



# RECREATION DEPARTMENT

## CITY OF EL CAJON

### Sports Information Sheet

Adult Sports Supervisor – Dan Duffy (441-1676)

Men's Slow Pitch – Danny Martin

Women's Slow Pitch – Julie Opsal

Co-Rec – Julie Opsal

Adult Basketball – Julie Opsal

In some Adult Sports Leagues, the number of teams requesting to play in Recreation Department sponsored leagues exceeds capacity. To ensure that City of El Cajon residents and taxpayers have priority for participation in Recreation Department sponsored leagues, it is necessary to develop a uniform policy for determining resident team status and priority in league participation.

### I. Definitions

A resident shall be considered:

- A. Any person residing within the geographic boundaries of the City of El Cajon.
- B. Any person paying property taxes on property located within the City of El Cajon.

A resident team shall be one whose roster contains a minimum of seventy-five percent (75%) City of El Cajon residents.

### II. Policy

Resident teams have first priority to participate in Recreation Department sponsored citywide or community leagues using municipal athletic facilities. Non-resident teams may play in city sponsored leagues when space is available.

The League Coordinator will be responsible for registering and verifying resident team status in all sponsored citywide leagues.

For teams utilizing municipal athletic facilities, no team member may participate on more than one team at a time in the same league during a season. Men's, women's, co-rec, and basketball represent different leagues.

### III. Residency Verification

All team rosters must meet residency requirements before fees are paid. Team managers are responsible for seeing that the players on their roster have been verified for residency. This can be accomplished by having each individual player bring in the accepted proof of residency or the team manager can collect all proof required and submit it to Kennedy Center. NO PHOTO-COPIES OF ANY TYPE WILL BE ACCEPTED TO VERIFY RESIDENCY.

Acceptable proof of residency shall be:

- A. Current utility bill or tax bill (current, within 60 days).
- B. Current bank statement (current, within 60 days).
- C. Rent receipt or lease agreement (current, within 60 days).

NOTE: Any material submitted for proof of residency must list the person's name, address and must show the date.

## **IV. Priority Requirements**

### PRIORITY #1

Resident teams shall have first priority and will be given the first opportunity to register.

### PRIORITY #2

- Teams in priority #2 will be accepted on a space available basis with preference given to the teams with the highest number of verified City of El Cajon residents on their roster.

-OR-

- Teams whose rosters contain only employees of the business which sponsors the team, or teams sponsored by a business, providing that business is located in El Cajon city limits.

### PRIORITY #3

Non-resident and non-sponsored teams fall in Priority #3 and will be accepted on a space available basis with preference given to the teams within the priority class with the highest number of verified residents on their roster.

### PRIORITY #4

Any teams registering without representation at the organizational meeting, regardless of the number of residents.

## **V. Identification Requirements**

There may be a pre-season practice game, which will be used for the purpose of seeding teams. At this first game all rostered players may be required to present proof of identification. Any player not presenting such proof will be stricken from the roster at this time. (A driver's license may be used for identification only).

Any team found not maintaining the 75% residency rule or having an illegal player shall forfeit all games played where violation occurred. There will be no refunds of league fees after season has started due to an illegal or non-resident team.

## **VI. Roster Changes: Additions/Subtractions**

Any player added to the team roster after the pre-season practice game, must bring, in person, to Kennedy Center, 1675 East Madison Avenue, prior to the game time the day of the team's by next game, proof of identification and proof of residency, along with a completed addition slip signed the team manager. The added person must sign the team roster.

NOTE: For those added or dropped after the team's first round of season play, written approval of all league managers may be required. For those players added or dropped during the first round of season play, written approval of all league managers is NOT needed. The team manager must bring in the drop slip for any player dropped in the first round. Add/Drop slips can be picked up at Kennedy Center. Players may not be added or dropped if such additions or deletions affect a team's eligibility as a "resident team" in Priority 1. For those teams admitted to the league in Priorities 2 and 3, players may not be dropped if such changes decrease the number of residents on your roster that qualified your team for entry into the league.

A player may be used at one particular game, without being added to the roster, if the player meets all of the listed criteria:

- A. Not enough rostered players are available to field a team and prevent a forfeit.
- B. The other manager gives their consent to the use of the unrostered player.
- C. Such unrostered player is an adult (18 years and over) and not currently playing on any other team in the league.
- D. If the opposing team manager does not give their consent, then the game will be considered a forfeit and no game will take place. If he does give consent, then the game will be considered a legal game and all the results of the game will be binding. Any illegal player protest must be handled according to protest policy.
- E. Player must fill out a single game waiver, which can be picked up from scorekeeper, or managers may pick them up ahead of time at Kennedy Center.

## **VII. Rosters**

- A. A completely filled out team roster, which meets the residency requirements for team eligibility, must be submitted by each team manager prior to the entry deadline. Maximum roster consists of seventeen (17) players. All players must be eighteen (18) years of age or older. Players must play in 50% of the league games to be eligible for post-season play; exceptions to this must be approved by the League Coordinator.
- B. Company sponsored teams must submit a letter stating that they will sponsor the team. The El Cajon business license number must be attached. (Submit company letter with roster.)
- C. Company sponsored teams must pay with a company check. For those teams containing and verifying only company employees, a company check is not required.

## **VIII. Entry Deadline**

- A. No roster or fee will be accepted by mail.
- B. Rosters are accepted during operational hours, 2:00 to 9:30 PM, Monday-Friday and 12:00 PM to 4:00 PM on Saturday.

## **IX. Division of Classification**

Teams will be classified into divisions by the League Coordinator. The decision shall be final regarding team classification.

## **X. League Meeting for Manager**

A league meeting for managers may be held prior to the post-season tournament. At this time, discussion will be held to resolve any current or potential problems within the league.

Additional information, clarification of the rules and other matters pertinent to the league may be reviewed. It is the responsibility of the team manager to inform his/her players about all of the information provided at the organizational and manager's meetings.

## **XI. SCMAF excess medical insurance (OPTIONAL)**

SCMAF provides, at an additional cost, valuable medical insurance. This coverage is for registered team players, and coaches who participate in leagues and programs promoted, conducted and supervised by SCMAF active, associate, and special members.

All players who are registered with SCMAF, in the insurance program, are covered during all league and tournament games from the date of registration with SCMAF through December 31<sup>st</sup>.

## **XII. Forfeit Fee**

**Teams are allowed to forfeit only once per season.** Any team forfeiting for the second time will be allowed to continue in the league only if, in the opinion of the Adult Sports Supervisor, future forfeits would be a remote possibility. In most cases, a second forfeiture will cause the team to be dropped from the league. It is the team manager's responsibility to see all forfeit fees are paid promptly. Managers are to notify Kennedy Center and the other team manager in advance of the forfeiture, if possible.

### **XIII. Umpire Fees**

Officials will be provided through the San Diego County Umpire Association, and are paid \$24.00 per game for Softball (additional \$5.00 fee added for post season games). This fee is included in the entry fee.

Basketball officials are provided by Vision Sports at a rate of \$40.00 per game.

**NOTE: Umpires do not work forfeited or practice games**

Any game with working umpires shall be considered a legal game.

### **XIV. Entry Fees – SCMAF Excess Medical Insurance fee not included.**

- A. League fees will be announced when divisions are formed. Non-resident teams are required to pay an additional fee.
- B. Checks must be made out to the "City of El Cajon."
- C. No fee will be accepted until the team roster is complete and verified and the team is admitted into the league.
- D. No team shall be allowed to play until fees are paid.
- E. There will be no refund of fees after the season has started.
- F. Any team failing to pay by the deadline may be dropped from the league. The first team on the waiting list will be given the opportunity to pay for their team.

### **XV. League Play**

Game locations and times will be indicated on schedules. As much advance notice as possible will be given if scheduling changes become necessary.

### **XVI. Schedules**

It is the responsibility of the team manager to verify, with Kennedy Community Center the time and date of the next game(s) until schedules are distributed to the league managers.

### **XVII. Conduct**

- A. **No foul or abusive language will be tolerated from any player or spectator.** Managers and their teams are responsible for their actions and those of their fans. The SCMAF player code of conduct will be strictly enforced.
- B. No alcoholic beverages are permitted, at any time, on park grounds.
- C. Any player ejected from a game must sit out the next game and may be asked to appear before the board before taking part in any other game.
- D. The board shall consist of the Adult Sports Supervisor or their representative and/or the League Coordinator.

## **XVIII. Injuries**

- A. The City will assume no liability for injuries incurred during participation in the league.
- B. Each individual should have medical coverage for possible injury.
- C. Teams are urged to purchase SCMAF excess medical insurance. The insurance is to render financial aid to those who have no insurance or other source of reimbursement.
- D. The team manager is responsible for reporting injuries to staff members at Kennedy Center as soon as possible. Teams with insurance may obtain accident forms at Kennedy Center. SCMAF will supply claim forms to individuals directly.

## **XIX. Awards**

Awards will be presented to the league winner and post-season tournament winners – no individual awards. Women's Leagues have voted to omit awards.

## **XX. Protest Policy**

Formal protest procedure – The following procedure is to be followed by all league members, relative to a "Valid Protest."

- A. Notification of Intent to Protest
  - 1. The captain or manager of the protesting team should immediately notify the umpire and opposing team that the game is being played under protest.
  - 2. The Recreation Staff on duty (scorekeeper) must be notified by the protesting team.
  - 3. All interested participants shall do their best to take notice of the conditions surrounding the incident.
- B. Notification of Official Protest
  - 1. A written protest, including all facts of the situation, must be submitted to the League Director or representative within twenty-four (24) hours of the intent to protest.
  - 2. A \$5.00 check, written to the "City of El Cajon", must accompany each protest. If the protest is found in favor of the team, the check will be refunded.

NOTE: During post-season, a written protest is due to the scorekeeper immediately after the game. The \$5.00 protest fee must be paid the following day at Kennedy Center.

- C. Determination
  - 1. Each protest shall be reviewed by the Adult Sports Supervisor and if necessary, by a protest committee. If a committee is deemed necessary, both interested parties may attend to present their cases.
  - 2. All decisions of the Supervisor and/or the committee shall be final.
- D. Notification
  - 1. A formal letter, indicating the disposition of the protest, will be mailed to both managers involved and shall be placed in the department files as a matter of record. In some cases, notification may be made by phone and followed by a letter.

## **XXI. Game Results**

- A. The previous week's standing will be posted at the beginning of each week at Kennedy Center, 1675 East Madison Avenue.
- B. Score books can be kept by each team; however, the official score book shall be kept by the recreation staff on duty. In the event there is no recreation staff on duty, the home team shall have the official book.

## **XXII. Uniforms – Attire**

Uniforms are suggested, but not required. All players must, however, wear shoes, pants, and shirt. Shoes may be molded, one piece rubber cleats, or gym shoes. No metal cleats.

## **XXIII. Player's Bench**

Only players, manager and scorekeeper are allowed on the team bench.

### **MANAGERS PLEASE NOTE THE FOLLOWING ITEMS**

1. Please let the staff at Kennedy Center know about any new telephone numbers.
2. Please make sure all of your players have signed the roster.
3. During inclement weather, it is your responsibility to call Kennedy Center at 441-1676, after 2:00 PM, to find out if the games have been canceled and to find out when games have been rescheduled.
4. No alcohol in the park.
5. If you cannot field a team, please let us know as soon as possible.
6. Please get your line-up to the scorekeeper 10-15 minutes prior to game time, with first and last names.
7. Please leave the dugouts clean.
8. It is the manager's responsibility to be certain of the legality of any bat used by their team during league play.
9. Remember this is a recreation league. HAVE SOME FUN.

Thank you,

EL CAJON RECREATION DEPARTMENT STAFF

## TEAM ROSTER RESIDENCY REQUIREMENT TABLE

<u>ROSTER TOTAL</u>	<u>*NO. OF NON-RESIDENTS PERMITTED</u>	<u>%</u>
10	2	80
11	2	82
12	3	75
13	3	77
14	3	79
15	3	80
16	4	75
17	4	77

\*To maintain 75% or better residency.

If any questions regarding league play should arise, please contact Kennedy Center at 441-1676. Good luck in the coming season.