



City of Burbank
Parks and Recreation Department

ADULT SPORTS GENERAL RULES AND REGULATIONS

The following rules shall be enforced in the Burbank Parks and Recreation Department adult sports programs. The following leagues will use the indicated on this sheet, except as amended below:

- Slow Pitch, Seniors, Coed Softball - Southern California Municipal Athletic Federation (SCMAF)
- Fast Pitch – Amateur Softball Association (USA SB)
- Basketball – National Federation High School (NFHS)
- Volleyball – United States Volleyball Association (USVBA)
- Soccer – International Football Association Board (IFAB)

Managers are responsible for their teams and their adherence to the General Rules and Regulations listed below, as well as the sport-specific rules and regulations.

I. GENERAL INFORMATION

- 1.) This program is conducted by the Parks and Recreation Department Sports section.
- 2.) The Burbank Athletic Federation Board of Directors shall act as an advisory board, hear, and rule upon protest appeals, and act on disciplinary cases.
- 3.) Where there is more than one division within a given league, grouping shall be determined by team ability, with the better teams grouped in the higher division.

II. ROSTERS

- 1.) Rosters must contain the number of names listed below; however, teams may receive staff approval to exceed the maximum limitations.
 1. Softball – minimum of 12 and maximum of 20
 2. Basketball – minimum 8 and maximum 12
 3. Volleyball – minimum 8 and maximum 12
 4. Volleyball (4-man/woman) – minimum 6 and maximum 10
 5. Soccer – minimum 9 and maximum 12
- 2.) All players including the team manager(s)/coach(es) must register every season at BurbankParks.com to be placed on their team roster prior to attending the first scheduled game of the season. Any roster additions that take place after the start of league play, must go through the waiver process.
- 3.) No additions may be made to a roster after the start of league play except by the waiver process. All waivers must be into Sports Office personnel no later than the fifth week of league and prior to the player participating within the league. **Waivers may only be picked up at the Sports Office during normal business hours.** No additions will be permitted after the fifth week of league play except in cases of emergency approved by the Sports Office.

- 4.) In any case where a participant has falsified roster information, all games in which the participant played shall be automatically forfeited. The manager and/or team may be subject to expulsion from the league.
- 5.) All prospective fast-pitch pitchers must participate in the practice round as a pitcher, and be seen pitching by a member of the Sports Section staff. **NOTE:** Fast pitch only.

III. **PLAYERS**

- 1.) All players must be in good standing with the Burbank Athletic Federation
- 2.) A player becomes eligible when they have registered at BurbankParks.com (**Penalty for using an ineligible player:** FORFEITURE of all league games in which the player played illegally, suspension of the player for the remainder of the season and all BAF sanctioned programs and possible suspension of the manager/coach.
- 3.) **A player cannot play for more than one team in the same league but may play in different leagues at the same time. See the examples below:**
 1. SLOW PITCH SOFTBALL - players may play on one (1) Tuesday (1) Thursday
 - a. FAST PITCH SOFTBALL – players may play on one (1) Men’s and/or (1) Women’s team.
 - b. COED SOFTBALL – players may play on (1) Sunday and (1) Monday
 - c. BASKETBALL – players may play on one (1) Open or (1) Women’s
- 4.) A player must play in 25% of regular season games to be eligible for league playoffs. **NOTE:** League playoffs are defined as extra games and do not count toward the game minimum. Make-up games do not come under this definition. For most leagues, the game minimum is 3.
- 5.) Players must always have photo identification available, as periodic field/gym checks may be made.
- 6.) Players must be 18 years of age to participate in the Adult Sports Leagues. Consideration may be given if that player is at least 16 years of age and has a parent or legal guardian also on the team roster. An additional waiver must be on file for the minor.
- 7.) All players must observe the Burbank Athletic Federation Code of Conduct and all Rules and Regulations set by the City of Burbank Sports Office.
- 8.) Alcohol and tobacco are prohibited from all city and school facilities. *Burbank Municipal Code Section 5-3-108.*
- 9.) No profanity or lack of self-control is permitted toward game officials, staff, participants, or patrons.

IV. **ROSTER WAIVERS AND RELEASES**

- 1.) All rosters and waivers are subject to the approval of the League Director, with the intention of maintaining an even competitive status in all leagues.
 1. Waivers are limited by league:
 - a. SOCCER, BASKETBALL, & VOLLEYBALL – 3 waivers per season
 - b. SOFTBALL – 5 waivers per season
- 2.) After the roster deadline, a player may be added only through use of the waiver system.
 1. Waiver forms are issued by the Sports Office **only** at the specific request of a manager, never in advance. A manager who has need of a waiver form must be prepared to give the Sports Office all

information necessary for the complete fill-in of the form. No blank or partially filled-in waivers will be issued for circulation.

- a. Fast Pitch: Waivers for pitchers must be signed by all managers in the division.
2. If a player wishes to transfer from one Burbank team to another, he must secure a written release by his original team manager. Space is provided for this release at the bottom of the waiver form.
3. Waivers must be turned in to the Sports Office and player must register online **prior** to becoming eligible to play. A waived player may begin to play as soon as a Sports Office staff member accepts the completed waiver form and verifies online registration. Waivers must be submitted directly to the Sports Office staff on the field and player registration must be completed online at BurbankParks.com. It is the manager's responsibility to ensure that the waiver form was received by adult sports administrative staff if submitted on the field.
4. Waivers turned in incomplete are invalid until completed. If the waived player participates prior to the waiver's completion, the player is considered an illegal player.
5. **WARNING:** Any manager who is asked by another manager to sign a waiver is free to sign or not sign. The signature of a Sports Office staff member only indicates approval for the waiver to be circulated for signatures.
6. A manager who drops a player must notify the Sports Office in writing via email to adultsports@burbankca.gov or in writing submitted to the Sports Office in person.
 - a. Letter must contain the league, team name, manager's name, player(s) they are releasing, and the effective date of the release.

V. **MANAGERS AND COACHES**

- 1.) Managers and coaches must be in good standing with the Burbank Athletic Federation.
- 2.) Managers and coaches are responsible for checking all rostered and waived players' eligibility. **Penalty:** Suspension of player, forfeiture of all games in which the ineligible player played, and possible suspension of manager/coach.
- 3.) Managers are directly responsible to the Burbank Athletic Federation, through the Sports Office, for league fees, rosters, the conduct of players, their fans, and team administration. Managers must assist staff and/or game officials in the removal of any of their team's players or spectators that are intoxicated and/or are in possession of alcoholic beverages or ejected from the game. Failure to do so may result in the Manager's suspension in addition to the player and/or spectator.
- 4.) All coaches/managers must be listed on the roster and a hold harmless agreement must be on file with the Sports Office prior to participation. **NOTE:** Coaches may be added to a team at any time during league play without going through the waiver process for the purpose of coaching only. (**Penalty for using an ineligible coach/manager:** FORFEITURE of all league games in which the coach participated illegally, suspension of the coach for the remainder of the season and all BAF sanctioned programs and possible suspension of the manager).
- 5.) Managers must keep their team off the general playing area until the end of the preceding game.
- 6.) Managers are responsible to prevent players from leaving the field/bench during the game.
- 7.) At the start of the game, each team shall designate either their coach or manager as team representative.
 1. Softball & Soccer: This individual shall meet with the umpire(s) prior to the game, discuss ground rules, official starting time, etc., and shall thereafter be the only individual to enter the playing field for the purpose of necessary time-outs, rule interpretations by the game official(s), or player privilege.

2. Basketball/Volleyball: This individual shall meet with the referees prior to game time to discuss ground rules and shall thereafter be the only individual to speak to referees for the purpose of rule interpretations by the game official(s) or player privilege.
3. Violation of this rule may result in the suspension of the offending individual(s) and forfeiture of the game.

- 8.) Managers must report all accidents to the city staff at the time of the accident so that a Parks and Recreation Department accident report may be filed. If for any reason the player is removed from play and the immediate area prior to the accident form being completed, the manager must come to the sports office to complete the paperwork within 48 hours of the incident.

- 9.) Managers are responsible for giving the official scorekeeper/umpire their lineup at least 10 minutes prior to each game. **This must include both jersey numbers (when applicable), first and last names.**

- 10.) Managers are responsible for signing the scorecard after each game.

VI. RAIN OUT POLICY

- 1.) In the event of rain, the decision to cancel games will not be made until after 3:30 p.m. Monday-Friday or two hours prior to game time on Saturday, Sunday, and Holidays. Managers and players may call the "Field Condition Hotline" (818) 238-1970. When a determination cannot be made by this time, the call will be made on the field. The Sports Office staff will do their best to make the decision as soon as possible. In the event games canceled they will be made up at the end of league play.

VII. FORFEITS

- 1.) Teams will be responsible for all forfeits regardless of when the forfeit is called into the Sports Office.

- 2.) The forfeiting team is responsible for paying a \$10.00 penalty fee.
 1. The fee must then be paid 48 hours prior to the defaulting team's next game. Failure to pay a forfeit fee could result in forfeiting the remainder of their games until the fee is paid.
 2. Forfeit fees not paid within four weeks will be sent to collections and the team will not be allowed to participate within the league until the fees have been collected.

- 3.) Any team that forfeits three (3) times in a single season will be removed from the current season and ineligible to register for the following season.

- 4.) Any team that has been removed from two (2) seasons in a three-year (3) period will be ineligible to register for one (1) year (three seasons).

VIII. DETERMINING DIVISION PLACEMENT

- 1.) Returning teams from the immediately preceding season that finished first in the playoffs will be placed in a higher division for the next season. Returning teams that finished last in league play will be placed in a lower division for the next season.

- 2.) Starting with the summer 2024 season and on, returning teams will be given priority registration. Teams that did not participate in the preceding season will be considered a new team and will be placed in the bottom division.

- 3.) Should you feel your team needs to change divisions due to significant roster changes, please notify the Sports Office prior to the pre-season manager's meeting. League placement will be finalized, and no further changes will be considered after the manager's meeting has taken place. The League Administration ultimately has the authority to place teams into divisions, as deemed necessary.

IX. LEAGUE FORMAT:

- 1.) Beginning with the 2024 winter season, the league format will consist of 10 weeks of regular season games plus 2 weeks of playoffs. *(No round play)* With the new format, you will receive your entire league schedule prior to the start of the season.
- 2.) The top 4 seeded teams at the end of the 10 games will play in a single elimination playoff bracket.
 1. In cases of ties in the standings, winners and losers will be determined by the following criteria:
 - i. Winning Percentage
 - ii. Head-To-Head
 - iii. Head-To-Head Runs Against
 - iv. Head-To-Group Runs Against
 - v. Total Runs Against
 - vi. Coin Toss
- 3.) **NOTE:** Schedule requests to play on only specific days or times will no longer be considered. As of the 2024 winter season, all teams will play in an evenly distributed schedule of all league timeslots. Please take this into consideration as you form your team roster to cover you on days or times that some of your teammates are unavailable. You may request to expand your allotted team roster prior to the start of the season should you find it necessary to avoid forfeits during the season.

4.) OTHER LEAGUE FORMATS

1. League and playoff formats will be determined before league play. All managers will be notified to the league format prior to league play.

X. ADULT SUSPENSION GUIDELINES

- 1.) The following guidelines will be used in the Burbank Adult Sports Programs regarding the suspension of players for violations of the Burbank Athletic Federation (B.A.F.) Code of Conduct. For the purpose of the suspension guides listed below the following terminology will be used:
 1. **Ejected** – the player must leave the playing area which includes the bench/dugout, stands, and building/field.
 2. **Suspension** – the player may not participate in any B.A.F. sanctioned event until their suspension is has been served. This includes participation, coaching/managing, spectator, or working (umpire/referee).
 3. **Suspension to the Board** – the player may not participate in any B.A.F sanctioned event until the player appears in front of the B.A.F. Board. Reinstatement is pending the Board’s decision. The player must submit in writing to the Sports Office a written request to be placed on the B.A.F.’s agenda 15 business days prior to the B.A.F. board meeting, which is held the first Tuesday of every month.
- 2.) Any player **ejected** from a game for unsportsmanlike conduct or violating the player’s code of conduct will automatically be **suspended** for a minimum of one (1) game to a maximum of three (3). There will be no appeal for this action. Any player, coach or manager who argues calls or makes comments to an umpire /referee assumes the risk of being ejected from that game.
- 3.) If, after a player has been **ejected**, the player engages in any further unsportsmanlike conduct such as verbal abuse or obscene gestures towards staff, officials, or players, the player will be **suspended** for a minimum of two (2) games and placed on probation for the remainder of the season and possible **suspension to the B.A.F. Board**. Any violations while on probation will result in that player being suspended from all B.A.F. programs for a minimum period of one (1) year. At the end of their suspension, they must apply to the B.A.F. Board for reinstatement.
- 4.) Any physical altercations between players may result in, but are not limited to the following actions for the players involved:
 1. Minimum of a two (2) game suspension.

2. Placement on probation for the remainder of the season or year.
 3. Mandatory appearance in front of the B.A.F. board meeting to apply for reinstatement.
 4. Possible suspension from all B.A.F. athletic programs for a minimum of one (1) year.
- 5.) Any incidents or altercations, which include bench players coming onto the field/floor, may result in game forfeiture for one or both teams and possible player(s) suspensions.
 - 6.) Any player, coach or manager who physically assaults an umpire, scorekeeper or staff will be suspended from all B.A.F. programs until such time they appear before the B.A.F. board and is reinstated.
 - 7.) If any players are caught drinking alcoholic beverages in Burbank parks either before, during, or after their games may result in players, manager and/or their team's suspension from the program. Games will be immediately forfeited if applicable.
 - 8.) If a player plays under an assumed name, allowing anyone else to use their name, or be guilty of falsifying any information on a roster, he/she will be suspended pending B.A.F. board action.
 - 9.) If a player plays on two teams within the same league, he/she will be suspended for the season and may have to appear before the B.A.F. board for reinstatement.