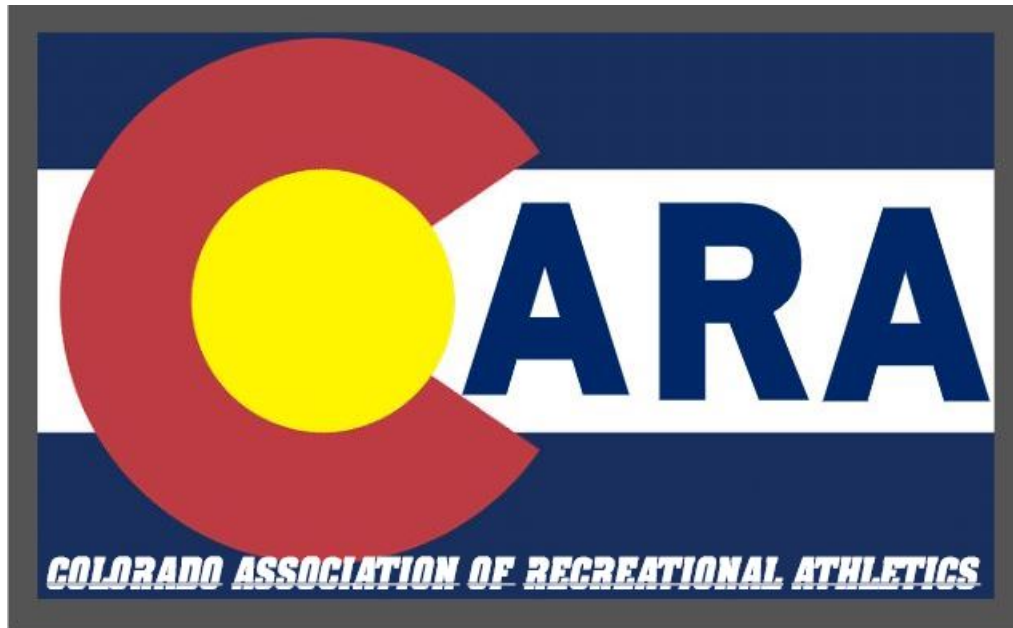


Colorado Association of Recreational Athletics



Manual of Policies and Procedures

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CARA PURPOSE/PHILOSOPHY/GOALS

The CARA Philosophy

The Colorado Association of Recreational Athletics (CARA) program was created and designed to be a program with a strong recreational format for the non-ranked, non-sanctioned participant. Competition has its place in the program and all participants are encouraged to do their best, but it must be emphasized that this is of secondary importance. The development of skills and sportsmanship, while stressing participation for all and assuring each participant experience some degree of success are the main goals of this program.

Any person acting as a representative of CARA (whether they are a committee member, hosting agency staff, board member or committee chair) is expected to act in a manner that reflects well of CARA. We expect participants, coaches and parents to abide by codes of conduct. CARA representatives should not only uphold these codes of conduct but exemplify them; we are to be held to a higher standard than our participants and should represent the membership in the best light possible.

CARA Mission Statement

Colorado Association of Recreational Athletics provides introductory and recreational programs for communities through professional engagement, collaboration, and development opportunities.

CARA Vision Statement

CARA participants will become lifelong participants and leaders.

Goals and Objectives

- To ensure the participation of all team members in league play.
- To develop a strong sense of sportsmanship and fair play in each player.
- To teach the basics of sports skills and game play to the average participant.
- To make participation in a CARA event a fun and enjoyable experience for all participants.
- To ensure that recreation and its philosophy govern the coaching methods, attitude, and objectives of the coach and team.

CARA GENERAL INFORMATION

General Information

- I. CARA = Colorado Association of Recreational Athletics
- II. CARA is a section within the Colorado Parks and Recreation Association (CPRA) made up of recreational agencies.
- III. CPRA resources are available in the Appendices.
- IV. Agencies collaborate with each other to provide recreational events, leagues and activities across the state of Colorado
- V. CARA consists of multiple committees specific to each sport or activity.
- VI. Each committee has a website with updated rules and information.

CARA Board

- I. The CARA Executive Board is composed of five officers: Chair, Chair Elect, Secretary, Past Chair, and CPRA Executive Board Representative. The current Board members are listed in the Appendices.
 - A. The Chair Elect and Secretary positions are filled according to voting procedures explained in Article V of the CARA Bylaws.
 - B. Each Board Member serves a term of 1 year from January through December except for the CPRA Executive Board Representative; they serve a 2-year term beginning at the CPRA Annual Conference Swearing-In Ceremony.
 1. All CARA Board Members should be sworn in at the CPRA Annual Conference regardless of the term dates.
- II. The Chair shall act as the presiding officer of all meetings and shall call special section meetings as deemed necessary.
 - A. The Chair should act as a leader and work with the Board to set goals for the CARA Section for their current term(s).
 - B. The Chair has primary financial responsibility of the CARA Budget.
 1. They must work closely with the CARA Board, the Chair-Elect in particular, to submit the following year's budget and are responsible for presenting the proposed budget to CPRA.
 2. The Chair will work with the CPRA Representative to monitor the CARA budget and assure budget projections are met.
 - C. The Chair will automatically serve the following term as Past-Chair and continue to mentor and share historical and operational information with the Board.
- III. The Chair-Elect shall act in the absence of the Chair, and in the event of a vacancy in the office for the remaining term.
 - A. The Chair-Elect is responsible for reviewing, editing and posting the updated MOPP online and verifying that Committee Chairs receive updated information.
 1. The Chair-Elect shall submit any updated information regarding the CARA Bylaws and Manual of Policies and Procedures to the CARA Board Representative and to CPRA.
 - B. The Chair-Elect shall perform other duties as assigned by the Chair.
 - C. The Chair-Elect automatically serves as CARA Chair for the following term.
- IV. The Secretary shall be responsible for keeping accurate records of section meetings and sending proper and timely notices of meetings to the section.

- A. The Secretary will publish meeting agendas and minutes and distribute all appropriate information to the section.
- B. The Secretary is responsible for Website updates on the main CARA pages and **on Team Sideline.**
- C. The Secretary shall perform other duties as assigned by the Chair.
- V. The Past Chair serves the current Chair and CARA Board in a mentorship capacity.
 - A. They also serve the Board as an active voting member.
- VI. The CPRA Executive Board Representative shall be appointed by the current CARA Board or be selected by the CARA body using voting measures as defined in the CARA Bylaws. The method of appointment or voting shall be decided by the current Board.
 - A. The CPRA Representative shall monitor the CPRA membership status of individuals participating in the CARA section.
 - B. **The CPRA Representative provides financial reports from CPRA to the CARA Board and Section.**
 - C. They must work closely with the current Chair to monitor approved budgets throughout their term.

CARA Meeting Information

- I. CARA meetings are generally held on the 3rd Wednesday of every month at various locations.
- II. Meeting dates, locations and special events are determined at the end of the previous year. Any interested agency may sign up to host a meeting.
- III. Topics include committee updates and other sports related topics, round table discussions, job and general announcements, guest speakers, etc.
- IV. A proposed outline of meeting topics is available in the Appendices.
- V. Committee meeting information can be found online.

Guest Speaker Fees at CARA Meetings

- I. Any outside organization (commercial, private sports organization, non-profit entity, etc.) wishing to address the CARA body must schedule their presentation with the CARA Chair.
 - A. **CARA members will work with the speaker and CPRA Staff to determine an appropriate speaking fee.**

General Rules

- I. CARA sports programs are designed to help with the development of the beginning athlete. These programs are developmental and introduce the novice athlete into competitive activities. The main goal of CARA sports is development of skills and sportsmanship, participation, and assuring that each participant experiences some degree of success.
- II. CARA sponsored activities will attempt to provide equal levels of competition in various athletic activities. Please refer to each individual sport for specific rules.
- III. CARA participants must be registered with a local agency that is a member of CPRA (Professional or Ally) and in good standing. Refer to CPRA Membership definitions and options.
- IV. The committee chair of each activity will submit event dates to the body for their knowledge.
- V. Any participant who is bleeding, or has an open wound, or has an excessive amount of blood on his or her uniform must leave the game or event. The participant may not return until either the bleeding has stopped, or the wound has been covered and bandaged, or uniform has been changed.

Adult Sports

- I. Age classification for adult sports is **eighteen** years of age.
- II. Each committee will determine eligibility of "rated" players.

Youth Sports

- I. Players and teams may have limits set regarding practice/contact hours. Individual committees will define practice and contact hour limitations within their rules as needed.
- II. No team scores or standings will be kept on record.
 - A. **EXCEPTION:** Each committee may keep standings as needed within their own rules for purposes such as tournament seeding, division placement, etc.
- III. Awards will be given at the discretion of individual committees.
- IV. The host agency shall have complete authority of the event. Any and all situations not specifically covered in CARA rules shall be acted upon by the hosting agency; all decisions shall be final.

Accounting and Budgeting

CARA Budget Requirements

- I. **CARA will be expected to operate on a 110% Cost-Recovery fiscal model. Annual Budget Goals, as set forth by the CPRA Manual of Procedures, will be no more than 10% of CPRA operating expenses.**
- II. Specific CARA budget requirements are determined by CPRA and presented to the CARA Board and CARA members each year.
 - A. Specific committee budget requirements will be determined by the CARA Board each year.
- III. **Individual committees are also expected to operate on a 110% Cost-Recovery fiscal model.**
 - A. **Committees who end with a profit above 10% after all committee expenses are covered are required to return the entire profit to CARA and CPRA. Surplus profits provide subsidy to committees that may not reach the goal of 110% cost recovery.**
- IV. Committee chairs, with the guidance of their committee members, submit a budget to the CARA Board each year. That budget is turned in to CPRA and approved by the CPRA Board.
- V. The current CPRA Representative will be responsible for supplying CARA members with financial reports from CPRA and making sure that the accounts are justified every month.

CARA Payment Procedures

- I. Individual registration and team registration fees can be paid online with a credit card or invoices may be set up during registration process.
 - A. The payment due date is dependent upon each individual committee based on participation. Be sure to check payment procedures for each CARA committee.
- II. Payment may be made with credit card (MC, Visa, & Discover) online following CPRA procedures.
- III. All checks (made payable to CPRA) should be sent directly to the CPRA Office. When mailing a check, please include the invoice and/or payment details so the office knows how to correctly code each payment and to make sure your payment is credited to your account.

CPRA Office
P.O. Box 1037
Wheat Ridge, CO 80034

IV. All invoices to CPRA for agreed upon payments are tax exempt. If tax appears on an invoice only the pre-taxed amount will be paid.

- A. If a tax exempt certificate is needed for a vendor, please contact the CPRA Office at 303-231-0943.
- B. For questions regarding payments and invoices, contact the CPRA Office.

Budgeting Resources (available on the CARA webpage)

- I. Budgeting resources will be provided by CPRA at the time of budget preparation.
 - A. Budget Request Form – to be used by committee chair when submitting their budget request for the upcoming fiscal year.
 - B. Request for Payment - This form should be submitted when requesting payment to a vendor or when requesting reimbursement for payments made for CARA purchases.
 - C. Budget Questionnaire – Form for committee chairs to complete for the upcoming fiscal year.

CARA COMMITTEES

General Information

- I. Committees and interest groups are formed and dissolved based on the demand of participating agencies. The current CARA Committees are:
 - Gymnastics
 - Denver Nuggets Skills Challenge
 - Rockies Baseball Skills Challenge
 - Tennis
 - Track
 - Cross Country
 - Lacrosse
 - Volleyball
- II. Additional Interest Groups include:
 - Awards
 - Fundraising
 - Professional Development
 - Adult Softball
 - Southern Colorado
- III. Committees are responsible for format, fee, refunds and individual activity rule development specific to their sport.
- IV. Any CARA Committee disciplinary action not addressed by individual committee rules shall be addressed by the individual committee chair, committee members or, at special request, by the CARA Board.
 - A. Unresolved disputes can and may go to the CPRA Executive Board for final resolution.

Petitioning for a New CARA Committee

Since committees are tied to the financial success of the CARA Section, members must follow the formal process to add a new CARA Committee. This process is outlined in the CARA Bylaws.

Committee Board Responsibilities

Each CARA Committee is led by a board made up of various members (Chair, Co-Chair, Secretary, Treasurer, etc.). While each board is unique, all committees have a Chair. The following section lists various responsibilities and expectations. While many of these are designed for the Committee Chair, they may be assigned to other Committee Board Members as needed.

- I. A Committee Board Member must:
 - A. Be a Professional or Ally member of CPRA
 - B. Attend designated Committee Chair orientation meeting
 - C. Attend as many CARA meetings as possible to communicate committee updates/information.
 1. If the chair cannot attend, the updates should be sent with a representative from their agency or committee or via email to the CARA Board prior to the meeting.
- II. Miscellaneous roles of a Committee Chair may include:

- A. Working with the CARA Board to set goals and objectives to serve the individual committee and the CARA body.
 - B. Distributing season and event information to committee and CARA members (recommended at least one-month prior start dates)
 - C. Scheduling and conducting meetings for each season per year. Pre and post season meetings are recommended.
 - 1. The Chair should communicate meeting dates to the CARA body and post them online.
 - 2. The Chair should coordinate any necessary coach/official clinics and other meetings/trainings necessary for the committee.
 - D. Conducting surveys and evaluations of their program as necessary.
 - E. Developing an inventory list for the committee and store equipment at the CPRA office in the off-season.
 - F. Handling all questions and/or problems pertaining to their sport. The CARA board and potentially CPRA board may step in to help resolve persistent issues.
 - G. Occasionally presenting committee information to the CARA body.
 - 1. Presentation guidelines will be available online.
- III. The Committee Chair is responsible for creating/revising and distributing the committee rules as needed.
- A. Chairs should review current rules and documents at committee meetings.
 - B. Committee rules do not need changed each season and when possible, change should be minimal to create consistency.
 - 1. Any changes should be highlighted for easy reference
 - 2. Changes to committee rules, hosting requirements, procedures, etc. do not require a vote by the CARA membership
 - i. Some changes may require a Committee vote depending on the impact to participants. Any major decision should have majority support from the committee, whether a vote is required or not.
 - C. Updated rules must be distributed to the committee members, participating agencies and CARA Board for final approval one month prior to season start date.
 - D. The CARA Board has the right to reject proposed rule changes.
 - E. Final approval from the CARA Board is required before implementing any suggested changes or additions to individual rules.
- IV. The Committee Chair is responsible for determining participation eligibility.
- A. Player and team additions must be decided by the Committee Chair with advice and support from the committee.
 - B. Committee chairs should determine eligibility by deciding whether the team's/player's philosophy and skill level match those of the CARA section.
 - 1. New participants may be required to submit a participation and win/loss record to help the committees determine eligibility.
 - C. Sports with skill divisions may choose to allow competitive teams to participate at the appropriate level, generally the highest level offered.
 - 1. Players or teams who currently play in a competitive league and/or division may not compete in recreational divisions.
 - D. The Committee Chair shall be responsible for confirming agency eligibility with the CARA Board Representative, prior to any participation.

- V. Each committee should set criteria for hosting a CARA event. This includes a hosting checklist, activity guidelines (fees, awards, quality of playing area, disciplinary measures, etc.), reporting guidelines, event host guidelines, etc. It is important to confirm these guidelines are met at each CARA event.
- A. All qualified agencies must have an opportunity to submit written bids for hosting an event.
 - B. The Committee Chair will be responsible for obtaining necessary information from the event hosts; this information should be posted for registration purposes, preferably using Team Sideline. This information will include, but is not limited to, the following:
 - 1. Event dates and rescheduled dates
 - 2. Event locations
 - 3. Check-in time and procedures
 - 4. Coaches meeting time/location
 - 5. Game time
 - 6. Host agency contact information
 - 7. Events offered
 - 8. Registration deadline
 - 9. Refund deadline and policy
 - C. The Committee Chair will be responsible for distributing the event results to each participating agency.
- VI. The Committee Chair will work with the CPRA staff to set up/verify the online registration process.
- A. The Chair should determine a registration deadline based on the individual Committee format.
 - 1. Late fees may be enforced as needed.
 - B. The Committee Board should send registration reminders and ensure all participants are registered by the set deadlines.
- VII. The Committee Chair will create the committee budget proposal and verify it is balanced and maintained throughout each year. All budgets must be approved by the CARA Board.
- A. Chairs will need to provide the committee's projected revenue and expenses for the upcoming year to the CPRA Board by a set deadline.
 - B. Budget goals are set by the CPRA board for the CARA section and its committees each year and must be met. All committees are involved in helping CARA meet their overall projected revenue.
 - 1. All CARA sections are required to recover 100% of their costs and provide a 10% profit back to CARA and CPRA as a whole.
 - C. The Committee Chair is responsible for submitting invoices to CPRA for agreed upon payments in a reasonable time.
- VIII. The Committee Chair is responsible for keeping their committee webpages, including Team Sideline, updated. This includes but is not limited to:
- A. Updated Rules
 - B. Committee meeting dates
 - C. Committee event dates (tournaments, meets, activities, etc.)
 - D. Meeting agendas and minutes or highlights if they are recorded

Committee Succession Planning

- I. Committee Board Members are limited to 2 year terms with the ability serve up to 3 terms.
 - A. In the second year of their term, the current Chair should communicate with the committee members to gauge interest from those who wish to become more involved in their committee and within the CARA Section.
 - B. New Committee Chair/Board assignments must be reviewed by the CARA Board.
- II. The Past Chair is encouraged to act as a mentor and resource to the new Board whenever possible.
- III. To help transition Committee Chairs, the Past Chair and new Chair should meet to discuss resources, partnerships, inventory, budgets and procedures within the first month of the transition.
- IV. The Committee Chair will be responsible for maintaining comprehensive documentation including rules, hosting requirements/checklist, agency requirements, members, member contact, etc. which will be passed on to each consecutive Committee Chair.

CARA AGENCIES

Agency Expectations

- I. Agencies must be a CPRA member to participate in committee activities.
- II. Agencies and their representatives are encouraged to attend CARA meetings to gain an understanding about CARA, its philosophies and its processes.
- III. Agencies must have at least one primary point of contact from within their agency per committee in which they participate. The agency representative is responsible for:
 - A. Attending required committee meetings and/or trainings. Committees may deem certain meetings mandatory and it is the representative's responsibility to attend or find someone from their agency to go in their place.
 1. Agency representatives should actively participate in meetings to ensure the agency has the most up to date information and can assist in revising committee rules, fees and procedures.
 - B. Verifying participant fees are paid within the deadline set by the specific committees in which they participate.
 - C. Providing accurate information about each activity in which they participate to their teams and participants. This includes but is not limited to event locations, fee requirements, eligibility requirements, event dates/times, and a set of CARA sport rules for each activity.
 - D. Confirming their teams' registration with CPRA, the committee chair, and/or the event host.
 - E. Submitting and verifying team rosters and player eligibility as defined by specific sport rules.
 1. Participants can only be listed on one roster per CARA activity.
 - F. Notifying the event host and committee chair if they will not be attending an event.
 1. Any organization that commits a team to any CARA host and does not cancel that team's entry prior to the event deadline will be held responsible for payment of the event fee plus a late or no-show fee as determined by each sport committee.
- IV. If a sport offers different levels of competition, it is the responsibility of the participating agency and coach to place them in the appropriate division.
 - A. Any agency sending a team to a lower classification or approving a roster of ineligible players shall be reviewed by the committee.
 - B. At the committee board's discretion, the agency may be suspended from participation in that sport.
- V. Refund fees or cancellation penalties may be charged by individual committees
- VI. All agencies are encouraged to host events whenever possible. This is not only for the benefit of the CARA section, but provides valuable leadership experience for the staff who works these events.
 - A. Depending on specific committee rules, agencies may be required to pay an additional fee, host a committee meeting, or send volunteers in lieu of hosting and event.

Event Host Responsibilities

- I. Event hosts are responsible for obtaining adequate facilities, restrooms and equipment for each event.
- II. Hosts provide staff and/or volunteers to effectively organize the event.
- III. Hosts should have a current set of rules on site for each event.
- IV. Event hosts are responsible for distributing specific event information to the Committee Chair and participating agencies. This includes, but is not limited to:
 - A. Facility specific rules
 - B. Sportsmanship policy (if a similar policy is not defined by that particular committee)
 - C. Event day and time
 - D. Event location addresses and maps
 - E. Any other information needed for marketing materials and online registration content.
 - F. Deadlines for the necessary information should be set by committee chairs.
- V. Event hosts are responsible for schedules and bracketing.
- VI. Event hosts are responsible for submitting event results, evaluations and reports to the committee chair at the end of each event.
- VII. It is recommended that event hosts take pictures throughout events and submit them to the committee chair and/or CARA Board to use for future marketing, to post on the CPRA website and use on social media.
- VIII. Event hosts are responsible for submitting receipts and requests for payment forms to the committee chair for budgeting purposes.

CARA COACHES

Expectations of Youth Sport Coaches

- I. In addition to agency representatives, CARA participants should have a coach in attendance at most CARA events, particularly team events.
 - A. Individual competitions (such as Nuggets Skills Challenge) may not require a coach.
- II. Coaches may be volunteers or paid based on each individual agency's policies.
- III. All coaches **must** abide by the following expectations:
 - A. Set a positive example by having a fair and respectful attitude toward participants, parents, officials and fellow coaches. Display positive sportsmanship at all times. Lead teams by example.
 - B. Be responsible for participant, parent and spectator behavior at all meet/matches. Communicate Sportsmanship Policies as available.
 - C. Have knowledge of the sport rules and game objectives.
 - D. Attend mandatory meetings and trainings as defined by the committee in which the coach participates.
 - E. Find a substitute to attend if unavailable.
 - F. Accompany players and teams to all CARA events as required by the committee in which the coach participates.
 - G. Find a substitute to attend if unavailable.
 - H. Assure teams and participants are in the correct skill division when applicable.
 - I. Understand and exemplify a recreational philosophy. Emphasis should be on fun and skill development over winning.
 - J. Abide by participation requirements as applicable (i.e. limited contact hours, players' playing time).
 - K. Strive to have a positive Staff-Coach relationship by keeping the communication lines open.
 - L. Communicate all information concerning meet/match times, locations and practice times to participants and parents.
 - M. Efficiently organize practices and meets/matches.
 - N. Treat all participants respectfully.
 - O. Be aware of participant safety and well-being and know basic emergency procedures.
- IV. Coaches are required to abide by the Background Check policies as set by their agency. CARA recommends all coaches are screened at least one time every 3 years.
- V. Coaches may need to complete Concussion Training as required by Colorado's concussion legislation.
 - A. Known as the Jake Snakenberg Youth Concussion Act, this was signed into law Tuesday, March 29, 2011 and took effect January 1, 2012. This law requires the following:
 - B. youth athletes between the ages of 11-18 must be immediately removed from a game or practice if a concussion is suspected.
 - C. Athletes will need written medical clearance to return to play
 - D. Coaches must receive annual concussion training
 - E. Concussion training and verification shall be maintained by the agency for which the individual(s) is coaching.

VI. Any participant who is bleeding, or has an open wound, or has an excessive amount of blood on his or her uniform must leave the game or event. The participant may not return until either the bleeding has stopped, or the wound has been covered and bandaged, or uniform has been changed.

CARA CODE OF CONDUCT

Definitions

- **Coach:** A person designated as team spokesperson. A coach may also be a CARA participant.
- **Player:** A registered person who actively participates in the CARA activity.
- **Contest Area:** That area which is designated by the event host.
- **Spectator:** A person who attends to watch the event.
- **Official:** A person who administers the official rules.
- **Participation:** Any involvement in the CARA activities such as spectating, officiating, playing or coaching. A participant can be anyone of the individuals above (coach, player, spectator, or official).
- **CARA Activity:** Any event designated by the Colorado Association of Recreational Athletics and hosted by an agency who is a member of CARA
- **Event Host:** The designated individual of the host agency directly responsible for the CARA activity.

Code of Conduct

While some contents refer to specific participants, this Code of Conduct is designed to apply to all participants within CARA activities.

- I. No participant shall, at any time, be verbally or physically abusive to any participant. Abuse includes but is not limited to pushing, striking, shoving, threatening (verbally or physically) and use of profane language, particularly language that is directed at another individual.
 - A. Minimum penalty: Officials are required to suspend the offending individual immediately and event host is required to remove them from the remainder of the event.
 - B. Maximum penalty: Penalty shall be determined by the particular sports committee and/or CARA body at a later date.
- II. No participant shall demonstrate obscene gestures or objectionable dissent at official's decisions at any time.
 - A. Minimum penalty: Warning by the official, and report such person to the event host.
 - B. Maximum penalty: Removal of the offending person from the contest area.
- III. No coach or player shall use, consume or be under the influence of alcohol, drugs, or tobacco while in the contest area.
 - A. Minimum penalty: Officials are required to forfeit the game in the opponent's favor.
 - B. Maximum penalty: Event host is required to suspend player or team from further event play.
- IV. Unless otherwise allowed, no other spectator or participant may use, consume or be under the influence of alcohol, drugs, marijuana or tobacco while in the contest area. Regardless of whether legal alcohol consumption is permitted, no participant shall appear on the contest area under the influence of alcohol in such a manner as to not have control of their faculties to the extent that they are inclined to hurt themselves or another player.
 - A. Minimum penalty: Officials are required to suspend the player immediately from further play.
 - B. Maximum penalty: Event host is required to remove the player from the event.

- V. No coach shall demonstrate or encourage the use of tactics that are in violation of the rules.
- VI. The coach shall be the only team representative who may discuss a decision with the officials and/or event host.
- VII. The coach is responsible for the conduct of their team players.
- VIII. The coach and team are responsible for the conduct of spectators from their own team.
 - A. Minimum penalty: Verbal warning to the coach regarding spectator behavior.
 - B. Maximum penalty: Removal of spectator from the contest area
- IX. The coaches and players shall abide by an official's or event host's rulings and decisions. Refusal to do so may result in consequences such as removal from the event.
- X. All participants must abide by the rules for each host facility in which they participate.
- XI. The officials' decisions are final. There are no protests.
- XII. The One-Minute clause shall be in effect for any participant suspended from the contest area.
 - A. One-Minute clause: A suspended coach has one (1) minute to leave the designated contest area. If this time limit is not met, the contest shall be forfeited to the opponents.

Enforcements

All violations of the Coaches Code of Conduct are subject to any number of the following consequences.

- I. A removed participant must immediately leave the confines of the contest area as designated by the event host.
 - A. If a suspended participant does not leave the contest area, the event host will call 9-1-1.
- II. Event hosts should provide the committee chair with written notification of any participant removal from a CARA activity. A verbal and/or written notice will be provided to the removed participant's agency and team.
- III. Suspension from the contest area may result in the participant(s) case being heard by the particular sport committee and the CARA body.
- IV. The CARA sport committees or CARA body may suspend the participant from further participation in CARA activities.
- V. Elasticity – Any enforcement procedures which are not stated herein may be provided by the event host as is necessary to provide for the recreational enjoyment of players, coaches, and spectators.
 - A. Further, any disciplinary action not addressed specifically in the committee rules may be addressed by the committee chair, committee board and members. At special request, the CARA Board, CPRA board with direction from the CPRA Executive Director may also be involved in disciplinary procedures.

CARA APPENDICES

APPENDIX 1: CARA BOARD MEMBERS 2019

Chair

Kris Kron

City of Longmont

303.774.4758

kris.kron@longmontcolorado.gov

Chair – Elect

Craig Ellingson

Town of Windsor

970.674.3526

cellingson@windsorgov.com

Secretary

Amanda Aburto

City of Brighton

303.655.2203

AAburto@brightonCO.gov

Past Chair

Steve Frederick

Greeley Culture, Parks and Recreation

970.350.9340

steve.frederick@greeleygov.com

CPRA Executive Board Representative

Amanda Cesar

City of Pueblo

719.553.2806

acesar@pueblo.us

APPENDIX 2: CARA EVENT CHECKLIST

CARA Event hosts should be prepared to welcome agency partners to their facilities and to their event. These recommendations are designed to assist each agency to host an event of which the agency, CARA and CPRA can be proud.

- I. An informational email should be sent to participating agencies prior to the event date. This email could include the following information:
 - A. Event date, time and location address.
 - B. Sport/Committee-specific rules. Emphasize any important or contentious rules.
 - C. If rosters are required, send a blank copy of the standardized roster form provided by the committee.
 1. This form should only include spaces for the maximum number allowed on the roster, a space for the pick-up player (if allowed), and a place for the supervisor(s) signature(s).
 - D. Facility/Host-specific rules.
 - E. Attach the Code of Conduct for coaches and parents to review.
 - F. Contact information for the Agency Representative and for the staff who will be on site during the event.
- II. Hosts should assure the facility is adequately prepared and maintained.
 - A. A supervisor trained in the specific sport and CARA committee should be available to greet people, handle problems, and keep things running smoothly.
 1. Staff or volunteer hosts should be readily identifiable.
 - B. Post a large schedule or bracket at each court or field location. This should be kept up to date (including scores) by the on-site supervisor.
 1. Small schedules or brackets should be available for spectators.
 - C. Have the appropriate equipment (balls, nets, cones, etc.) available
 - D. Hosts should assure the facility has adequate first aid supplies on hand.
 - E. Provide ample garbage receptacles so participants can help keep the host facility clean.
 - F. Make arrangements for adequate rest room maintenance, stocking, and trash pick-up.
 - G. A copy of the committee rules and the CARA Manual of Policies and Procedures should be available at all host locations.
 - H. Include a map or information of nearby eating facilities.
 - I. When applicable, present trophies, ribbons or medals suitable for and representative of a state competition.
 1. Utilize resources and look for affordable awards, especially with a limited budget.
- III. At the event, host a coaches meeting prior to when the event begins start.
 - A. Review sport specific rules, discuss any potential conflicts in rule enforcement and resolve any confusing rules.
 - B. Review facility specific rules.
 1. Identify what areas of a facility are able to be used by the CARA event and which areas should remain off limits.
 2. Identify restrooms

3. Identify garbage areas and provide trash cans/bags to teams to keep the host facility clean.
- IV. Discuss any problems that have come up in the past and any that could occur, and also discuss methods of handling these situations, so that all hosts will be handling them the same way.
 - A. Code of Conduct violations.
 - B. Protests.
 - C. Violations of general rules (i.e., player eligibility, rostering, etc.)
 - D. Any other problems unique to your sport.
- V. Discuss sportsmanship expectations.
- VI. Identify staff/volunteers on site and proper procedures for reporting any issues throughout the event.

APPENDIX 3: CPRA RESOURCES

What CPRA Can Do For Your Section

Services Available from CPRA

The following services are offered to all CPRA sections and committees. Membership fees and section event revenues help offset the cost of these services.

Event Management

We'll receive & process your event registrations online, provide you with registration lists, name tags, name badge holders, and CEU forms. We'll even help you with check-in the day of your event and other logistics – just ask!

Website / Social Media

We'll post CPRA related information on our website and on CPRA Social Media. Items we'll post include, but certainly are not limited to: registration links, minutes from meetings, upcoming events, your Section Leadership lists, mission/purpose statement, section bylaws, etc.

Monthly Web Letter

We send out a monthly web letter to all CPRA members. We'll include information on your upcoming events and meetings. The web letter goes out the first week of each month so information must be received by the last week of the prior month. Again, we'll list it, if you'll let us know about it!

Byline

We've created a "Member Spotlight" section in the Byline. It's a great way to highlight someone who goes above & beyond for your section or committee. The Byline is also a great way to share your knowledge. Consider being 'published' and write us an article!

Budget

We'll send you a copy of your current overall budget or specific breakdowns of the income and expenses for your section or committee. We can provide historic budget reports as well to assist in your budget planning.

Section Member Lists

We have the most up-to-date list of CPRA members and what section they wish to participate in. Please use OUR list for all your section correspondence! We can send you a list in excel format, or send out your correspondence on your behalf.

Virtual Meetings and Conference Calling

We have Zoom and Go To Meetings/Webinars available for all our sections and committees. If your section is interested in hosting a meeting or webinar using this service, just let us know, we'll help you get started.

Surveys, Online Voting and Evaluations

Our online system has many powerful features to help you reach your section members. Give the office a call to set up a section member survey, create an anonymous ballot for board members or collect feedback from your latest program offering.

Supplies and Space You Can Use

We have LCD Projectors available for check out at any time for CPRA related events.

If you have an event that requires on-site payment collection, we have Square Readers and a CPRA Square account.

Our back room is full of file cabinets ready for you to fill up. Don't lug around old CPRA documents you'd like to keep... store it here! We just ask that you come with the 'stuff' and file it away.

Other Important CPRA Services

In addition to the services explained above, CPRA will also provide regular budget reports.

- Budget reports will be available to section leaders by the 10th of each month for the previous month's activity.
- Reports will be sent directly to the Section Representative; it is the Section Representative's role to share the information with appropriate leaders within the section.
- Review the budget report and contact the CPRA office immediately with any discrepancies.
- CPRA accounting represents the authorized and final figures for all accounts.

We are here to help you solve problems! Please contact the CPRA Admin Team at any time with questions, suggestions or concerns... we are YOUR support system!

CPRA office: 303.231.0943

Allison Kincaid: Executive Director, allisonk@cpra-web.org

Ashley Perillo: Professional Development Program Manager, ashleyp@cpra-web.org

Julie Hopko: Professional Development and Member Services Coordinator, julieh@cpra-web.org

Please contact the CPRA office at 303.231.0943 or cpra@cpra-web.org with any questions!

APPENDIX 4: LOGOS



APPENDIX 5: CARA MEETING MONTHLY OUTLINE

The following is a brief overview of important monthly CARA events, topics, timelines and deadlines throughout the year. This list is simply a guide and items may be moved/rescheduled as needed by the CARA Chair under discretion of the CARA Board.

January

- CARA Board and Committee Chair Orientation with CPRA
- CARA Committee Chairs provide updated committee information and updated rules to the Chair-Elect. This can and should be done whenever rules are changed throughout the course of the year.

February

- The CARA Board will review the CARA MOPP and Bylaws with the CARA Body.
 - The CARA Board will also have the updated MOPP posted online and emailed to the CARA Body.
- The Board will provide an update about goals for current year from CPRA
- Recap of previous year accomplishments and update about goals for current year from the new CARA Board
- Committee Chairs present any changes expected in the coming year

March

- Nuggets Skills Challenge State Competition
- March Madness Fundraiser

April

- Rockies Skills Packet Pick Up
- CPRA and CARA scholarship applications are due

May

- REMINDER: Nominations for CARA Professional of the Year are due to CARA Chair by July.

June

- The Board will accept interest from CARA Members in serving as the CPRA Executive Board Representative
- The Board will begin accepting interest from CARA Members in serving on the CARA Board.
- Rockies Skills Challenge State Competition
- Water World Fundraiser – Active CARA Members and immediate family members ONLY

July

- CPRA award nominations are due

August

- CARA officer's slate is presented to the membership.

- Colorado Rockies Fundraiser
- Announce CPRA Executive Board Representative appointment (every other year)

September/October

- The September and October meetings will change depending upon when CPRA Annual Conference is held.
 - If Conference is held in September, the September CARA meeting will be cancelled.
 - If Conference is held in October, the October CARA meeting will be cancelled.
- New CARA Board members should announced prior to conference and sworn in at conference.
- Budget information distributed and discussed
- Election of executive officers via online survey (partially in Oct-Nov)
- REMINDER: A Year-end report and evaluation of each committee are due at the November meeting.

November

- Sign-up for the following year's meeting hosts should be distributed.
- Committee interest sign-up should be distributed.
- Committee Chairs will update the "Committee Chair Duties/Outline" and provide the updated copy to the Chair-Elect
- A Year-end report and evaluation of each committee should be presented to CARA members.

December

- Annual Holiday Party and Meeting
- Final meeting for the current Board (with the exception of the CPRA Representative)
- Nuggets Skills Challenge Packet Pick Up