. This fee will need to be paid after the day you forfeit and before your next scheduled game. **Failure to do so will result in a forfeit of all your next scheduled games until the forfeit has been paid in full.** Teams will be required to keep a \$50 forfeit bond on account with the City of Santa Clarita to ensure that forfeit fees will be paid on a timely basis. If forfeit fees are not paid to Central Park Sports Office **by your next scheduled game**, teams will have the fee taken from their forfeit bond. However, if the money is taken out of the forfeit bond then the forfeit bond needs to be replenished back to the amount of \$50 by the **next scheduled game**. **Failure to replenish your forfeit bond to \$50 will result in a forfeit of all of your next scheduled games until the forfeit bond has been replenished.**

X. POSTPONED GAMES

A. It is at the discretion of the Adult Sports Supervisor to permit or direct the postponement or re-scheduling of any game where such action is warranted.



B. Excessive Heat/Unhealthy Air Quality. The National Weather Service issues an Excessive Heat Warning when conditions of a Heat Wave or Extreme Heat are present, when the Heat Index (HI) is expected to exceed 105-110. Excessive Heat is defined as temperatures that reach the 105 degrees.



C. If a game is postponed due to inclement weather; rain or the Heat Index reaches 105, unhealthy air quality, unplayable field conditions, field conflicts, or lighting failure, the game will be rescheduled at the conclusion of the last scheduled game. A game can be called at any time regardless of the inning when the temperature reaches 105 degrees. Games that have gone past 4 ½ innings will be considered an official game and not re-scheduled. If 4 ½ innings have not been played, the game may or may not continue where it left off at the discretion of the Adult Sports Supervisor.

D. The decision to postpone games due to rain or unplayable fields will be made by the Parks Maintenance Division/Adult Sports Supervisor after 3:00 p.m. on weekdays, 7:00 a.m. on Sunday mornings (men’s league) and 1:00 p.m. on Sunday afternoons (co-ed league). Calling before the above times may result in erroneous information as a decision regarding the playing conditions of the fields will not be determined by the Parks Division until that time. All managers need to contact the Field Condition Line at (661) 290-2241 to get updated information regarding the condition of the fields. Team managers will be contacted by phone only if games are cancelled because of field conflicts electrical failure, excessive heat or unhealthy air quality. Once the recorded message states that the games have been cancelled, there will be no changes. If the message does not specifically state cancellation of games, all games will be played.

XI. PROTEST

A. A protest **MUST** be announced to the umpire before the next pitch is released. (The game time continues to run during the protest process). For a team to protest they must follow Rule 9, Appendix A of the SCMAF Softball Rules.

B. In addition to Rule 9, the teams must file a written protest within 72 hours after the conclusion of the game. A protest may only be submitted by the team manager or the assistant manager (if the manager is not in attendance at the protested game). All protests must be hand delivered to Central Park Sports Office.

C. Only teams involved in the game may file a protest. To file a protest, a \$24 fee must accompany the letter. If payment is by check, please make it payable to “City of Santa Clarita.”

1. If the protest is invalid, the money will not be returned.
 2. If the protest is granted, the \$24 fee will be returned to the team filing the protest.
 3. All protests will be ruled upon within a reasonable period of time after receiving the protest.
 4. Only protested situations ruled to directly affect the outcome of the game will cause protested games to be replayed.
- D.** If a team is protesting the eligibility of a player, it **MUST** be done when the player is first noticed. You may not protest the eligibility of a player after the game has been called by the umpire. The player in question must provide proper identification to the umpire after the game to prove that they are on the roster. Failure to provide proper identification will result in the player being ruled ineligible, the game will be forfeited. Teams will still follow the regular guidelines for filing a protest (time limit and \$24 fee). The Central Park Sports Office can not do anything about it after the fact.
- E.** A protest will not be considered on a judgment call.

XII. THE GAME

- A.** All games will be given a five (5) minute grace period (running clock). The home team will have the option to defer. Visiting team can not defer back.
- B.** Game length is one hour and five minutes or seven (7) innings. Once the umpire starts an inning, the inning must be finished. The game time is established from the scheduled game time unless otherwise stated by the umpire.
- C.** If the game is tied after seven complete innings, and the time limit has not expired, the game will continue until the time limit expires, or one team has a lead after a complete inning. Once the time limit has expired, no new innings will be played and the game will be ruled a tie, with each team receiving $\frac{1}{2}$ win and $\frac{1}{2}$ loss. Tied games will not be replayed.
- D.** There will be a seven (7) player forfeit rule per team. A team must start and continue a game with seven (7) or more players from their roster. Forfeits will be enforced based upon the Illegal Player Rule {VII, E (1)} and the Uniform Rule (XI, 5).
- E. MERCY RULE:** A game may end anytime after 4-1/2 innings, when a team is behind fifteen (15) or more runs and has completed its turn at bat.
- F.** Games that end before the seventh inning or the 1 hour and 5 minute time limit due to inclement weather, lighting failure, or unplayable field conditions and have completed four innings, or if the home team has scored more runs in three and a fraction half-innings shall be considered a complete game. Scoring of the game will revert back to the last completed inning.
- G.** It is strongly recommended that managers synchronize their watches with the umpire at the start of the game. The umpire will notify team managers of the game start time and announce the start of each inning during the game. It is the manager's responsibility to check with the umpire to confirm the score after each inning.

H. We recommend all home teams have a scorebook and a scorekeeper. It is the responsibility of the home team to keep a book. Teams who do not keep score in a scorebook have no basis for a protest with the umpire. If a scorebook is not kept by either team, then the umpires score will be the final score accepted by the Central Park Sports Office, and no protest will be acknowledged from either team.

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I. Only rostered players, managers, and assistant managers may be in the dugout or on the playing field during the game.

XIII. RULES OF THE GAME

A. Mens, Womens, and SCMAF Coed Teams will begin each at-bat with a 1-1 count. Regulation Coed will start with 1 strike.

B. Home run rule: Each team may hit one (1) home run over the fence per inning. All other home runs that are hit over the fence in the same inning by the same team will be an out. This rule is for fenced fields only.

C. Any ball hit over the fence without first touching the ground will be a home run (i.e. ball bounces off player's glove and goes over the fence will count as a home run. Any subsequent ball hit over the fence for that team will be an out.)

D. Co-ed SCMAF and Regulation Rule: No female player shall be thrown out at first base by any outfielder. If the outfielder makes a throw to first (1st) base while the female player is approaching the base, the female player will be awarded second (2nd) base.

E. No-Smoking Rule: Per City Municipal Code, Section 9.50.055 smoking is prohibited in all City parks. It will be the responsibility of the manager to inform his/her players of the no smoking ordinance. The manager will be responsible for both players and patrons. During the game the umpire will warn team managers of any team member and/or patron that breaks this rule. The umpire will give the manager up to two team warnings regarding players and/or patrons smoking during the games. The third team warning will result in the forfeiture of the game.

F. Unsportsmanlike Conduct. Any unsportsmanlike conduct will not be tolerated. Managers are responsible for both players and patrons. During the game the umpire will warn team managers of any team member and/or patron that displays any unsportsmanlike conduct. The umpire will give the manager up to two warnings for any team member and/or patron. The third team warning will result in the forfeiture of the game.

G. **NEWHALL PARK GROUND RULES:** Any ball hit that crosses the tree line down the foul line will be declared OUT OF PLAY. It is a dead ball whether or not the ball hits the trees; branches or leaves.

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H. **BOUQUET CANYON PARK GROUND RULES:**

1. Any fair hit ball that is hit over the fence will be ruled a home run.
2. Any fair hit or fly ball that hits/rolls up the hillside is considered a ground rule double.

XIV. UNIFORMS

All mens, womens, and coed S.C.M.A.F. slo-pitch teams **MUST** have a team uniform by the first division game. You will not be able to play without a uniform. **Players CANNOT take off jersey to give the other team a run. It is unsportsmanlike.**

- A. Uniforms need to be **SIMILAR**. A team uniform is defined as matching jerseys with a different numerical identification for each player. The number must be permanent/no marker or tape.
- B. Team names on jerseys are **not** mandatory.
- C. Players **may** or **may not** have their names on their uniform. It is the individual's option.
- D. Sweatshirts and jackets **MAY** be worn over the uniform while you are on defense or running the bases. A number **MUST** be visible while a player is up to bat. At any time during the game the umpire may check for uniform numbers.
- E. Regulation slow-pitch teams are not required to wear uniforms.

XV. EQUIPMENT

- A. The teams or participants must furnish all team equipment, with the exception of game balls which will be provided by the City. The home team will retain the game ball at the end of the game to be used as a back up ball for the next game.
- B. Shoes must be worn; bare feet or sandals will not be permitted. **METAL CLEATS ARE NOT PERMITTED**; plastic cleats and rubber all-purpose soled shoes may be worn.
- C. At all times during the game, all unused equipment must be removed from playing field and stored in the dugout.
- D. **Banned Bat List:** The City of Santa Clarita Adult Softball League has instituted a banned bat list. Bats on the banned bat list, as well as all titanium bats, unmarked bats, and any bat greater than a 1.2 BPF rating, are **NOT ALLOWED** in league play.

The City recognizes that the ASA Banned Bat List is for tournament play. In an effort to provide a safe playing environment, the City will adopt the ASA Banned Bat List each year in October. Bats added to the ASA list after the October update will **not be** implemented until the following Spring Season (i.e. bats added to the ASA Banned Bat list in December 2006, will not be recognized by the City until spring 2007.) **The City of Santa Clarita's banned bat list will be recognized for an entire year starting in the spring and will not be changed until the following spring season.**

XVI. FIELD LOCATIONS

BOUQUET CANYON PARK

- I-5 North to Valencia Blvd.
- East (right) on Valencia Blvd. to Bouquet Canyon
- North (left) on Bouquet Canyon to Urbandale (just past 7-11 store)
- West (left) on Urbandale for approximately 1/4 mile, then turn north (right) on Alaminos (first stop sign)
- Go approximately 1/4 mile on Alaminos, and go west (left) on Wellston
- Park is located at the end of Wellston Drive
- **28127 Wellston Drive**

BRIDGEPORT PARK

- I-5 North to Valencia Blvd.
- East (right) on Valencia Blvd. to Bouquet Canyon Road
- North (left) on Bouquet Canyon Road
- West (left) on Newhall Ranch Road and (left) on Bridgeport Lane
- Park is located on left side of street
- **23520 Bridgeport Lane**

CENTRAL PARK

- I-5 North to Valencia Blvd.
- East (right) on Valencia Blvd. to Bouquet Canyon Road
- North (left) on Bouquet Canyon Road
- Park is located on the right side of the street
- **27150 Bouquet Canyon Road**

NEWHALL PARK

- I-5 North to Lyons Avenue
- East (right) on Lyons Ave. to Newhall Ave. (Jack-in-the-Box on corner)
- North (left) on Newhall Avenue and go past high school to Dalby
- West (left) on Dalby for approximately 1 block
- Park is located on the left side of the street
- **24923 Newhall Avenue**



CITY OF SANTA CLARITA
Parks, Recreation, and Community Services Department
Adult Sports

Player's Code of Conduct

1. **NO PLAYER SHALL:** At any time lay a hand upon, push, shove, strike, or threaten to strike an official.
2. **NO PLAYER SHALL:** Discuss with an official in any manner the decision reached by such official except the manager or assistant manager.
3. **NO PLAYER SHALL:** Be guilty of objectionable demonstrations by throwing of gloves, bats, balls, or any other forceful action.
4. **NO PLAYER SHALL:** Be guilty of heaping personal, physical attack (laying a hand upon, pushing, shoving or striking) upon any player or representative of the City of Santa Clarita, (umpire, league coordinator, league supervisor, etc.) for any real or imaginary wrong decision or judgment before, during, or after a game.
5. **NO PLAYER SHALL:** Be guilty of using unnecessarily rough tactics in the play of the game against the body and person of any opposing player.
6. **NO PLAYER SHALL:** Be involved in a physical altercation as the aggressor or retaliator.
7. **NO PLAYER SHALL:** Be guilty of an abusive verbal attack upon any player, official, or spectator.
9. **NO PLAYER SHALL:** Use profane, obscene, or vulgar language in any manner, or at any time.
10. **NO PLAYER SHALL:** Appear on the field/court of play at any time intoxicated or under the influence of any substance before, during, or after the game.
11. **NO PLAYER SHALL:** Smoke while in the park.
12. **NO PLAYER SHALL:** Be guilty of discussing publicly with the spectators in a derogatory or abusive manner, any play, decision, or personal opinion of others players during the game.
13. **NO PLAYER SHALL:** Be guilty of using a bat that has been altered in any way. Altering includes, but is not limited to: sanding, filing, shaving, lengthening, shortening, weight-altering, excessive taping, painting, heating and cooling.
14. **NO PLAYER SHALL:** Be guilty of showboating (displaying inappropriate behavior when one team dominates the other). Showboating includes, but is not limited to: not putting forth the effort to play a game when one team has outscored the other, batting opposite handed, taunting the other team, walking not hustling.



- 15. **NO PLAYER SHALL:** Permit any one to remain in the dugout, on the player’s bench or on the field of play that is not a rostered player or base coach.

Note: The term **PLAYER**, as used above, applies to all team personnel (i.e., manager, coaches, bat keeper, scorekeeper, sponsors, etc.).



PENALTY POLICY

Use of the “F” word will not be tolerated under any circumstances. Use of the “F” word equals an automatic ejection.

Minor Offense

- The use of profane, obscene, vulgar language or verbal abuse, trash talking, taunting, arguing with game official, harassing the official, yelling, charging or harassing other players, managers, spectators, or any representative of the City of Santa Clarita.
- No alcoholic beverages in any City park. Alcoholic beverages are banned from all City parks (and parking lots).
- No smoking in any City parks. Smoking is banned at all City parks. (Individual player).
- Be guilty of objectionable demonstrations.
- A player, other than the manager, guilty of discussion with an official or another spectator in a derogatory or abusive manner, any play, decision, or personal opinion of other players during the game.
- Showboating.
- Permitting any one other than rostered players (16 years old minimum) or base coaches (2) in the dugout, on the bench, or on the field of play.
 - The player (parent, friend, relative, etc.) responsible for the non-rostered will be the player who will be ejected from the game. If an adult who is not rostered is in the dugout then the manager will be responsible for getting them out of the dugout or will also face getting ejected from the game.

Penalty

- Step 1. 1st Warning**
- Step 2. 2nd Warning**
- Step 3. 3rd Warning = ejection from the game and suspended from the following game.**

Major Offense

- Threaten any game official, player, manager, spectator, or representative of the City of Santa Clarita
- Using unnecessarily rough tactics

Penalty: Ejection from the game and minimum two (2) game suspensions with the possibility of suspension for the remainder of the season.

Intolerable Offense

- Be involved in a physical altercation as the aggressor or the retaliator.
- Be guilty of physical abuse: laying a hand upon, pushing, shoving or striking another player or representative of the City.
- Be guilty of using an altered bat.

Penalty: Indefinite suspension = minimum of at least one full calendar year, and must petition for reinstatement to the Softball Advisory Board.