



Adult Softball League Handbook

**City of Encinitas
Parks and Recreation Department**

Adult Slow Pitch Softball League Handbook

I. GENERAL POLICY

The Parks and Recreation Department is pleased to provide adult recreational softball as a wholesome activity for the community.

Game Officials (Umpires) and Site Supervisors (Score Keepers) are representatives of the City of Encinitas and are responsible for the implementation of City and League policies and procedures.

Your support of these policies, procedures and rules outlined in this handbook is anticipated and appreciated.

Interpretation of the rules and procedures noted herein, shall be made by the League Director and/or the Parks and Recreation Department.

The League Director or designee has the authority to implement new rules or revise existing rules that may have become impractical or are being misused.

The Parks and Recreation Department reserves the right to deny any participant the privilege of playing or participating in this program.

II. GENERAL INFORMATION

REGISTRATION

- A. Before your team is placed in a league schedule, full payment of fees must be received.
- B. Registration fees cover the cost of hosting scheduled games for each registered team.
- C. The registration fee is accepted per team registration. Individuals may be added to a contact list and placed on current team.
- D. Registration forms must be submitted with payment prior to the start of the season or before printed deadlines. These forms are available electronically by request or at our front counter in the Parks and Recreation office.
- E. Registration fees are only refunded if the Parks and Recreation Department has canceled the program.

- F. Resident, resident businesses and returning teams have first priority in program registration.
- G. Registration will take place as marketed and posted for each season, after which a late fee of \$25.00 may be charged.
- H. Payment can be made by credit card (Visa, MasterCard) or by single check. Payments using multiple checks for registration fees will not be accepted.
- I. Incomplete registration forms will not be accepted.

PLACEMENT

- A. Due to limited availability of fields, it may be necessary to combine teams with varied levels of experience and ability levels. Every effort will be made to prepare a schedule that will allow for parity in the level of play.
- B. Teams may request a specific night but the League Director reserves the right to place teams for the benefit of the program as a whole.
- C. The program as a whole offers an opportunity to play at a team's ability. However due to limited field times and the limited number of spaces for teams, a requested night/similar ability level, may not be available.
- D. It is common for teams to request a night, not suitable for their ability, due to player commitments elsewhere. Should a team in this situation ask to be removed from the league after being placed on the schedule, no refund will be granted.
- E. Managers are trusted to provide accurate information regarding their team's ability so that the League Director will appropriately place their team.

SEASONS

- A. The City of Encinitas offers two full seasons per calendar year.
- B. Season I – March through June/Spring-Summer Season.
- C. Season II – August through November/Summer-Fall Season.
- D. Due to inclement weather the season may need to be extended further than printed in a schedule.
- E. The League Director reserves the right to change or extend season schedules due to unforeseen circumstances.

FORMAT

- A. Every attempt is made to provide options for play at different levels.
- B. Due to limited facilities those options can not be offered each night of the week.
- C. A team may need to be placed in a league that does not fit their appropriate ability levels.
- D. The experience levels are defined as follows.
 1. **Advanced = A.** Players play on multiple teams and nights during the week. High School and/College level experience, advanced tournament experience,

with veteran experience levels in City of Encinitas Softball programming and competitive style of play.

2. **Intermediate = B.** Participants have played softball routinely over the last several seasons and may have youth sports or high school level experience or recreational tournament level experience, have participated in several consecutive seasons of league play, and have a moderate competitive style of play.
3. **Novice = C.** Beginner level players returning for their second season or play only one night a week for fun, with some youth sports level experience. Teams participate in limited recreational tournament level play.
4. **Beginner = D.** First experience in adult recreational programming, with limited knowledge of the game. Played the sport during gym classes only.

(Note: This program is supported by a smaller population than other surrounding communities and so there are a limited number of teams that compete at all levels. It is, therefore, necessary at times to combine various levels of play.

E. Definitions of League Play.

1. Coed League

- a. Teams consist of both male and female players.
- b. A minimum of 3 (three) female players must sign the team roster and be placed defensively.
- c. A minimum of 5 (five) male players must sign the team roster and be placed defensively.
- d. Teams have the option to field as many female position players as desired, however, at no time during a scheduled game, may a manager place more than 5 (five) male position players on the field of play.
- e. Monday COED teams may place as many as 7 males in the field. Teams are allowed to bat 3 men to each female and may not bat females consecutively.
- f. A coed roster can include up to 25 (twenty-five) players.
- g. The batting order must alternate between male and female (or vice-versa) batters except on Monday nights..
- h. A batting order can include up to 16 (sixteen) batters.

2. Men's League

- a. Teams may consist of male players only.
- b. Females may participate in Men's League play under the following conditions;
 - i. A Women's League is not offered.
 - ii. The female player is qualified to play at the level in which the team is playing.

- iii. The female player petitions to play in the league and provides adequate information to approve the request.
- iv. The female player must sign a team roster and player waiver before participating in a game.
- v. The League Director must be notified.

3. Women's League

- a. Currently not offered

4. Restaurant League

- a. Teams consist of both male and female players.
- b. A minimum of 1 (one) female player must sign the team roster and be placed defensively.
- c. A minimum of 7 (seven) male players must sign the team roster and be placed defensively.
- d. Teams have the option to field as many female position players as desired, however, at no time during a scheduled game, may a manager place more than 8 (eight) male position players on the field of play.
- e. A restaurant league roster can include up to 25 (twenty-five) players.
- f. The batting order must alternate between male and female (or vice-versa) if playing more than the minimum number of females.
- g. A batting order can include up to 16 (sixteen) batters.

REFUNDS

- A. Registration fees will only be refunded if the City of Encinitas has canceled the league.
- B. If it is necessary to combine two levels of play, a prorated refund may be available prior to the second week of the scheduled season.

ROSTERS

Each team must submit a completed roster form with a maximum of twenty-five (25) players with addresses, cities, phone numbers and player signatures.

- B. Rosters will be available on site for additions up to the last game of the season.
- C. All players must sign the team roster before participating in any scheduled game. A forfeit will be called if any team is found to be using a player who has not signed the team roster.

NOTE: No photocopies will be accepted, originals only.

RULES

- A. ASA rulebooks are used as a primary reference for game rules and equipment standards. (ASA – Amateur Softball Association)

- B. Extra copies of the ASA rulebook are available for pick-up at anytime. First printing by ASA (Spring delivery) of the rulebooks varies.
- C. The City Adult Softball Handbook is another publication that offer “in-house” rules and information and should be read thoroughly. These handbooks are available upon request and can be found on site throughout the season.
- D. Managers may petition to change league GAME rules by submitting a request signed by at least 4 (four) other Managers. The rule will then be put to a vote.
- E. The City Handbook will soon be available in a PDF format on the Encinitas Softball website: www.ballcharts.com/encinitassoftball.
- F. ASA rules may not be amended before or during a game by managers, officials or staff.
- G. House rules may only be amended prior to a game by mutual agreement of Managers and approval of the Game Umpire. The Scorekeeper is also to be notified. (Exception: Coed Ratios)

PLAYER ADDITIONS

- A. Players may be added to the roster at any time during the regular season. All players added must report to the scorekeeper 15 (fifteen) minutes prior to game time and sign the original team roster. The original team rosters will be at the fields with the scorekeepers at all League games.
- B. Players that cause the team to exceed the 25 (twenty-five) player roster limit must have the written approval of all Team Managers in the division. The Parks and Recreation Department will rule on all proposed changes.
- C. Players must have played in at least half of your team’s divisional games to be eligible for post season play.

AFFILIATIONS

- A. The City of Encinitas Adult Softball program registers its teams with the Amateur Softball Association of America.
- B. The Umpiring crew is tested and certified with the Amateur Softball Association of America.
- C. The City of Encinitas Adult Softball program cooperates fully with other San Diego County municipalities. Information is shared during monthly meetings.

STAFFING

- A. Scorekeepers are contract employees of the City of Encinitas.
- B. Staff represents the City of Encinitas Parks and Recreation Department and will enforce all park and program policies.
- C. Once a game has started, Managers may only discuss rules and issues regarding the game with the Game Umpire. It is the responsibility of the Game Umpire to notify the scorekeeper in the event of a forfeit, protest or any other issue that will need to be reported to the League Director.

- D. It is the Managers responsibility to confirm the game score before the start of each half inning and after the game.

CARDIFF SPORTS PARK

- A. The light curfew is 9:00pm.
- B. The sound curfew is 8:55pm.
- A. The restrooms close at 9:15pm.
- B. The parking lot closes at 9:30pm.
- C. Do not leave vehicles in the parking lot after hours.
- D. The physical address for this park is 1661 Lake Drive, Cardiff, 92007. You will need to give this address to the 911 operator in the event of an emergency. The 911 operator is an employee of the California Highway Patrol and may be located anywhere in the state.

III. PLAYER CONDUCT

1. No participant shall before, during, or after a game:
 - A. At any time lay a hand upon, push, strike or threaten to strike an official, staff person, player or spectator.
 - B. Use abusive verbal attacks upon any staff, official, player or spectator.
 - C. Physically attack staff, officials, players or spectators.
 - D. Use equipment in a dangerous manner.
 - E. Participate in any game if said player has been drinking alcoholic beverages.
 - F. Use objectionable demonstrations, i.e. throwing a bat.
2. Any violation of these rules will constitute a player ejection from game & possibly the park. If ejected from the game the player may remain on site.
3. If ejected from the park, the player must leave premises immediately within five minutes or a forfeit will be called against the team.
4. An ejected player is ineligible to participate until the Team Manager has discussed the ejection with the League Director.
5. The ejected player must submit a letter of reinstatement to the League Director .
 - B. The letter must include a notation of the following:
 - i. Agreement to abide by league rules for the remainder of the season.
 - ii. Acknowledgment that the player is on probation for the remainder of the season.

- iii. Acknowledgement that the player is subject to removal from the program should another ejection take place.
- 6. If a player is ejected from a game twice in one season, the second ejection will result in removing the player's name from the team roster and from further competition for the remainder of the season.
- 7. Players with multiple ejection's may be banned from further play in Encinitas Softball Leagues.

A player ejected from a ballgame may have their name submitted to other cities.

NOTE: Absolutely NO ALCOHOLIC BEVERAGES may be consumed in the sports park, including the parking lot, by players, coaches, or spectators (City Ordinance No. 90 19 Chapter 9.28.040.B). FORFEITURE of game could result.

IV. GENERAL GAME RULES (For Coed rules please see additional rules on Page 10)

1. GAME RULES

Leagues are regulated by the Amateur Softball Association of America Softball Rulebook and In-house rules established by the Parks and Recreation Department.

2. GAME LENGTH

- A. A game is considered legal and complete if a home team is ahead after four and a half innings (4½) or if the visiting team is ahead after five (5) innings.
 - i. The fifteen (15) run rule is in effect after five (5) innings or four and a half (4½) innings if the home team is ahead. (Coed: 12 runs)
 - ii. No new inning may start after the one (1) hour, ten (10) minute time limit.
- B. The Cardiff Sports Park closes at 9:00 p.m. All games must conclude by that time.
- C. If a game is rained or fogged out prior to 4½ or 5 innings (depending on which team was up first) then a full 7 inning make-up game may be scheduled later in the season.
- D. If a game is rained or fogged out after the 4½ or 5 inning stipulation above, then the score reverts back to the last completed full inning. If a game is tied, it will be considered legal (complete) after five (5) complete innings. If rained out or fogged out after 5 complete innings, the score again reverts back to the last completed full inning. If at the last completed inning the game is tied, then the game goes into the standings as a tie! If a tied game is rained or fogged out prior to five (5) complete innings, then a full seven (7) inning make-up game may be scheduled later in the season.
- E. A rained-out or postponed game may be made up at the end of the season or on a day other than your regularly scheduled playing day. Decision to cancel games will be made at 1:30 P.M. or earlier on game day. Team managers involved should call the Field Condition Line at 633-2761 after 1:30 P.M. Umpires will make the decision to continue or post-pon games in progress.

- F. Schedule must be played as published unless changed by the Department.
- G. One (1) umpire will be assigned to each regular season and all playoff and championship games at the team's expense.
- H. Substitute umpires have the same authority to enforce all rules before, during and after regular scheduled games.
- I. Payment of the umpire fee must be made prior to the start of each game.

3. **PLAYER ELIGIBILITY**

- A. All players must be eighteen (18) years or old.
- B. A player may only play on one (1) team per night/day.
- C. Once a player starts on one team, he/she must finish the season on that team and cannot to join any other team.
- D. Any player playing under an assumed name will be ruled ineligible. The team will forfeit any game that player played in. If a future incident by the same team occurs during the season, that team will not be asked back to play in future leagues. If a team suspects an ineligible player, notify the Scorekeeper or Site Supervisor before or immediately following the end of the game. Only the Manager may lodge the complaint. All rules made will be the sole responsibility of the Parks and Recreation Department.

4. **OFFICIAL TIME**

The umpire is responsible for official time.

5. **LINE-UP**

- A. Prior to each game, the Scorekeeper shall provide each Team Manager with an official line-up card. These are to be completed and returned with first and last names to the Scorekeeper prior to the start of the game. Managers must provide the card to Scorekeeper **ten (10) minutes prior to game time.**

MANAGERS NOTE: If the line-up needs to be changed after submitting it to the scorekeeper, please be sure to notify him/her. If first and last names are not submitted, the Department will be unable to determine player eligibility for play-off games.

- B. A team shall consist of ten (10) players. However, a game may be played without forfeit with eight (8) players.
- C. The batting order is the order in which any legal player or players on a roster of a team must bat. Defensive substitutions may be made from the batting order at will. Late arriving players will be placed at the end of the batting order and must check in with the Scorekeeper. If ten (10) players are present at game time and player(s) arrive late they must play three (3) defensive outs before batting.

6. FORFEITS

A. A game shall be called a forfeit when:

1. A team begins with eight (8) players and a player is injured or ejected such that the team is left with only seven (7) players.
2. In the opinion of league officials, a Manager does not have control of the team.
3. There is continued delay of the game after the official has called "play ball."
4. There is continued harassment of officials, players, coaches or spectators.
5. A team and/or spectators violate park rules and regulations.
6. A team uses an illegal player or players.
 - a.) Definition of an illegal player is any person or persons not on the roster of the team in question.
 - b.) Or, a player that is ranked, rated or known to play at a level higher than stipulated by the guidelines set forth by SCMAF and/or the Divisional description provided by the Parks and Recreation Department.
7. **Absolutely no alcoholic beverages may be consumed at the Park (City Ordinance No. 90-19. Chapter 9.28.040B.) Forfeiture of the game could result if this occurs.**
8. There is a Fifteen (15) minute grace period beyond game time, which is deducted from the one (1) hour, ten (10) minute game time limit. After the grace period expires the game will be forfeited.
 - a.) **After one (1) forfeit, a fee of \$40.00 will be due by 4:00 before your next regularly scheduled game.**
 - b.) **After two (2) forfeits, the team may be removed from the League for the remainder of the season and not be eligible for next season of play. No refunds will be issued.**

7. PROTESTS

A protest by a Team Manager must be made verbally to the Umpire at the field following the incident and before the next pitch is thrown. The Umpire will notify the opposing Manager and the Scorekeeper that the game is being played under protest. The protest must be submitted in a written statement to the Parks and Recreation Department Office no later than 5:00 p.m. on the next working day following the game. Protests must be clearly written and be accompanied with \$25.00 cash or check protest fee. If the protest is upheld, the fee shall be returned.

8. GROUND RULES AFFECTING PLAY ON ALL DIAMONDS

Any ball that bounces or rolls through the fence or barrier in fair territory is a ground rule double.

Any ball that is hit through the pitchers box will be considered an out.

9. PITCHING REQUIREMENT

The pitch must be over the batters head. The pitch must not exceed a height of twelve (12) feet arc.

Pitchers may pitch the ball up to 6' behind the rubber.

10. COURTESY RUNNERS

A Manager may have another player run for a base runner (no approval is required). Both the courtesy runner and the regular runner will be eligible for further participation in the game. The courtesy runner must be the last out in the inning. If this occurs at the beginning of the game, the courtesy runner must be the last person in the order. If the last out or last person in the order serving this purpose is on base, then the previous out or next to last person in the order must be called to serve.

11. FOUR FOUL RULE

A "Four Foul" rule will be used during the season. This means a second foul ball following the second strike will be recorded as a strikeout and logged as an out.

12. 1 +1 COUNT

Batters begin each at bat with a one (1) ball, one (1) strike count.

13. BASE RUNNING

The base runner or batter runner must avoid contact with the fielder at any base. Failure to do so may result in that player being called out or ejected and the possibility of other runners being called out.

14. PLAY-OFF ELIGIBILITY

Managers are responsible for knowing who is eligible for play-offs. Players may not play in the Championship game unless they have played in at least ½ of their team's regular season games.

NOTE: Any player that chooses to play during a play-off or championship game that is not on the Department's eligibility list risks the chance that the game will be forfeited. If the Department finds the player to be ineligible, the game will automatically be forfeited to the other team.

15. SCORING OF RUNS

- A. The Team Manager is responsible for confirming the score at the end of each half inning with the official Scorekeeper and/or Umpire.
- B. A Team Manager who believes there is an error in the official score must notify the umpire prior to the next pitch of the next half inning.
- C. **The Game Umpire shall accept the record of the official score book, unless the Game Umpire has definite knowledge that would permit an overruling of the score.**

16. CHAMPIONSHIP GAME

- A. Only one (1) Game Umpire will be assigned to the Championship game.
- B. Championship games are seven (7) innings in length. If the game is tied, play shall be continued until one side has scored more runs than the other has in an equal number of innings.
- C. The one (1) hour and ten (10) minute time limit and fifteen (15) run rule will be used for all other playoff games.
- D. If the park curfew comes into play the game will be suspended and resumed at the exact point of suspension of the original game, if the City has the ability to make up that game.
- E. The first and second place teams at the end of the Championship Game will each receive individual awards. Individual awards will be given to each team member (up to 12) on the two teams.

CHAMPIONSHIP GAME CURFEW

- A. A game called because of a curfew imposed by City ordinance shall be...
 - 1. A suspended game if it has progressed far enough to be considered a regulation game as stated in Rule IV, Sec. 2., Part "A".
 - 2. A complete game if in the opinion of the League Director the game at hand seems out of reach and the final outcome inevitable.
 - 3. Not a regulation game if it has not progressed far enough to have been a regulation game as stated in the City Handbook, Rule IV, Sec. 2., Part "A" and replayed.
 - 4. An official game if in the opinion of the Game Umpire the game can not be continued and all reasonable options for continuation have been considered.

18. EQUIPMENT

- A. **THE OFFICIAL BAT.** The official bat shall be round or three-sided, made of one piece hardwood or one piece seamless **METAL** tubing that may only be open at **BARREL END** with a rubber insert firmly secured.
1. The bat shall be no more than thirty-four (34") inches long and no more than 2 ¼ inches in diameter at its largest parts and a maximum of thirty-eight (38) oz.
 2. A tolerance of one-sixteenth (1/16) inch is permitted for expansion.
 3. It is mandatory that the official bats have a safety grip. The safety grip shall be not less than ten (10) **CONTINUOUS** inches long and shall not extend more than fifteen (15) inches from the small end of the bat.
 4. The bat must be manufacturer stamped "OFFICIAL SOFTBALL" and the bat may not be altered in any manner.
 5. Any team, which knowingly uses an illegal bat, will forfeit that game.
 6. Bats containing titanium alloy are not legal.
 7. Bats must have a Bat Performance Factor (BPF) not exceeding 1.20, or contain an ASA certification stamp, or be on a list of approved bats as published by the Amateur Softball Association (ASA).
 8. High performance, double wall, triple wall and/or multi-wall bats are prohibited for use by male batters in Coed Divisions II and III.
 9. **ADVISORY: Composite/High performance bats may be banned from use in the near future.**
- B. **THE OFFICIAL BALL.** Any ball that carries the endorsement stamp of approval from SCMAF is an approved ball. The Parks and Recreation Department will provide two (2) game balls per game.
- C. **SHOES.** Shoes must be worn; bare feet will not be permitted. Metal cleats are not allowed. Use of molded rubber or multi-purpose shoes is recommended.
- D. **GLOVE.** A fielder glove may be worn by any player but mitts may be used only by the first baseman and catcher, and webbing of any glove between thumb and forefinger shall not exceed more than five inches in length.

NOTE: Pitchers may not use any glove that has a white insert on the outside or in the pocket of the glove.

- E. **WARMUP BATS.** All players may loosen up with only one official softball bat or approved warm up bat. No added equipment may be attached to a bat such as a donut, fan, etc. when loosening up.
- F. **PENALTY FOR USE** of illegal equipment (with the exception of illegal bat - see 16A. - Official Bat) shall be its removal from the game.
- G. **CASTS AND JEWELRY.** Casts (plastic or other hard substance in its final form) may not be worn during the game. Any exposed metal may be considered legal if covered by soft material and taped. Exposed jewelry such as wrist watches, bracelets, large or loop type earrings and neck chains may not be worn during the game. Medical Alert bracelets or necklaces are not considered jewelry, but if worn, they must be taped to the body.

- H. **DOUBLE FIRST BASE.** The double first base will be used in all Adult Softball League Games.
1. The runner must attempt to touch the orange base in foul territory if an attempt at a putout is being made at first base.
 2. Penalty for this rule will be the runner being called out.
 3. This is considered an appeal play to be made by the defensive team.
- I. **SECONDARY HOME PLATE.** During Coed play, at times, a secondary home plate will be used. All runners must touch this secondary home plate or the runner will be called out. The catcher must touch the regular home plate for the runner to be called if the runner is past the commit line in between 3rd base and home. There will be no tag placed on the runner and all contact should be avoided.

V. CO-ED SLOW-PITCH SOFTBALL GAME RULES

1. A team shall consist of ten (10) players. (04-01)
 - a.) However, a game may be played without forfeit with eight (8) players.
 1. All players must have signed the team roster and individual waiver before taking the field.
 - b.) A minimum of three (3) females must be in the line-up and able to take a defensive position in the field.
 1. Teams may field more than 5 (five) females at anytime up to ten positions on the field of play.
 - c.) No more than five (5) males are allowed to take a defensive position in the field except on Monday night.
2. The official roster may not exceed twenty-five (25) players.
 - a.) Once a roster reaches twenty-five (25) players, the Team Manger must gain approval from all other Division Managers before adding additional players.
3. Batting order. A set line-up of women and men must be submitted prior to the game and followed during the game.
 - a.) The batting order will alternate between women and men. For Monday nights it will be 3 men to 1 female with no consecutive females batting.
 - b.) When completing a line-up or keeping score, always separate male and female batters into two columns.
4. While a female is up to bat, a minimum of three (3) outfielders must remain behind the outfield restriction line (180-foot arc from home plate).
 - a.) A female defensive play may enter this area only during an at-bat by another female.
 - b.) Penalty: Batter will be awarded 1st base unless she reaches the base safely.

5. A game will end anytime after four and one half (4 ½) innings, when the home team is ahead by twelve (12) runs, and has completed its turn at bat.
6. There will be no restrictions on a player (man or woman) as to which defensive position he or she may play.
 - a.) Except for rover position (Position #10) when female is at bat.
7. A male batter, who is walked on four consecutive balls with no strikes thrown during his time at bat or intentionally walked prior to any pitches, shall be awarded second base.
 - a.) Base runners advance only if forced to vacate their bases.
 - b.) The female batter who follows is allowed the option to take first base or bat.
8. Teams are allowed one male and one female courtesy runner in each inning.
 - a.) Additional runners shall be allowed due to injuries incurred during the game in progress.
9. Courtesy runners shall be the last recorded out made by the player of the same sex. If no player of the same sex has recorded an out, the player of the same sex listed last in the batting order shall be the courtesy runner.
10. Late arriving players must take the field for three defensive outs before being allowed to bat.
(00-04)

VI. INCIDENT REPORTS AND INJURIES

1. The Team Manager will notify the Scorekeeper of all incidents and injuries before the Manager leaves the field.
2. The Team Manager and Scorekeeper will complete an incident report, including team name, nature and location of injury.

VII. FINAL GAME RESULTS

1. It is the responsibility of each Manager to confirm the official score prior to the start of each inning and at the point of the last inning played.

VIII. PROTESTS, FORFEITS AND OTHER REPORTS

1. It is the Managers responsibility to notify the League Director should any out of the ordinary incident occur before during or after a scheduled game. In some cases forms are provided to complete the notification responsibility of the manager. In all other situations a phone call or e-mail reporting the details of the situation will suffice.

FOR FURTHER INFORMATION CONTACT

Department Information

Parks and Recreation Department
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Encinitas, CA 92024
760-633-2740 – Fax: Fax 760-633-2626

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City Web Site

www.ci.encinitas.ca.us or www.EncinitasRecReg.com