

AURORA PUBLIC SCHOOLS
1085 Peoria Street
Aurora, Colorado

MIDDLE SCHOOL
ATHLETICS AND ACTIVITIES GUIDE

2011
(Revised)

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INTRODUCTION

This handbook provides information pertinent to the implementation and conduct of interschool athletics and activities at the middle school level, for grades seven and eight, in the Aurora Public Schools District.

It is the responsibility of the administrators and the coaching staffs to become thoroughly familiar with the policies and procedures of both boys' and girls' interschool athletics, as discussed in this Athletics/Activities Guide.

The primary function of the Interschool Athletic Program is to make a realistic contribution to the overall goals of the educational program. The Interschool Athletic Program of the Aurora Public Schools is, therefore, a vital part of the total educational program.

CODE OF ETHICS FOR COACHES

A coach is a living example for all boys and girls within the school's community. He or she must remember that the essential elements in the code of ethics are honesty and integrity. Coaches whose conduct reflects those two characteristics will bring credit to the games they coach, to their school and to themselves.

- 1. I will treat players, coaches, officials, parents, and administrators with respect and dignity.**
- 2. I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.**
- 3. I will become thoroughly familiar with the rules of my sport.**
- 4. I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my players and their parents.**
- 5. I will uphold the authority of officials who are assigned to the contests in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.**
- 6. I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.**
- 7. I will conduct my games and practices so that all players have an opportunity to improve their skill level through active participation.**
- 8. I will communicate to my players and their parents the rights and responsibilities of individuals on our team.**
- 9. I will cooperate with the administrator of our organization in the enforcement of rules and regulations, and I will report any irregularities that violate sound competitive practices.**
- 10. I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.**

PHILOSOPHY OF ATHLETICS

The athletic program of the Aurora Public Schools is an integral part of the school curriculum. Participation in athletics is designed to promote school spirit, provide a healthy outlet for energy, improve student morale, and increase community involvement and support. Program goals include enjoyment by the participant, and enhancement of health and fitness. Coaches will provide our students with the opportunity to develop their athletic skills and to compete at a level that will allow them to reach their potential.

We are committed to keeping our athletic program in perspective. Our participants are students first and athletes second. Our coaches are teachers first and possible winners of championships second. We will strive to get the best athletic performance out of a team or individual, in a manner that increases the maturity of students and makes their participation worth remembering.

Today, in order to help meet the needs of a dynamic society, the role of athletics in the middle school curriculum has expanded considerably. Athletics serves to support the following goals of the total educational program:

1. **Basic Skills**

Emphasis on fundamentals during the coaching and playing of all sports.

2. **Exploration**

Giving the largest possible number of students the opportunity to learn, practice and participate in games.

3. **Self-Concept**

Emphasis on physical fitness, confident, pride in being a team member, and instilling the feeling of success when the individual has done his/her best, win or lose, as well as physical, social, and emotional well-being and an appreciation for the worth of others.

4. **Transition**

Allowing for the individual's growth through experience during the progress of the season and for opportunities for students to experience increased responsibility, initiative, leadership, cooperation, self and group direction, and coping with reality.

Athletics is one of the ways in which our young people can develop into responsible men and women. The athletic program, therefore, bears an important responsibility in the total school program.

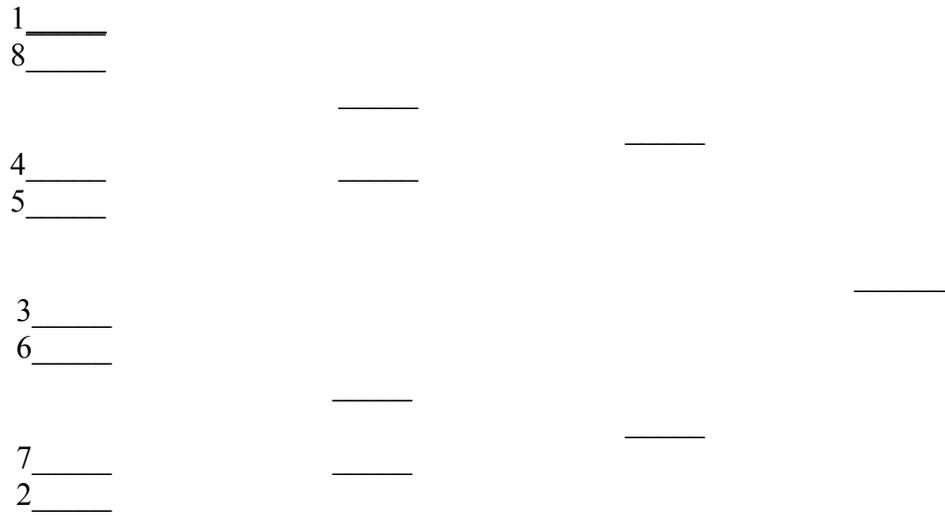
GENERAL GUIDELINES – MIDDLE SCHOOL ATHLETICS

- 1. No admission will be charged for regular season contests. Adults and students who do not present their school identification card, will be charged admission for city championship events.**
- 2. Seventh and eighth grade student club activities may not duplicate interscholastic athletic activities. This does not apply to sixth grade activities.**
- 3. All games or meets will start as soon as practical after the visiting team arrives.**
- 4. Absolute observance of safety rules by middle school coaching personnel is mandatory. Unless careful concern for safety measures is constantly on the coaches' minds, accidents may be the end result.**
- 5. It will be the responsibility of the coaches to check the gymnasium to make sure there are no objects, defective equipment, or facilities that might be injurious to participants at the time of practice or scheduled games or meets.**
- 6. Squads are not cut at the middle school level.**
- 7. For coaches and students, school and academic responsibilities have primary importance.**
- 8. There should be warm up periods specifically planned to condition the student for stress relating to the activity scheduled for that practice or competition. Coaches must be with the students at all times, from the beginning of practice or competition until the last participant leaves the area.**
- 9. The locker room must be closely supervised, and stringent rules should be understood and enforced to maintain locker room discipline and safety. Failure of a coach to provide supervision of locker room activities may result in legal negligence implications.**
- 10. Students may drop out of a sport. They should explain their action to the coach personally. They must return all school equipment and clear all financial responsibilities with the school.**
- 11. All team members will attend all scheduled practices and meetings. In circumstances where a student cannot attend, the validity of the reason will be judged by the individual coach, with the final decision being made by the assistant principal in charge of athletics.**

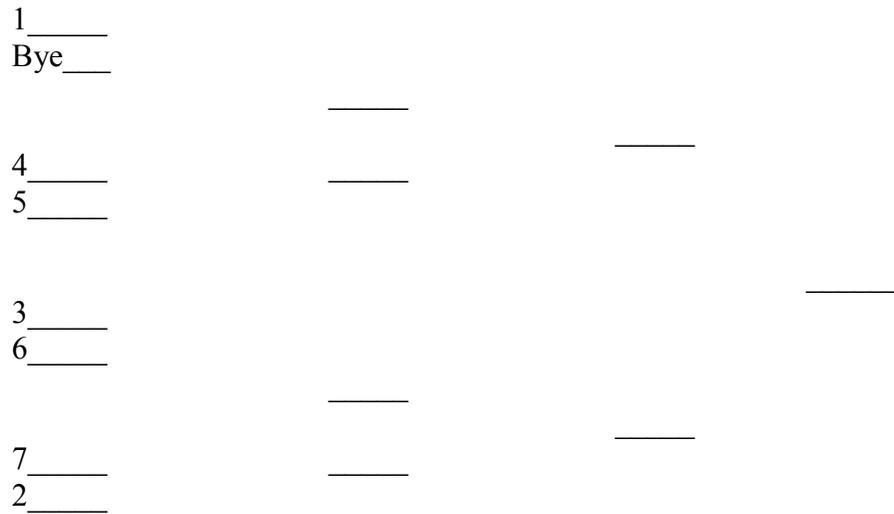
12. In the event of serious injury, Fire/Rescue and the parents will be contacted at once, and their advice and direction secured. Any treatment after first aid becomes the responsibility of the parent. If parent or physician cannot be contacted, the coaches must use their own good judgment in determining appropriate care for the injured participant.
13. All meets or games will be conducted according to the National Federation of State Schools Association rules and/or The Colorado High School Activities Association Rules and Guidelines, except for modification approved by the athletic director and the District Director of Athletics and Activities (Refer to Administrative Decision Making , page 12).
14. Whenever possible, the first two weeks of practice are designed for conditioning and preparation.
15. A student must compete at his own grade level unless age is a factor.
16. All persons other than actual participating contestants and coaches shall be restricted to an area reserved for spectators.
17. A member of the team must play in at least one game or meet prior to participation in a tournament.
18. Every member who suits up must participate in the game or meet of that day.
19. A complete inventory of uniforms and equipment must be turned in to the assistant principal of each building as soon as possible after the district tournament.
25. Coaches are to emphasize the teaching of skills, rules, regulations, attitudes, training rules, and sportsmanship-like conduct.
25. Coaches should dress appropriately for the individual sport they coach and must take an active part in all phases of the program.
25. Gymnasium exit doors must not be blocked or locked during practice or athletic events.
25. Special rules applicable to each sport will be developed, maintained, and enforced in conjunction with these general guidelines.
25. Except for District approved ribbons, only certificates may be awarded for participation in athletics.

25. Tournament Bracketing:

Eight Teams



Seven Teams



I. POSITION DESCRIPTIONS

DISTRICT DIRECTOR ATHLETICS and ACTIVITIES

1. Develop effective policies, procedures and communication channels for the athletic activities in all middle schools.
2. Organize and maintain a well-balanced athletic program at the middle school level dealing with established District philosophy.
3. Provide leadership and serve as chairperson for monthly meetings of middle school athletic directors.
4. Assist in the coordination and development of in-District workshops and in-service programs for middle school coaches.
5. Assists in the selection, assigning and evaluation of all middle school coaches.
6. Meet with staff members and guide them in achieving their program goals and in reviewing and updating current programs.
7. Establishes guidelines for a workable budget and establishes guidelines for functions within the framework of the budget.
8. Develop and supervise the expenditures of the Interscholastic Athletic Fund Budget for all phases of the middle school athletic program.
9. Assist in the acquisition of suppliers for middle school equipment and obtaining catalogs for use in ordering supplies.
10. Approve all purchase of middle school athletic equipment and supplies.
11. Employ and assign all game officials for middle school athletic programs.
12. Develop, revise and maintain the athletic policy book for the middle school athletic programs.
13. Assist in the promotion and extension of the schools' intramural programs.
14. Assist in the coordination and development of the activity programs within the schools.
15. Perform any other duties as assigned by the Assistant Superintendent of Support Services.

THE BUILDING PRINCIPAL

1. The principal is the administrative head of the school and is accountable for the athletic program in his/her particular building.
2. The principal is responsible for making available to his/her staff, building administrative policies, rules and regulations, which are consistent with those of the District.
3. The principal has final authority over all activities, curricular and extra-curricular, in the building and is responsible for all coaching assignments.
4. The principal may delegate responsibilities for the athletic program to the building athletic director/assistant principal responsible for athletics.

PRINCIPAL'S DESIGNEE IN CHARGE OF ACTIVITIES

The building principal's designee is responsible for the athletic program and is accountable to the principal for all final decisions. A list of relating duties and responsibilities follows:

1. Advise principal and the District Athletic and Activities Director of overall progress of the athletic program.
2. Make recommendation to the principal regarding the assignment and assessment of coaches.
3. Supervise coaches at all athletic activities – home, tournament sites, stadium.
4. Establish safety procedures for coaches, participants and spectators.
5. Make recommendation for budget and other finances.
6. Schedule all athletic events within that building.
7. Arrange and schedule transportation of all activities relating to athletic activities, with the District Athletic Director.
8. Maintain expenditures of the athletic program.
9. Establish procedures for the care of equipment.
10. Maintain the inventory of athletic equipment.
11. Responsible for District procedure regarding physical examinations, parent permission slips, insurance coverage, accident forms, inventory forms and requisitioning of supplies and equipment. Review code of conduct for coaches and athletes with them.
12. Assist in the selection of prospective coaches and make all coaches aware of professional development opportunities and their evaluation process. Facilitate preseason and post-season meetings with all coaches.
13. Familiarize coaches with handbook.
14. Responsible for implementing procedures for crowd control with those responsible for control of crowds and those needing to be controlled, and for applying discipline for misconduct and unacceptable behavior at athletic events, consistent with authorized District guidelines.
15. Responsible for implementing procedures for sportsmanlike conduct for all coaches, faculty, students, and spectators at athletic events, consistent with authorized District guidelines. These procedures depend on constant reinforcement.

HEAD COACH

Coaches assume certain obligations and responsibilities to the game they coach, to the players, to their fellow coaches, to the community, to the schools in which they teach, and to the middle school philosophy. A list of related duties and responsibilities follows:

1. All coaches are directly responsible to the principal, or his designee, of the building in which they are assigned.
2. Provide a program which teaches and develops skills, leadership, positive attitudes and sportsmanship.
3. Is responsible for the conduct of all athletes. Behavioral expectations must be established and enforced.
4. See that squad members are well groomed and suitably attired.
5. Responsible for **physical examinations, eligibility lists, parent permission forms and insurance coverage**. All forms must be on file with the building principal or designee.
6. Inspect facilities before and after usage by athletic squad.
7. Comply with rules and regulations as established by the Aurora Public Schools.
8. Schedule and attend daily practice sessions.
9. Are encouraged to attend athletic workshops and clinics and are required to attend clinics offered by the district.
10. Submit complete accident reports on all injuries, whether in practice or a game, to the assistant principal of activities and/or school nurse of the home school of the injured student as soon after the accident as possible.
11. Keep accurate inventory records, including checkout and check in of supplies and equipment in preparation for pre/post season meetings with athletic director
12. Assist in preparing athletic budget recommendations and providing accurate information on needs and expenses.
13. When faculty and departmental meetings are scheduled, follow building procedures.
14. Assume the responsibility for supervision of the locker room area, as well as indoor and outdoor activity areas, until all squad members have vacated the school grounds.
15. Assist assistant principals of activities in athletic events, selecting officials, and performing other related responsibilities.

16. Participate in professional organizations and read professional coaching magazines and literature.
17. Will not consume drugs and will refrain from the use of tobacco and alcoholic beverages while in direct contact with students; will not display other behavior unfavorable to the objectives of the Aurora Middle Schools Athletic Program.
18. Will **report for duty** on or before the opening practice dates for their respective sport or sports and will perform duties throughout the season for which they are assigned.
19. Make recommendations to and share concerns with the building principal, or his designee, about the interschool athletic program.

II. GENERAL PROCEDURES

Administrative Decision Making

Prior to formalization, topics will be discussed at the building level. Policies and procedures governing the conduct of middle school athletic programs are formally adopted at monthly District Athletics and Activities Director Meetings or Yearly Planning Retreat. A majority vote designates approval. As Chairperson, in the case of a tie, the District Athletics and Activities Director may vote.

Age Requirements

Eighth Grade - If the 15th birthday occurs on or after August 1, the student is eligible for all 8th grade teams during the school year.

Exceptions may be granted upon approval of Middle Schools' Assistant Principal and District Director of Athletics and Activities.

Seventh Grade - If the 14th birthday occurs on or after August 1, the student is eligible for all 7th grade teams during that school year.

Exception may be granted upon approval of Middle Schools' Assistant Principals and District Director of Athletics and Activities.

If a student is ineligible by age to participate on the 7th grade team, he/she may play on the 8th grade team.

Participation, i.e. team members, managers, in the athletic program will be limited to 7th and 8th graders.

Behavior – School Personnel and Athletes

At no time will school personnel or team members exhibit unbecoming/unacceptable language or behaviors. **COACHES OR ATHLETES WHO RECEIVE A RED CARD, OR ARE EJECTED DURING A CONTEST, WILL BE IMMEDIATELY DISMISSED AND WILL NOT PARTICIPATE IN THE NEXT SCHEDULED CONTEST.**

APPROPRIATE BEHAVIOR FOR MIDDLE SCHOOL ATHLETIC EVENTS/ACTIVITIES

- School locker rooms will not be used by visiting teams. Restroom in the lobby may be used.
- Writing on or defacing of any property is prohibited.
- Keep all personal property with you at all times. (It is recommended that coaches collect all valuables and have them secured by the home school).

- Food and drinks are not allowed in the gymnasium/auditorium.
- Go into the gym and sit in the stands. There can be no running back and forth to the lobby. (Due to placement of the bleachers at South Middle School, you must remain in the bleachers, except at half time and between games).
- Unsportsmanlike conduct during games such as booing, whistling, foot-stomping, verbal abuse, or gesturing will not be tolerated.
- Derogatory and/or incendiary remarks towards members of the opposing team, officials, or supervisors will result in immediate dismissal from the activity.
- The instructions/directions of all supervisors (both home and visiting) will be followed at all times.
- Anyone who cannot abide by these rules will be removed from the premises for that day. Additional disciplinary action may occur at the building level by the assistant principal or by recommendation of the coach.

Building Regulations

Coaches are responsible for supervision of all areas used during athletic activities. Coaches must not leave the building until all students have left the area. Building personnel are responsible for the supervision of all spectators during athletic events.

Coaches

- A. Contingency
Provided that sufficient budget funds are available, an additional, salaried coach may be added to a middle school sport, based on the following number of participants in combined grade levels:

PERSONNEL

STUDENT/COACH RATIOS – MIDDLE SCHOOL

The following ratios shall be applied in assigning coaches, provided that sufficient funds and coaches are available.

SPORT	PARTICIPANTS	HEAD COACH	ASST. COACH
Basketball	1-15	1 – 7 th Grade	0
	1-15	1 – 8 th Grade	0
	31-50		1
	51 or more		2
Soccer	1-15	1-7 th Grade	0
	1-15	1- 8 th Grade	0
	31-45		1
	46 or more		2
Swimming		1 per team	
			1 per school w/no head coach
		35 or more per school	1
Track	1 – 20	1 Head Boys	0
	1 – 20	1 Head Girls	0
	21-41		1
	42-62		2
	63-83		3
	84 or more		4
Volleyball	1-15	1 – 7 th Grade	0
	1-15	1 – 8 th Grade	0
	31-45		1
	46 or more		1
Wrestling	1-15	1 Head 7th	0
	1-15	1 Head 8th	0
	31-50		1
	51 or more		2

*Current coaching assignments for swimming are four head coaches – one for each team and an assistant coach in each building without a head coach.

Volunteer

Volunteer coaches may be used if they are approved by the Principal and Assistant Principal. A volunteer coach **must** be under the supervision of a contracted coach at all times. A Volunteer Coaches Contract must be signed before a volunteer can begin coaching.

Coaching Contracts

The coaching assignment is an extra-curricular duty, assigned on an annual basis by the principal of the school, subject to final approval by the Superintendent or his designee. Acceptance of a coaching assignment will indicate the teacher's willingness to discharge the duties required in that coaching assignment during that school year, including a commitment to become fully acquainted with, and abide by the rules and regulations governing the sports assigned.

Coaches' Input

Building coaches' input into the athletic program is provided through the building assistant principal by means of general coaches' meetings, special meetings prior to each sport season, and individual conferences throughout the year.

Competition

Competition is limited to contests with middle school teams within Aurora Public Schools. Scrimmages with other schools are **not** allowed.

Disciplinary Action

The coach in charge may take appropriate action in regard to violations of training, attitude, etc., subject to the approval of the principal or his/her designee. The principal in that school is responsible for all aspects of the program; therefore, preliminary discussions as to appropriate action with the principal or his/her designee would be advisable.

Equipment

It is the coaches' responsibility to keep a record of uniforms and supplies checked out to students. At the end of the season, coaches are responsible for turning in, to the assistant principal, the inventory of uniforms.

Any new equipment received before or during the season will be stenciled with identifying numbers. This must be done before any equipment is used or checked out. Students are to be made aware of their liability in case of lost equipment or supplies. Care of equipment should be emphasized.

Only school-provided uniforms may be worn for middle school interschool activities. "T" shirts with the school name, emblem and sport designations may be used, but shall not allude to any athletic achievement and shall not have a hood. The athletic budget may **not** be used for the purchase of "T" shirts.

Fees

Athletic fee is \$30.00 per sport. The maximum amount to be paid by a family with two or more athletes in the same school will be limited to \$90.00 per school year. The maximum amount to be paid by a family with one athlete will be \$60.00. When two or more students from the same family go out for a sport during the same season, the maximum amount paid during that season will be limited to \$45.00. Athletes who quit a sport before participating in a contest will have the fee reimbursed in full.

Financial Operation

The interschool program is financed by the Board of Education.

First Aid

First aid equipment must be available for use during practice and games. At away games and meets, this will necessitate taking along a first aid kit.

Insurance

A student shall not practice, or represent his or her school in interschool athletics until there is, on file with the principal or designee, a completed District form, signed by the parents or guardian of the participant, stating that he or she is covered by accident insurance. There are no exceptions or waivers.

Keys

Keys issued to coaches must be carefully guarded and may **not** be duplicated.

Meetings

All prospective team members must be given District and school rules, written and/or orally, concerning practice time, practice attendance, citizenship expected, dress, training rules, etc.. This meeting should be scheduled before the season starts. Rules should be realistic for this age group and explained in detail. Penalties for breaking the rules will be at the discretion of the coach and the assistant principal.

Officials

Registered officials will be used when possible. Officials are to be informed by the District Athletic Directors to officiate all meets in a business-like manner according to the Official Code of Ethics.

Parent Permission

A student shall not practice, or represent his or her school in interschool athletic events, until there is, on file with the principal or designee, a form provided by the District, signed by his or her parent or legal guardian, granting permission to participate in interschool activities. One form is required for each school year and should be available to coaches at home and away meets. There are no exceptions or waivers.

Uniforms

Only school issued uniforms may be worn during competition.

1. Shorts – Uniform shorts are to be worn by all players. If a player chooses to wear spandex, it must be consistent with what all the other players from your school are wearing; teams should make a decision at the beginning of the season to wear black, white or uniform color spandex. Spandex must be plain – no emblems or designs.
2. Tops – Athletes wearing short sleeved uniform tops may not wear another shirt underneath; athletes wearing tank tops may wear unaltered, conventional t-shirts under the tank, either black, white or the predominant uniform color. Teams should make this decision at the beginning of the season; all players who choose to wear a t-shirt, must wear the same color.
3. Sox – Athletes must wear a pair of matching sox, white, black or predominate school color.

Athletes found not in compliance with the above will be asked, by the Athletic Director, to remove the non-regulation clothing; they will not be permitted to roll it up or tuck it out of sight.

Participation

Participation in regularly scheduled classes is required on the day of an athletic event for an athlete to be eligible to participate on that day. (Medical and family excuses may be acceptable at the discretion of the coach and the assistant principal). Students who are suspended from school may not participate in any athletic activity during the suspension. Students may be excluded from participation in athletic activities by the principal or his/her designee for educational or disciplinary reasons.

Pep Rallies

The use of noise makers, banners, signs, pep bands, and cheerleaders is prohibited at middle school level.

Physical Examination Form

A student shall not practice, or represent his or her school in interschool athletic events, until there is on file, with the principal or designee, a form, provided by the District, signed by a practicing physician/nurse practitioner or physician's assistant, certifying that the participant has passed a physical examination. Physicals are good for one year from date of issuance. Physical examination forms shall be recorded in the nurse's office to become part of the student's health record. There are no exceptions or waivers.

Practice Days

Practices will be held every day, Monday through Friday. Where there is a conflict with availability of facility space, this will be worked out with coaches involved. **At no time will practice be cancelled without notification and permission of the principal or his/her designee.** The amount of time spent in practice must be reasonable and is subject to the approval of the principal or his/her designee.

Publicity

All publicity of interschool activities or events, on television, radio and city newspapers is prohibited. Media contact should be referred to the District Director of Athletics and Activities.

Schedules

Game and meet schedules are set up, as far in advance as practical, by the District Director of Athletics and Activities and assistant principals. Schedules will be given to coaches as early as possible. Vacation and availability of facilities may be cause for two games or meets in one week. Monday games or meets will be avoided if possible. All schedule changes must be approved by the building principal or his/her designee. All schedule changes must be sent to the District Director of Athletics and Activities.

Supervision

Students, under the supervision of coaches, are the coaches' responsibility. Areas include the gymnasium and locker rooms before, during and after games, meets, and practices. Behavior at home and away games should be stressed on a continuous basis. Coaches are the last ones to leave after a practice or game, being sure all exits are secure, and all students are out of the building.

Tournament Play

All schools are expected to be in compliance with by laws concerning setting levels of teams and number of athletes on those teams at the beginning of the season. Teams (or levels of teams) that have not participated in regular season play, will not be formed for tournament play. **No athlete will play in more than one culminating tournament per sport.**

Transportation

The District is responsible for the safety of students on school-sponsored trips and providing insured transportation for students to and from athletic contests. (Parents or guardians of middle school students who wish to provide personal transportation must submit a written request in advance, and may transport only student members of the family). Parents wish to transport middle school students after a contest must complete a release authorization form when picking up the student. Coaches must ride the buses and supervise students during transportation to and from athletic events. Coaches are not to leave participants at the host school pending arrival of private transportation. In such a case, the student participant is expected to ride the bus back to the home school.

Violations

Coaches' concerns for possible violations of the Middle School Procedure, as stated in this handbook, should be reported to the building assistant principal for further investigation. It will be the responsibility of the middle school assistant principals, the District Director of Athletics and Activities, and the middle school principals to study the date and reach a conclusion.

III. MIDDLE SCHOOL ACTIVITIES

The middle school activities program should be in harmony with the middle school philosophy and its goals and strategies as stated in the philosophy. Care should be taken to avoid emulating the high school activities program, especially in regard to athletics and those activities surrounding athletics.

Students should have the opportunity to explore a wide variety of activities in a non-threatening environment. These activities should include both group and individual participation. These activities should help the child make the transition from child playtime activities to group and individual participation in areas of interest now and as possible carry-over activities.

Organizationally, activities may be broken into four (4) categories:

1. Interscholastic Athletics
2. Intramurals
3. Clubs and Hobbies
4. Social Activities

Suggested guidelines for these four areas are as follows:

1. **Interscholastic Athletics** (see Section IV)
2. **Intramurals**
 - a. Time for intramurals should be determined by each school to encourage greater participation.
 - b. Co-ed activities will be provided, as well as some all boy and all girl activities.

3. **Clubs and Hobbies**
- a. Every club must have a faculty sponsor.
 - b. All clubs are open to all students, unless exempted by the principal.
 - c. Club or hobby activities should be designed to function primarily at the individual school.
 - d. Prior approval of club content by principal is necessary.
 - e. No club may include any interscholastic sport, except for sixth grade.

Note: For a sponsor to be eligible for pay, the following criteria should be met:

- 1) The club must meet a minimum of nine times during the semester.
- 2) The club meeting should take place before or after school.
- 3) A club must have a minimum of ten active student members.

4. **Social Activities**
- a. A maximum of 12 parties per year should be allowed with not more than four per grade level per year.
 - b. All parties will be held after school and only with permission of the principal.
 - c. A variety of party activities should be provided.
 - d. Admission to parties should take into consideration the economic status of all students.

5. **Memory Books/Newspaper**

Memory books and newspaper activities are to be instructional in nature. Guidelines for memory books include:

- a. The book will be a response to student initiated concerns.
- b. The book will be student produced under the supervision of a faculty member.
- c. The book will be produced at a minimal cost to allow as many students as possible the ability to purchase one.
- d. The book will be optional for students and may be purchased or rejected at student discretion.
- e. The book will be supervised by a faculty member as a club activity and the faculty member will be paid as a club sponsor.

7. **Guidelines for Fund Raising**

- a. The only outside fund raising activity which involves solicitation from door-to-door and selling to the community is sponsored by the PTSA.
- b. The Student Council will not conduct fund raising activities outside the school, i.e. solicitation in the community. However, they may have several small fund raising activities, during the course of the year, conducted strictly within the school itself.
- c. Other clubs may have an occasional fund raising activity within the school but only with the approval of the building administration. These are to be minimal in number throughout the year.
- d. No fundraising will be conducted for curriculum related programs.

IV. PROCEDURES

MIDDLE SCHOOL BASKETBALL

1. Rules for Team Membership
 - A. Each school must dress and play a minimum of 10 players on each “A” and “B” squad. If there are fewer than 10 players out for the “A” and “B” squad, squads will be divided equally.
 - B. The “A” squad is designed for the best 10 players or more, according to their ability. The “B” squad is designed for the next 10 players or more, according to their ability, and the “C” squad for all remaining players.
 - C. A player who participates in one-half of the “A” games must play in the “A” division of the City Tournament. A player may play in both the A and B games if combined team numbers are between 11 and 13. The player(s) may only play a total of 4 quarters between both A and B for that day. Participation as defined is the number of games in which each individual participates.
 - D. Every player who suits up must play in the game. Failure to do this may result in a forfeit of the game.
 - E. A player/team must play in at least one game of the regular season to play in the tournament.
2. Game Rules and Regulations
 - A. Both 7th and 8th grade boys will use official size basketballs. (Girls will use the 28.5 inch ball.)
 - B. Type of defense used is optional.
 - C. Four six-minute quarters will be played for A and B games. C games will play four ten-minute quarters with running clock. In the event of a tie after regulation, consecutive two-minute overtimes will be played until the tie is broken. Teams will be allowed one (1) time out per overtime period. Time outs not used during regulation play can be carried into overtime play.
 - D. Each team will get 6 minutes of warm up time.
 - E. There will be three minutes between halves.
 - F. Coaches are encouraged to use more than ten players on the “A” and “B” squads if practicable.
 - G. Teams are to wear jerseys in their designated colors. If the colors conflict, the home team is to wear “pennies”.

- H. Only school issued uniforms may be worn during competition.
1. Shorts – Uniform shorts are to be worn by all players. If a player chooses to wear spandex, it must be consistent with what all the other players from your school are wearing; teams should make a decision at the beginning of the season to wear black, white or uniform color spandex. Spandex must be plain – no emblems or designs.
 2. Tops – Athletes wearing short sleeved uniform tops may not wear any other shirt underneath; athletes wearing tank tops may wear unaltered, conventional t-shirts under the tank, either black, white or the predominant uniform color. Teams should make this decision at the beginning of the season; all players who choose to wear a t-shirt, must wear the same color.

Athletes found not in compliance with the above will be asked, by the Athletic Director, to remove the non-regulation clothing; they will not be permitted to roll it up or tuck it out of sight.

- I. All meets or games will be conducted according to the National Federation of State Schools Association rules and/or The Colorado High School Activities Association Guidelines, except for modifications approved by the Middle School :Athletic Directors and District Director of Athletics and Activities.

3. “C” Games

- A. Playing of the “C” games is optional. If a number of students are available, “C” games may be scheduled following this procedure:
1. Four ten -minute quarters will be played with running time.
 2. Keep the team score only. (Scoreboard)
 3. Call fouls, charge fouls to players on a roster or in a scorebook. A **PLAYER FOULS OUT OF A GAME WITH FIVE FOULS.**
 4. Running clock, except for the last MINUTE of each game and **WHEN FOULS ARE SHOT; however, when a player is eligible to shoot a free throw due to a shooting foul or a bonus foul, the clock shall stop for ten (10) seconds while players line up. The clock will start after ten (10) seconds even if the free throw has not been completed.**
 5. Assigned officials should officiate the “C” game if available.
 6. Each team will be allowed one time-out per game.
 7. Staff “C” squads
 - a. A maximum of three (3) participants or less may be moved from the “B” squad to play in the “C” game, providing five participants are not available on the “C” squad.

- b. "B" squad members participating in the "C" game must play in the "B" game according to Rule 11, Section D.
- c. No "C" game will be played if there are 21 or fewer grade level squad members.

8. In the event of a tie after regulation, consecutive two-minute vertimes will be played until the tie is broken.

B. "C" Tournaments

- 1. Teams will be seeded by random drawing.
- 2. C games will play four ten-minute quarters with running clock **however, when a player is eligible to shoot a free throw due to a shooting foul or a bonus foul, the clock shall stop for ten (10) seconds while players line up.**
- 3. **The clock will start after ten (10) seconds even if the free throw has not been completed.**
- 4. In case of a tie score, there will be consecutive 2-minute stop clock overtime periods until the tie is broken. Teams will be allowed one (1) time out per overtime period. Time outs not used in regulation play can be carried into overtime play.
- 5. Each player will be limited to five fouls for each game before fouling out.

4. Tournament

- A. The following tie-breaking procedure will be used in seeding for the Basketball tournament:
 - 1. Head to head competition (record among tied teams)
 - 2. Record against top team in the district.
 - 3. Record against the next highest common opponent above the tie
 - 4. Record against the next lower common opponent below the tie
 - 5. Coin flip by the sport czar

Note: after any change, revert back to head to head competition.
- B. The host school is to supply the official scorer, timer and one scorebook.
- C. According to the rules and regulations, every player who suits up must play in that game.
- D. First and second place ribbons will be awarded to individual members of each team. This applies to both seventh and eighth grades in A, B & C Tournaments.
- E. The game ball will be furnished by the host school.
- F. Games will consist of four six-minute quarters. Between games, there will be SIX minutes of warm up. There will be THREE minutes between halves.

- G. Any dispute or question over rules and regulations occurring during the game time, or after the tournament, will be referred to the Tournament Director of the Middle School Committee.

- H. Time schedule for championship games on Saturday:
 - 8:00 a.m. - 7th grade B Championship game
 - 9:15 a.m. (approx) - 7th grade A Championship game
 - 10:30 a.m. (approx) - 8th grade B Championship game
 - 11:45 a.m. (approx) - 8th grade A Championship game

- J. Each squad must have ten or more players, both “A” and “B”, for participation in each middle school basketball tournament. If unable to meet the above stipulation, please contact the Tournament Director.

MIDDLE SCHOOL ATHLETIC CZAR INFORMATION

BOYS' BASKETBALL

Beginning of season:

1. Get coaches' names on GroupWise and include Scheduler at Transportation as FYI for him/her.
2. E-mail coaches to get team numbers for A, B and C levels. Send these number to Scheduler at Transportation for bus needs.
3. Contact Roy Smith (Aurora Hills Community Liaison), basketball officials' assignor, introduce yourself and offer assistance.
4. Hold coaches clinic meeting with all schools. Communicate with high school athletic directors to have their coaches help facilitate the clinic.

During season:

1. Keep in contact with Athletic Directors, when necessary – keep everyone in the loop.
2. Contact Athletic Director at school where final Tournament is scheduled as follow up to make sure gym is available.
3. Keep in contact with Transportation Scheduler – he/she will contact you if there is a question.
4. Prepare any report for Athletic Directors' monthly meeting.
5. District Athletics office will provide brackets and tournament ribbons.
6. Give brackets and necessary ribbons to schools hosting tournament.
7. Host seeding meeting
 - a. E-mail Athletic Directors prior to meeting to bring win/loss record
 - b. Determine (from schedule) who is hosting which level.
 - c. Provide brackets to tournament school athletic directors and C team ribbons.
8. If tournament host schools do not e-mail you with results, e-mail them first thing next morning and send that information to Scheduler at Transportation- **DO NOT WAIT TOO LONG TO CONTACT SCHOOLS IF THEY HAVE NOT CONTACTED YOU WITH RESULTS.**

Find a scorer and timer for the Tournament ... if you don't have anyone, ask or host school for "volunteers" and have someone who knows the clock!!!

Tournament Time:

1. Prepare flyer and arrange gate for tournament.
2. You bring to host school
 - a. Three Basketballs for games> not used for practice.
 - b. Official score book, pencils, etc..
 - c. Final brackets from host sites.
 - d. Championship A & B team ribbons
 - e. Officials' time cards (at least 4)
 - f. Time sheets for scorer/timer at table.
3. Tournament host school provides
 - g. Scorer's table and fifteen chairs on each side
 - h. West side (opposite table) bleachers pulled out
 - i. Available custodian

MIDDLE SCHOOL ATHLETIC CZAR INFORMATION

GIRLS' BASKETBALL

1. E-mail Athletic Directors to get the following information
 - a. Number of students on A, B and C teams
 - b. Names of coaches for e-mail group
 - c. E-mail numbers of athletes to Scheduler at Transportation
 - d. E-mail person responsible for officials (Roy Smith – Aurora Hills)
 - e. Hold coaches clinic with all schools. Arrange with high school athletic directors to have high school coaches help facilitate clinic.

2. Tournament (czar must attend)
 - a. Athletic Directors' hosting tournament e-mail results to Czar every night
 - b. E-mail this information to Transportation Scheduler for next day transportation needs.

3. Championships
 - a. Czar must attend championship.
 - b. Check with school holding championship
 - i. Needs from school hosting championship: custodian, PA system, Concession, announcer/scorer/timer, game supervisor
 - c. Gym set up – only east bleachers pulled out (Aurora Central)
 - d. 15 chairs on each side of table
 - e. 1 table for scoring and timing
 - f. Set up workers for scoring/timing from hosting school
 - i. Bring scoring book
 - ii. Bring time cards
 - iii. Ribbons from District Athletics Office
 - iv. Bring tournament brackets
 - v. Bring ice packs in cooler
 - g. Invite high school coaches
 - h. Provide flyer and arrange gate.

MIDDLE SCHOOL SOCCER

A. **Playing Field:**

1. For middle school students, the field may measure 100 yards by 55 yards. It should be marked in accordance with the National Federation of State High School Association measurements. Refer to drawing in rule book.
2. A brightly colored corner flag must be placed at each corner of the field, not less than 5 feet high with a non-pointed top. The flag must be attached to the pole and made of flexible material.
3. The flag must not be moved for any purpose during the game.
4. The field must contain two official goals, with firmly attached nets to the posts/crossbar.

B. **Playing Time:**

1. **Game Time:** The match lasts two equal periods of 30 minutes for A and B games, unless otherwise mutually agreed between the referee and the two participating teams. Any agreement to alter the periods of play must be made before the start of play and should only be made to accommodate weather conditions or insufficient lighting (night). This is not done to accommodate personal schedules of coaches, referees or players.
2. **Warm-ups:** Ten minute warm-ups at the beginning of the game, with ten minute breaks between halves will be afforded to each team. The duration of the half-time interval may be altered only with the consent of the referee. Each team is to warm-up on their half of the field.

C. **Allowance for Time Lost**

Allowance is at the discretion of the referee and is made in either period for all time lost through:

- substitution(s)
- assessment of injury to players
- removal of injured players from the field of play for treatment
- wasting time
- any other cause
- time outs, if called, can only be called by the referee

D. **Field Conditions & Cancellations:**

The Athletic Directors (or designee) of the home school will determine whether a game should begin, end, or continue due to elements such as – rain, lightning, unsafe field conditions, etc... Input may be given by the coaches and officials, however, the final decision is made by the Athletic Director (or designee). If a game is cancelled, **the referee will declare a winner if more than half of the game has been played, otherwise the game may be rescheduled and played from the start or the time when play was suspended.**

E. Referees and linespersons:

Home schools will be expected to provide two linespersons per game during the regular season. Linespersons are to determine side outs only, unless otherwise trained or specified by the referee in charge. Usually one referee will be present for the regular season games. During tournaments and tournament finals, two referees may split the field per high school regulations, but schools may wish to provide linespersons as well.

G. Basic Equipment and Uniform

1. Uniforms will consist of tops in school colors, shorts may also match school colors or be all black. All players must wear a school uniform during competition. In case of inclement weather, players are allowed to wear tights, sweats and/or hats.
2. The goalkeeper's uniform shall be distinctly different from that of any official, teammate or opponent. The uniform for the goalkeeper is not required to match school colors.
3. All players are required to wear shin guards, with long socks that cover the shin guards.
4. Soccer shoes (cleat or indoor), or tennis shoes may be worn. Soccer cleats do NOT have a toe cleat.
5. Soccer balls will be a size 5 with proper inflation.
6. Safety - A player must not use equipment or wear anything which is dangerous to himself or another player (including any kind of jewelry).

H. The Number of Players/Teams

A match is played by two teams, each consisting of not more than eleven players on the field, one of whom is the goalkeeper. A match may not start if either team consists of fewer than nine eligible players.

I. Team Rosters

Must be established by the end of the second game for schools with multiple teams. These rosters will remain in effect, and copies be given to opponents throughout the season and the tournaments at the end of the season. **Roster exchange rule will be strictly enforced.**

- **Single teams** may not have less than nine eligible players or more than twenty-one.
- **Multiple teams (A & B, etc...)** may not have less than eleven eligible players, and should not exceed twenty-one per team. All players must be on a designated team and may not play across levels (A & B) after the second game when rosters have been established. A school may not field more than one team if they have less than twenty-two eligible players.

J. Order of Games:

- Two schools with single teams will play one regular game during the scheduled night.
- Two schools, both with multiple teams, will play the A game first, and then the B, etc.
- Two schools, one with multiple teams and one without, will play the A game first (A vs. A) for a win/loss record. If the school with the single team wants to play a second game, they can play against the other schools B team only (A vs. B) after the A game has been played.
- Only one win/loss may be recorded per game day and if a second game is played (A vs. B), then the B team can record a win or loss, but the A team must not record this game in their record.
- Each team can have a maximum of 6 games in a season win/loss record.

K. Substitution Procedure - To replace a player by a substitute, the following conditions must be observed:

- The referee is informed before any proposed substitution is made
- A substitute only enters the field of play after the player being replaced has left and/or after receiving a signal from the referee
- A substitute only enters the field of play at the halfway line and during team throw in, goal kick, or center line starts after a goal has been made
- A substitution is completed when a substitute enters the field of play

L. Changing the Goalkeeper - Any player may change places with the goalkeeper, provided that:

- The referee is informed before the change is made
- The change is made during a stoppage in the match

M. Procedures to Determine the Winner of a Match –

The team with the most goals at the end of regulation play will be declared the winner. In the case of a tie at the end of regulation play, the following will be used during tournament games only:

The Golden Goal Procedure

- During the period of extra time played at the end of normal playing time, the team which scores the first goal is declared the winner.
- If no goals are scored the match is decided by kicks from the penalty mark.

Kicks from the Penalty Mark

- The referee chooses the goal at which the kicks will be taken
- The referee tosses a coin and the team whose captain wins the toss takes the first kick
- The referee keeps a record of the kicks being taken
- Both teams take five kicks
- The kicks are taken alternately by the teams
- If, before both teams have taken five kicks, one has scored more goals than the other could score, even if it were to complete its five kicks, no more kicks are taken
- If, after both teams have taken five kicks, both have scored the same number of goals, or have not scored any goals, kicks continue to be taken in the same order until one team has scored a goal more than the other from the same number of kicks
- Only players who are on the field of play at the end of the match, which includes extra time where appropriate, are allowed to take kicks from the penalty mark
- Each kick is taken by a different player and all eligible players must take a kick before any player can take a second kick

N. **Other Considerations for Soccer and soccer play:**

All rules above should apply to all teams participating. Questions about these rules may be brought to the attention of the building athletic director or designee if they cannot be resolved between the coaches and referee on the field. Final considerations and decisions will be made by the athletic director or designee on site regarding any other discrepancies. **Specific rules of play governing side-out, corner kicks, goal kicks, etc. should refer to the NFHS rules book for soccer provided to each building athletic director.**

O. **Team/Spectator Areas:**

1. **Team Areas:** 10 yards on each side of the midline for a distance of 20 yards. Coaches, bench personnel and team members shall be restricted to that area.
2. **Spectator Areas:** Spectators should be confined to areas at least 10 feet from touch lines and not be in team areas or behind goals on the end lines. No one shall be permitted to stand directly behind the goal.

P. **Seeding**

The Soccer Seeding Sheet on Page 29 will be prepared and given to site Athletic Director on the day preceding the seeding meeting.

Tournament seeding.

- A. Seeding will be based on the following point system:

Win = 3 pts. Tie = 1 pt. Loss – 0 pt.

- B. In the event of a tie, the following criteria will be used
1. Head to head (record among tied teams)
 2. Record against the top team in the district
 3. Record against the next highest common opponent above the tie
 4. Record against the next lower common opponent below the tie
 5. Goal differential
 - a. Only the scores of games that involve the tie teams will be considered.
 - b. The maximum amount of points a team may accumulate in one game will be 5.

Note: after any change, revert back to head to head competition.

SOCCER SEEDING SHEET

School: _____ Grade: 7 8 Team: A B
Coach: _____

Please complete the following information and give it to your building athletic director the day before the seeding meeting is scheduled (see soccer schedule). Also, attach a roster if you have more than one team (A & B).

Place	Quantity	Multiply By	Subtotals
Wins		Quantity x 3 =	
Ties		Quantity x 1 =	
Losses		Quantity x 0 =	0
		Total Points =	

Schools we beat:

Schools we tied:

Schools beat us:

Total Goals We Scored: _____

Total Goals Scored Against Us: _____

Coaches Signature

Date

MIDDLE SCHOOL ATHLETIC CZAR INFORMATION

SOCCER

In September of each school year, make arrangements to hold final tournament at Aurora Public Schools Stadium or, if Stadium is unavailable, Aurora Central High School soccer field.

Prior to Competition

1. Hold coaches clinic with coaches from all middle schools. Arrange with High school athletic directors to have soccer coaches help facilitate.
2. Secure team numbers to determine A/B status
3. Send soccer schedule to Transportation Scheduler
4. Send names of coaches and teams to all Athletic Directors and Transportation Scheduler
5. Contact assigning official and keep his telephone number available
6. Remind Athletic Directors to speak to coaches prior to first match regarding the following:
 - appropriate uniforms
 - appropriate behavior expectations and/or consequences for home and away games which includes roaming while waiting for your game, language on and off the field, etc..
7. According to numbers, determine if additional or fewer games must be added or deleted. If there are only a few schools with enough athletes for B teams, make a different schedule to accommodate and send to Athletic Directors and Transportation Scheduler.

During Season

8. Keep in contact with Transportation for questions/needs
9. Field questions and communicate with District Athletic Office as needed
10. Make playing decisions during inclement weather
11. Before the end of the season, check again with host site for Final Tournament and confirm readiness for playoffs.

Playoffs

12. After seeding meeting, give transportation a copy of playoff schedule
13. Call transportation after each playoff game with results to secure a new pick up schedule
14. E-mail results and bus pick up times to Athletic Directors
15. End of season questionnaire to Athletic Directors for coaches' input.
16. Invite high school coaches
17. Prepare flyer and gate for final tournament(s).

MIDDLE SCHOOL SWIMMING

1. Season

The swimming season will start the first week of fall semester and will conclude with the City Meet.. There will be no practice on any legal holiday or on Saturdays.
2. Participation Limitations
 - A. Each team will be permitted a maximum of four (4) entries per event.
 - B. A competitor will be permitted to enter a maximum of three (3) events, no more than two (2) of which may be individual events.
3. Number of Competitors and Teams
 - A. There will be four teams:
 - a. North/South/West – practice at Aurora Central High School
 - b. Mrachek/Murphy Creek-practice at Rangeview High School.
 - c. East/Aurora Hills/Aurora Quest – East and Aurora Quest practice at Hinkley High School; Aurora Hills practice at Gateway High School. On Tuesday Aurora Hills is transported to Hinkley with boys’ track team to practice with East and Aurora Quest.
 - d. Columbia/Aurora Frontier – practice at Rangeview High School
 - B. Order of Events
 1. 100 yard Medley Relay
 2. 100 yard Freestyle
 3. 100 yard Individual Medley
 4. 25 yard Freestyle
 5. 50 yard Butterfly
 6. 50 yard Freestyle
 7. 200 yard Freestyle
 8. 100 yard Freestyle Relay
 9. 50 yard Backstroke
 10. 50 yard Breaststroke
 11. 200 yard Freestyle Relay
 12. Diving
 - C. Lane Assignment

Six (6) lanes are used during meets. Alternating lane rotation for the entire season will be published with season schedule.
4. General Rules
 - A. Entrants should report to the designated starting areas on first call.
 - B. Entrants who are in the event should report to the heating area when they are called so they will not be scratched.
 - C. During the regular season swim meets, all students not participating in an event must remain with their team. One coach must remain with the team.
 - D. Only designated relay team from each team may score points and be eligible to win 1st through 4th place ribbons.
 - E. Ribbons will be awarded only at the City Meet.

- F. The swim czar will arrange for two (2) scorekeepers at each meet. Workers will be solicited from the middle schools.
 - G. The swim czar will arrange for seven (7) timers at each meet.
 - H. Transportation to practice will not be provided by the District.
 - I. All pool/safety rules must be followed; failure to comply could lead to disqualification of participants.
 - J. Eligibility checks (student receiving no more than two “F”s) are required for 8th graders and are, at coach’s discretion, option for 7th graders.
 - K. All meets or games will be conducted according to the National Federation of State Schools Association rules and/or The Colorado High School Activities Association Guidelines, except for modifications approved by the Assistant Principals and District Director of Athletics and Activities.
5. Warm-ups
- A. Each team will be allowed a fifteen (15) minute warm up time prior to start of each meet.
6. Uniforms
- A. Participants are permitted to wear a one piece suit (black only), the team’s designated color swim cap and swim goggles (optional).
7. Seeding
- A. Seeding will consist of head coaches meeting prior to the City Meet and determining qualifying times.
 - B. Seeded events need to be provided to the swim czar two (2) days prior to the City Meet.

MIDDLE SCHOOL ATHLETIC CZAR INFORMATION

GIRLS' SWIMMING

Beginning of School Year

1. Prepare for swim coaches' clinic.
2. Check schedule for swim dates and schedule swim workers. Secure workers (6 timers, 2 computer scorers, 2 seaters, 1 crowd control, 1 nurse, 1 lifeguard, 1 scorekeeper) with report time of 15 minutes in advance of meet start time. These workers can be obtained from your building and throughout the District.
3. Confirm with District Athletic Office that sample try-on swimsuits and caps have been distributed to head swim coaches.

Before Meets:

1. Contact Athletic Director at Hinkley High School to confirm meet time and that lanes will be set up.
2. Make sure you have time cards for employees and referees, score sheets, and at least 8 stopwatches. Classified employees will submit hours weekly with regular contract pay in Oracle; licensed employees will submit time cards to District Athletic Office at end of season; and referee time cards will be sent to the District Athletic Office the day following the meet.
3. Hold meeting with all swim coaches.
4. Provide clipboards, pencils, stop watch and lane assignment for every lane.
5. Have coaches send their current roster to Athletic Director every week.

After Each Meet:

1. Send referee time cards to District Athletic Office.
2. Fax results to all High Schools and Middle Schools.

Before City Meet:

1. Current Middle School Swim Czar will contact high school site to confirm times and needs
2. Contact District Athletic Office to order ribbons (order generic extras for ties)
3. Contact host high school for access to copy rooms.

For the City Meet:

1. Prepare flyer, cashbox and arrange for ticket seller.
2. Have one worker assigned to hand out ribbons
3. Have coaches' meeting to explain, in detail, city meet.

End of School Year:

1. Create next year's schedule and lane assignments for approval at Retreat. Work with Track Czar(s) to coordinate dates which coincide with boys' track dates.
2. Send building request forms to High School Athletic Directors for practices and meets.
3. Confirm that schedule has been forward to Referee Scheduler.
4. Get ribbons from District Athletic Office.

MIDDLE SCHOOL TRACK

1. Track Season

The track season will start the first week of fall semester and will conclude with the City Meet. There will be no practice on legal holidays or Saturdays.

2. Participation Limitations

A. A participant shall be limited to four events in any track meet. No more than three of these events may be running events, including relays.

3. Number of Competitors and Relay Teams

A. In the dual meets and triangular meets, each school may enter four (4) entrants in the lane run events. This includes:

<u>Girls:</u>	100 m low hurdles	<u>Boys:</u>	110 low hurdles
	100 m dash		100 m dash
	200 m dash		200 m dash
	400 m dash		400 m dash

In all other individual running events, there is no limit on the number of entries. In the triangular meets, the first heat is considered the fastest heat with two (2) entrants from each school assigned to each heat.

B. Schools may enter more than one relay team; one for competition and the others for exhibition.

C. In the shot put, discus, long jump, high jump and triple jump, each school may enter a maximum of five (5) entrants during the season and City Meet.

4. General Rules for Field Events

A. Shot Put – Three (3) throws only per entrant, not counting practice throws, if any. 8 pound shot used for boys; 6 pound shot used for girls.

B. Discus – Three (3) throws only per entrant, not counting practice throws, if any. Shot and Discus will be provided at Stadium by APS.

C. High Jump – Three (3) tries at each height. If an entrant fails to show and the bar has been raised, he/she must jump at the new height. The bar will not be lowered. Starting height for high jump is 3 feet 8 inches for the girls, 4 feet for 7th grade boys and 4 feet 4 inches for 8th grade boys. The bar will be raised two (2) inches at a time, up to 4 feet 2 inches for the girls and up to 5 feet for the boys. Thereafter the bar will be raised one inch at a time.

D. Long Jump and Triple Jump – Three (3) tries only per entrant, not counting practice jumps, if any.

5. General Rules

- A. Entrants should report to the designated areas on first call. Advise them to listen to the loud speaker for announcements.
- B. Entrants who are in running events and field events should report to the judge on the field events when called so they will not be scratched.
- C. Running events take precedence over field events.
- D. To assist the timers, after the finish of a race, runners should stay in their lanes and return to the finish line.
- E. During the regular season track meets, all students not participating in an event must remain in the stands. One coach must remain in the stands with those not participating. The other coach may be in the infield area but may not coach during the event or stand near the finish line. However, after the 400, 800 or mile event, the coach in the infield area may meet their athletes at the finish line to assist the runner with his/her cool down. During the City Meet, both coaches must be in the stands with the exception of the 400, 800 or mile distance races. Coaches who are designated to stay in the stand must remain behind the front bar of the stadium seating.
- F. If the participants wear spikes, no spikes longer than one quarter (1/4") inch may be used.
- G. Track cards and a listing of the visiting team participants must be in the hands of the home team coach at school closing time on the day prior to the meet. It is the responsibility of the home school to complete all official track cards prior to the meet.
- H. Any concerns or clarifications should be addressed to the Referee.
- I. All meets or games will be conducted according to the National Federation of State Schools Association rules and/or The Colorado High School Activities Association Guidelines, except for modifications approved by the Assistant Principals and District Director of Athletics and Activities.

6. Starts

- A. It is a false start if a runner fails to comply with the Starter's commands, or if a runner is in motion after the command "set", or if a runner leaves the mark after the "set" instruction, but before the pistol is fired, or if a runner leaves the mark without the pistol being fired. The offender or offenders will be disqualified.

7. Timing
 A. When all timers have electric or digital timers which measure one one-hundredth (1/100) of a second, timers will use one one-hundredth second. There will be no rounding off to the next tenth of a second.

8. Scoring

<u>Number of Teams</u>	<u>Individual Scoring</u>	<u>Relay Scoring</u>
2	5-3-1	5-0
3	5-3-2-1	5-3
7 or more	10-8-6-4-2-1	10-8-6-4-2-1

9. Order of Events

	<u>Grades</u>	
55m Hurdles (Girls)	7 th	8 th
110 m Hurdles (Boys)	7 th	8 th
100 m Dash	7 th	8 th
800 m Relay (4x200)	7 th	8 th
1600 m Run (Girls)	7 th	8 th
1600 m Run (Boys)	7 th	8 th
400 m Relay (4x100)	7 th	8 th
400 m Dash	7 th	8 th
800 m Run	7 th	8 th
200 m Dash	7 th	8 th
800 m Relay (100x100x200x400)	7 th	8 th
Long Jump	7 th	8 th
High Jump	7 th	8 th
Shot Put	7 th	8 th
Discus	7 th	8 th
Triple Jump (Boys and Girls)	7 th	8 th

10. Specifications

- A. Starting height for high jump is 3 feet 8 inches for girls, 4 feet 0 inches for 7th grade boys and 4 feet 4 inches for 8th grade boys.
- B. Hurdles – 5 rows of hurdles using the following distances:

	<u>Girls</u>	<u>Boys</u>
1) Start to first hurdle	42'8"	60'0"
2) Between Hurdles	27'10"	60'0"
3) Last Hurdles to Finish	26'0"	60"10-3/4"

11. City Meet Information and Rules

- A. Coaches are required to attend the seeding meeting at the time specified by the Athletic Director in charge of track.

- B. Heats will be run against time when entries warrant. Fastest times will be placed in the first heat. Each heat lane assignment will be from fastest to slowest in the following order: Lane 4, 5, 3, 6, 2, 7, 1, 8.
- C. Each school may enter one (1) relay team for team points and other teams for exhibition.
- D. In relay events, no more than six (6) individuals may be listed on the Relay Entry Card, but only those who actually participate will be considered official entries. Any substitutions must come from those names on the Relay Entry Card and can be made at any time leading up to the actual event.
- E. Coaches are required to remain in the stands.
- F. Ribbons will be awarded at City Meet only – 1st through 6th Place.

MIDDLE SCHOOL ATHLETIC CZAR INFORMATION

TRACK

End of Season:

7. Order ribbons and event cards.
8. Seek feedback about season from coaches and Athletic Directors.

End of School Year:

9. Secure commitment for workers for next year.
10. Make sure nurse has First Aid Kit.
11. Complete schedule for next season (work with girls' swimming to schedule).

Prior to Season:

12. Hold coaches' clinic with coaches from all schools. Request high school coaches to help facilitate.
13. Finalize worker list and provide clipboards
14. Number of participants per school for transportation
15. Check radios and stop watches
16. Coordinate with district athletic office to secure field manager for each meet.
17. Monitor time cards for workers, Classified employees will submit their hours weekly through Oracle time reporting.
18. Check to be sure the concession stand will be open
19. Circulate list of coaches for league.

During Season:

20. Contact Transportation Scheduler for transportation needs
21. Czar(s) attend each meet
22. Manage and troubleshoot events
23. Organize event cards, workers, equipment at each event.
24. Be sure results are distributed or faxed at end of each meet.

City Meet:

25. Organize program
26. Hold seeding meeting, give results to each coach, buy pizza
27. Organize ribbons for each event prior to City Meet
28. Boys and Girls Ribbons
29. Relays need 4 ribbons for each event (1st through 6th place)
30. Recruit people to distribute ribbons at the meet to coaches for later distribution
31. Compile results and update City records if necessary
32. Invite high school coaches.
33. Prepare flyer and arrange ticket gate.

MIDDLE SCHOOL GIRLS VOLLEYBALL

1. Game Rules

The official high school volleyball rules published by the National Federation of State High School Associations will be used as a guide for the volleyball program with the following modifications:

A. **A, B & C Teams**

- 1) Modified rally scoring format will be used, scoring to 25 points, best two out of three games.

All meets or games will be conducted according to the National Federation of State Schools Association rules and/or the Colorado High School Activities Association, except for modifications approved by the Assistant Principals and District Director of Athletics and Activities.

B. Warm Up

- 1) Each team will be allowed a 4 minute – 4 minute – 2 minute warm up with the home team first. Teams will be allowed two minutes between games.

C. Equipment/Uniforms

- 1) Uniforms will consist of tops and shorts in school colors. All players must wear a school uniform during competition.

C. Equipment/Uniforms (cont'd)

- 2) Official volleyballs will be used.
- 3) The net height will be 7'0".

D. Players

- 1) Each school must dress at least 12 players for the A and B squads*. If there are few than 24 girls out, the teams must be divided equally.
- 2) If a team has 26 or fewer players, they may be divided equally into A and B squads. If a team has more than 26 players, they may play a C team by moving the number needed to compete from B to the C team. B squad members participating in the C games must play in the B game also. Every effort will be made to field a C team. Mutual agreement of the two schools involved will be required.
- 3) The A squad is designed for the best 12 girls or more according to their ability. The B squad is designed for the next 12 girls or more according to their ability. The C squad is designed for the remaining girls.

- 4) All girls who suit up must play.
- 5) Coaches must submit complete rosters for A and B teams to the scorer's table prior to the start of the warm up.

E. Other

- 1) The host school is to supply the official scorer and one score book, a timer and two lines persons.
- 2) The game balls will be furnished by the host school.
 - a. Games balls should be consistent from site to site; it must be a regulation size (official size) ball made of leather. The home team should provide warm up balls for both the home and away teams to use.
 - b. Rosters need to be provided, used and checked. Assistant Principals need to check along with coaches as to who is going to play and who can be substituted. Scorers need to write rosters in the book to guarantee that everyone plays as per the rule. It is also noted that a separate line-up sheet needs to be prepared for the third game. The rules state that you cannot just say "Use the line-up from the previous game".

*Exceptions (illness, suspension, etc.) can be made prior to the match. Appropriate people must be notified prior to the beginning of the matches.

F. Tournament Play

- 1) Tie Breaking Procedure
 1. Head to head competition (record among tied teams)
 2. Record against top team in the district.
 3. Record against the next highest common opponent above the tie
 4. Record against the next lower common opponent below the tie
 5. Coin flip by the sport czar

Note: after any change, revert back to head to head competition.

MIDDLE SCHOOL ATHLETIC CZAR INFORMATION

GIRLS' VOLLEYBALL

End of Season:

1. Confirm facility for next season's Tournament
2. Complete schedule for next season to be submitted at Retreat

Prior to Season:

1. Acquire numbers of participants and "C" teams from Athletic Directors at each school.
2. Prior to first game contact Transportation Scheduler to inform him of numbers.
3. Contact person responsible for officials to assure that assignments are made.
4. Hold coaches clinic with all schools. Ask high school athletic directors to get their volleyball coaches to help facilitate.

During Season:

1. Stay in touch with other Athletic Directors to troubleshoot as necessary
2. Contact Transportation Scheduler as necessary if transportation needs change
3. Host seeding meeting
4. Secure ribbons and brackets from District Athletic Office

During Quarter Final and Semi Final Tournaments:

1. Get win/loss results from hosting schools
2. Inform Transportation Scheduler of results and transportation needs

For Finals:

1. Attend the Finals
2. Coordinate with hosting school for concession stand, bleachers pulled out, PA system, announcer, scorer, timer and game supervisor.
3. Check to see that officials are available and assigned
4. Bring score book, ball, time cards, ribbons, brackets and First Aid kit.
5. Stay for clean up
6. Invite high school coaches.
7. Prepare flyer and arrange for gate.

MIDDLE SCHOOL WRESTLING

1. Game Rules and Regulations
 - A. **Seventh grade weight divisions:** 70, 75, 80, 85, 90, 95, 103, 107, 113, 120, 127, 133, 138, 145, 154, 167, 189, heavyweight 190 to 250.
 - B. **Eighth grade weight divisions:** 75, 81, 87, 95, 103, 107, 113, 120, 127, 133, 138, 145, 154, 163, 172, 181, 199, heavyweight 200 to 260.
 - 1) Priority is to match one school's wrestlers with other schools in as many weights as possible.
 - 2) Wrestlers from the same school may wrestle, if no other matches are possible.
 - 3) If a wrestler does receive a forfeit, he shall take priority to obtain a match at the next scheduled meet.
 - 4) Coaches are expected to meet the day before scheduled matches and fill out the score sheet for the matches. This meeting is to be held at the host schools.
 - 5) Order of matches will be from lightest weights to super heavy weights in all cases and all schools.
 - C. A contestant may not wrestle in more than **one** weight class above his actual weight at weigh-in.
 - D. A protective head gear will be required.
 - E. All personnel, other than actual participating contestants, shall be restricted to an area reserved for such use. This area shall be ten feet from the mats and scoring table.
 - F. To carry match points into the City Meet, a wrestler must either defeat his opponent or be awarded a forfeit due to his opponent being unable to compete. If a wrestler advances to City Meet without wrestling, **no team points** will be awarded or carried into the City Meet. At heavyweight class **only**, a wrestler who has spent entire season trying to make weight but not wrestled a match and makes weight for City Tournament, may, with approval of athletic directors, wrestle in the City Tournament but will not score team points.

G. Match time

- 1) Seventh grade – three 1-minute periods.
- 2) Eighth grade - three 1-1/2 minute periods.

H. Weigh-in

- 1) Official weigh-in dates will be designated each year based upon the match schedule for that year. School athletic director will weigh all wrestlers the day before a meet. Wrestlers absent or injured have until noon the day of a meet or the seeding meeting to make a weight.

I. All meets or games will be conducted according to the National Federation of State Schools Association rules and/or The Colorado High School Activities Association Guidelines, except for modifications approved by the athletic directors and District Director of Athletics and Activities.

2. City Tournament

- A. Middle school athletic directors will seed the City Meet.
- B. Each school will designate one wrestler per weight category and only this wrestler may score City Championship points.
- C. If we weight class has more than 16 competitors, an elimination will be wrestled to see who is put in the 16-man bracket. Blind draw would determine which “non-designated” wrestlers are to wrestle.
- D. No contestant shall wrestle in two consecutive matches with less than a 45-minute rest between them. The conclusion time of each match shall be recorded.
- B. *A wrestler will receive a maximum of one (1) win or one (1) loss at any one meet. If a wrestler has a second match in any one meet, it will count as exhibition only. There will be a designation of exhibition matches one day before each meet. Coaches will determine exhibitions as a part of their meeting to fill out score sheets for each meet (Page 38, 1.B(4)). If two wrestlers are wrestling each other from a different weight, the match will be exhibition only and no wrestler will receive a win/loss for City Tournament purposes. It is the responsibility of each coach to maintain accurate records.*

- C. Regular Season – for a wrestler with more than one match
 Example: 3 wrestlers at one weight class
 Wrestler “A” wrestles Wrestler “B”
 “A” wins; “B” loses.
 Later “C” wrestles “A” as EXHIBITION (match is exhibition for Wrestler “A” only); match counts as win/loss for Wrestler “C”
 “A” wins.

Record should be:

	<u>Win</u>	<u>Loss</u>
Wrestler “A”	1	0
Wrestler “B”	0	1
Wrestler “C”	0	1

3. Seeding of City Tournament

A. PROCEDURE

Designated Wrestlers:

- Step #1 Win/Loss
- Step #2 Head to Head
- Step #3 Most Pins
- Step #4 Tech Falls
- Step #5 Coin Flip

Considerations for seeding:

Most wins (at designated weight)

Fewest losses (at designated weight)

Most matches (at designated weight)

When possible, wrestlers from same school will be placed at opposite sides of the bracket.

Non-Designated Wrestlers – Blind Draw

No wrestler may enter tournament with more than six (6) matches on his record.

If a wrestler has more than six (6) wins, his record will be adjusted by deleting from the WIN column.

B. Weigh-in

Weigh-in for City Tournament will be held by all schools the final official weigh-in date. A wrestler, to wrestle a lower weight in the City Tournament, must make that weight in the last weigh-in and additionally, make that weight in one of the two preceding weigh-ins.

C. Ribbons

Ribbons will be awarded for City Tournament only.

MIDDLE SCHOOL ATHLETIC CZAR INFORMATION

WRESTLING

End of Season:

- A.. Secure facility for next end of season tournament.
- B. Complete schedule for next season. Move top teams to bottom and move all other up one notch on schedule. Make sure home school is scheduled at home school and that teams with only one home meet are rotated for next year.

Prior to Season:

- A. Get count of participants to transportation prior to first match (one week at least)
- B. Make sure officials have been assigned – check with District Athletics Office.
- C. Hold coaches clinic with all schools. Contact high school athletic directors to arrange for their coaches to help facilitate the clinic.

During the Season:

- D. Keep in contact with other Athletic Directors to troubleshoot
- E. Hold seeding meeting.
- F. Athletic Directors meet, bring win/loss record for each wrestler at each weight classification.
- G. Secure ribbons and brackets (from District Athletic Office).
- H. Set up hospitality room for coaches and officials
- I. Secure officials (See Prior to Season: 2).
- J. Friday before finals contact host school to set up time for putting mats down. Need to take supplies: tape, disinfectant, first aid kit, blood kit. Make sure we have tables and chairs for workers.
- K. ASAP secure scorers and timekeepers for finals – two (2) each and make sure you have students to signal officials during final seconds of each match.
- L. Have a person (optional but helpful) to hand out ribbons and brackets.
- M. Invite high school coaches to attend
- N. Prepare flyer and arrange for gate.
- O. Clean up after tournament – roll up mats.

