

Metro Christian League Standard Operating Procedures

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League Constitution

ARTICLE I – NAME

The name of this organization shall be the “Metro-Christian League Division II East”.

ARTICLE II – PURPOSE

The purpose of the organization shall be to promote harmonious relations throughout the entire league with an emphasis on developing good citizenship and sportsmanship through the medium of athletics for students in elementary and middle schools.

ARTICLE III – MEMBERSHIP

The league will consist of private schools and/or small public schools in the Portland – Vancouver Metropolitan area which subscribe to the purpose in ARTICLE II. Schools not participating in the league and/or AD meetings during a school year may be dropped from active membership. Each member school will pay a \$50 annual membership fee to help offset the costs of the league, which include, but are not limited to the fall and winter sports’ championship tournaments. Schools interested in membership in the league must be approved by a $\frac{2}{3}$ majority of member schools. As well, if issues with members arise, disciplinary measures will be handled by a $\frac{2}{3}$ majority vote during an MCL meeting.

ARTICLE IV – VOTING

Each school shall be entitled to one vote and a school may only vote on those decisions that affect a sport in which it participates.

ARTICLE V – MEETINGS

League meetings will be held in a central location. Regular league meetings are to be attended by the representative of each member school and attendance is open to other interested persons. A minimum of three meetings will be scheduled each year and business will be conducted following Robert’s Rules of Order. Attendance is required at each meeting. Special meetings may be called as deemed necessary.

ARTICLE VI – OFFICERS

The Metro-Christian League officers shall consist of a president and secretary. Officers shall be transitioned each year at the spring meeting. These positions will be filled with an alphabetical (by school name) rotation of responsibility by active AD membership. The secretary will become president, and the president will be moved to the bottom of the list. If an AD is his/her first year, he/she can be bypassed for one year. Camas Christian, Columbia Christian, Corbett, Cornerstone Christian, Country Christian, Damascus Christian, Firm Foundation, Good Shepherd, Grace Lutheran, Grand View Christian Academy, Hood View Adventist School, Horizon Christian Tualatin, Hosanna Christian, Mannahouse Christian Academy, Mayer Christian Academy, Meadow Glade, North Clackamas Christian, Open Door Christian Academy, Portland Adventist Elementary, Portland Christian, Portland Waldorf, Rivergate Adventist, Trinity Lutheran

ARTICLE VII – Standard Operating Procedures (SOP’s)

The SOP’s shall be developed for league policy in general and as guiding procedures for each sport. The SOP’s shall be treated as by-laws and may be amended at a meeting by a majority vote of the member schools. SOP changes for a given sport must be determined prior to the next season for that sport.

ARTICLE VIII – AMENDMENTS

The Constitution may be amended by a two-thirds majority vote of member schools. A proposed amendment to the constitution may be read and voted on at any regular meeting.

Standard Operating Procedures

1) Meetings – Schedule and Agenda

a) Fall Meetings – 7:00pm – the last Monday in August

- i) Welcome and introductions
- ii) Introduce any new probationary member schools
- iii) Review spring sports
- iv) Review SOP's from spring sports
- v) Finalize fall sports plans and schedules
- vi) Determine grades 5/6 basketball teams for the current year – cutoff date for committing is October 1
- vii) Appointment of sports chair persons for 5/6 and 7/8 basketball
- viii) Each school is to bring updated information for the league directory
- ix) Draw seeding numbers for final play-off position tie breaker

b) Winter Meeting – 9:00am – the 2nd Monday in October

- i) Review fall sports
- ii) Review SOPs for fall sports
- iii) Finalize 5/6 basketball plans.
- iv) Determine grades 7/8 basketball teams for the current year
- v) Set 7/8 basketball tournament dates – schedule will be built backwards from the tournament date. Schedules are to be prepared and distributed prior to Thanksgiving
- vi) Determine a league chair for track (may also come from the West MCL)

c) Spring Meeting – 9:00am – the 3rd Monday in March

- i) Review Winter sports
- ii) Review SOPs for winter sports
- iii) Finalize the track sub-districts and districts.
- iv) Determine division members for fall sports – cutoff date for committing is May 1st
- v) Set 7/8 volleyball tournament dates – schedule will be built backwards from the tournament date.
- vi) Appointment of sports chair persons for volleyball and soccer for the following year
- vii) Election of officers for the following year

d) Special Meetings – may be set by the President if deemed necessary

2) Officers – President and Secretary

a) President's Duties

- i) Preside at all meetings of the league
- ii) Circulate an agenda to all members at least one week prior to the next meeting.
- iii) Shall be responsible to oversee league sports chairpersons and to see that their responsibilities are being carried out

b) Secretary's Duties

- i) Take minutes of league meetings and distribute copies of the minutes to all member schools within two weeks of the meeting date
- i) Ensure that revisions of the SOP and Constitution are prepared, dated and circulated to all members schools
- ii) Ensure that the league directory is prepared and distributed to all member schools

c) Sports Chair Persons – to be appointed for each sport or division within that sport

- i) Prepare the master schedule for the sport and distributed to each participating school
- ii) Be responsible to see that league standings are compiled and distributed weekly for soccer, volleyball and basketball
- iii) Be responsible to organize all tournaments or playoffs for the sport or division.

3) Participation

- a) Participation shall be limited to students who are regularly enrolled in the school for which they compete or to students in which there is a significant relationship between the student and/or the student's parents and the MCL School for which they play.
- b) Participation shall be limited to students who have not completed the 8th grade. A student who turns 15 years of age on or before August 15th of the school year shall be ineligible to compete for that school year.
- c) Middle school teams are for 7th and 8th grade students. Teams may include 5th and 6th grade students at the school's discretion.
- d) Teams designed for 5th and 6th graders may also use 4th graders at the school's discretion. 7th and 8th graders may not play on a 5th/6th grade team.

4) Other General Items

- a) The master league schedule is to be binding on member schools unless changed by mutual consent of both schools involved.
- b) After league schedules have been sent out, games dates and times should be confirmed between all participating schools.
- c) Team organization shall not be patterned after a high school varsity team – the aim is to play all players in a game.
- d) Boys may not participate on a girls' team.
- e) It is the home team's responsibility to report scores ASAP to the sports chair.
- f) Failure to abide by the rules of a given sport may result in forfeiture or consideration may be given to drop the school from regular membership.

MCL 5-6 Basketball SOPs

- 1) National Federation Rules apply with additions or changes as listed here.
- 2) Practice starting date is not restricted. Scheduled games will begin in November and continue until Christmas break.
- 3) Length of quarters will be 8 minutes – stop time. Half time will be 5 minutes. Length of warm-up time between games is 10 minutes maximum. A 3 minute overtime may be set for a tiebreaker.
- 4) Our standard game times will be 4pm for girls and 5:15pm for boys. Any changes need to be agreed upon by both athletic directors. The master league schedule is to be binding on member schools unless changed by mutual consent of both schools involved.
- 5) One or two experienced officials should be used. Association referees are not required.
- 6) Players are allowed to cross the free throw line as part of their free throw follow through. It will still be deemed a violation to cross the line early in an attempt to rebound a miss.
- 7) A 28.5” ball (girl’s high school) will be used for both boys and girls games.
- 8) There will be no post-season league tournaments.
- 9) A school may allow 4th graders to play at their discretion. 7th and 8th graders may not participate - If a player turns 13 on or before August 15 of the current school year they may not participate.
- 10) Teams are to play man-to-man defense only. A team not complying on defense will first be warned and on each subsequent use of an illegal defense the team will be assessed a technical foul. Following are principles to be followed:
 - a) Defensive player must stay with their man (approx. 6’) unless ball is driven toward them.
 - b) May switch on screens.
 - c) Teams may double-team the ball in the key.
- 11) Teams are not to run an isolation 1 on 1 offense. A team not complying will first be warned and on each subsequent use will be assessed a technical foul.
- 12) No full court press is allowed at any time.
- 13) If a game is not able to start on time due to the late arrival of the visiting team, the following measures may be taken by the home AD or head coach in order to get back on schedule:
 - a) Shorten pre-game warm-up time
 - b) Shorten half time
 - c) Go to a running clock until caught up

*Any changes must be communicated to the visiting coach upon arrival.

MCL 7-8 Basketball SOPs

- 1) National Federation Rules apply with additions or changes as listed here.
 - Washington schools may use a shot clock at their home games
- 2) Games will begin the 1st week of January. Starting practices is not date restricted.
- 3) Length of quarters will be 8 minutes – stop time. Half time will be 5 minutes. Length of warm-up time between games is 15 minutes maximum. Each overtime will be 4 minutes.
- 4) A school may enter two same gender basketball teams into the league as long as that declaration is made prior to the “no play date” cut off on October 1. Only one team is eligible for the league playoffs.
- 5) If a team is leading by 20 or more points in a game, there will be no full-court press by 1 or more players and no ½ court trapping defenses applied. The trailing team may continue to press at any point of the game.
- 6) Our standard game times will be 4pm for girls and 5:20 for boys. Any changes need to be agreed upon by both athletic directors. The master league schedule is to be binding on member schools unless changed by mutual consent of both schools involved.
- 7) Weekly reporting of scores is required via email to Basketball Chair
- 8) Schools must use officials assigned from an officials association (PBOA, Parks & Rec. league, etc.). Two officials are to be requested. Games may be played with 1 official in emergency situations.
- 9) All ties affecting final standings and playoff positions will be determined by the AZZI point system and, if necessary, School Play-off Seeding Numbers. AZZI points are awarded to both teams in a contest. The amount of points is based on the point spread in each contest. The winning team will receive one point for each point they win a game by, up to a maximum of five points. The losing team will receive a negative one point for each point they lose by, up to a maximum of –5. In the case of a forfeit, the winner will receive +5 points and the loser –5 points.
 - a. A two way tie will be resolved by the following steps until a winner is declared:
 1. Head to head competition between the schools involved.
 2. Head to head AZZI points between the two schools tied.
 3. Total season AZZI points within league play
 4. A play-off game between the schools tied at a neutral site.
 - b. A three or four-way tie will be resolved by following the steps below:
 1. AZZI points between the schools tied
 2. Total season AZZI points within league play
 3. Resort back to two-way tie system to get down to two schools.
 - c. The final tie breaker determiner will be the use of School Play-off Seeding Numbers.
Seeding numbers are to be drawn each year at the August AD meeting.
- 10) The top teams at the end of the regular season will qualify for playoffs.
- 11) If a game is not able to start on time due to the late arrival of the visiting team, the following
- 12) measures may be taken by the home AD or head coach in order to get back on schedule:
 - a. Shorten pre-game warm-up time
 - b. Shorten half time
 - c. Go to a running clock until caught up

*Any changes must be communicated to the visiting coach upon arrival.

MCL Soccer SOPs

- 1) The National Federation Rules apply with additions or changes as listed here.
- 2) Starting Time - All starting times will be 4:15 p.m., unless teams mutually agree to an alternate time.
- 3) Only one team per school will be eligible for the league playoffs. Schools may field a 2nd team that is part of the league schedule, but that team will not be eligible for the league playoffs.
- 4) League Matches
 - a. League standings will be determined by the following points: Win - 3 points Tie - 1 point Loss - 0 points
 - b. League matches will consist of two periods of 30 minutes with a 5 minute half time break
 - c. All regular conference games that end in a tie at the conclusion of regulation time will remain a tie.
 - d. In the event of a color clash for uniforms, it is the home team's responsibility to provide alternative colors (can use pinnies).
 - e. A team must have at least 8 players to start a match. It is expected that all players available for the match will be used. Teams may play 11 v 8 but sportsmanship is expected from the 11 man team when the game is in hand.
 - f. Certified officials should be used whenever available, for officiating games.
 - g. A player who is ejected from a game is automatically suspended from taking part in the next league game or league play-off game. The second red card of a player during the season will result in the automatic suspension of the player for two league games or two league play-off games. It is the responsibility of the coaches to notify their respective athletic director of the name and school of the violating player. The District Chair will be notified of any Red Card violations. Any team that plays an individual that is on a red card suspension will forfeit the contest. Any subsequent red card will result in suspension for the remainder of the season.
 - h. At the conclusion of the game, each team will line up behind its captain along the center line and shake hands with opposing team members.
 - i. Weekly reporting of scores is required via email to Soccer Chair.
 - J. A game will end when a team leads by 8 goals.

5) League Play-Offs

Semifinals: #4 at #1 and #3 at #2

Finals: The winners will play each other in the championship game.

Awards: Trophies will be awarded to the 1st and 2nd place teams.

Officials: Certified officials will be used for playoff games.

- 6) Tiebreakers - In the event of teams tied in league points at the end of the league season, for playoff positions the tie will be resolved by the criteria in the order below
- a. Winner of the regular season game (head to head)
 - b. Goal differential established by AZZI System for every league game. The AZZI System will be a maximum of +3 or -3. The points are to be established by the goal differential. Example: Team A beats Team B 6-3; Team a gets +3 points in goal differential; Team B gets -3 points in goal differential. Example: Team C beats Team B 1-0; Team C gets +1 in goal differential and Team B gets -1 in goal differential. All forfeits will be +3 or -3.
 - c. Least goals conceded in league play.
 - d. Bonus Point System. 3 points for a win against a team above in the final standings and 1 point for a tie against a team above in the final standings.
 - e. Re-calculate the points on a 10 point system as follows. 6 points for a win, 3 for a tie, 1 for a shutout and 1 point for every goal to a maximum of 3 goals, win tie or lose.
 - f. Coin flip.

7) All playoff games will use the following format for deciding tied games:

- a. There shall be two full 5-minute overtime periods (note: not sudden victory):
 - i. A coin toss shall be held to determine first possession.
 - ii. At the end of the first 5-minute overtime period, teams shall change ends.
- b. If the score remains tied then penalty kicks will determine the winner.

Penalty kick procedure:

 - i. The referee shall choose the goal at which all of the penalty kicks shall be taken.
 - ii. Each coach will select any five players (except for those who have been ejected) to take the penalty kicks.
 - iii. A coin toss shall be conducted. The team winning the toss shall have the choice of kicking first or second.
 - iv. Teams will alternate kickers.
 - v. Following five kicks for each team, the team scoring the greatest number of goals on these kicks shall be declared the winner.
- c. If the score remains tied after each team has had five penalty kicks:
 - i. Each coach will select five different players to take the penalty kicks in a sudden victory situation, wherein if one team scores and the other team does not score, the game is ended without more kicks being taken.
 - ii. If the score remains tied, continue the sudden victory penalty kicks with the coach selecting any five players to take the next set of alternating penalty kicks. If a tie still remains repeat 3-a.

MCL 5-6 Volleyball SOPs

- 1) National Federation Rules apply with additions or changes as listed here.
- 2) The height of the net will be 7'.
- 3) All matches will be two out of three sets. First two sets are played to 25 and the third is played to 15. If the match has already been decided (two wins by one team) the third set may be played if both coaches agree and time permits.
- 4) The first team to win two sets wins the match.
 - a. Rally scoring will be used-win by two.
 - b. First two sets to 25 (win by two-no cap).
 - c. Third set if necessary to 15 (win by two-no cap).
 - d. 18 substitutions per set.
 - e. 2 timeouts per set.
- 5) The master league schedule is to be binding on member schools unless changed by mutual consent of both schools involved. All schools are required to confirm their own schedule with all opponent schools.
- 6) Experienced adults should be used to officiate. Officials from an association are not required.
- 7) The home team is responsible to provide two linesmen.
- 8) If time allows, there will be a 20 minute warm-up before each match with the following format: 4 minutes shared time, 8 minutes home team on court, 8 minutes visiting time on court.
- 9) The coin toss will be conducted 15 minutes before the starting game time.
- 10) The home team will provide a Vollelylite game ball.
- 11) Jerseys with legal numbers are to be worn.
- 12) The short service line (5 ft. in front of regulation service line) may be used for overhand or underhand serves.
- 13) Only five (5) consecutive serves may be served by one player; serving team then rotates and continues to serve.

MCL 7-8 Volleyball SOPs

- 1) National Federation Rules apply with additions or changes as listed here.
- 2) The height of the net will be 7'.
- 3) The first team to win two sets wins the match.
 - a. Rally scoring will be used-win by two.
 - b. First two sets to 25 (win by two-no cap).
 - c. Third set if necessary to 15 (win by two-no cap).
 - d. 18 substitutions per set.
 - e. 2 timeouts per set.
- 4) The master league schedule is to be binding on member schools unless changed by mutual consent of both schools involved. All schools are required to confirm their own schedule with all opponent schools.
- 5) Weekly reporting of scores is required via email to the Volleyball Chair.
- 6) If possible, it is desirable that officials be assigned from an officials association (GPVOA, Parks & Rec. league, etc.). If it is not possible (availability), then experienced adults should be used to officiate. Certified officials are to be used for all playoff matches.
- 7) The home team is responsible to provide two linesmen.
- 8) Any team using a **libero** must provide their own tracker at the scoring table.
- 9) If time allows, there will be a 20 minute warm-up before each match with the following format: 4 minutes shared time, 8 minutes home team on court, 8 minutes visiting time on court.
- 10) The home team will provide a National Federation High School stamped ball.
- 11) Jerseys with legal numbers are to be worn.
- 12) There will be a three point tie breaker method for determining play-off positions. 1st–Winner of head to head match, 2nd– In descending order, winner against the next highest seed, 3rd– School Seeding Numbers, drawn each year at the August AD meeting.

MCL Track SOPs

- 1) National Federation Rules apply with additions or changes listed here or as agreed upon by all schools participating in a particular meet.
- 2) The host school is responsible for providing/assigning all officials for the meet and has responsibility for all statistics, record keeping and communication before and after the meet. (Meet responsibilities-schools can and will be asked to run events-be prepared).
- 3) The events for 7th and 8th grade boys and girl's meets will be run together. Boys compete against boys, and girls against girls. Sixth graders may participate at the discretion of each school.
- 4) Times and marks for all entrants will be recorded and all team and individual scores will be forwarded to participating schools promptly after the meet. All times should be rounded up to the next tenth of a second unless FAT (Fully Automatic Timing) is used.
- 5) Entries for Regular Meets will be as follows:
 - a. Sprints a maximum of 4 boys and 4 girls in the 100, 200, 400 and the hurdles.
 - b. Middle distance will remain open.
 - c. Field events a maximum of 6 boys and 6 girl's per event
- 6) At the Sub-District and District Meets, the limit will be three entries per event per school and one relay team per event per school.
- 7) A fee for Sub-District and District Meets will be billed to each participating school. The host school will determine the fee.
- 8) Visiting schools must submit a list of entrants for each event as requested by the host school. Scratches and additions are to be made only before the meet begins except scratches as the result of injury, illness or emergency.
- 9) An athlete may compete in a maximum of four events, this includes relays. (An athlete may double in the 800 & 1500).
- 10) Meet starting times: 3:30 Field Events 4:00 Running Events
- 11) Field events will have three trials with no finals (except for the Sub-District and District Meet will have 4 trials). Running events will have no finals.
- 12) The first false start will disqualify a participant – same rules as high school.
- 13) Hurdles shall be low hurdles 30", 100 Meters total with the same spacing as girls' high school 100 M hurdles

- 14) Girls will use a 6-pound shot. Boys will use a 4K shot (same as high school girls). Boys and girls will use a 1K discus (same as high school girls).
- 15) Turbo-javelins will be 300 grams. For safety, this javelin must be thrown using a proper over-hand delivery.
- 16) Uniforms – athletes should wear school track uniforms if possible.
- 17) High Jump: Starting heights and increments
 Girls: 3'6", 3'9", 4', 4'2", 4'4", 4'6", 4'7", 4'8" ...
 Boys: 4', 4'3", 4'6", 4'8", 4'10", 5', 5'1", 5'2"
- 18) Sub-District Meets
 - a. Two sub-district meets will be held during the week prior to the district meet. Schools will be divided into the two meets by geography and team size
 - b. Three entries allowed per event per school.
 - c. The top 6 finishers in each field event and the 800 & 1500 races and the top 4 finishers in all other races will advance to the district meet. If an athlete chooses to not compete at the District Meet in an event the next finisher in order will take that place.
 - d. When a school qualifies a relay team to districts, substitutions may be made.
 - e. Each school will be assessed a fee for the cost of running the sub-district meet.
 - f. An athlete must qualify through a sub-district meet to compete in the District Meet.
- 19) District Meet Expenses – each school will be assessed a fee to cover the costs of ribbons

Track Order of Events

FIELD EVENTS - begin at 3:30

(home school can adjust schedule to fit facilities)

Girls Shot	followed by	Boys Shot
Boys Discus	followed by	Girls Discus
Boys Long Jump	followed by	Girls Long Jump
Girls High Jump	followed by	Boys High Jump
Boys Turbo Jav	followed by	Girls Turbo Jav

RUNNING EVENTS - begin at 4:00

100 M Hurdles
 4 X 100 M Relay
 1500 M
 100 M
 400 M
 800 M
 200 M
 4 x 400 M Relay

Maximum Events: Four total per athlete – any (4) events