

San Bruno Community Services Department

## **2021 Adult Slow Pitch Softball League Handbook**



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# 2021 ADULT SOFTBALL LEAGUE HANDBOOK

**The Adult Softball League is a Recreational Program offered by the San Bruno Community Services Department.**

## **MISSION STATEMENT**

***The San Bruno Community Services Department is committed to providing quality programs, places and services.***

The goals of the Adult Softball League Program are to provide participants with:

- **A SAFE ENVIRONMENT FOR PARTICIPATION**
- **A FAIRLY OFFICIATED AND ADMINISTERED PROGRAM**
- **AN ENJOYABLE RECREATIONAL EXPERIENCE**

This Handbook is a guide to participating, officiating and administering Adult Softball Leagues. It is extremely important that all players, coaches, officials and team representatives read and understand the information contained in this book. It is important to note that the programs provide an opportunity to participate and develop skills associated with the sport. The Community Services Department Facilities are a place to play, compete and to display a level of sportsmanship that is common in a community Recreation Program.

## **TEAM REPRESENTATIVES**

The Team Representative is the most important person on the team because they are designated to conduct business with the league. Their responsibilities include:

1. Ensure the team is registered and that all fees are paid.
2. Ensure that all players on the roster are eligible for play in the league.
3. Submit complete roster with signatures and pick up team schedules.
4. Distribute the League Schedule to all members of the team and inform all members of the team with re-schedule information.
5. Selecting Team Colors by coordinating with the League Director. (if applicable)
6. Communicate all league rules and information to the players on the team.
7. Communicate any problems or concerns or the "TEAM OPINION" to the League Director.
8. Check your e-mail weekly for league updates.
9. Assisting the league staff in controlling players and team spectators when difficult situations arise.

# COVID-19 HEALTH GUIDELINES

## General Requirements

The following general guidance requirements must be adhered to at all times and may change restrictions ease:

- Face coverings to be worn by players and staff at all times in compliance with the CDPH [Guidance for the Use of Face Coverings](#), including when not participating in the activity (e.g., on the sidelines).
- Maintain at least six feet of distance between sport participants and others to the maximum extent possible, including when on the sidelines. Players should arrive no more than 15 minutes before the scheduled game.
- Warm-ups are permitted if teams are spaced at different areas of the field. Teams may practice on the grass football field, social distancing between the other teams also using the field. If teams are unable to social distance, warm-ups will no longer be permitted.
- Each player will find a spot for their equipment outside of the dugout (such as in the stands) and sit while waiting for their opportunity to play. These spots are to be maintained at least six feet apart and must be placed behind a fence whenever possible. While on offense, only on-deck and in-the-hole batters only are allowed in the dugout.
- No sharing of drink bottles and other personal items and equipment.
- No spitting, eating, or drinking (unless water; player must be 6 feet away from others to remove mask and drink water).
- Teams must not participate in out-of-state games and tournaments; doing so will result in a two week forfeit and team may be subject to \$65 forfeit fee.

## Limitations on Observers

Spectators are not permitted at this.

## Limitations for Inter-Team Competitions and Tournaments

Only one competition, per team, per day maximum to be played. Double headers will not be permitted, and championship games will be played on a separate night to playoffs.

## Hygiene and Equipment Sanitation

- When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, and after the conclusion of the activity.
- Balls or other objects or equipment can be touched by multiple players during play if the above hand hygiene practices are followed.

## Limitations on Mixing by Participants

Participation by athletes during competition is limited to one team. Teams may not share players and players may not play in more than one league.

## Returning to Sports After Infection

- No one with symptoms of COVID-19 or who is in isolation or quarantine for COVID-19 is permitted to attend competitions.
- Anyone with symptoms of COVID-19 should consult their physician for testing and notify their manager. Manager should notify City staff.

## ROSTER REQUIREMENTS & CHANGES

All teams will have 1 team representative who will speak to league officials, referees, and director.

Players may play on one team only.

Each team must have a completed roster with names, addresses, and phone numbers of all the players.

Each team must have a minimum of 10 players and no more than 18 players on their roster.

All players must be high school graduates or at least 18 years of age.

Photocopied rosters will not be accepted.

Team managers can make changes with their rosters during the first 3 weeks of the season. After this time the rosters will be final. Any person wishing to join the league after this point must have the permission of the League Director

Players must have participated in at least 50% of games (4 games) in order to play in playoff games

Each team member must have a picture I.D. to prove that they are on the roster in case of protest. If they do not have a picture I.D. the person will be considered ineligible.

### PLAYER AGREEMENT & WAIVER OF LIABILITY:

All players must sign the league waiver and roster form in order to participate. Players must agree to abide by league rules. Players must agree to abide by the decisions of the League Director relative to issues not specifically covered in the rules and on issues pertaining to suspensions and reinstatements. These agreements and waivers are essential to good management of the league. No player will be allowed to participate without signing these documents.

**WAIVER OF LIABILITY:** In consideration of being permitted to participate in the Adult Softball League at the City San Bruno Community Services Department Facilities, I hereby agree:

1. I understand that my participation in the Adult Softball League Program can involve significant risk or serious personal injury including death.
2. I have trained sufficiently and am in good physical condition with no known medical condition that could limit my ability to safely participate in Adult Softball League Programs.
3. I accept and agree to abide by the rules of the San Bruno Recreation Services Department and the Adult Softball League. I accept that my participation may be temporarily suspended or permanently terminated if I fail to abide by the rules.
4. I agree and release the City of San Bruno, its officers, employees and insurers (Released Parties) are not responsible for my safety in connection with my participation in the Adult Softball League Program. I agree to accept all responsibility for the risks, conditions and hazards, which may occur whether they now be known or unknown.

5. Being fully aware of the risks, conditions and hazards of participating in the Adult Softball League Program, I hereby agree and waive, release and discharge any and all claims for damages, personal injury or property damages as a result of my participation in the Adult Softball League Program.

This waiver shall remain in effect for the future and shall be binding upon my heirs and successors.

I have read, understand and agree to abide by the terms listed above.

## **RULES OF PLAY**

All League play will be conducted according to the rules and regulations set forth in the City of San Bruno Community Department Adult Slow Pitch League Manual as well as being governed by the Amateur Softball Association of America (ASA) current year' Official Softball Rule Book & Guide, and the Sports Association of Northern California Recreation Agencies – Peninsula Division. Exceptions to these rules will be stated in this manual. All players will be governed by the SANCRA "Player Code of Conduct."

### **LEAGUE DESCRIPTION**

The level of competition in the City of San Bruno Community Services Department Slow Pitch Softball League is currently designed for "C" and lower divisions of play. Teams that regularly play in "Open, A or B" division leagues are discouraged from playing in this league.

The City of San Bruno Community Services Department reserves the right to remove any player(s) from the league if it deems the player(s) are over-qualified for that leagues play. This also applies to teams. There are NO REFUNDS should your team be removed.

All seasons will be scheduled as double round robin. (5 team league) If league has more or less than 5 teams, the schedule will be made to accommodate an 8 game regular season.

The league director determines and reserves the right to change classifications of leagues, teams and nights advertised.

### **Men' s**

C-Leagues - Are designed for teams that wish to have a good time with an element of competition but the emphasis of the league is recreational and fun.

D-Leagues - Are more recreational and less competitive than the C League.

Coed - Designed for groups who form teams and want to have fun. Teams are made up of various playing levels. See alternate rules included.

### **Women's**

Women's C. – Are designed for teams that wish to have a good time with an element of competition but the emphasis of the league is recreational and fun.

## **PAYMENT**

Full payment must be submitted with roster on or before the league registration deadline. Partial payments or installment plans can be approved on a case by case basis. If agreed upon by the league director and team manager, a contract will be written between both parties, and teams will be given up to three weeks into the league to submit the full payment. If payment is not submitted by the third game of the season, teams will forfeit games until payment is received.

## **EQUIPMENT**

The City of San Bruno will provide balls, bases, umpires and official scorekeeper necessary for a successful running game.

Shoes- Cleats are not allowed. Turf or athletic shoes only.

Teams or players must supply bats, gloves, or tennis shoes. Please visit [http://www.asasoftball.com/about/certified\\_equipment.asp](http://www.asasoftball.com/about/certified_equipment.asp) for a complete list of bats that are not allowed in league play.

There are no uniform requirements, however shirts are required in league play.

## **GAME TIME**

Game start times in each league vary. The usual schedule is as follows:

4 or 5 Team League: 7:30 & 8:45pm

Scheduled game time is forfeit time. Forfeits can be subject to **\$65.00 penalty**. However, in case of mitigating circumstances, forfeiture will be left to the discretion of the league officials.

No new inning may begin 1 hour 5 minutes after start of game. 12 or more runs after 5 innings of play declare the team ahead the winner. 20 or more runs after 4 innings of play declare the team ahead the winner. Exception: Championship Game!

Extra-inning games: Play until tie is broken if time permits, if no time, the international tiebreaker will be used. Starting with the top the inning, and each inning thereafter, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective half inning placed on second base.

Grace period (first game only) There will be a 10-minute grace period. The team needing the grace period will lose its first at bat, and the game clock will run during this 10-minute grace period. After 10 minutes the game will be declared a forfeit.

All Championship games will be played the full 7 innings unless the 75 minute time limit is reached.

Pre game warm-ups are not allowed on the infield. s should take place on the outfield grass. Teams must social distance away from other teams.

## **PLAYING FIELDS**

All Men's Leagues will be played at Lions Field, Coed games will be played at Lions Field and may play at San Bruno City Park Diamond #2, and Women's League games will be played at San Bruno City Park Diamond #2.

## **GAME SCHEDULE**

Schedule will and MUST be played as published. Requests for changing of schedules and/or rearranging times to accommodate teams involved in tournaments, leagues, etc., other than those conducted by the City of San Bruno Community Department will not be accepted.

## **LINE UPS**

All line-ups must be submitted to the scorekeeper 10 minutes prior to the scheduled start time of their game and must be on the line up cards provided by the league. First and Last names are required on the line up cards. Coed teams must indicate if a male or female will lead off the game.

Standard - Standard 10 person lineup provides that 10 players with a minimum of 8 players are listed to bat and the re-entry rule can be used. Addition of a 10<sup>th</sup> player may occur at any time during the course of play. That player must assume the 10<sup>th</sup> batting position in the batting order.

Continuous Batting Order - Manager selects any number of batters in the order up to a maximum of 18. Players in the original batting order may move in and out of field positions freely. Substitute players not in the original batting order may replace any player in the original batting order. Starting players may re-enter for substitute, after substitute has been thrown at least one pitch.

Coed – The batting shall alternate male-female-male-female or reverse.

Teams may play with 8 or 9 players. No automatic out for vacant 9th and 10th positions in batting order. Seven players is a forfeit.

If a team loses a player in the batting order due to an injury and there is no substitute available, no automatic out for vacant batting position. When players are ejected or choose to leave games, the vacated batting position will be declared an automatic out.

If a player is in the line-up at the start of the game and is not present when it is his/her turn at bat, that player can be "scratched" from the line-up and added to the bottom of the line-up. If the team has 10 or more players and they have batted through the order, that player can only be added as a substitute if they still had not arrived.

## **ADDITIONAL LEAGUE RULES**

Ball and Strikes:

1. 3 balls constitutes a walk

2. 2 strikes is a strike out
3. Third foul rule in effect. One strike and 2 fouls, or 3 fouls and batter is declared out.

No bunting or stealing.

**3 Home Run limit per team.** After the 3<sup>rd</sup> Home Run, each additional Home Run is an out. Courtesy runners are allowed. One per inning, last person to make at bat in the previous inning will be the designated courtesy runner.

Foul ball over first fence on the right field side is a foul ball. A foul ball over the second fence on the right field side is an out.

A mat will be used to determine balls and strikes. The mat will be 3 feet by 2 feet. A ball that hits the mat will be deemed a strike. A ball that hits off the mat or the plate will be deemed a ball. ASA Rule 4, Sec 9-B\* – Arguing Balls and Strikes: Any arguing on the judgment of balls and strikes will constitute a team warning. Any repeat offense shall result in the ejection of that team member.

**Coed** – Commit Line, once a runner passes the commit line the catcher just needs to step on home plate.

**Coed** – Veer Line, to avoid collisions a veer line will be put down adjacent to home plate. All base runners must cross the commit line instead of touching home plate.

**Coed** – A defensive team is composed of 10 players: 6 men and 4 women. Teams can play with more women defensively than men. If a team cannot field at least 4 women at game time the game will be declared a forfeit.

**Coed** – All outfielders must stay on the grass prior to contact being made with the ball.

**Coed** – Coed defenses will consist of  
     OPTION A - either two (2) females & two (2) males positioned in the outfield and one (1) female & three (3) males in the infield or  
     OPTION B - one (1) female & three (3) males positioned in the outfield and two (2) females and two (2) males in the infield. One male and female as pitcher and catcher or two females as pitcher catcher for either option.

No jewelry or watches will be allowed.

## **BATS**

All Peninsula SANCRA cities will permit the use of softball bats that have been approved by ASA. Players can check the ASA web site for specific information at [http://www.asasoftball.com/about/certified\\_equipment.asp](http://www.asasoftball.com/about/certified_equipment.asp) Bats which are considered **ILLEGAL**, will be posted at all field locations, and umpires will be checking them prior to the game. Players who are caught using illegal bats will be ejected, and no substitution will be allowed, and an out will be recorded for every at bat. If a bat is suspected to be illegal or altered, the bat will be removed from the

game and placed in the score booth. The owner can pick up the bat at the conclusion of the game.

**\*\* Bats that rattle will be considered illegal.**

**\*\* Bats that have either tape on the end of the knob –or have a “Trigger” on the end of the bats are illegal.**

**\*\* Bats that have been shaved, loaded, compression viced, or repainted will be illegal.**

**PLEASE NOTE – SAN BURNO RESERVES THE RIGHT TO REMOVE ANY BATS THAT APPEAR TO BE ALTERED, AND/OR SEND TO ASA FOR BAT TESTING. SHOULD THESE BATS BE ALTERED, PAINTED, OR DEEMED ILLEGAL, THE OWNER WILL BE SUSPENDED FROM SAN BRUNO LEAGUES FOR A MINIMUM OF 2 YEARS!**

**IF THE PLAYERS REFUSES TO TURN THE BAT OVER TO THE LEAGUE DIRECTOR, THEN THAT PLAYER WILL BE SUSPENDED FOR 2 YEARS. BY PLAYING IN THE LEAGUE, ALL PLAYERS AGREE TO THESE CONDITIONS.**  
**PLAYER CONDUCT**

All players will be governed by the SANCRA player code of Conduct.

Team managers, or captains, are responsible for the conduct of their players prior to, during and after their game.

The team manager is responsible for informing his/her players of all league rules and regulations.

Animals, including dogs are not allowed at the ballpark, in the dugout, on the field, or in the spectator stands.

The team manager is the official representative of his/her team, and is the only player that may address an official on matters of interpretation of rule, or to obtain essential information, and only if it is done in a courteous manner. However, time out must be called in order to discuss an interpretation or for information. Discussion concerning a judgment call is prohibited.

**Smoking** is not allowed in the dugouts or on the field. This applies to players and spectators. Managers are responsible for their players and spectators. The fields are adjacent to elementary schools; therefore law prohibits smoking.

**Alcoholic beverages** are not allowed on playing field, dugout or in the spectator stands at any time. This applies to players and spectators. Managers are responsible for their players and spectators.

**NOTE: IF A PERSON OR PERSONS ARE SUSPECTED TO BE INTOXICATED, THEY WILL BE REMOVED FROM THE GAME ALONG WITH THE TEAM MANAGER. REMOVAL FROM A GAME IS AN AUTOMATIC SUSPENSION.**

Any player who leaves the dugout or their position, because of a fight or altercation, will be ejected from the game. Any player being ejected for any reason will serve a mandatory one

game suspension. The league director reserves the right to add to any suspension.

Sliding rule - Players must slide directly into the base or clear the base path on force plays. Players may slide to either side of baseline to avoid tags. Any sliding outside the baseline with the intent to cause contact/injury is cause for ejection and automatic double play (if applicable) being called.

**Swearing/offensive language** will not be tolerated at any time. Find another appropriate way to vent your frustration or disappointment. Swearing will be an automatic ejection - **NO WARNING!** Ejections will result in an automatic 1 game suspension.

**Unsafe Tactics** will not be tolerated. Players may not intentionally injure or intimidate during gameplay. Any behavior deemed intentional of harm or injury will result in a warning and potential removal from the game.

## **UMPIRES**

The City of San Bruno makes every effort to put the best available umpires on the field. The Game Umpires are in charge of the contest from the start of the pre-game warm-up until the score sheet becomes official and players leave the facility. Players are subject to the rules of this league before, during and after the contest while at the field. The league will not entertain any protest on the basis of the judgment of an official. League Officials will file a report to the league any time an incident occurs with recommendation for discipline of the offending players.

A two-person umpiring system will be used in all games.

**ZERO TOLERANCE: DO NOT ARGUE WITH UMPIRES. WE DO NOT ACCEPT PROTESTS OF THEIR CALLS. ARGUING WITH UMPIRES WILL RESULT IN YOUR BEING ASSESSED WITH WARNINGS AND POSSIBLE EJECTION FROM THE GAME. IF YOU REPEAT THE SITUATION YOU WILL BE DROPPED FROM THE LEAGUE WITHOUT A REFUND.**

**THE ONLY OPINION THAT COUNTS ON THE FIELD IS THE UMPIRE'S OPINION. IT IS HIS OR HER CALL AND THEY ARE IN CHARGE OF THE GAME.**

If an umpire is injured and only one umpire is able to continue the game, the game will be played. Players will be expected to make the necessary adjustments to the situation.

Umpires will have the authority of stopping and forfeiting the game if it gets out of control.

## **PLAYOFFS**

The top four teams from league play will advance to the playoffs. The playoff tournament will be played in one night with the following format:

#3 Seed Vs #2 Seed  
#4 Seed Vs #1 Seed  
Championship Game

## **AWARDS**

A team plaque will be given to the team who finishes in 1<sup>st</sup> place during league play. 15 Championship T-shirts will be given to the team who finishes in 1<sup>st</sup> place during the playoff

## **TIEBREAKERS**

Head to head competition between the teams with the tie. If a team has a forfeited game between the teams in the tiebreaker it automatically goes to the other team.

Head to Head

Run differential between the teams with the tie.

Least amount of runs held team with tie to

Least amount of runs given up throughout season.

Coin toss.

## **FORFEITED GAMES**

After a game has been forfeited, both teams may use the field until ten minutes before the next scheduled game. Exception – last game of the night. Scorekeeper will pick up bases and turn off lights immediately after a forfeit has been declared.

Forfeited games will not be officiated.

Scheduled game time is forfeit time. Forfeits can be subject to \$65.00 penalty. However, in case of mitigating circumstances, forfeiture will be left to the discretion of the league officials.

## **RAIN OUT PROCEDURE**

All rained out or postponed games shall be made up at the end of the season. Rained out games shall be replayed in the order of their cancellation the first week after the conclusion of the regular season. Should time not permit these make-up games to be played, only those games affecting top places shall be played. An updated schedule will be emailed to the manager once the make-up date is set.

Each manager shall receive league schedules for his/her team. It is the manager's responsibility to distribute schedules to team players.

Managers will receive an email once a game is determined rained out.

**Field Condition Hotline:** Call 616-7195 after 4:00 pm

## **PROTEST**

Protest can only be made on a rule infringement. Difference in opinion on an official's judgment on a particular play or plays will not constitute grounds for protest.

The league official scorekeeper must be notified of the protest prior to the game ending.

A formal protest must be typed, along with a fee of \$50.00, and must be given to the League Director within 24 hours of the time the protest occurred. If the protest is upheld you will be returned the \$50.00 protest fee.

The League Director shall have the authority to make decisions on the protest in the following ways:

- a. The protest is non valid

- b. The protest is such a nature the game is forfeited.
- c. The protest is such a nature the game must be replayed from the point of protest or in its entirety.
- d. The protest is valid but does not affect the outcome of the game.

Protest of an individual player must be done before the game begins. The player in question must be able to present a photo ID or will not be allowed to play in that game. Once the game begins, all players are considered legal players and no protests will be allowed.

In the case a player arrives late and enters the game after it has already begun, the ID check must be done upon his/her entrance to the game.

### **INSURANCE**

Persons or players participating in activities sponsored by the City of San Bruno Recreation Department are **NOT** covered in any way for personal liability, injury or property damage. Players competing in the Adult Softball League are doing so at their own risk. Players are responsible for obtaining their own insurance, either through their team or individually.

***This is Recreational Softball – Have Fun!***

# **SANCRA PLAYER CODE OF CONDUCT**

The following "Player Code of Conduct" has been adopted by all Municipal Sports Directors within the SANCRA Peninsula Division, and will be strictly enforced. Individual League Directors have the final decision on any situation.

A. No Person Shall: At any time lay a hand upon, shove, strike or spit upon an official, player or spectator.

Penalty: A California law states that anyone who is found guilty can be fined \$2,000 and sentenced to jail for up to one year.

B. No Person Shall: Refuse to abide by official's decisions. Officials are required to immediately suspend the player from further play and report such player to the league director. Such player shall remain suspended until the League Director has considered his case.

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

Maximum Penalty: Suspension for two league games and placed on probation for the remainder of the season.

C. No Person Shall: Be guilty of objectionable demonstration of dissent at official's decision. Discuss with an official, in any manner the decision reached by such official, except the team manager or captain.

Minimum Penalty: Warning by official.

Maximum Penalty: Removal from the game and one additional complete league game.

D. No Person Shall: Be guilty of using unnecessarily rough tactics in the play of the game against the body or person of an opposing player. Officials are required to immediately suspend players from further play and report such player to the League Director.

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

Maximum Penalty: Suspension for two league games and placed on probation for remainder of season.

E. No Person Shall: Be guilty of physical or verbal attack as an aggressor upon any player, official or spectator. Officials are required to immediately suspend the player from further action and report such player to the League Director. Player will remain suspended until the League Director has considered their case.

Minimum Penalty: Suspension from one league game.

Maximum Penalty: Suspension for life and/or assault charges filed.

F. No Person Shall: Have in his/her possession or consume an alcoholic beverage, illegal substances or be under the influence while on the field of play or during his/her scheduled game. Officials are required to immediately suspend the 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: Suspension from two league games and places on probation for the remainder of the season.

G. No Person Shall: Be guilty of discussing publicly with spectators in a derogatory or abusive manner any decision by the officials or any opinions of players.

Minimum Penalty: Warning by official.

Maximum Penalty: Removal from the game.

H. No Person Shall: Be guilty of intentionally throwing his/her bat.

Minimum Penalty: Removal from the game.

Maximum Penalty: Suspension from two league games.