



## JeffCo League Policies and Procedures

### Purpose

To define and implement policies and procedures for program operations and standards, including, but not limited to, the following.

### **ARTICLE I Responsibilities as Part of the League**

Section 1. It is the expectation of the league that participating schools/agencies will be fully involved for sports in which they participate in. This includes assistance with scheduling, securing space for games, meets, and tournaments, providing general oversight and supervision, communication with supervised schools, and assisting with larger events throughout the season.

Section 2. Each school's/agency's coordinator must attend all pre-season meetings for sports in which they have a participating team and a minimum of the following.

- a. Cross Country: Minimum of 2 regular season meets in which you have an attending team and the final meet.
- b. Flag Football: Minimum of the first night of tournament play and each night thereafter in which they have a participating team.
- c. Volleyball: Minimum of the first nights of tournament play for each grade and division in which they have a participating team.
- d. Basketball: Minimum of the first two rounds of tournament play for each grade and division in which they have a participating team, and each night thereafter in which they have a participating team.
- e. Soccer: Minimum of the first night of tournament play and each night thereafter in which they have a participating team.
- f. Track & Field: Minimum of 3 regular season meets in which you have an attending team and the JeffCo Invitational.

**Responsibilities** may include but are not limited to, general site supervision, score keeping, officiating, and line judging for multiple games and teams.

\*Schools that do not have a participating team are exempt from attendance for that specified sport.

Teams/schools that do not fulfill these requirements will be placed on probation for future involvement. The Team's/School's Coordinator will meet with the board and present a plan of action for how to meet these requirements and expectations going forward.

Section 3. School administration and representing agencies are required to communicate and work with the league regarding financials, disciplinary issues, scheduling, hosting sites, etc.



## **ARTICLE II League Participation Fees**

Section 1. A league designated agency or dependent school will cover all fees associated with the league including, Team Sideline, officials, awards, facilities, and tournaments, and additional league costs. Fees are dispersed amongst participating schools for that sport and are invoiced out in the Fall and Spring. An additional 10% processing fee is added for all league costs.

- a. League Participation Cost Breakdown
  - i. Team Sideline: League website. Cost is divided by total number of schools that participate in at least one season.
  - ii. Officials: Cost per game is divided by two participating teams. The Cost per game is agreed upon by Rocky Mountain Officials (subject to change) and the Board as a contractual service.
  - iii. Facilities: Any facility cost approved by the Board will be divided evenly between participating teams for that season.
  - iv. Tournaments: The total cost of the tournament(s) is divided by the total number of participating teams in the playoffs.
  - v. Awards: Cost is divided by the total number of teams that participated.
  - vi. Additional League costs: Any additional league costs that arise throughout the season will be divided evenly by participating teams. These costs will be noted in detail in the financial workbook.

Fees will be distributed at the end of the Fall and Spring Season. Schools/Agencies have the option of paying after each season or at the end of the Spring season. Coordinators will be sent the financial workbook with the breakdown of all their fees.

## **ARTICLE III Team Specifics**

Section 1. The JeffCo Middle School Sports league was created for the intended purpose of providing introductory and recreational programs for middle school students in Jefferson County (CO). We are an equal opportunity program focused on development, teamwork, and enjoyment.

Section 2. **Equal Playing time:** JeffCo Middle School Sports is an equal opportunity program. Each sport has its own set of rules governing equal playing time for participants that must be upheld at all times.

Section 3. **Team size:** Size recommendations per team, per sport are as follows,

- a. Flag Football: No less than 10 and no more than 16
- b. Cross Country: Left to the discretion of the Coordinator
- c. Volleyball: No less than 8 and no more than 12
- d. Basketball: No less than 7 and no more than 12
- e. Soccer: No less than 13 and no more than 22



f. Track & Field: Left to the discretion of the Coordinator

\*Any number of players below or above the recommended numbers is left to the discretion of the coordinator with Board approval.

**League recommendations for forming teams:** For initial registration, allow enough space for the max recommended team numbers. Start a waitlist, allowing the max recommended team numbers. Once the minimum recommended numbers have been met on the waitlist you have enough players to form two teams.

Team submission to the league for scheduling are due within one week of the program start date. Specific information with a set due date will be requested.

Section 4. **Skill level:** Schools that have multiple participating teams in any given sport must distribute the skill level of their players evenly amongst their teams.

Section 5. **Permitted practice hours:** No team at any school is permitted to practice more than 3 hours per week in any given season for any sport. Game, meet, and tournament schedules are not included in total weekly allotted practice hours.

Section 6. **Equipment:** Available and provided equipment is left to the discretion of the school's coordinator/program administrator.

a. Teams should plan to bring their own equipment for warm-ups at games and tournaments.

#### **ARTICLE IV    Eligibility**

Section 1. Participants can only play for the school in which they attend.

a. Special Circumstances

i. The participant's school does not participate in the JeffCo Middle School Sports League and does not offer an alternative after school sports program in that sport.

1. Considerations: attending school must be within a reasonable distance (10-miles) of participating school and have a similar bell schedule.

ii. The attending school does not have enough participants to field a full team.

1. Priority registration is provided to participants of the attending school. Non-attending students are not guaranteed space on a team.

2. The combining of teams/students is done at the discretion of the program coordinator for the school(s) in question.

Section 2. Participants can play for the gender division in accordance with their preferred pronouns.

Section 3. **Tournament Participation Eligibility:** A team must be available for the tournament in its entirety, should that team continue advancing to the next round. If at any point, a team would need to forfeit due to a pre-planned activity, that team will not be permitted to participate in the tournament.

a. Players must play on the team in which they participated with/played on throughout the regular season.



Section 4. Schools/Teams are permitted to establish grade eligibility at their own discretion. Teams that chose to do so must discuss this with the opposing team and score keepers before the start of each game.

#### **ARTICLE V      Conduct**

Section 1. The JeffCo League has **ZERO TOLERANCE** for discrimination based on race, color, gender, gender expression, age, national origin, or disability. Students, parents, spectators, and coaches are expected to respect the rights and dignity of others regardless of abilities, religion, or cultural background.

Section 2. Every participating player must sign and acknowledge their understanding of the league agreement. A team copy will be provided to each team. The Coach of that team must go over the agreement in its entirety with their players.

Section 3. Chain of command for incidents that occur between two or more schools and/or players or spectators.

a. Player or spectator reports to Coach > Coach reports to Coordinator > \*Coordinator contacts opposing Coordinator > Coordinators report to Disciplinary Chair > Disciplinary Chair bring the issue to the attention of the Board for review.

\*Coordinators need to do their due diligence to further gather information from their teams regarding the situation and submit to the Disciplinary Chair.

b. Internal issues (issues that occur between two or more schools/players overseen by the same coordinator) should be addressed internally unless the involvement of the Disciplinary Chair is required.

Section 4. All disciplinary decisions by the JeffCo Middle School League Board are final and non-negotiable.

a. Any and all disciplinary action(s) implemented must be served out in their entirety as defined by the JeffCo League Policies and Procedures.

i. Team, Coach, and Play suspensions must be served out in their entirety defined as 1 game, 2 games, season suspension, or as defined in the disciplinary action paperwork.

ii. Any suspension at the discretion of the school, coach, or agency must be no less than a full game and cannot be a partial game.

iii. Team, Coach, and player infractions resulting in modular completion must be completed before further participation in the league or by the defined date in the disciplinary action paperwork.

#### **ARTICLE VI      Uniforms**

Section 1. Participants are required to wear their league provided (unaltered) uniform for all games and meets. Participants/teams without their approved uniform must adhere to the following.

a. The participant in question will not be permitted to play/participate.

b. The whole team will be required to wear pinnies.



- Section 2. Team sports (Flag Football, Basketball, and Soccer) must have uniforms with visible numbers and cannot have duplicates.
- a. Participants must retain the same number throughout that sports season.
- Section 3. Participants of team sports (Basketball, Soccer, and Flag Football) are encouraged to wear neutral-colored shorts (grey, black, navy, or white). Avoid brightly colored shorts (yellow, orange, red, pink, neo, etc.).
- Section 4. Teams are not permitted to change their shirts/uniforms for games or tournaments. LEAGUE APPROVED SHIRTS/UNIFORMS ONLY. Special made warm-ups and “for fun” shirts are permitted but cannot be worn during game play.
- Section 5. Uniform color changes must be submitted to the Board for approval prior to the start of the season.

#### **ARTICLE VII Grace Period**

- Section 1. In the JeffCo Middle School Sports League, all game and meet start times are approximate. School release and travel times are taken into consideration when scheduling. Coordinators, Coaches, and Teams need to make every effort to communicate with the host team if they are running late. The decision to cancel and/or shorten playing time is left to the discretion of the host site coordinator in accordance with the availability of the space.
- a. Last minute cancelations/forfeits, defined as less than 4 hours prior notice, will result in a school issued penalty. The canceling/forfeiting school will be responsible for covering the officiating fees in full for that game(s)
- Section 2. **Early Releases:** The JeffCo League makes every effort to not interrupt/interfere with bell schedules. However, some events require additional time to complete in a timely/safe manner. The decision for early release is left to the discretion and responsibility of each participants parent/guardian.

#### **ARTICLE VIII Weather**

- Section 1. Incllement weather for outdoor activities defined as heavy rain, lightning within 10-miles, tornado warnings, snow, temperatures below 35°f or a heat index above 95°f, the following will be implemented.
- a. **Heavy Rain:** The start of the event will be delayed no longer than 30-minutes before an official decision will be made. If rain persists or conditions become/remains unplayable, the event will be cancelled. Efforts will be made to reschedule without guarantee.
- b. **Lightning within 10-miles:** If lightning strikes, the host site coordinator will be responsible for checking the radar (Using Weather Bug) to determine if it is within a 10-mile radius.
- i. **Yes:** If lightning is within a 10-mile radius, a timer will be set for 30-minutes. If there are no additional strikes within the 10-mile radius during that time frame, The even may proceed as planned. If there are additional strikes within the 30-



minute time frame, the timer will reset. Delay will not last longer than a total of 45-minutes. If conditions persist, the event will be cancelled. Efforts will be made to reschedule without guarantee.

**\*Spectators need to wait in their cars during lightning storms.**

- ii. **No:** If lightning is NOT within a 10-mile radius, is there a chance it will be? The event may proceed as planned with caution and a backup plan (specifically for cross country) if lightning moves within range.

**\*Do not send runners onto the course if there is a chance lightning will move into the area.**

- c. **Tornado Warnings:** If a tornado warning in the host site county is activated, the event will be cancelled. Efforts will be made to reschedule without guarantee.
- d. **Snow:** If snow is present on the playing field or on the path of the activity that would prohibit the activity and/or pose harm to its participants, the event will be cancelled. Efforts will be made to reschedule without guarantee. The event can continue as planned with the presence of light snow, spots of snow, or frost, provided it does not inhibit play or pose harm.
  - i. The decision to cancel due to the presence of snow is at the discretion of the host site coordinator.
- e. **Temperatures:** If during an event the temperature falls below 35°f or rises above a heat index of 95°f the event may be cancelled/postponed at the discretion of the host site Coordinator. Efforts will be made to reschedule without guarantee.
  - i. Special considerations
    - 1. Temperatures below 35°f recommend additional layers and shortened playing time.
    - 2. Temperatures above 90°f recommend additional and more frequent water breaks and shortened playing time. Additional hydration breaks provided.

\*Host site coordinators reserves the right to cancel prior to 30-minutes if delay would cause the event to go past the permitted time for the space and/or daylight would no longer be available for safe visibility.

Section 2.

**Inclement weather as it pertains to school closures.** If a school issues a closure due to inclement weather, any practices and/or games scheduled during that time will be cancelled. League coordinators are responsible for informing teams/schools in which they oversee if they are impacted. Coordinators will need to communicate with the coordinator at the opposing school as well.

- a. In extreme cases (tournaments hosted at non-school sites), play may continue as planned even in the event of a school closure.



Section 3. Inclement weather in the absence of school closures. In the event of inclement weather with the absence of school closures, decision to cancel will be left to the discretion of the playing teams coordinators.

**ARTICLE IX**     **Injuries**

Section 1.     If an injury occurs during a game, a table time out will be called to assess the injured participant. The participant will be removed from the playing area if, and when it is safe to do so. Play will continue with a substitute player (not counting against their playing time).

The injured player may rejoin the game at the next available sub rotation if they, their parent/guardian (if present), the coach, and host site coordinator agree they have made an adequate recovery, it is safe to do so, and it does not violate any league playing time rules.

a.     This does not include major injuries that require medical attention and/or if there is concern the player may have suffered a concussion.

Section 2.     Casts and other bracing devices

a.     A doctors note of approval must be provided to the league for a player to participate while wearing a cast and/or other bracing devises.

b.     Even with a doctors note, adequate padding must be applied and approved by the official of that game.