



REDWOOD CITY AFTER SCHOOL SPORTS PROGRAM BY-LAWS



Partner Agencies: Redwood City Parks, Recreation and Community Services Department, the Sheriff's Activities League, The Boys & Girls Club of the Peninsula, the Redwood City Police Activities League & the Redwood City School District

The Redwood City After School Sports Program is a year-round, school-based sports program that is provided by the Redwood City Parks, Recreation & Community Services Department, in collaboration with the Sheriff's Activities League, the Boys and Girls Club of the Peninsula, and supported by the Redwood City Police Activities League. We provide programs that encourage good sportsmanship, teamwork, a positive attitude and mutual respect to build a strong community within Redwood City. We promote life skills development by providing a safe place for youth to engage in physical activity that develops their talents and self-esteem.

ADMINISTRATION POLICIES & PROCEDURES

Academic Eligibility

We strongly encourage strong academic and behavior standards of our participants. Currently, there is no grade point policy. If and when the Redwood City School District establishes a formal policy, we will work with them to ensure a proper balance exists between the importance of education and our mission.

Concussion Policy and Training

Per California State Law, AB2007, local government agencies are required to have systems in place to educate participants, parents, and coaches of the dangers of concussions and head injuries. The system in place must include a process for participant removal, care, notification and return-to-play protocol for athletes who are suspected of sustaining a concussion or head injury. For a complete version of AB2007, please visit <https://leginfo.legislature.ca.gov>.

In order to participate in our After School Sports program as a player and/or coach the following requirements must be met:

- A Concussion and Head Injury Information sheet must be signed by the participant and guardian as part of the registration process
- Coaches must successfully complete a concussion training program prior to supervising an agency sponsored activity

Eligible Participants/Late Additions

Any student attending public or private school within Redwood City and/or the Redwood City School District is eligible to participate in the Redwood City After School Sports Program. Participants that live outside of Redwood City may participate if there is space available.

All participants must have a signed registration form turned into their agency prior to participation in any sport. Participants must play for the school which they attend. If their school is unable to field a team, they will be put on another team based on the discretion of the League Coordinator.

A player may be added to a team **PRIOR** to the 2nd league game at the coach's discretion. Any player to be added after the 2nd league game will be up to the discretion of the League Coordinator.

If a player chooses to withdraw from the team, refunds will only be given two weeks prior to the start of league games (unless otherwise stated on the registration form.)

Illegal/Ineligible Players

If a team attempts to play or plays a player that is not on their roster, has not completed the registration process, or is not otherwise eligible, the coach will be suspended for a **MINIMUM** of one game and the team will be awarded a loss for each game that the illegal/ineligible player participated. **NO GUEST PLAYERS ARE ALLOWED.**

Emergency Procedures

Emergencies and accidents are a reality of youth sports. Injuries will occur and some are serious enough to require an emergency treatment. In the event of an emergency, coaches must use the following steps:

1. Assess the situation. Remain Calm. Administer first aid only if qualified.
2. If at Red Morton, contact front desk staff at 650.780.7311.
3. Have an adult stay with the injured person at all times.
4. If additional assistance is needed, call 911. Meet the emergency vehicle outside and guide them to the injured person.

When contacting 911, be prepared to provide the sex, age, type of injury, conscious or unconscious, bleeding or not bleeding, and exact location.

5. Make contact with Parent/Guardian and advise of the circumstances.
6. Report to the League Coordinator immediately.
7. Follow up with parents/guardians to ensure everything is okay with the child.
8. Complete the accident/incident report form and submit it to the League Coordinator.
9. First Aid Kits are available at all game locations.
 - At no time should an unqualified person offer a diagnosis or express personal opinion as to the extent of the injury.
 - Coaches are responsible for keeping emergency phone numbers and medical release forms of their players at all times.

Incident & Accident Reports

Both reports are available online and at all game facilities. Forms should be submitted to League Coordinator within 24 hours of incident/accident. Please contact League Coordinator for further information or if forms are not available on site.

Injured Players

Players wearing cast, splints, jewelry or any other item which can a danger to another player will not be eligible to participate in any league games. The player may sit on the bench in support of his team, but he/she cannot be in uniform.

Field Usage Permits

Permits are issued by the Redwood City Parks, Recreation & Community Services Department in collaboration with the Redwood City School District. When necessary, coaches will be given permits as proof of field priority.

Late Pick-Up Policy

If a participant's parents are late picking he/she up from practice or games, please contact the parent or emergency contact listed on your emergency forms. No child should be left unattended after practice or games. They may walk home with the permission of the parent. Please use common sense. In the event that you are unable to contact a parent or emergency contact, you may also contact Dispatch at the Redwood City Police Department - 650.780.7100.

Parent & Spectator Code of Conduct/Seating Locations

Any Parent/Guardian who registers his/her child is required to read and sign the Parent & Spectator Code of Conduct Form. No child will be allowed to participate without a completed form.

Parents/Guardians/Spectators who exhibit behavior that is threatening, derogatory, or abusive to players, referees, coaches, or staff will be asked to leave subject to league sanctions, including ejection from the facility and prohibited from attending future games.

Spectators must be seated in the appropriate area at all times. Only the coach(es) and players are allowed to be on the bench or sideline. When possible, the scorekeeper and benches will be opposite spectator seating or cheering area. All soccer teams will be on opposite sides of the field from the spectators. Spectators may not coach or provide direction to their child. Positive cheering for both teams is encouraged.

Persons Subject to League Rules

All teams, coaches, individual players, parents, spectators and all other individuals participating in this League or attending League games are subject to the rules of the League and disciplinary action for violation of League rules and/or conduct detrimental to the game, the League, or to the playing experience of other players, coaches, and spectators.

Protests

There are no protests of games due to referee/official's decisions. The referee/official's decisions will be final concerning rules of the game, control of players, conduct of coach's spectators, and all other matters concerning the playing field or court.

If you are protesting an illegal or ineligible player, please contact the League Coordinator immediately. Please make sure you have evidence that supports your claim.

Registration & Fees

Each agency is responsible for the coordination, distribution, and collection of all registration forms for their respective schools. All registration forms must be signed by a parent/guardian and kept by each agency. The registration fee to participate will be determined by each agency for the participants in their jurisdiction and each agency will keep any and all money collected through their registration process.

Registration Fee Refund Policy will be set by each individual agency.

School Suspensions

All school suspensions will be upheld by the Redwood City After School Sports Program. Any participant suspended from school for disciplinary reasons, if brought to our attention in a timely manner, will not be allowed to participate in league games for the duration of their suspension. Any practice participation will be left up to the parent and coach to decide.

Substance Abuse

Substance use/abuse (including, but not limited to drugs, alcohol, or tobacco) are not permitted at practice, games or any team function. No alcohol or drugs are permitted at any field or facility during any After School Sports Program event.

Transportation Policy

Each agency provider is responsible drafting and enforcing their own transportation policy.

Waiver/Insurance

Each agency will be responsible for appropriate insurance associated with the participation of the youth for their jurisdiction in the Redwood City After School Sports Program. Each agency is responsible for ensuring that all participants have signed the appropriate waiver and code of conduct for their agency.

Weather

Poor weather conditions are a reality and, in some way, will affect games and practices. Games will continue until weather is deemed unsafe (excessive rain, wind, lightening, etc.) In the event of inclement weather, referee and coaches will determine the appropriate action. Practices should be cancelled and games suspended. Games will be re-scheduled when/if possible. To determine whether a field is playable for practice, please contact the **Fields at 650.780.7389**. Please use common sense. If the field is so muddy or wet that use will cause damage, please cancel practice.

Website

All information regarding the After School Sports Program is available on www.teamsideline.com/redwoodcity. All agencies are encouraged to put their information online.

DISCIPLINE POLICY

Violation of Rules and Disciplinary Action

All teams, coaches, individual players, parents, spectators, and all other individuals participating in this League or attending League games are subject to the rules of the League and disciplinary action for violation of League rules and/or conduct detrimental to the game, the League, or to the playing experience of other

players, coaches, and spectators. The following are recommended consequences to the listed violations. The Youth Providers have the ultimate say and discretion to the extent at which consequences are applied.

Violation of League rules by any team or person will constitute grounds for disciplinary action by the League which may include suspension, expulsion, awarding losses, or any other measure the League deems appropriate. The consequences are not limited to the violations listed below and can apply to any and all actions deemed inappropriate and detrimental to the League and its participants.

- A. **Minimum Playing Time** will be monitored by the referee, scorekeeper, or coach depending on the sport. The player must participate in the minimum amount of time required. The only exceptions are if a player is being disciplined for failing to attend or participate in practice, school suspension, violation of team rule, or injury. The scorekeeper, referee, or opposing coach must be notified if a player will be sitting on the bench, but not participating in the game. If the coach chooses to put the player in the game, the player must play the minimum amount of time required. Any intentional or flagrant violation of this rule will result in a loss to the team and the coach shall be suspended for a minimum of one game. Any further violation will result in suspension or removal as coach.
- B. **Ejection:** Any coach or player ejected from a game is subject to a minimum one game suspension. The League Coordinator has the authority to determine the length of the suspension based on the severity of coach's actions that resulted in the ejection. **A coach that has been suspended is not allowed to be in the facility during any league game in which his/her team is playing for the length of the suspension.**
- C. **Illegal/Ineligible Players:** If a team attempts to play or plays a player that is not on their roster, has not completed the registration process, or is not otherwise eligible, the coach will be suspended for a **MINIMUM** of one game and the team will be awarded a loss for each game that the illegal/ineligible player participated. **NO GUEST PLAYERS ARE ALLOWED.**

PARTNER RESPONSIBILITIES

Jurisdiction

Per agreement, the following agencies are responsible for the registration, organization, equipment, insurance, uniforms, coaches, etc. for the following Redwood City schools participating in the Redwood City After School Sports Program:

- **Parks, Recreation & Community Services Department (PRCS):** Adelante/Selby Lane, Roy Cloud, Henry Ford, Orion/John Gill, Kennedy, McKinley, North Star, and Roosevelt
- **South County SAL (SC-SAL):** Garfield, Connect, KIPP and Clifford
- **Redwood City PAL (RC-PAL):** Taft and Hoover

League Coordination

The agencies below are responsible for the coordination and expense of the following leagues, including, but not limited to scheduling, facilities, awards, coaches meeting, coaches trainings, officials, and supplies:

PRCS:	Fall:	Flag Football (6-8 th Grade Co-ed) Volleyball (4 th -8 th Grade Girls) Volleyball (6 th -8 th Grade Girls) Volleyball (4 th /5 th Grade Boys)
	Winter:	Basketball (4 th /5 th Grade Boys) Basketball (4 th /5 th Grade Girls) Basketball (6 th -8 th Grade Boys) Basketball (6 th -8 th Grade Girls)
	Spring:	Flag Football (6 th -8 th Grade Girls)
SC-SAL:	Spring:	Soccer (4th/5th Grade Girls) Soccer (6th-8th Grade Girls) Soccer (4th/5th Grade Boys) Soccer (6th-8th Grade Boys)

Facility/Field Requirements

PRCS will be in charge of scheduling the facilities at Kennedy Middle School, McKinley Institute of Technology, Hoover School, Hawes Field, Armory, and Red Morton Community Center for Flag Football, Basketball, and Volleyball.

SC-SAL will be in charge of Scheduling Hoover School, Fair Oaks, Kennedy, McKinley and Hawes School for soccer.

BGCP will allow the use of their facility for 2 days per week (if needed) during the Volleyball and Basketball seasons.

Youth Provider Meetings

It's recommended that agencies will meet a minimum of once a month throughout the school year to discuss policy, leagues, rules and any other issues that arise.

LEAGUE INFORMATION

Coaches Responsibility for Team Supporters

Coaches are responsible for the good conduct of parents and spectators supporting their team. If, in the opinion of official, the coach has failed to control his or her sideline/bench or team parents or spectators the official can reprimand the coach in the form of a warning, technical foul, yellow or red card, and ejection.

League Format/Playoffs

Each season will consist of a minimum of 6 games and a maximum of 8. There will be a minimum of one round of playoffs and a championship game (4th/5th Grade League – Playoffs optional) All Leagues will have set game days (i.e. Monday/Wednesday or Tuesday/Thursday, etc.)

Minimum Playing Time Rules

Each sport will have a minimum playing time requirement to promote the mission of our league. Minimum playing time will be recorded by the coach, scorekeeper or referee (depending on the sport) to ensure that all coaches and players are following the requirement. The only exception to this rule is if a player is injured or sitting out due to disciplinary reasons.

If a player is not playing due to disciplinary reasons (i.e. Late arrival or not attending practice), the player can be on the bench or sideline, but must be out of uniform. The scorekeeper, referee, or opposing coach must be notified if a player will be sitting on the bench but not participating in the game. If the coach chooses to put the player in the game, the player must play the minimum amount of time required. Any intentional or flagrant violation of this rule will result in a loss to the team and the coach shall be suspended for a minimum of one game. Any further violation will result in suspension or removal as coach. Minimum playing time requirements vary by sport. Please review sport-specific rules for the playing time requirement.

Parent Meeting

Each coach must hold a team parent meeting during the preseason. Coaches should explain to parents the philosophy, expectations, responsibilities, expected behaviors, and league rules. A team parent, if possible, should be designated to help the coach coordinate and remind players and parents of pertinent information throughout the season.

Referees/Officials

The referee or official's decisions will be final concerning rules of the game, control of players, conduct of coaches, spectators, and all other matters concerning the playing field or court. Referees are encouraged to explain infractions or rule violations. The explanation should be addressed to both teams. Many first time coaches will not know the pertinent rules and the referee/official should explain the rule if requested. Referee/Official calls are final. There are no protests allowed with regards to their calls.

Required Meetings & Trainings

All new and returning coaches must attend the Mandatory Coaches Meeting prior to the start of the season. Any coach not attending must make arrangements to fulfill all requirements prior to the start of the season. The coaches meeting will cover rules, Coaches Code of Conduct, Parent/Spectator Code of Conduct, Concussion Protocol Policies, league scheduling, jerseys, and behavior expectations.

All new and returning coaches must also attend any scheduled Coaches Training Programs (online and onsite) prior to the start of their season. These trainings are sport-specific.

Scheduling Requests/Rain-Outs & Cancellations

All scheduling requests must be submitted to the League Coordinator before the deadline that is set. All reasonable requests will be accommodated to the best of the ability of the scheduler. Our leagues follow the Redwood City School District calendar. We schedule around all Holidays and Breaks set forth in the Redwood City School District Calendar. School Trip (Outdoor Ed, Yosemite, Grand Canyon, etc.) dates must be given to the scheduler at the Coaches Meeting.

Games will only be rescheduled to due facility, field, or weather issues. Make-up games, due to weather or unforeseen issues, will be re-scheduled based on facility/field availability at the discretion of the League Coordinator.

Team Formation

All teams will be school-based. Participants must play for the school they attend and can only be placed on a different team with approval of League Coordinator.

Balanced Teams: Schools with enough participants to have multiple teams must divide their teams based on talent and skill level. Friendships, carpools, and previous commitments, etc. will be secondary when determining the roster for each team. A roster must be submitted to the League Coordinator prior to the first league game. THERE ARE NO "A" OR "B" TEAMS. Coaches should practice with all players for a minimum of 1-3 practices, then select their team by Draft format.

CONSEQUENCES FOR "STACKED" OR "UNBALANCED" TEAMS: When possible, schools with multiple teams will play each other the first game of the season to determine if teams were divided appropriately. If a team appears to be "stacked", the League Coordinator has the authority to redistribute the players so that the teams are balanced.

Participants must play for the team in their grade level, unless grades are combined due to lack of players by the League Coordinator. 4th/5th graders will not be allowed to play on any middle school team.

UNIFORMS & EQUIPMENT

Each agency is responsible for the purchase, storage, and collection (if necessary) of all uniforms and equipment for their participants and teams. All uniforms must meet the following requirements (by sport):

No Player Names are allowed on Uniforms. All participants must wear jersey provided.

A. Flag Football

1. Uniform will consist of a "Football Practice Jersey"
2. School Name on jersey front
3. 6-inch number on the back
4. Agency Logo (Location decided by agency.)
5. No use of the numbers 13 or 14
6. Jersey Colors
 - Kennedy Green
 - Roy Cloud Gold
 - North Star Navy
 - McKinley Purple
 - Roosevelt Dark Grey
 - Hoover White
 - Garfield Gray
 - Clifford Black

B. Girls' Volleyball

1. School Name on jersey front

2. 4-inch number of front. (minimum)
3. 6-inch number on the back
4. Agency Logo (Location decided by agency.)
5. No use of the numbers 13 or 14

C. Basketball

1. Uniform will consist a **reversible** Basketball Jersey
2. School Name on jersey front
3. 4-inch number of front. (minimum)
4. 6-inch number on the back
5. Agency Logo (Location decided by agency.)
6. No use of the numbers 13 or 14.

D. Soccer

1. Uniform will consist of a Jersey, Shorts, & Socks
2. School Name on jersey front
3. 6-inch number on the back
4. Agency Logo (Location decided by agency.)
5. No use of the numbers 13 or 14
6. Jersey Colors
 - Garfield Silver & Burgundy
 - Hoover Light Blue & Orange
 - McKinley Purple
 - Roosevelt Grey
 - Kennedy Forest Green
 - Roy Cloud Gold
 - Garfield Navy
 - Orion Grey
 - Henry Ford Blue/Orange
 - Adelante Selby Yellow/Black
 - Clifford White (w/royal)

COACH/VOLUNTEER APPLICATION PROCESS

1. Application Packet/Fingerprint Process

All new coaches must complete a Coaches Application Packet, which includes contact information, job description, references, consent form, Code of Conduct, etc. This must be returned to the League Coordinator prior to contact with any team.

All coaches must be fingerprinted to be eligible to coach. Offensives that will deem a coach ineligible include conviction of any sex-related crime or felony. Eligibility to coach with misdemeanor convictions will be determined by the Youth Provider Group. Park & Rec Coaches are fingerprinted through the Redwood City Police Department at no cost. **Live Scan form in Application Packet. Call 780.7100 for fingerprint appointment.**

2. Coaches Code of Conduct

All coaches are required to read and sign a Coaches Code of Conduct form prior to the start of the season. Coaches will be held to these standards and if in violation of those standards, are subject to ejection, suspension, and removal as coach per the League Discipline Policy.

At no time is a coach to use profanity or make any derogatory, insulting, abusive or offensive remarks to referees, players, or spectators. If a coach is found in violation of the Code of Contact he/she is subject to ejection, suspension, and/or removal as coach per the League Disciplinary Policy.

3. Concussion Training/Policy

Per California State Law, AB2007, local government agencies are required to have systems in place to educate participants, parents, and coaches of the dangers of concussions and head injuries. The system in place must include a process for participant removal, care, notification and return-to-play protocol for athletes who are suspected of sustaining a concussion or head injury. For a complete version of AB2007, please visit <https://leginfo.legislature.ca.gov>.

*In order to participate in our After School Sports program as a player and/or coach the following requirements must be met:

*A Concussion and Head Injury Information sheet must be signed by the participant and guardian as part of the registration process. Coaches must successfully complete a concussion training program prior to supervising an agency sponsored activity

INCLUSION STATEMENT

All gender-diverse student-athletes will have an equal opportunity to participate in our After School Sports program consistent with their gender identity.

Federal and State Law prohibit the discrimination of students based on gender, gender identity and gender expression, and specifically prohibits discrimination on the basis of gender in enrollment, counseling, physical education, and athletics. In 2013, the State of California passed AB 1266, which further added the requirement that student athletes will be permitted to participate in programs consistent with their gender identity or the gender most consistently expressed and irrespective of the gender listed on the pupil's records.

In addition, the Redwood City School District under Regulation 5157 (Adopted 12/12/2018): Gender Identity and Access states the following:

Sports and Physical Education Classes

Transgender students shall be permitted to participate in physical education classes, intramural sports, and competitive athletic activities in a manner consistent with their gender identity. This is consistent with California and federal law as well as the policies established by the California Interscholastic Federation. (CIF Bylaws § 300(D)). **For further information, please visit:**

[California School Board Association - Legal Guidance on Rights of Transgender and Gender Nonconforming Students in Schools](#)

[CIF Gender Diverse Youth Sports Inclusivity Toolkit](#)

BY-LAW REVISIONS

The By-Laws will be reviewed at the end of each school year and be revised when necessary. If applicable, those changes will also be made to the Youth Provider Agreement. The Youth Provider Agreement will be signed each year to ensure that all parties are in agreement.