

CITY OF BURLINGAME
PARKS & RECREATION DEPARTMENT

2015 ADULT SOFTBALL



MANAGER'S GUIDE & RULES

Burlingame Field Condition Line:

650-558-7319

www.burlingame.org/rainout

Update: 4/10/15

Introduction

The Burlingame Parks & Recreation Department offers a variety of Adult Sports Leagues. All of our Burlingame Softball Players are members of ASA and SANCRA and must abide by the rules and code of conduct of these organizations, unless otherwise noted in this guide.

2015 Registration Procedures

The manager's card and roster is due during the registration period. For those managers that do not turn in these materials during this period, you will lose your priority and risk being dropped from the league. Team waivers must be turned in prior to the start of your first game.

Standard Procedures for all Adult Sports Sign-ups

-Any team wishing to get into the leagues may submit a roster, manager's card and/or sponsors check made payable to: "*City of Burlingame*". We do accept MasterCard, Visa, AMEX, and Discover.

-New teams do not need to pay at the time of their roster submittal due to the fact they may not get into the league. New teams will be advised of their entrance into the league no later than one week after the due date for rosters. New teams will get the early bird fee if their information is turned in at the proper time.

-Rosters must include player's name, address, phone number and signature.

-All rosters are reviewed by our softball committee, before the managers will be notified of their team's status.

-All Burlingame team registrations will be taken at the Burlingame Recreation Center, 850 Burlingame Avenue.

Priority

Priority I	Returning team with 75% returning resident players
Priority II	Returning team with 75% returning players
Priority III	New team with 75% or more residents
Priority IV	New team

Although we no longer charge a non-resident fee, priority for new teams is still based on percentage of residents. Teams caught giving incorrect information about residency will be removed from the league.

League Fees

<u>Season</u>	<u>Fees</u>	
Spring 2015 - Men's/Womens Slow Pitch	\$750	8 games, plus playoffs if team qualifies
Sum/Fall 2015 - Men's/Womens Slow Pitch	\$770*	8 games, plus playoffs if team qualifies

**League fees have been adjusted to recover increased in umpire cost.*

For all teams, \$400 is due one week before your first game. The remaining \$350 is due prior to your third game. Any team who fails to pay on time is subject to being released from the league.

Most leagues will have 5 teams and play 8 regular season games. If we make a 6 team league, then you will get 10 games and will pay an additional \$50.00, which will be invoiced to you with your schedule.

Dates to Remember

SPRING

Registration Dates:	March 2 nd -4 th
Managers' Meetings	March 26 th , 2015
Schedules Mailed:	Approx. March 30 th
Season Begins:	April 10 th for DD6 and week of April 13 th for all other divisions.
Season Ends:	Approx. week of June 29 th

SUM/FALL

Registration Dates:	June 15 th -17 th
Managers' Meetings	TBD
Schedules Mailed:	Approx. July 6 th
Season Begins:	July 31 st for DD6 and week of August 3 rd for all other divisions.
Season Ends:	Approx. week of October 19 th

Days of League, Fields and Game Times

Teams may rotate each week between Bayside Fields 1 & 2

Monday	Men's D3
Tuesday	Women's D1
Wednesday	Men's D1 & D2
Thursday	Men's D4 & D5
Friday	Men's DD6 & Coed

Game Times for Spring

Bayside Fields
M,T,W,F: 8:10pm & 9:15pm
Th: 6:45, 7:50, & 8:55pm

Game Times for Fall

Bayside Fields
M,T,W,F: 7:00pm & 8:05pm
Th: 6:45, 7:50, & 8:55pm

-The fields and leagues can change due to consolidations of leagues. Please be aware that this could mean teams may be moved to another night.

Adult Softball League Rules

LEAGUE & PLAYOFF PROCEDURES

- A. The number, variety and type of leagues shall be determined by the Burlingame Parks & Recreation Department, but teams may request league preference when they register. Leagues will contain a minimum of 4 teams.
- B. Playoff Champion will receive team shirts and if requested, a trophy.
- Playoffs will be determined as follows:
 - 1st place vs. 4th place
 - 2nd place vs. 3rd place
 - Winners play for the Playoff Championship.
 - If the 1st Place team loses a game, they will play an "If Necessary" game for the Championship
- C. In the case two teams tie for first place, and they split the season series, the tiebreaker will determine seeding, but the first place team will not have to be beaten twice in playoffs. There will be no "If Necessary" game.
- D. The tie breakers for teams with identical season records will be as follows:
- 2-way tie-breaker**
- 1st tie breaker - who beat who
 - 2nd tie breaker - fewest runs given up in head- to-head play
 - 3rd tie breaker - record versus teams in higher position
 - 4th tie breaker - fewest runs given up for the entire season
- 3-way and 4-way tie-breaker**
- Team with the best record in 3 or 4-way head-to-head play.
 - Fewest runs given up in head to head play
 - Record versus teams in higher position
 - Fewest runs given up for the entire season
 - 4-way tie for first place. All 4 teams will make the playoffs with a single elimination format.
- E. The League Directors have the option of moving team(s) to any league and night of play, if it is in the best interest of providing a balanced softball program.

TEAM & PLAYER ELIGIBILITY

- A. No player under 18 years of age will be allowed to participate and no high school students are eligible to play.
- B. Teams may only enter one league of play. The only exception would be to play in one co-ed, or one mens' or womens' slowpitch league.
- C. All rostered players must play in at least 2 regular season games to be eligible for playoffs.
- D. Each team is limited to fifteen (15) players maximum on their roster. Co-Rec teams may have eighteen (18) players. Only players who have signed the roster/waiver are eligible to play. Roster will not be accepted at the field.
- E. Teams have up to the **4th game** of the season to add and drop players. No player may be added to any roster after the fourth game.
- F. Managers who lose players during the season through injury or employment transfer, and such player will not be available to the team, may petition the League Director to obtain permission to replace the injured or transferred player. In the event the player returns before the season ends, the manager must decide which player he wants to keep. Proof of the above must be submitted with the petition.
- G. Once a player signs the roster with a team, he/she must be released by his/her manager prior to playing on another team. After the player is released, they can register with another team after sitting out one league game.
EXCEPTION: If a player has officially played one league game and then is released, he/she may not play on another team in the same league in which he/she was released.
- H. All player protests must be stated as soon as the player in question participates (on the field for one pitch, or first pitch in his/her at-bat). All players must be able to produce picture ID if requested. If the person's name is not on the roster, or cannot show a picture ID he/she will be disqualified from the game.
- I. Teams using ineligible players in **any** game may be subject to forfeiture of all league or playoff games played.
- J. Manager will be suspended when caught using an illegal player. Player will also be suspended.
- K. A player may play on two teams. This can only be done with the permission of the League Director. If not approved by the League Director the player and manager(s) in question will also face a minimum suspension of one full season.
- L. If, in the opinion of the league director, a player is too exceptional in ability to participate in a lower league, said player will be dropped from the team roster.

GOVERNING BODY

- A. The League Directors have final authority to make decisions pertaining to all softball league rules and regulations.

INSURANCE

A. Participants in recreation activities sponsored by the Parks & Recreation Department are not covered in any manner for personal liability or property damage. This means that players are competing in this program **at their own risk**. Information on team insurance through the A.S.A. can be obtained from the Parks & Recreation Department.

FORFEITS

- A. If a team is not ready to start at the scheduled game time, with at least 8 **eligible** players, the Grace Period Rule may be used. If neither team has 8 players, the game will be declared a double forfeit and both teams will receive a loss. The umpire is the official time.
- a. **Grace Period Rule (all games)** - There will be 10 minute grace period allowed. The team needing the grace period will lose its first at bat and the game clock will run during the 10 minute grace period. After 10 minutes the game will be declared a forfeit.
- B. A team shall be fined \$20.00 for the first time they forfeit a game and the fine is to be paid prior to their next scheduled game.
- C. If a team forfeits two games, they become subject to being dropped from the league and lose their priority ranking for registration.
- D. There shall be no postponement of a game. A team that foresees a conflict with a particular game and notifies the Parks & Recreation Department 24 hours or more prior, will be credited with a loss, but will not be charged a forfeit fee. Teams may only use this rule once per season.
- E. Teams which drop, or are dropped, from the league, lose the right to reclaim any part of their entry fee.

PLAYER CONDUCT

- A. The manager shall be the official representative of their team unless they designate one of the players as team captain prior to the game.
- B. The manager will be held responsible for all rules as stated in these rules and the A.S.A. rule book.
- C. Managers are responsible to see that their players are familiar with the S.A.N.C.R.A. Player Code of Conduct.
- D. All players and teams must conform to the S.A.N.C.R.A. Player Code of Conduct. A player or team suspended by one public recreation agency will automatically be suspended in an other local recreation leagues.
- E. No smoking on the field, dugouts or the stands. Offenders will be removed from the game and field. This rule is for players and spectators.**
- F. No Alcohol in city parks.**
- G. Dogs must be on a leash in all city parks.**
- H. Managers can be held responsible for the actions of the spectators.
- I. In the umpire's judgment, any player who appears to be under the influence of alcohol or illegal substance, will be ejected from the game.
- J. Managers are required to report all injuries to the facility attendant.

- K. Any player thrown out of a game in the softball league is subject to being suspended for the next 2 games.
- L. Any player leaving the dugout or their fielding position, during an altercation, will be automatically ejected from the game.
- M. No foul language will be allowed. Any player using inappropriate language will be ejected from the game.
- N. If a player is ejected from the game, the game can continue as long as the team has 8 or more players. Less than 8 players constitutes a forfeit.

FAN BEHAVIOR

All fans attending City league games are expected to conduct themselves in a civilized manner. Fans may not harass any player, coach, official or opposing fan with obscenities or negative comments. This behavior may result in fan ejection, team ejection and/or forfeit.

PROTESTS

- A. Protests shall be based on interpretation of the rules only. Decisions involving the judgment of umpires shall not be received or considered.
- B. Protests must be stated at the point of contention (before the ball is put into play) and officials, field attendant and opposing team manager must be notified as to the exact rule which is being protested. Protesting manager must complete the "Intent to Protest" form and submit to the Parks & Recreation Department before the protest deadline. A written protest must be submitted to the Parks & Recreation Department no later than 6:00 p.m. the first working day following the protested game. Protests must be clearly written. No protests will be considered on any judgment call. Written protest must be accompanied by \$20.00 protest fee.

PREGAME RULES

- A. **No infield or batting practice before any of the games.** Teams will forfeit their game if they are caught taking infield or batting practice on the game field.
- B. Do not warm up in front of dugouts or on the infield. **Players must warm up in the outfield.**

PLAYING TIME

- A. Games are seven innings, or the full time allotment (whichever occurs first).
- B. Time limit for slow pitch is one-hour and five minutes. No new inning will begin after time limit has elapsed.
- C. **Tie-breaker** - If after completion of seven (7) innings of play or time has expired and score is tied, the following tie-breaker will be played to determine a winning team. Starting with the top of 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.
 - **All regular season women's games will end in a tie if time has expired and the teams are tied.**
- D. Any inning begun before time expires shall be completed, unless the home team is at bat and ahead.
- E. All league and playoff games will have a 12-run rule after 5 innings and a time limit.
- F. **In championship games, there will be a 20-run rule after five innings and a one hour and thirty minute time limit.** Higher seed is home team in all playoff games.

RULE EXCEPTIONS/MISC.

- A. Unless otherwise stated, A.S.A. Official Softball Rules govern league play.
- B. Limited Substitution Rule: A.S.A. re-entry rule is in effect. Unlimited (EP)s will be allowed in slow pitch.
- C. Please note that batting more than 10 players is optional. Continuous batting order is okay to use in all leagues.
- D. **No team may start or continue a league contest with less than 8 players. Less than 8 players does constitute a forfeit.**
- E. Any time a team drops below the number of starting batters due to an ejection, that spot in the order will be considered an out each time it comes up.
- F. Any time a team drops below the number of starting batters due to an injury, that spot in the order will be closed up.
- G. 10 players play the field. If you are using an extra player, he/she may play defense at any time during the game.
- H. Game balls will be provided by the Parks & Recreation Department and following each game, the balls are to be returned to the officials.
- I. **Late Roster Additions During a Game** - Players may be added to the lineup (at the end of the lineup), until the batting order has batted through one time. If you have less than 10 players at the beginning of the game, you can add up to 10 players at any time during the game.
- J. No players shall intentionally run over an opposing player who already has a ball in his/her possession. Penalty for such an infraction will be automatic ejection from the game.
- K. No metal cleats or baseball plastic spikes maybe worn. Rubber cleats are permissible.
- L. Slow-pitch count is 3 balls, 2 strikes.

M. The batter is out on the 2nd foul when there are already 2 strikes, which comes from 1 strike and one foul or two foul balls.

N. No bunting or stealing.

O. **Courtesy Runner(s)** - each team getting one per inning. At the time a courtesy runner is needed, the **last completed batter/runner farthest away in the lineup** is the eligible courtesy runner. Once a pitch is thrown to the next batter you are no longer allowed to have a courtesy runner.

- Players must be on base to request a courtesy runner.
- The **Women's Division** will receive "2" courtesy runners per inning.

P. No foul language will be allowed. Any player using inappropriate language will be ejected from the game.

Q. If a player is ejected from the game, the game can continue as long as the team has 8 or more eligible players. Less than 8 players will constitute a forfeit.

R. Anyone found betting/gambling on anything pertaining to league play will be suspended

indefinitely and the team will be banned. This means games, stats, etc.

S. **Walk-Off Homeruns** - Any ball hit over the fence in fair territory will be a walk-off homerun, and runner does not need to touch 1st base.

T. **Pitcher's Box:** The pitcher's box shall be a box the width of the pitching rubber, extending from the front (home plate) side of the rubber and going 5 feet back towards 2nd base. The pitcher may deliver a pitch from anywhere inside the box as long as he (a) has one foot planted inside the box upon release, (b) pauses for a min of 1 sec before starting his pitching motion, &(c) abides by ASA Pitching Guidelines.

U. **In all Burlingame Leagues the pitch height will be between 6 and 12 feet.**

MISCELLANEOUS INFORMATION

A. No schedule changes are allowed once the season begins. If a team has a special problem in regards to game time, the manager should note the problem on the manager's card.

B. Uniforms or matching shirts are recommended, but not required. No uniforms should be worn that can be deemed offensive.

C. Normally, two umpires will officiate each game. If one umpire is present, the game shall be played. If no umpires show up, games will be postponed and made up at a later date.

D. No refunds are made after a team has participated in one league game.

E. **Field Conditions:** Call 650-558-7319 if you are in doubt as to the status of your game in Burlingame. If the games are not cancelled by 4 p.m., teams must go to the field to see if the games can be played. You can also check on field status @ www.burlingame.org/rainout

F. Teams are **not** to use the following fields for practice. Teams violating this rule can be removed from the league. Youth programs always have first right to fields in Burlingame.

Ray Park

Washington Main

Village Park Cuernavaca Park
Soccer Center

G. Blood Rule - A player, coach or umpire who is bleeding or who has blood on their uniform shall be prohibited from participating further in the game until appropriate treatment can be administered. If medical care or treatment is administered in a reasonable length of time, the individual will not have to leave the game (length of time is left to the umpire's).

BAYSIDE GROUND RULES

- A. Dugouts will be out of play. Any ball hit or thrown into the dugout will be considered out of play.
- B. All other areas inside the fence will be in play.
- C. All equipment must be placed inside the dugout.
- D. Batted balls hitting trees hanging over fence in foul territory will be considered foul balls.
- E. 70ft bases for men's leagues; 65ft bases for women's leagues.

F. Homerun Rule

- 1. **Bayside #1 & Bayside #2 – Limit of 4 homeruns per game per team. Any additional homeruns over the allotted limit will be counted as an out.**

- G. **Bayside #2- Any ball hit into the sewage treatment plant is an out.**
- H. Bayside #2-If the ball rolls into the cove by the first and third base entrances onto the field the ball is dead and the runners advance one base.

SOFTBALL BATS

Peninsula SANCRA cities will permit use of softballs bats that have been approved by ASA to be used in league play. Softball bats that have been approved for use by ASA can be found at the following web site:
http://www.softball.org/about/certified_equipment.asp

SOFTBALLS

Peninsula SANCRA cities will be using the following softballs in league play.

Bayside #1 Men's Softball-Dudley SB12-44 core cork, optic yellow

Bayside #2 Men's Softball-Dudley Thunder SY12-52 core poly-core, optic yellow

Women's Softballs-Dudley SY11-44 core poly-core optic yellow

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 \$2000.00 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.

Appeal Process Suspension of 2 or fewer games may be appealed to the League Director in your city. Suspensions of more than 2 games can be appealed to the SANCRA Board of Directors.