



**CITY OF LOS ALTOS  
RECREATION & COMMUNITY SERVICES DEPARTMENT**

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**DATE:** January 16, 2020  
**TO:** Adult Basketball Team Managers  
**FROM:** Candace Avina, Recreation Coordinator  
[cavina@losaltosca.gov](mailto:cavina@losaltosca.gov), tel: (650) 947-2890, fax: (650) 947-2738  
**SUBJECT: BASKETBALL LEAGUE SPRING 2020**

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The City of Los Altos Recreation & Community Services Department is pleased to offer a Spring season Monday Night 18+/Recreation Adult Basketball League.

**LEAGUE DETAILS:**

- Important dates for each league are as follows:

Team Registration begins	League	Scorekeeper Training and Managers Meeting	League Play Begins:	Playoffs for top 4 teams:	Championship Game:
Thursday January 16	Monday Night 18+	Monday February 17	Monday March 2	Tentatively May 18	Tentatively May 18

- All games will be played at the Egan Junior High School Gymnasium, 100 W Portola Avenue, Los Altos.
- Tip offs will be at 7:10 PM, 8:05 PM and 9:00 PM.
- Guaranteed 10 Game Regular Season Schedule and Top 4 Playoffs.
- No games on Monday, April 6, 2020 due to gym maintenance.
- The Los Altos Basketball League follows the 2019-2020 National Federation of State High School Associations' (NFHS) Basketball Rules and is governed by the Sports Association of Northern California Recreation Agencies' (S.A.N.C.R.A.) Code of Conduct.

**REGISTRATION INFORMATION:**

(#430920)

- **Walk-In Registration only** to Los Altos Recreation and Community Services Office (400 University Avenue, Los Altos, CA 94022)  
\*Monday - Friday\*  
8:00 a.m. - 5:00 p.m.  
\*Friday (Closed every other Friday for a "Defined 9/80" schedule.) -  
Go to-> [www.losaltosca.gov/calendar](http://www.losaltosca.gov/calendar) for Friday closures.
- Team entry fee is **\$775.00** per team.
  - A resident is an individual who lives within the Los Altos city limits.
  - Payments by credit card or check are accepted. Make checks payable to the, "City of Los Altos".

- Time and Score keepers
  - Each team must have two City of Los Altos registered volunteers who will commit to set-up or take down, keep the Score and Time Clock each game night throughout the season.
  - These volunteers need to work with each other to fill vacancies as they arise.
  - Team Registration will be considered tentative until both volunteers have cleared fingerprints and background check.
  - Volunteer application and information may be found online at <https://www.volgistics.com/ex/portal.dll/ap?AP=1788287255&OR=1> or attached.
- Limited space, first come first serve registration begins **Thursday, January 16, 2020**
  - **Due at time of registration**
    - Full payment
    - 2 completed volunteer applications for time and score keepers
      - Volunteer application and information may be found online at <https://www.volgistics.com/ex/portal.dll/ap?AP=1788287255&OR=1> or attached.
    - Team Roster including first and last name, phone number, email and birthdate.
- **Confirmed Team Registration** (Team registration will be complete once...)
  - All players register with the City of Los Altos  
(Webform emailed once initial registration received. Soft copy photo included in registration.)
  - All volunteers have cleared background and finger printing.
  - All players must register by **Tuesday, February 4 by 5 PM.**
- **Before first game** (The following is required from each player before the first game is played.)
  - Driver's License or other form of identification
  - Signed release of liability
  - A photo (for subsequent game check-in).

#### **MANAGER'S MEETING:**

The Time/Scorekeepers and Manager's Meeting will include training on the gym clocks and scorekeeping. A review of League Set-up, Rules, further explanation of the S.A.N.C.R.A Code of Conduct and additional questions will be taken after the changes. All confirmed volunteers and managers must attend. Managers may send a representative to the Manager's Meeting.

#### **TEAM EXPECTATIONS:**

First and last team's please take down and set-up chairs, tables and bleachers.



**CITY OF LOS ALTOS  
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**2020 ADULT BASKETBALL RULES**

The City of Los Altos Adult Basketball League will be governed by the 2019-2020 National Federation of High School Associations Basketball Rules (NFHS). This league and all other adult sport leagues offered through the City of Los Altos are also governed by the Sports Association of Northern California Recreation Agencies (SANCRA).

**Any suspension or ejection from a City of Los Altos Adult Sport League will be honored by all SANCRA member agencies.**

SANCRA sanctions all adult sport programs offered by the following cities and/or agencies: Campbell, Capitola/Soquel, Cupertino, Gilroy, Hollister, Los Altos, LGS Recreation, Milpitas, Mountain View, North Monterey County, Pacific Grove, Palo Alto, San Jose, Santa Clara, Salinas, Santa Cruz, Saratoga, Scotts Valley, Sunnyvale, Vintage Softball of Santa Clara County and Watsonville.

Please note the following local rules:

1. Teams must have four (4) players to start a game.
2. Each team must have a minimum of five (5) players and a maximum of fifteen (15) on their roster.
3. All players participating must be 18 years of age on or before March 2, 2020 (born on or before March 2, 2002). All players must submit a soft copy photo with the team's completed roster. The photo will be compared with each member's driver license (or other identification) prior to the first game. A team playing with ineligible players (those players under the correct age and/or not listed on the official team roster) will forfeit the game in question. **All participants should have appropriate identification at every game. No Proof-No Play-No Exceptions.**
4. No changes can be made to a roster after the third game of the season without consent from League Director.
5. Game times are 7:10 PM, 8:05 PM and 9:00 PM.
6. Game time is forfeit.
7. Games consist of two (2), 20-minute running halves.
8. Two (2) time-outs per half, one (1) additional for overtime.
9. **Clock:** National Federation of State High School Associations (NFHS) Rules govern when running clock starts after a time out.
10. **Over-time period:** two (2) minutes running clock, and one (1) minute stopped clock (unless a ten-point lead). One time-out per team.
11. Shoot one-on-one on the 7th team foul and shoot two on the 10th team foul of each half.
12. Technical foul is automatic 2 points.
13. A stopped clock situation will be in effect the last two minutes of the game **except when one teams leads by 12 or more points, then the clock will run continuously.**
14. Any team receiving three (3) technical unsportsmanlike fouls in a game will automatically forfeit that game and their next game.

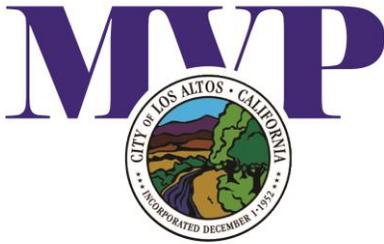
15. A player receiving two technical fouls will automatically be ejected from the game and must leave the gym. Technical fouls for wearing jewelry or a non-matching shirt will not count as individual technical fouls. The official will issue a warning before the game regarding jewelry and non-matching shirts.
16. Players may not slam-dunk the ball – Penalty: Technical Foul.
17. **Matching, front and back numbered shirts are required:** Teams will receive one technical foul when they do not wear matching, numbered shirts and the ball will be awarded to the other team. This will not be considered an individual technical foul and will not be cause for a forfeited game. The foul will count towards the team fouls to shoot bonus. There will be a two-week grace period for matching shirts.
18. Any player ejected from a game will automatically be suspended from playing in their respective team's next game.
19. The overall league championship will be determined by playoffs involving the top 4 teams (based on overall season record). The format will be as follows...
  - Playoffs for top 4 teams:

May 18:	7:10 PM	1st Place vs. 4th Place
	8:05 PM	2nd Place vs. 3rd Place

\*NOTE: The 1st Place team will have the option of having their game at 8:20 pm if they choose.
  - Winners Playoff for Championship

May 18:	9:10 PM
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20. All players participating in the playoff games must have played in at least 50% of the team's regular season games.
21. Team managers are responsible for the conduct of their players and fans prior to, during and after the game.
22. Game officials have the authority to rule on anything not specifically covered in the rules.

*Revised: 01/16/20*



# Volunteer Application Form

Please complete both sides and return to

400 University Ave  
Los Altos, 94022

MUNICIPAL VOLUNTEER PROGRAM

Welcome to the City of Los Altos Volunteer Resources Program. Completing this application is the first step in turning your talents and skills into positive action for your community. The information you provide will be used only in relation to volunteer assignments and will not be made available to the general public. Please PRINT CLEARLY. To complete your application electronically, visit [www.losaltosca.gov/volunteer](http://www.losaltosca.gov/volunteer) and go to Volunteer Application.

## NAME AND ADDRESS

Fields marked with '\*' are required

<b>* TODAY'S DATE</b>		
<b>* LAST NAME</b>	<b>* FIRST NAME</b>	MR <input type="checkbox"/> MS <input type="checkbox"/> DR <input type="checkbox"/>
<b>* STREET ADDRESS</b>		<b>APT OR SUITE</b>
<b>* CITY</b>	<b>* STATE</b>	<b>* ZIP</b>
<b>HOME PHONE</b>	<b>* CELL PHONE</b>	<b>* EMAIL</b>

## PERSONAL INFORMATION

Please complete all entries that apply to you.

<b>DATE OF BIRTH</b> (MONTH/DAY)		
<b>VOLUNTEER TYPE</b> (IF AGE OVER 13 & UNDER 18 SELECT "YOUTH". OVER 18 SELECT "ADULT") <input type="checkbox"/> YOUTH <input type="checkbox"/> ADULT		
<b>I HEARD ABOUT THE VOLUNTEER PROGRAM THROUGH</b> (CHOOSE ONE) <input type="checkbox"/> CITY WEBSITE <input type="checkbox"/> FLIER <input type="checkbox"/> FRIEND OR RELATIVE <input type="checkbox"/> INTERNET <input type="checkbox"/> OTHER		
<b>EDUCATION</b> (CHOOSE ONE) OPTIONAL <input type="checkbox"/> HIGH SCHOOL/GED <input type="checkbox"/> AA DEGREE (2 YEAR) <input type="checkbox"/> BA/BS DEGREE <input type="checkbox"/> MA/MS OR PHD <input type="checkbox"/> HIGH SCHOOL STUDENT <input type="checkbox"/> OTHER		
<b>EMPLOYMENT STATUS</b> (CHOOSE ONE) OPTIONAL <input type="checkbox"/> EMPLOYED FULL TIME <input type="checkbox"/> FULL TIME STUDENT <input type="checkbox"/> PART TIME STUDENT/WORKER <input type="checkbox"/> RETIRED <input type="checkbox"/> OTHER		

## EMERGENCY CONTACTS

FIRST NAME	LAST NAME	RELATIONSHIP	CELL/HOME PHONE
FIRST NAME	LAST NAME	RELATIONSHIP	CELL/HOME PHONE

## ABOUT YOU

Please tell us which Department(s) you would like to volunteer for, your interests, skills and availability. Check all that apply.



**DEPARTMENTS:**

- BOARDS & COMMISSIONS
- HUMAN RESOURCES
- RECREATION
- INFORMATION TECHNOLOGY
- OFFICE OF THE CITY MANAGER
- PUBLIC SAFETY
- COMMUNITY DEVELOPMENT
- FINANCE
- PUBLIC WORKS

**INTERESTS:**

- ARTS & CRAFTS
- EMERGENCY PREPAREDNESS
- INFORMATION TECHNOLOGY
- SENIOR CITIZEN ACTIVITIES
- GRANT WRITING
- SCULPTURE COMMITTEE
- ENVIRONMENT
- LIBRARY
- SPECIAL EVENTS
- OTHER – DESCRIBE BELOW
- CRIME PREVENTION
- GARDENING/PARKS
- NEIGHBORHOODS
- SPORTS & RECREATION
- EDUCATION
- GOVERNMENT
- YOUTH & TEEN ACTIVITIES

**EVENTS/ACTIVITIES:**

- COMMUNITY PICNIC
- SUMMER CAMPS
- NEW YEAR’S DAY RUN
- SANTA VISITS
- EGG HUNT
- SUMMER CONCERTS
- HALLOWEEN WINDOW PAINTING
- BASKETBALL LEAGUES

**SKILLS:**

- ACCOUNTING
- COMPUTERS
- GRAPHIC DESIGN
- ORGANIZING EVENTS
- OTHER – DESCRIBE BELOW
- AQUATICS
- DATA ENTRY
- HOME REPAIR
- PHOTOGRAPHY
- BASKETBALL
- FINANCE
- NEWSLETTER EDITING
- RESEARCH
- COMMUNITY CLEAN-UP
- FOREIGN LANGUAGE
- OFFICE SUPPORT
- TUTORING & TRAINING

**TIME AVAILABLE:**

- MORNINGS
- FLEXIBLE
- AFTERNOONS
- WEEKLY
- EVENINGS
- MONTHLY
- WEEKENDS
- SUMMER ONLY

**ADDITIONAL INFORMATION**

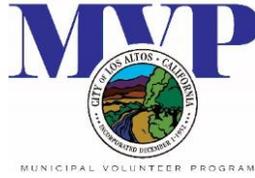
Please indicate specific volunteer listings that interest you and any additional special skills, qualifications or certifications that you possess:

**AGREEMENT TO SERVE:** By submitting this application, I certify that all statements I have made on my application are true and correct and I hereby authorize the City of Los Altos to investigate the accuracy of this information. I am aware that fingerprinting is required for most assignments before placement for applicants 18 years of age and over. I understand that I am working at all times on a voluntary basis, without monetary compensation or benefits, and not as a paid employee. I give the City of Los Altos permission to use any photographs or videos of me taken during my service without obligation or compensation to me. I understand that the City of Los Altos reserves the right to terminate a volunteer’s services at any time. It is the policy of the City of Los Altos not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Volunteers needing special accommodation to participate in any volunteer opportunity should submit a request to the Department of Human Resources, Volunteer Program, at time of application.

**PARENTAL PERMISSION:** I understand that the City requires that volunteers between the ages of 13 – 17 years provide a **Parental Permission Form** signed by their parent or legal guardian in order to volunteer. This form can be found on [www.losaltosca.gov/volunteer](http://www.losaltosca.gov/volunteer)

**VOLUNTEER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



Recreation & Community Services Department  
Hillview Community Center  
97 Hillview Avenue  
Los Altos, CA 94022

## Fingerprinting Procedures for Volunteers

California state law requires that all volunteers and employees age 18 and over who work in public recreation agencies, and directly supervise minors, to be fingerprinted upon employment. A background check will be performed through a fingerprinting process known as LIVE SCAN, administered by the California Department of Justice.

### Instructions

Complete the middle section of the *Request for Live Scan Service Form* and take the completed form with a valid California ID or government passport to your appointment. It is encouraged to schedule an appointment prior to your visit. The fingerprinting process is free for volunteers *if* completed at the Foothill-De Anza Community College District Police Department; the City will be billed. Please see below for location, hours and contact information.

### Location

Foothill-De Anza Community College District Police Department  
12345 El Monte Road  
Campus Center, Room 2103  
Los Altos Hills, CA 94022

### Hours

Monday and Tuesday 12:00 – 3:30 pm  
Wednesday and Thursday 12:00 – 4:00 pm  
Saturday 9:00 am – 1:00 pm (Walk-in's only)

For most up-to-date hours, please call (650) 949-7925 or e-mail [livescan@fhda.edu](mailto:livescan@fhda.edu).

### Directions

- Take Highway 280 North from San Jose or 280 South from San Francisco
- Exit on El Monte Road
- Exit westbound
- Follow El Monte Road to Foothill College
- Veer right at the traffic light
- Keep in the left lane, and follow the one-way loop road that leads to the right around the campus

Live Scan clients may park in the free 20-minute parking spaces located in the front of the Campus Center building. These parking spaces are below the footbridge bus stop. If you realize you have passed the footbridge, you can proceed around the loop and use the fountain roundabout to get back to where you need to be.

OVER →



Recreation & Community Services Department  
Hillview Community Center  
97 Hillview Avenue  
Los Altos, CA 94022

## Additional Live Scan Agencies near Los Altos

The City of Los Altos is contracted with the Foothill-De Anza Community College District Police Department to cover **all** processing (government + rolling) fees for volunteers. The agencies listed below will charge volunteers a one-time rolling fee at the time of service. For more information, visit the California Attorney General's Live Scan webpage at <https://oag.ca.gov/fingerprints/locations>.

### **The UPS Store #6289**

650 Fremont Avenue, Suite B  
Los Altos, CA 94024  
(650) 397-5641  
**\$20 rolling fee**

### **Santa Clara County Sheriff Headquarters**

55 W. Younger Avenue  
San Jose, CA 95110  
(408) 808-4760  
**\$20 rolling fee**

### **The UPS Store #1847**

650 Castro Street, Suite #120  
Mountain View, CA 94041  
(650) 390-8400  
**\$20 rolling fee**

### **Santa Clara County Sheriff West Valley Division**

1601 S. De Anza Boulevard, #148  
Cupertino, CA 95014  
(408) 868-6614  
**\$20 rolling fee**

### **MVLA Adult Education**

333 Moffett Boulevard  
Mountain View, CA 94043  
(650) 940-1333  
**\$23 rolling fee**

### **Stanford University Department of Public Safety**

711 Serra Street  
Stanford, CA 94305  
(650) 723-9633  
**\$20 rolling fee**

## Questions about the Application Process?

Please contact the Volunteer Coordinator at (650) 947-2897 or [irivera@losaltosca.gov](mailto:irivera@losaltosca.gov).

# REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

## Applicant Submission

ORI: \_\_\_\_\_ Type of Application: \_\_\_\_\_  
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: \_\_\_\_\_

Agency Address Set Contributing Agency:

Agency authorized to receive criminal history information

Mail Code (five-digit code assigned by DOJ)

Street No. Street or PO Box

Contact Name (Mandatory for all school submissions)

City State Zip Code

( )  
Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please print) Last First MI

Alias: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
Last First

Date of Birth: \_\_\_\_\_ Sex:  Male  Female Misc. No. BIL - \_\_\_\_\_  
Agency Billing Number

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Misc. Number: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Street No. Street or PO Box

Place of Birth: \_\_\_\_\_ City, State and Zip Code

Social Security Number: \_\_\_\_\_

Your Number: \_\_\_\_\_ OCA No. (Agency Identifying No.) Level of Service:  DOJ  FBI

If resubmission, list Original ATI Number: \_\_\_\_\_

Employer: (Additional response for agencies specified by statute)

Employer Name

Street No. Street or PO Box

Mail Code (five digit code assigned by DOJ)

City State Zip Code

( )  
Agency Telephone No. (optional)

Live Scan Transaction Completed By: \_\_\_\_\_ Name of Operator Date

Transmitting Agency ATI No. Amount Collected/Billed



## Recreation and Community Services Department Adult Basketball Roster

**Team Name:** \_\_\_\_\_

Managers must fill out the following fields for each participant that is on your roster. Each participant will be contacted for individual registration which includes address, emergency contacts and a photo. Volunteers need to be indicated on the roster and will need to begin the volunteer registration process. A release of liability signature and photo identification will be collected before each player plays their first game. Each team must have a minimum of five (5) players and a maximum of fifteen (15) on their roster. No changes can be made to a roster after the third game of the season without consent from League Director. **This preliminary roster must be turned in at time of team payment.**

(1) **TEAM MANAGER INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(2) **PARTICIPANT/VOLUNTEER INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(3) **PARTICIPANT/ VOLUNTEER INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(4) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_



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(5) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(6) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(7) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(8) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_



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(9) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(10) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(11) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(12) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_



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(13) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(14) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(15) **PARTICIPANT INFORMATION** *Please print*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Birth Date \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_



SPORTS ASSOCIATION OF NORTHERN CALIFORNIA RECREATION AGENCIES

# S.A.N.C.R.A. Code of Conduct

- NO PARTICIPANT OR SPECTATOR SHALL** be guilty of a physical attack, lay a hand upon, push, shove, strike or kick an official, participant, coach, agency representative, manager, or another spectator. Officials are required to immediately suspend participant from further play and report participant to League Director. The participant shall remain suspended until his/her case is considered by the League Director.  
**MINIMUM PENALTY:** Suspension from one (1) league game and placed on probation for the remainder of season.  
**MAXIMUM PENALTY:** Lifetime suspension and/or felonious assault charges filed. (CA Penal Code Sec. 243.8)
- NO PARTICIPANT SHALL** be guilty of leaving his or her offensive, defensive position or respective dugout areas to further incite any verbal or physical confrontation between players on the field or court.  
**MINIMUM PENALTY:** Immediate ejection with possible further sanctions dispensed by league office.  
**NOTE:** In the event said player(s) cannot be identified, the first, second, third, etc. Player(s) in the line-up are subject to being removed from the game.  
**MAXIMUM PENALTY:** Forfeiture and/or double forfeiture of game and player suspensions as determined by league office up to life and/or felonious assault charges filed.
- NO PARTICIPANT OR SPECTATOR SHALL** be guilty of damaging or defacing agency, school district or sanctioned facilities. Officials or agency representative are required to immediately suspend the individual and report the incident to League Director.  
**MINIMUM PENALTY:** Suspension from further play until financial responsibility is met by individual and/or team AND probation for remainder of the season.  
**MAXIMUM PENALTY:** Lifetime suspension.
- NO PARTICIPANT SHALL** be guilty of an abusive verbal attack, including “trash talking” or taunting any participant, official, agency representative, or spectator. Officials are required to immediately suspend the participant from further play. The infraction will be reported to the League Director. This violation additionally includes “after the incident” communication or correspondence in follow up discussions.  
**MINIMUM PENALTY:** One (1) game suspension.  
**MAXIMUM PENALTY:** Four (4) game suspension and/or one year from the time of incident.
- NO PARTICIPANT SHALL** use deliberately rough tactics during a game against the body and person of an opposing participant. Officials are required to immediately suspend participant from further play and report incident to League Director.  
**MINIMUM PENALTY:** Removal from the game.  
**MAXIMUM PENALTY:** Suspended for one year from the time of incident.

6. **NO PARTICIPANT SHALL** refuse to abide by an official's decision or be guilty of verbal or forceful demonstrations of dissent to an official's decision. The degree of infraction shall, in the official's judgment, draw:  
**MINIMUM PENALTY:** Removal from the game.  
**MAXIMUM PENALTY:** Suspended for one year from the time of incident.
7. **NO PARTICIPANT SHALL** be guilty of intentionally throwing a bat or item of playing equipment. Officials are required to immediately suspend the participant from further play and report such player to the League Director.  
**MINIMUM PENALTY:** One (1) game suspension.  
**MAXIMUM PENALTY:** Suspended for one year from the time of incident.
8. **NO PARTICIPANT SHALL** appear in, on or around a facility at any time under the influence or in possession of a controlled substance, or in an intoxicated condition. Officials are required to suspend participant from further play and report such player to the League Director.  
**MINIMUM PENALTY:** Suspension from two (2) league games & placed on probation for rest of season.  
**MAXIMUM PENALTY:** Suspended for one year from the time of incident.
9. **NO TEAM OR TEAMS SHALL** engage in physical aggression upon each other, officials, agency representatives, field supervisors, or spectators. Officials shall immediately suspend play and report, in writing, the incident to the League Director. Decision by League Director shall involve:  
**MINIMUM PENALTY:** Forfeiture of game by one or both teams involved with suspension of one additional game and probation of one year from the time of incident.  
**MAXIMUM PENALTY:** Dropping of one or both teams from SANCRA member leagues for life.
10. **NO MANAGER, PARTICIPANT, CAPTAIN, OR TEAM REPRESENTATIVE SHALL** at any time be guilty of utilizing a nonroster or ineligible participant; or falsify the identification or age of any participant or person on an official league or tournament sports roster. Such falsification, intentional or otherwise, and with or without that participant or person's knowledge, shall be just cause for disciplinary action. The infraction will be reported to the League Director.  
**MINIMUM PENALTY:** One-year probation from time of incident.  
**MAXIMUM PENALTY:** One-year suspension from time of incident.
11. **NO MANAGER, TEAM REPRESENTATIVE OR PARTICIPANT SHALL** at any time use illegal equipment (i.e. altered, ASA banned or illegal bat; metal cleats; exposed, dangerous jewelry).  
**MINIMUM PENALTY:** Immediate ejection from the game AND one (1) game suspension.  
**MAXIMUM PENALTY:** Lifetime suspension.
12. **NO MANAGER, TEAM REPRESENTATIVE OR PARTICIPANT SHALL** at any time, commit a fraudulent act (including gambling upon any play or outcome of any game) concerning any organized SANCRA event, function or sports tournament. Such act shall be cause for disciplinary action.  
**MINIMUM PENALTY:** Probation for the remainder of the season.  
**MAXIMUM PENALTY:** Suspended for one year from the time of incident.
13. **EACH TEAM MEMBER IS RESPONSIBLE** to ensure that payments made to SANCRA, ASA, or member cities (i.e. entry fees, tournament fees, facility costs, etc.), are valid and any costs incurred due to insufficient funds are the entire team's responsibility.  
**MINIMUM PENALTY:** Suspension of further play until financial responsibility is met.  
**MAXIMUM PENALTY:** Lifetime suspension.

**SPECIAL NOTES:**

1. ***THE LEAGUE DIRECTORS SHALL*** have the power and full discretion of imposing penalties on any and all violations of the *SANCRA Code of Conduct*. In any violation not included in said, "Code," the penalty shall be at the discretion of the League Director.
2. Any participant removed from a game must leave the park or school facility immediately. Failure to do so will carry a maximum penalty of one-year suspension.
3. Any participant having been once penalized by enforcement of the "SANCRA Code of Conduct" and reported again for violating the "SANCRA Code of Conduct" will be subject to additional penalties open to the determination of the SANCRA Board.
4. Managers are responsible for actions of their participants and spectators at all times during a SANCRA activity or event and will be disciplined accordingly.
5. The term participant shall include players, coaches and fans where appropriate. Managers are responsible for the actions of their fans.
6. Any individual or team who is placed on probation or suspension for violation of items mentioned in this "SANCRA Code of Conduct" is automatically on probation or suspension for ALL ACTIVITIES sponsored by member cities/organizations during the effected period.

**S.A.N.C.R.A CODE OF CONDUCT IS ENFORCED AND HONORED BY ALL S.A.N.C.R.A. AGENCIES, LEAGUES AND TOURNAMENTS. PARTICIPANTS ATTEMPTING TO PLAY IN S.A.N.C.R.A. -- SANCTIONED EVENTS AFTER BEING SUSPENDED WILL BE SUBJECT TO FURTHER DISCIPLINARY ACTIONS.**

**SANCRA MEMBER CITIES/ORGANIZATIONS INCLUDE:**

- |                     |                         |  |
|---------------------|-------------------------|--|
| - City of Campbell  | - City of Milpitas      | - City of Salinas                        |
| - Capitola/Soquel   | - City of Mountain View | - City of Santa Cruz                     |
| - City of Cupertino | - North Monterey County | - City of Saratoga                       |
| - City of Gilroy    | - City of Pacific Grove | - City of Scotts Valley                  |
| - City of Hollister | - City of Palo Alto     | - City of Sunnyvale                      |
| - City of Los Altos | - City of San Jose      | - Vintage Softball of Santa Clara County |
| - LGS Recreation    | - City of Santa Clara   | - City of Watsonville                    |