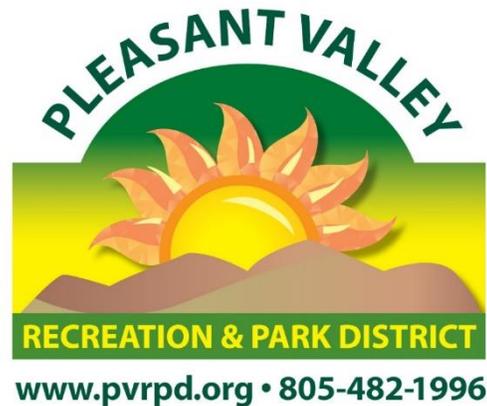


**PLEASANT VALLEY RECREATION
AND PARK DISTRICT**

***ADULT BASKETBALL MANAGER'S
HANDBOOK***



SPRING • SUMMER • FALL - 2024

Basketball Manager's Handbook

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REGISTRATION PROCEDURES

Each team manager shall be responsible for registering their team at www.pvrpd.org/register. The team manager must ensure each player completes their individual registration online using their team's secret link. Following registration, secret links are provided. If they lose it, team managers must contact the League Director for their link.

Upon acceptance of the roster, each manager agrees that they have read all the rules and regulations, and further agrees that they will conduct himself/herself and control his/her team in accordance with all policies, rules and regulations. The manager shall report all player change of addresses to the League Director. The League Director will work through the manager to conduct official league business such as scheduling, make-ups, disciplinary actions and protests.

Team managers will be responsible for paying a registration fee to the Pleasant Valley Recreation and Park District office during team registration dates.

Important dates relating to the registration of teams and players are listed on the PVRPD website.

Registration Location

Registrations will only be accepted online through Amilia www.pvrpd.org/register. Assistance with registration is available at 1605 E. Burnley St. (Camarillo Community Center). *Office hours are: Monday through Friday from 8:00 am to 5:00 pm or online at www.pvrpd.org*

Online Registration

1. **Go to the website at www.pvrpd.org and click on REGISTER FOR CLASSES**
2. **Click on Adult Sport Leagues (season year) and then below click on "Adult Basketball"**
3. **Find the Day/Night you are registering for and the green "Session" icon toward the bottom.**
4. **At this point you will be asked to create an Amilia account if you do not have one. After this you will continue**
5. **After creating an account, your name should show up next to the green button where it will say your name.**
6. **Click the green button next to YOUR NAME ONLY to make it a white check mark. Even though the button beneath it says "add another person," this is not where you add your teammates. Click checkout and continue.**
7. **Make sure the price is correct and click checkout again**
8. **Give your team an appropriate team name (names that are not appropriate will be changed by yourself or the League Director.**
9. **In the box named "Player emails" is where you will add your teammates e-mail addresses. Amilia will send a registration link to their e-mail. This is how they will join your team., Click save.**
10. **On the account owner page, fill out your personal information and then click "continue my purchase." After completing that portion you will fill out your payment information.**

Registration Requirements

You must have a completed roster which includes:

- 8 players (minimum), 12 players (maximum)

Registration Fee:

- CASH, CHECK, VISA, MASTER CARD OR AMERICAN EXPRESS ACCEPTED.
- VALID CREDIT CARD NUMBER ON FILE USED ONLY FOR TEAM FORFEITS.

TEAM CONDUCT AND ELIGIBILITY

Team Conduct

To provide an atmosphere of fun and sportsmanship, certain regulations are necessary and must cover all who relate to the program. Violations of these simple acts of good sportsmanship and common courtesy will not be permitted to impact the program.

The manager shall see that all players and team followers abide by the Pleasant Valley Recreation and Park District "Code of Conduct."

No comments or yelling by players, managers or spectators, regarding personal appearance, nationality, color, creed, gender, etc. will be tolerated.

Referees are to officiate games, not to be abused by participants or spectators.

Teams, managers and players are to abide by all the rules of the program. The manager is the only person who may talk to the referees, and only one team member should be sent to the scorekeeper for an update. For detailed scorekeeping, each team is encouraged to keep its own book.

Discipline will be assessed as needed for violations listed under the "Code of Conduct" section. *(Please see page 10-11)*
All Pleasant Valley Recreation and Park District sports leagues (male, female and co-ed) will be operated in accordance with the policies and regulations of the Pleasant Valley Recreation and Park District.

Team Discipline

Managers are responsible for all actions of his/her players. If necessary, a manager may have to discipline or remove a player(s) from the team to prevent any continual problems (see "Code of Conduct" pages 10-11).

Each manager shall ensure that their team is on the basketball court at the designated hour.

Team Eligibility

All teams must file an official team roster in the District office prior to the registration deadline set for the season to be eligible to play. Teams entering the Adult Basketball League must post a registration fee. The registration fee should be paid prior to any practices or league games scheduled. The registration fee is payable to the Pleasant Valley Recreation and Park District either by cash, check, Visa, Mastercard, or American Express card. Each team will be required to provide a valid credit card number charged only if a team forfeits and payment to the referees are not made on site.

If any team is deemed to be of higher caliber compared to its competition, than Pleasant Valley Recreation and Park District reserves the right to prohibit the team from playing or allow the team to move to a higher division the following season.

TEAM CONDUCT AND ELIGIBILITY

TEAM PLAYERS

Individual Players

Individual player(s) who are interested in joining a basketball team are welcome to attend the manager's meeting. There will also be a free agent list available in the District office. Managers looking to add players and individual players are urged to contact the sports office at (805) 482-1996 x 403.

Player Eligibility

Team players are those persons who are listed on the original team roster or legally added. All players must accept the terms of the waiver form. Each player is to read the liability responsibilities. Players participate at their own risk.

At no time shall a manager or other person sign a roster/waiver form for another person. Managers are responsible for all information submitted to the District. Managers are subject to disciplinary action for information found to be incorrect or fraudulent. (An individual may be liable for signing another person's name on the roster/waiver form in the case of injury.)

The maximum number of teams a ballplayer may participate on during one season is three (3).

A player can only play on one team per night.

Players must be 16 years of age to play in Pleasant Valley Recreation and Park District sports leagues. Please view [Parent Authorization Form](#).

High School students currently engaged in inter-school or community athletic association competition are ineligible to play on any basketball team. However, they may be placed on the roster providing they do not play until inter-school competition has terminated. It will be the manager's responsibility to notify the League Director when they sign students who are temporarily ineligible to play.

A pregnant player may not participate without written notification from her doctor.

Player Adds and Drops

Completed rosters are due at the time of registration. **No additions or drops will be allowed after 4:00 p.m. the Friday of your team's fourth scheduled week or unless specified on PVRPD's sports website except*:**

If a team falls below eight (8) roster players because of medical reasons, job transfers, work shift changes or any valid reason making the player(s) unable to compete for the remainder of the regular season. The manager may appeal to the League Director to add a player(s) to bring the roster up to eight (8) players. This exception applies to regular season games only. **No additions will be made for playoff games.**

Player additions and drops must be completed in Amilia located at the Pleasant Valley Recreation and Park District website. **This form should be submitted prior to 4:00 PM to be effective that night.** Add/Drop notices received after 4:00 PM will be considered effective the following business day. Drop notices must be sent to the League Director before 4:00 PM on the day of your team's scheduled game.

This rule is only in effect if teams can add or drop players.

***Please Note:** Any player dropped from a team roster during the season will not be eligible to be added by the same team or another team in the same division. Players part of a disbanded or dropped team will be eligible to be added by another team in the same division.

Illegal Players

Players must use their legal (no alias names) names listed on the team roster when playing. Any team that willfully falsifies a player's name in a game or has a player participating under an assumed name loses that game. The team manager or player responsible for the action may be suspended.

The Pleasant Valley Recreation and Park District reserves the right to see proper identification of any player questioned. This includes scorekeepers, referees, and supervisors of the league asking for identification. Opposing managers may request to have a player in question show proof of identification. Any player unable to present positive identification to league officials will be considered an illegal player and prohibited from playing. The use of "illegal players" will result in an immediate forfeit.

Rules and Regulations

League Rules

Rules not specifically mentioned will be governed by the California Interscholastic Federation.

No food or drinks are permitted in the gym. No alcoholic beverages are allowed before or during the games. Any area considered part of the Pleasant Valley Recreation and Park District/School District facilities will be governed by this provision.

Games may be forfeited by the referee if a team persists in using tactics that delay the progress of the game.

Two (2) or more delay of games from a team will result in a technical foul.

Dunking is not permitted at any time. A technical foul and ejection from the game will be the penalty for the violator.

The scorekeeper will keep the official score of the game. Referee payment of \$40 is due to the scorekeeper before each game. If one referee is present, the game must be played, and **each team is still responsible for the \$40 referee fee.**

Each player is required to sign in on the scoresheet at the scorer's table prior to the game. A technical foul will be assessed to each player if they have not signed in when league play begins.

Any player receiving an "unsportsmanlike" technical foul will sit out five (5) game clock minutes. If the player receives a second technical foul, they will be ejected from the game and will be suspended for one game.

Rules and Regulations Continued

Each team is permitted four time-outs per game. One additional time out will be granted per overtime period. Each timeout is controlled by the team calling the timeout. Every time out is valued at 30 seconds. Game resumes when the team who called the timeout is ready to play or the 30 seconds has ended.

Substitutes must check in with the scorekeeper. Substitutes shall enter the game only when permitted in by the referee(s). Any substitute entering the game without being permitted in shall be assessed a technical foul.

During a free throw, lane spaces may be occupied by a maximum of four defensive and two offensive players.

Official Time

Games must start at the scheduled game time if the preceding game is completed and both teams have four (4) or more team roster players. No games may start with less than four (4) legal team roster players. A ten (10) minute delay will be granted only if either team has less than four (4) legal players. This delay will be granted for the 6:00 PM game only. A five (5) minute warm up period will be granted ***if and only if*** the prior game ends within five (5) minutes before your scheduled game time.

A regulation game will consist of two halves. Each half will be twenty (20) minutes in length. A three (3) minute intermission will be allowed between the first and second halves. The last thirty (30) seconds of the first half will be played with a stopped clock. The last two minutes of the second half will be played with a stopped clock if the teams' point totals are equal to or less than ten (10) points of each other. (Under the stop clock rule, the clock will stop with the referee's whistle.)

In case of a tie score when the game concludes, the teams shall play a three (3) minute overtime period. Each team will be awarded one (1) timeout per overtime. The last one (1) minute of the overtime period will be played with a stopped clock if the teams' point totals are equal to or less than ten (10) points of each other. (Under the stop clock rule, the clock will stop with the referee's whistle.) The team with the highest score at the end of the overtime period shall be designated the winner of the game. A maximum of three (3) overtime periods are allowed. If at the end of three (3) overtime periods the score remains tied, the game will be recorded as a tie game.

Forfeited Games

If a team is not ready to start play within ten (10) minutes after the scheduled game time, the game will be forfeited to the opposing team. This refers to the 6:00 PM game only. **Game time is forfeit time for the 6:30 PM, 7:00 PM, 7:30 PM, 8:00 PM, 8:30 PM, and 9:00 PM games.**

Any team forfeiting a game, for any reason, is responsible for payment of the full referee fees for the game (\$70). When payment cannot be made on site the day of forfeit, it will be charged from the debit/ credit card on file the following business day *accompanied with a \$5 debit/credit card service fee.* Failure to make payment will result in the forfeiture of the next game and the team will be dropped from further league play. The team will not be eligible to register for the next scheduled season unless the outstanding fee balance is brought current.

In the event of a team dropping out of the league before the end of the season, all games played before the team dropped will count as originally recorded in the league standings. All remaining games that have not been played will be awarded to the scheduled opponent as a forfeit win.

Make-up Policy

Any cancelled games due to unexpected facility closures shall be made up at the end of the season. The cancelled games shall be replayed in the order of their cancellation the first week after the conclusion of the regular season. If time does not permit a replay of games missed, only games affecting first place will be played. Make-up games may be played on weekday evenings, weekend days or nights, depending on gym availability.

Uniform Requirements

Jerseys of similar color and design with numerals are required of all players. The numbers are to be a minimum of 6" high and a minimum of 1" wide. Numbers must be placed on the back and front of each shirt. The numbers must be attached permanently to the shirts. **Numbers held in place with tape (or made of tape) are not permitted.** Managers must declare their team colors on the roster form.

Players will not be permitted to play without regulation numbers and similar colors. The first two weeks will result in a technical foul. After that time, the player will not be allowed to play.

Team members can wear any number lower than ninety-nine (99) including 0 and 00. Jersey numbers higher than 99 will not be permitted to play.

If a conflict should occur over the color of team jerseys, the team with the most complete uniforms will be permitted to keep their jerseys on. If it can't be determined which team's uniforms are most complete, a flip of the coin will determine which team will wear jerseys and which team will wear t-shirts.

Music Rule

The following rules are in effect with regards to music played in the gymnasium:

- 1) Music may not be played in the gymnasium at any time.
- 2) MP3s, smartphones, and headphones may not be worn by any player during games.
- 3) Do not bring Boomboxes, speakers, or heavy equipment as into the gymnasium.

Jewelry Rule

To prevent injuries, jewelry may not be worn during basketball games without protective covering (tape, etc.). If there is no protective covering remove **ALL** jewelry which includes earrings, neck chains, wrist watches, bracelets, rings, or any body piercings.

Protests

All rule protests must be made verbally to the referee by the manager immediately following the situation and prior to the stopped play. The protest must then be recorded on the scoresheet and signed by the protesting manager and the game referee.

Protests must be made before the stoppage of play (legal or illegal). Protests may only be made on rule interpretations. Decisions made by the referee regarding judgment will not be accepted for protest.

All rule protests must be made in writing and filed to the District Office using the Protest & Complaint Form. This form must be completed before 5:00 PM the next business day following the disputed game. Protests filed must be accompanied by a \$10.00 protest fee. This fee will be refunded if the protest is upheld. All protests regarding illegal players will be directed toward the referee and the opposing manager. In the event of a person playing under an assumed name, the protest must be made prior to the end of the game, at which time the player in question will sign the score sheet and present identification. Without identification, the player will be assumed illegal and a forfeit victory will be awarded. If an illegal player is noticed by the District staff, corrective action may be taken at any time during the season.

If the protest is allowed, or disallowed, a final decision will be given to both managers regarding the protested game by the League Director.

League Champions for Spring & Fall Eight (8) Team Leagues with Playoff Procedures

During the ten (10) week/ game Spring and Fall league, each team will play all other teams one time for a total of seven (7) regular season games. The remaining three (3) games left in the season will be playoffs. **All eight (8) teams will make the Playoffs! The League Champion will be determined by the team who wins ALL three (3) games in the playoffs.**

Every team will play a total of ten (10) games. During the playoffs, please review the schedule listed on the Pleasant Valley Recreation and Park District website at the end of the week to see which team you will be playing next.

League Champions for Spring & Fall Six (6) Team Leagues with Playoff Procedures

During the ten (10) week Spring and Fall league, each team will play all other teams two times for a total of ten (10) regular season games. Tie-breaker format is as follows in order to determine the league champion.

- a. Head-to-head competition

If teams are tied with the best record and in head-to-head competition there will be a one game playoff between those two teams.

In the event of a three-team (or more) and that two teams have the same total number of lowest of points scored against them versus the other two teams, the first tiebreaker would be: head-to-head competition. If all teams have a split record in head-to-head, then the second tiebreaker would be the lowest total of points scored against the other two teams to determine a bye or seeding. In the event, that there is still a tie, a coin flip will determine who receives the bye or better seeding.

Tie Breaker Order – three teams with two teams having the same total number of lowest of runs scored against them versus the other two teams:

1. Head-to-head Competition
2. Highest total of runs scored against the other two teams
3. Coin Flip

4. If three teams are tied for first place, a playoff will be arranged. In a three-team playoff, the team with the lowest number of runs scored against them versus the other two teams will be given the bye.

League Champions for Summer Six (6) Team Leagues with Playoff Procedures

During the five (5) week Summer league, each team will play all other teams one time for a total of five (5) regular season games.

During the five (5) week Summer league, each team will play all other teams once for a total of five (5) regular season games. Tie-breaker format is as follows in order to determine the league champion.

- a. Head-to-head competition

If teams are tied with the best record and in head-to-head competition there will be a one game playoff between those two teams.

In the event of a three-team (or more) and that two teams have the same total number of lowest of points scored against them versus the other two teams, the first tiebreaker would be: head-to-head competition. If all teams have a split record in head-to-head, then the second tiebreaker would be the lowest total of points scored against the other two teams to determine a bye or seeding. In the event, that there is still a tie, a coin flip will determine who receives the bye or better seeding.

Tie Breaker Order – three teams with two teams having the same total number of lowest of runs scored against them versus the other two teams:

1. Head-to-head Competition
 2. Highest total of runs scored against the other two teams
 3. Coin Flip
4. If three teams are tied for first place, a playoff will be arranged. In a three-team playoff, the team with the lowest number of runs scored against them versus the other two teams will be given the bye.

League Champions for Spring & Fall Four (4) Team Leagues with Playoff Procedures

During the ten (10) week/ game Spring and Fall league, each team will play all other teams three times for a total of nine (9) regular season games. The remaining one (1) game left in the season will be playoffs. **Top two (2) teams will make the finals.** The remaining two (2) teams in the playoffs will be given the opportunity to play the last game against each other.

Every team will play a total of ten (10) games. During the playoffs, please review the schedule listed on the Pleasant Valley Recreation and Park District website at the end of the week to see which team you will be playing next.

League Champions for Summer Four (4) Team Leagues with Playoff Procedures

During the five (5) week Summer league, each team will play all other teams one time for a total of three (3) regular season games. The teams will then be seeded after week 3 for playoffs. Seed #1 will play seed #4 and seed #2 will play Seed #3 In the event of a tie head-to-head competition between teams with the same record will determine seeding. The second tie-breaker then with the least amount of points scored against them between teams with the same record; then with the least amount of points scored against them in the regular season.

Playoff Brackets and Seedings

Playoff brackets and seedings will be determined for teams with the best record; then head-to-head competition between teams with the same record; then with the least amount of points scored against them between teams with the same record; then with the least amount of points scored against them in the regular season.

Awards

The Pleasant Valley Recreation and Park District will award a sponsor plaque and up to 10 individual awards for each first-place team in each division.

Classification Guidelines

One of the most difficult tasks in any sports program is the classification of teams. The accurate classification of teams is important to create a level of competition as equal as possible in each league.

The following guidelines have been developed to help in this process of classifying teams equally. It is hoped that these guidelines will develop consistency in the classification process. We encourage you to use these guidelines. They are intended as an aid to assist in classification consistency and should not be misinterpreted as absolute rules to follow.

The League Director with assistance from team managers will classify their own team before the season begins using the Basketball Team Roster Form.

If necessary, Pleasant Valley Recreation and Park District's League Director/ Sports Office reserves the right to re-classify any basketball team prior to the start of league play to maintain an even level of competition between divisions.

C- Classification:

The C- classification consists of:

- 1) Playing basketball only one night per week.
- 2) Playing in one basketball tournaments per year.
- 3) Most of the team's players having limited to no high school or college basketball experience.

C Classification:

The C classification consists of:

- 1) Playing between two or three nights per week.
- 2) Playing between two to three basketball tournaments per year.
- 3) Less than half of the team's players having high school or college basketball experience.

C+ Classification:

The C+ classification consists of:

- 1) Playing three or more nights per week.
- 2) Playing three or more basketball tournaments per year.
- 3) Over half of the team's players having high school or college basketball experience.

Divisions: Each division created will be based on the number of basketball teams that are registered for the season and the classification of each team.

All players must be at least 16 years of age to be eligible.

Code of Conduct

To provide an atmosphere of fun and sportsmanship, certain regulations are necessary and must cover all who relate to the program. Violations of these simple acts of good sportsmanship and common courtesy will not be permitted to impact the program.

The manager shall see that all players and team followers abide by the Pleasant Valley Recreation and Park District "Code of Conduct."

A. The following regulations should be kept in mind and no person, player, manager, coach or others in the program should be in violation of the following:

1. Consuming alcohol before participating or while participating in an athletic contest. (Any area considered part of the Pleasant Valley Recreation and Park District facilities will be governed by this provision.) Referees are required to immediately remove player(s) from the game, or if observed prior to game, prevent that person from playing.

Effect: Two (2) game suspensions, to one (1) year suspension and/or probation of one (1) year.

2. Intimidating or aggressive action toward a referee, spectator or other player will not be allowed.

Effect: Two (2) game suspension to one (1) year suspension and/or probation of one (1) year.

3. A physical attack on a referee, spectator or other player will not be allowed. Referees are required to immediately eject the player and report such player to the League Director.

Effect: Three (3) game suspension to five (5) year suspension and/or one (1) year probation, depending on the severity of the infraction. After two (2) years a player may appeal to the League Director.

4. No profane, obscene, derogatory or racial remarks to a referee, spectator or other player, or speak in such a manner as to cause a disturbance will be allowed. Referees are required to immediately eject such a person from the game.

Effect: Ejection from game and/or two (2) games to one (1) year suspension, and/or one (1) year probation.

5. Participants shall abide by the referee's final decision. Referees are required to immediately eject the player from further play and report such player to the League Director or for failure to comply with decision. Managers have the opportunity to speak with the referee.

Effect: One (1) game suspension to seasonal suspension and/or one (1) year probation.

6. Participants shall not use flagrant rough tactics in the play of the game against an opposing player. Referees are required to immediately eject the player from further play and report such player to the League Director.

Effect: Two game suspension to one (1) year suspension and/or probation of one (1) year.

7. Participants, referees and spectators shall not smoke or use tobacco at any Pleasant Valley Park District field or facility.

Effect: Probation for one (1) year to three (3) game suspension.

Code of Conduct Continued

8. There shall be no unnecessary throwing of equipment or any other objects.

Effect: Ejection from the game to season suspension and/or one (1) year probation.

9. There will be no cause for defacement or destruction to any public facility or equipment.

Effect: One (1) game suspension to one (1) year suspension and/or payment to replace damaged facility or equipment.

10. Participants (managers, players, coaches, etc.) at no time shall falsify their own name or any other player's name on a team roster or scorecard to participate in a game.

Effect: Manager and/or player will be suspended for the remainder of the season to one (1) year, and/or one (1) year probation. The team that the illegal player is playing for will forfeit all games thus far (proven to have played in) when the illegal player is discovered.

11. There shall be no illegal players participating in any athletic contest.

Effect: Manager and/or player will be suspended for the season to one (1) year, and/or probation for one (1) year.

12. Any participant (manager, player, coach, etc.) ejected from two contests during the season shall be suspended.

Effect: One (1) year suspension, effective the date of the last ejection and probation for one (1) year.

13. Dunking, hanging, swinging on the rim or net is not permitted during the game or at any time the basketball facility is open.

Effect: One (1) game suspension, effective the date of the last ejection and probation for one (1) year.

If any violations occur, a written report by the referee(s) is required to be submitted to the League Director.

A player, manager, coach or team spectator ejected or removed from an athletic contest will leave the facility within five (5) minutes. The team manager will be responsible to remove the offender within the same five (5) minute period or forfeit the game. The person(s) will be completely removed from the field/ gym facility and under no circumstances may come back.

The League Director may discipline and/or suspend teams, players, or managers for incidents not specifically covered in this handbook and the code of conduct, but which might constitute poor conduct and/or are considered detrimental to the sports program and the Pleasant Valley Recreation and Park District.

Addendum

Blood Rule

A player or coach who is bleeding or who has an open wound shall be prohibited from participating further in the game until appropriate treatment has been administered. If medical treatment or care can be administered in a reasonable time, the individual would not have to leave the game. (The length of time considered reasonable is referee judgment.) If there is an excessive amount of blood on a uniform, it must be changed before that individual may continue playing.

The referee will be responsible for determining whether an open wound or bleeding condition requires treatment. The referee will also determine in his/her judgment if a uniform/clothing needs to be changed due to excessive blood.

It is highly recommended that teams bring first-aid supplies to each game to treat potential bleeding situations. It is each team's responsibility to provide bandages & dressings and administer appropriate care for a player determined by the referee to need treatment.

Website Links to Additional Resources

(Control + Left Mouse Click to view links listed below)

[Map to District Office](#) for Pleasant Valley Recreation and Park located at 1605 East Burnley Street, Camarillo, CA 93010.

[Map to Monte Vista Gym](#) located at 888 Lantana Street, Camarillo, CA 93010.

[Sports Website](#) to view forms, schedules, and free agency for basketball.

[Basketball Free Agent Form](#) if you are an individual player looking to join a basketball team.

[Available Basketball Free Agents](#) if you are team manager looking to expand your team roster.

[Assembly Bill 2007](#)

[Parent Authorization Form](#) is required for a child under the age of 18 to participate (Must be at least 16).

Team Notes