

THE ARAPAHOE YOUTH LEAGUE

GENERAL PRINCIPLES OF OPERATION

SECTION I

The current National Federation of State High School Associations Rules shall be used with the following special rules adopted by the Arapahoe Youth League. The General Principles of Operation have precedence over Sport Specific Rules unless where exceptions are noted within the General Principles of Operation.

RULE 1 PHYSICAL EXAMINATIONS:

- A. Every youth playing in the Arapahoe Youth League requires a health certificate giving his/her physicians approval or parent/guardian certification that the youth is physically fit to participate. Each Member Club shall be responsible for the administration of this rule.

RULE 2 MINIMUM PLAY

- A. All members who indicate by their attitude and attendance at practice and games that they are doing their best for the team shall play in every game irrespective of their athletic ability. Sport Boards will define the minimum play for members participating in that sport.

RULE 3 ZONING

- A. In General:
 - 1a. The geographic area (The Area) from which each Member Club may draw its players is established (granted) by the AYL Executive Board. The area in which the youth is associated (youth's Home Area) will be determined by the youth's home address as registered with the school the youth attends or by the location of the Public or Private/Charter School the youth attends. Potential players residing outside of the Club's Home Area are treated as Out of Area players.
 - 1b. The use of a Post Office box address will not be accepted to establish home area unless prior approval is granted by the Sport Board.
 - 1c. The Sport Specific Board may recommend that the AYL Executive Board approve a combination of Member Club Areas if as a result the Sport's success may be enhanced.
 - 1d. If Member Club boundaries (The Area) are changed, players on an approved AYL roster from the previous sport playing season, will be "grand fathered" to stay within the Member Club that they have been playing with for the prior year. This would include younger siblings of the "grand fathered" players that may not yet have participated in AYL sports. Member Clubs wishing to "grand father" siblings may be

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required to show an approved roster from the year prior to the boundary change on which a brother or sister is listed. These players will be counted as Home Area players for the purpose of determining the mix of Home Area and non-Home Area players on a specific Team Roster from the Member Club losing the area.

B. Recruiting of Players:

Movement of players between Member Club rosters is intended for the purpose of providing parents/guardians options for their youth to participate in league sponsored sporting events and must be initiated by the parent/guardian. These options are designed to support the lifestyle and convenience that is best suited to their individual needs. Coaches are strictly prohibited from harassing parents/guardians in an attempt to recruit a player. If a parent complaint is submitted to any AYL official, delegate, coach or Member Club Board representative, the offending Member Club will be subject to a \$100 fine and one game suspension of the violating coach for each offense. If multiple harassment complaints are submitted for the same coach within the same calendar year, the offending coach will be suspended from coaching all AYL sports for a period of 1 year.

RULE 4 ROSTERS

A. An original of the roster listing the membership of each Member Club must be filed with the Sport Board Secretary on the date specified by the Sport VP. The Sport VP shall affix his signature to each copy and return them to the Sport Secretary. Approved rosters shall be posted on the specific Sport website with appropriate security so that Sport Delegates may obtain access to the approved rosters. Alternatively the Sport Secretary may make a physical copy of all AYL approved rosters and provide this copy to each Member Club Delegate. Each Member Club Delegate shall make copies of these rosters and distribute them to their respective coaches, displaying the sport VP's signature to be used as their official game rosters.

1. Once the rosters have been submitted to the Sport Secretary, a Member Club may not handle their own rosters. If a Member Club is found with their own rosters the following procedure must be followed:
 - a. Re-validation of all rosters as necessary for the entire Member Club.
 - b. Re-weighting of the entire Member Club's rostered players.
 - c. Possible fines up to \$100 per team.

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B. Information that must be included on the rosters:

1. Member Club Name
2. Delegate Name
3. Age Group
4. Competition Level (defined by Sport)
5. Team designation (color)
6. Name of each player
7. Home street address
8. Zip code
9. Phone number
10. Date of birth
11. Players jersey number
12. School attended

C. Roster must be attested by an officer or Delegate of the Member Club. Any member whose name has not been filed with the Sport Secretary as provided shall be ineligible to take part in any league games until his name has been so filed. If a Member Club wishes to roster a player after rosters have been signed off, it may do so by filling out an Add-on Form. The Sport Board will determine the charge for the late add-on fee.

There shall be no shifting of players to any team after the roster sign off date by the AYL Sport VP. To add new players to any team after the rosters have been filed with the league a delegate of the Member Club is required to submit the roster Add-on Form to the Sport Secretary. The roster Add-on Form must be attached to the approved AYL roster or that player is ineligible to participate in that game. Each Sport Board will define the player eligibility procedures for late roster add-ons, including DOB validation, weighing periods and advance notice to the Sport Secretary,

The last Member Club roster submitted to the Sport Secretary shall determine the members standing unless the Secretary has been notified in writing by the Member Club in question that a member has been dropped or has dropped out of the Member Club (i.e. if after a player participated in a league game for a sport in the prior season, he must return to the last official roster that he is listed on). Once a member has been officially dropped, he is ineligible to participate with any Member Club in the league unless consent is obtained from the Member Club of which he was a member and/or his readmission is approved by the Sport Board.

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- D. A Member Club must roster a new player in their proper age/grade division (See individual Sport sections for EXCEPTIONS) but may roster any new player to the next higher age/grade division without AYL approval. However, to roster a new player two or more age/grade divisions higher than their proper age/grade division will require Sport Board approval.
- E. Any Member Club will be permitted to roster a player for an AYL team who is participating concurrently with any other team or league. A player who is participating concurrently with another team or league may be added to a roster subject to the Sport specific rostering rules. A player may not be rostered on two AYL teams for the same sport at any time.

Note: See individual Sport sections for EXCEPTIONS.

F. Changing Rosters

1. No Member Club will practice selective registration for the purposes of eliminating players due to their athletic ability.
2. No Member Club shall change color designation from year to year to take unfair advantage of the draw.
3. Each Sport Specific Board may establish guidelines, to be approved by the AYL Executive Board, regarding the allowed mix of Home Area and Out of Area players allowed on each Team Roster (roster mix). These guidelines may be an absolute number or percent of Home Area players that at a minimum must be maintained on each Team Roster. Conversely, the guideline may specify the number or percent of Out of Area players that at a maximum may be may be allowed on each Team Roster. There is no requirement for each sport to have identical guidelines with regard to player mix.
4. The Sport Specific roster guidelines must detail the remediation process required during the season should the approved mix of players change due player losses on the approved Team Roster and any penalties for non conformance to the sport specific roster guidelines.
5. A Youth wishing to play for a Member Club in another area, that is not their Home Area, may play for the other Member Club as long as the new Member Club's Team Roster meets the Sport Specific Board's guidelines for Roster mix, this includes players outside the AYL boundaries.
6. Movement of players between Member Club rosters is at the discretion of the Member Club.

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7. A youth that is playing for a Member Club in one sport does not automatically become qualified for playing other sports with that Member Club. Each Sport will have guidelines associated with the mix of Home Area and Out of Area players allowed on a Team Roster.

G. Penalties

The penalty for a roster violation is a \$100 fine. If a violation is judged by the AYL Sport Board to have been done willfully and with prior knowledge by the Member Club's officers, the Member Club may be fined up to \$500. The penalty for a roster violation due to an incorrect number after the first game of the season is \$25 per player, per week in violation.

H. Violations

The participation in a league game of a player not legally rostered is a protestable rule violation. In considering such a protest, the AYL Sport Board may decide the game is to be replayed, continued, concluded, forfeited (see Rule 6), Member Club fined, or Member Club coach suspended at the discretion of the Sport Board.

RULE 5 SIZE OF TEAM

- A. Each Member Club shall determine the maximum number of players allowed for each of its teams.

RULE 6 PROTEST

- A. Should an alleged violation of the Sport Rules occur the protesting Member Club representative must notify the official of the alleged violation and document the alleged violation using the AYL Protest Form or if not available, on the official game sheet. The protesting Member Club representative will note the protest on the official game sheet whether on a physical game sheet or via the on-line official game sheet. The protesting Member Club Delegate will notify the Sport VP and the Sport Secretary about the protest and the review of the protest will be set for the next regularly scheduled Sport Board meeting.

The Official and opposing coaches will sign the AYL Protest Form or the official game sheet and submit the AYL Protest Form to their respective Member Club Delegates immediately following the conclusion of the game. Should the Sport utilize on-line official game sheets each Coach and the officials will note their game input with the specific protest information.

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The protesting Member Club Delegate will contact the Sport VP within 24 hours of the alleged violation. The Sport VP will contact the alleged offending Member Club Delegate within 24 hours to notify them that the formal protest has been submitted according to the AYL General Principles of Operation.

The protesting Member Club representative must be a Member Club Sport Delegate, or Member Club Officer (President, Vice President, Treasurer or Secretary). No other individuals may initiate a protest. Protests can be filed only by individuals identified on the Member Club Information Sheet or Notice of Participation.

A protest can only be identified or raised during the actual game playing period. A protest cannot occur after the conclusion of the game for any reason.

- B. ONLY RULE VIOLATIONS ARE PROTESTABLE! Judgment decisions by officials are not protestable.
- C. At the next regularly scheduled Sport Board meeting, the protesting Member Club Delegate will submit the \$100 protest fee in cash, money order or certified check to the Sport VP. Both Member Club Delegates will present their argument to the Sport Board. After both arguments have been presented, the Member Club Delegates involved in the protest will be excused while the remaining Sport Board Member Club Delegates deliberate and decide upon the protest.

If the Protest is upheld, the protest fee is returned to the Protesting Member Club Delegate. If the Protest is not upheld, the fee becomes non-refundable and is placed in the Sport Board general fund.

- D. The Sport Board has the right to alter the timing and filing requirements of any protest when it deems necessary (i.e. where the protest may affect play-off or Championship games or any other unusual circumstances).

RULE 7 PAYMENT OF OFFICIALS

- A. In accordance with the approved Sport Board annual budget, the league will pay all official's fees but will be reimbursed by each Member Club for their share thereof. The individual Sports may develop the process in which fees are collected to Member Club share thereof.

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RULE 8 CHAMPIONSHIPS

- A. Championships will be based on team percentages. Tie games count a half game won, a half game loss. In the event two or more teams are tied for first place of their division, a play-off game will be scheduled between these teams to determine the Division Champion. In the event there is more than one conference in any particular division, an inner-conference play-off between the Conference Champions will be scheduled to determine the league Champion of the Division. The two teams with the best win/loss percentage will play for the Division Championship.
- B. In the event that inclement weather and/or non-availability of play-off sites would prevent play-off games from being scheduled and taking place 24 hours before the Championships to determine the Conference and/or North & South Champions, then the following tie-breaker method will be used to determine the participants in the AYL Championship.
- C. **TWO OR MORE TEAMS TIED**
With the exception of inclement weather prohibiting the completion of play-off games (See Rule 9, Paragraph B), the tie breaker rule is used only to seed the qualifying playoff teams. It is not used to eliminate a team from qualifying for the playoffs. The tie breaker will be determined by the Sport Board, mini-playoffs will be used where teams have tied for playoff qualification.

RULE 9 TROPHIES

- A. Trophies for all participants in the Division Championship games will be furnished by the specific Sport Board. In the event there is more than one Conference in a particular division which will result in an inner-Conference play-off, the winning team will receive the league's championship trophies for that division. The other participating team will receive trophies for winning their conference. Selection and distribution of trophies will be determined by the Sport Board in accordance with the approved annual Sport budget.

RULE 10 PLAYING PERIODS

- A. A playing period is defined as a practice or game in which three or more players rostered on the same team and a coach are engaged in organized instruction of play or practice for the purpose hereof, the week begins at 12:01 am, Monday and ends at 12:00 midnight on Sunday. The Sport Board will define the number of playing periods allowed during the Sport season.

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RULE 11 START OF SEASON

- A. The Sport Board shall set a sport calendar which shall be approved by the AYL Executive Board. This calendar shall indicate the date for the first day of practice, notice of participation, assessment due date, roster verification, roster signoff, and start date for games. Practicing before the start date is not allowed.

RULE 12 INFRACTIONS

- A. Infractions of Rule 11 and Rule 12 shall result in a fine of \$100 to the offending Member Club. At the discretion of the Sport Board additional penalties may be imposed which may include the forfeiture of the next game following the infraction. The Sport Board shall determine by a vote of two-thirds (super majority) of all Sport Board Members whether or not an infraction occurred. The Member Club accused of the infraction shall not have a vote. In the absence of an admission or denial by the Sport Board representative of the Member Club accused, the remainder of the Sport Board shall be free to vote upon the issue using whatever information has been received regarding the alleged infraction. If an infraction is determined to have occurred, the Sport Board may suspend the coach involved and determine the length of suspension depending upon the facts and circumstances. If, however, an infraction against the same coach is determined to have occurred more than one time, the minimum suspension shall be one year.

RULE 13 MONEY DUE TO THE LEAGUE

- A. All money owed by a Member Club to the league shall be paid within 30 days of the assessment date. Any money not paid within 30 days will be considered overdue and at the discretion of the AYL Treasurer a penalty of 25% of the amount due will be assessed. Each 30-day period thereafter that the amount is not paid, an additional 25% will be added until the bill is paid in full.

Accounts payable will be finalized no later than 30 days after the AYL Championship Game for each Sport. All Member Clubs should submit bills and/or credits after the AYL's final game for each Sport. After that time period has elapsed, those bills and/or credits will become the responsibility of the Member Club.

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RULE 14 COACHES

- A. Minimum coaching age: the minimum coaching age for a Head coach in the AYL shall be 18 years of age.
- B. Coaching more than one team: No head coach shall coach more than two teams during a given season. If a coach chooses to coach more than one team, he must accept all responsibility for scheduling problems. No preferential treatment will be given to this coach over scheduling exceptions asked for by a coach with one team.
- C. Coaches' clinic: At the discretion of the Sport Board, rulebook clinics will be conducted by the AYL Head Official. When such a clinic is scheduled at least one coach from each team shall be required to attend. Failure to have representation will result in a \$25 fine.
- D. All coaches within any AYL Sport will be subject to an annual "Criminal History Check" paid for by the Member Club. No coach should be on the Court or Field during any practice or game without the completion of this background check. Many of the AYL's field providers also require this level of check be completed on our Member Club Presidents and our Head Coaches as a minimum. Further it is required that Member Clubs also complete annual "Criminal History Checks" on any assistant coach, team manager/team parent or team trainer involved with individually coaching our players. The areas of emphasis and the time frame reviewed on any person undergoing this check are at the discretion of each Member Club.
- E. All AYL Football Head Coaches are required to complete the current USA Football Youth Tackle Certification, each calendar year, to maintain eligibility to coach football within the AYL. This completion should be tracked by the Football Secretary. Further it is a Member Club responsibility to make sure all coaches, and others directly involved in coaching football, also receive the current USA Football Youth Tackle Certification each calendar year.
- F. All other AYL Sports require that all coaches in those sports must obtain "Concussion Certification" each calendar year from an appropriate agency such as the CDC or NFHS.

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RULE 15 FILING A NOTICE OF PARTICIPATION

- A. Each Member Club shall file a Notice of Participation (NOP) in accordance with the date established by the Sport Board. Such notice shall include:
1. The number and identification (color) of teams to be fielded in each division.
 2. Address of the home filed for each team.
 3. Age group and competition level for each team.
 4. Names, email address and phone number of all Head Coaches.
 5. Any other facts which should be considered when preparing schedules.

RULE 16 FILING A CLUB INFORMATION SHEET

- A. Each Member Club will submit an AYL Club Information Sheet to the Sport Secretary in accordance with the date established by the Sport VP. The Sport Secretary will prepare a sport contact list identifying the Member Club Delegates, Member Club officers and appropriate contact information. Persons identified on the Club Information Sheet are the only individuals that can bring issues to the Sport Board for review.

RULE 17 RULE CHANGES AND/OR ADDITIONS

- A. Member Clubs must adhere to the schedule established by the Sport Board as may be reasonable for the submission of proposed rules, changes, modifications and additions.
- B. Member Clubs may submit rule changes, new rules, modifications and additions for the approaching or current season only when a sufficient interval exists that allows for proper submission, notification to the league members and Sport Board Delegates action 31 days prior to the first game of the season.
- C. The Sport Board will take no action on submitted rule changes, modifications, additions or new rules if 30 or fewer days remain prior to the first game of the respective season in which the proposed rule would become effective.
- D. Exceptions:
1. New, modified or eliminated National Federation of State High School Associations Rules for the approaching season conflicts with existing AYL rules and the Sport Board Delegates view that adoption of new, modified, or eliminated N.F.S.H.S.A. rule(s) will:

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- A. Create undue hardship and/or expense for the Member Clubs and participants.
- B. Is deemed non-appropriate for youth sports in the AYL.
- C. Present a potential decrease in safety for the participants.

RULE 18 PROOF OF AGE (AYL SPORTS THAT USE AGE)

- A. Before a member can play in any game, a league acceptable proof of age document must be presented and checked by a member of that Sport Board. (EXCEPTION: See TEMPORARY AGE WAIVER). The following documents will be accepted as proof of birth, provided there is a birth date and official signature:
 - 1. Birth Certificate
 - 2. Military Papers or ID
 - 3. Adoption Papers
 - 4. Passport
 - 5. Birth Registration
 - 6. Notification of Birth
 - 7. Hospital Certificate
 - 8. Supporting letter from parent for different last name
 - 9. Previous year's official roster
- B. A temporary age waiver of proof of age may be obtained by the Member Club Delegate by submitting a Birth Certificate Waiver Form and \$100 refundable deposit to the Sport Secretary. This waiver shall be valid for one month from the date the form is filed with the Sport Secretary. If proof of age is not obtained within this period, the \$100 deposit shall be forfeited and the Sport Board may decide to impose further penalties.

RULE 19 EJECTION

- A. Ejection of any player, Head Coach, Assistant Coach, or parent from the game for any reason must be noted on the official game sheet, which is turned into the league. Any individual ejected, as a minimum, will be ineligible to participate in or attend as a spectator, the next scheduled game. The Sport Board may decide a longer suspension is warranted due to the specific circumstances associated with the ejection. If the same individual is ejected a second time during the season, that individual will be ineligible to participate or attend any league events for the remainder of the season.

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RULE 20 PROFANITY

- A. If any player, Head Coach, Assistant Coach or parent uses profane or obscene language or the given names of the opposing players, they shall be warned by the officials that a second offense will result in ejection of that individual. Upon a second offense:
1. If by a player, Assistant Coach or Parent they shall immediately be ejected.
 2. If by a Head Coach, the coach shall immediately be ejected and the game FORFEITED.

RULE 21 UNIFORMS

- A. A player cannot play in a game unless they are uniformed in conformity with the other members of the team with proper numbers on the uniform. These numbers will match the official league roster; no duplication of numbers will be permitted. The minimum uniform requirement will be determined by the individual Sport Board.

RULE 22 KEEPING ORDER

- A. Each team shall be responsible for keeping the spectators orderly and off the playing court/field and behind the spectator's boundary. Parents and spectators are urged to encourage their team by cheering them on in a positive manner. Attempting to coach or instruct the team from the sidelines or shouting in abusive language at the players, officials, coaches or other spectators is strictly prohibited. Violation shall result in a first warning by the officials, then an ejection upon a subsequent offense. The Team's Head Coach is ultimately responsible for the behavior of the parents and spectators at the game. Should the officials be unable to identify the offending individual, the team's Head Coach may be ejected instead.

RULE 23 POSTPONED GAMES

- A. Games may be postponed by the Member Club field coordinator due to weather or the field being deemed unplayable. The game may be postponed any time before or during the game. If a game is postponed before the game, sufficient notice will be provided to the participating Member Club teams.

Games may be postponed by the officials if they determine the playing conditions are unfit for safe execution of the game.

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Games may be postponed for any other reason at the discretion of the Sport VP.

- B. Coaches may not collaborate on postponing games in an effort to invalidate the playoff selection process or to protect a team's final seeding.

RULE 24 RESCHEDULING OF GAMES

- A. Postponed games will be rescheduled by the Sport VP or sport scheduling committee (if formed) through the Member Club Delegates. The home team Member Club Delegate will present alternative dates when the game could be replayed. If a reschedule date and location is agreed upon, then a team decides that it cannot attend, the game will be FORFEITED by the unavailable team.
- B. The Sport Board will determine additional rescheduling rules as is appropriate for the sport.

RULE 25 CHAMPIONSHIP GAME DUTIES

- A. All Member Clubs must have a Delegate in attendance for each Championship Game. The Member Club Delegate will be responsible for voting in the event of a protest, participate in general clean-up, and other activities as directed by the Sport VP. The fine for not attending and signing-in is \$100 for each game.
- B. Championship duties include:
 1. Announcing
 2. Game Sheet
 3. Clean-up Supplies
 4. Concessions
 5. Field Setup
 6. Programs/Printing
 7. Publicity
 8. Score Keeping
 9. Security
 10. Trophies

Each Member Club will be assigned a duty. The fine for not performing the assigned duty is \$200 for each game.