



# Metro Christian League East Standard Operating Procedures

Updated March 14th, 2025

## Table of Contents

### **League Constitution** (2,3)

ARTICLE I – NAME

ARTICLE II – PURPOSE

ARTICLE III – MEMBERSHIP

ARTICLE IV – NEW MEMBERS

ARTICLE V – BOARD OF CONTROL

ARTICLE VI – MEETINGS

ARTICLE VII – OFFICERS

ARTICLE VIII – SOP's

ARTICLE IX - AMENDMENTS

### **Standard Operating Procedures**

1) Meetings – Schedule and Agenda... 4

2) Officers - Duties... 5

3) Participation... 6

4) Other General Items... 6

### **Basketball**

5th /6th Grade... 7,8

7th /8th Grade... 9,10

### **Soccer**

7th /8th Grade... 11,12

### **Volleyball**

5th /6th Grade... 13

7th /8th Grade... 14

### **Track & Field**

General Information... 15,16,17

Order of Events... 17

# League Constitution

## Article I – Name

The official name of the organization shall be **Metro Christian League Division East**.

## Article II – Purpose

The league aims to foster harmonious relationships among member schools, emphasizing good citizenship and sportsmanship through athletics for elementary and middle school students.

## Article III – Membership

- Membership consists of private and small public schools in the **Portland–Vancouver Metropolitan Area** that align with the league's purpose.
- Schools that do not actively participate in the league or Athletic Director (AD) meetings may be removed from membership.
- An **annual membership fee of \$100** is required to help fund championship tournaments.
- New member schools require a **two-thirds (2/3) majority vote** for approval.
- Any disciplinary actions regarding member schools will be determined by a **2/3 majority vote** during a league meeting.

## Article IV – Voting

Each school has **one vote** and may only vote on matters related to sports in which they participate.

## Article V – Meetings

- Meetings are held in a **central location** and are open to all interested persons.
- **Three regular meetings** are scheduled annually, following **Robert's Rules of Order**.
- Attendance is **mandatory**. Special meetings may be called when necessary.

## Article VI – Officers

The Metro-Christian League officers will consist of a **President** and a **Secretary**. Officer transitions will occur annually at the **spring meeting**.

## **Officer Selection Process:**

1. **Rotational System** – Positions will rotate alphabetically by school name among active Athletic Directors (ADs).
2. **Progression of Roles** – The **Secretary** will move into the **President** role, and the outgoing **President** will be placed at the bottom of the rotation list.
3. **Deferral Option** – First-year ADs may **defer** their turn for one year.

## **Schools in Rotation:**

- 8th Street Academy
- Agape Christian Academy
- Columbia Christian
- Corbett
- Cornerstone Christian
- Firm Foundation
- Good Shepherd
- Grace Lutheran
- Hood View Adventist School
- Hosanna Christian
- Mannahouse Christian Academy
- Meadow Glade
- Portland Adventist Elementary
- Portland Christian
- Rivergate Adventist Elementary

## **Article VII – Standard Operating Procedures (SOPs)**

- SOPs serve as **league policies** and **guidelines for each sport**.
- SOPs function as **by-laws** and may be amended by a **majority vote**.
- Changes for a sport's SOPs must be finalized before the next season.

## **Article VIII – Amendments**

The Constitution may be amended by a  $\frac{2}{3}$  **majority vote** at any regular meeting.

# Standard Operating Procedures

## 1) Meetings – Schedule and Agenda

### a) Fall Meeting – August

- Introductions and welcome new/probationary schools
- Review **spring sports** and **SOPs**
- Finalize **fall sports** schedules
- Confirm **5th/6th grade basketball teams** (commitment deadline: **October 1**)
- Appoint **sports chairpersons** for basketball
- Update league directory
- Draw **seeding numbers** for playoff tie-breakers

### b) Winter Meeting – October

- Review **fall sports** and **SOPs**
- Finalize **5th/6th grade basketball** schedules
- Confirm **7th/8th grade basketball teams**
- Set **tournament dates** (schedule finalized by **Thanksgiving**)
- Determine a **track league chair**

### c) Spring Meeting – March

- Review **winter sports** and **SOPs**
- Finalize **track sub-districts and districts**
- Confirm **fall sports division members** (commitment deadline: **May 1**)
- Elect officers for the following year

### d) May/June Meeting-

- Appoint sports chairpersons for **volleyball and soccer**
- Set **7th/8th grade volleyball tournament dates**

### e) Special Meetings

- Called by the **President** if needed

## 2) Officers – President and Secretary

### a) President's Duties

- Preside over all league meetings
- Distribute meeting **agendas** one week in advance
- Oversee **sports chairpersons**

### b) Secretary's Duties

- Record and distribute **meeting minutes** within **two weeks**
- Maintain **updated SOPs and Constitution**
- Distribute the **league directory**

### c) Sports Chairpersons' Duties

- Create and distribute **master schedules**
- Maintain and share **league standings** weekly for soccer, volleyball, and basketball
- Organize **tournaments and playoffs**

## 3) Participation

- Participants must be **regularly enrolled students** or have a **significant relationship** with the school.
- Eligibility:
  - **Middle school (7th/8th grade) teams** – for **7th and 8th graders**, with **5th and 6th graders optional**.
  - **5th/6th grade teams** – may include **4th graders**.
  - **7th and 8th graders may not play on 5th/6th grade teams**.
- Students turning **15 before August 15** are ineligible.

## 4) General Policies

- **Schedules are binding** unless changed by mutual agreement.
- Schools must **confirm game dates and times** with opponents.
- All players should **receive playing time**; teams should not operate like varsity programs.
- **Boys may not participate on girls' teams.**
- **Home teams** must report game scores **ASAP** to the sports chair.
- Rule violations may lead to **forfeiture** or removal from membership. **MCL 5-6 Basketball SOPs**

### 1. General Rules

- The following standard rules apply, with additions or modifications as outlined below.

### 2. Practice and Season Schedule

- There is no restriction on the practice start date.
- Scheduled games will begin in November and continue until the Christmas break.

### 3. Game Timing

- Quarters will be 8 minutes with stop time.
- Halftime will last 5 minutes.
- Warm-up time between games is limited to 10 minutes.
- In the case of a tie, a 3-minute overtime period may be played.

### 4. Game Scheduling

- Standard game times are 4:00 PM for girls and 5:15 PM for boys.
- Any schedule changes require mutual agreement between both schools' athletic directors.
- The master league schedule is binding unless both schools involved agree to a change.

### 5. Officials

- Games should use one or two experienced officials.
- Association-certified referees are not required.

### 6. Free Throws

- Players may cross the free throw line as part of their follow-through after a shot.
- It is still a violation to cross the line early in an attempt to rebound a missed shot.

### 7. Ball Size

- A 28.5-inch basketball (girls' high school size) will be used for both boys' and girls' games.

### 8. Postseason

- There will be no postseason league tournaments.

## 9. Player Eligibility

- Schools may allow 4th graders to participate at their discretion.
- 7th and 8th graders are not allowed to participate.
- If a player turns 13 on or before August 15 of the current school year, they are ineligible to participate.

## 10. Defensive Rules

- Teams must play man-to-man defense only.
- Failure to comply will result in:
  - **First offense:** Warning.
  - **Subsequent violations:** Technical foul assessed.
- **Defensive guidelines:**
  - a) Defenders must stay within approximately 6 feet of their assigned player unless the ball is driven toward them.
  - b) Defenders may switch on screens.
  - c) Double-teaming is allowed only in the key.

## 11. Offensive Rules

- Isolation (1-on-1) offensive plays are not allowed.
- Failure to comply will result in:
  - **First offense:** Warning.
  - **Subsequent violations:** Technical foul assessed.

## 12. Pressing Defense

- Full-court press is not allowed at any time.

## 13. Player & Team Fouls

- Players are disqualified after **5 personal fouls**.
- A team enters the bonus after **5 team fouls per half**.

## 14. Timeouts

- Each team is allowed **3 full timeouts** and **2 half timeouts** per game.

## 15. Mercy Rule (Running Clock)

- If a team is ahead by **30 points in the 4th quarter**, the game will switch to a **running clock**.

## 16. Delayed Start Adjustments

- If the visiting team arrives late and the game cannot start on time, the home athletic director or head coach may take the following measures to maintain the schedule:
  - a) Shorten pre-game warm-up time.
  - b) Reduce halftime length.
  - c) Use a running clock until the schedule is back on track.
- ***Any changes must be communicated to the visiting coach upon arrival.***

## MCL 7-8 Basketball SOPs

### 1. General Rules

- The following standard rules apply, with additions or modifications as outlined below.
- Washington schools may use a shot clock at their home games.

### 2. Practice and Season Schedule

- Games will begin the first week of January.
- Practice start dates are not restricted.

### 3. Game Timing

- Quarters will be 8 minutes with stop time.
- Halftime will last 5 minutes.
- Warm-up time between games is limited to 15 minutes.
- Overtime periods will be 4 minutes each.

### 4. Multiple Team Entries

- A school may enter two same-gender teams into the league.
- This declaration must be made before October 1 (the "no-play date" cutoff).
- Only one team from a school is eligible for league playoffs.

### 5. Defensive Restrictions for Large Leads

- If a team leads by **20 or more points**, the following restrictions apply:
  - No full-court press by one or more players.
  - No half-court trapping defenses.
- The trailing team may continue to press at any point in the game.

### 6. Game Scheduling

- Standard game times are **4:00 PM for girls** and **5:20 PM for boys**.
- Games are scheduled for **Monday and Thursday unless agreed upon by both athletic directors**.
- The master league schedule is binding unless both schools involved agree to a change.

### 7. Score Reporting

- Each school's athletic director must update scores weekly in the shared league Excel Sheet.

### 8. Officials

- Schools must use officials assigned from an officiating association (e.g., PBOA, Parks & Rec leagues, etc.).
- Two officials should be assigned per game.
- Games may proceed with one official in emergency situations.

### 9. Tie-Breaker Procedures for Standings & Playoffs



- Ties affecting final standings and playoff positions will be determined by the **AZZI point system** and, if necessary, **School Playoff Seeding Numbers**.
- **AZZI Points System:**
  - The winning team earns **1 point per point won by, up to +5 max.**
  - The losing team earns **-1 point per point lost by, up to -5 max.**
  - Forfeits result in a **+5 for the winner** and **-5 for the loser.**
- **Tie-Breaking Procedures:**
  - **Two-Way Tie:** Resolved in the following order:
    - Head-to-head competition between the tied schools.
    - Head-to-head AZZI points between the two tied schools.
    - Total season AZZI points within league play.
    - Playoff game between the tied schools at a neutral site.
  - **Three or Four-Way Tie:** Resolved in the following order:
    - AZZI points among tied schools.
    - Total season AZZI points within league play.
    - Revert to the two-way tie system once narrowed down to two schools.
  - **Final Tie-Breaker:**
    - School Playoff Seeding Numbers will be used as the last resort.
    - Seeding numbers are drawn annually at the August AD meeting.

## 10. Playoff Qualification

- The top teams at the end of the regular season will qualify for playoffs.

## 11. Delayed Start Adjustments

- If the visiting team arrives late, the home athletic director or head coach may take the following measures to stay on schedule:
  - a) Shorten pre-game warm-up time.
  - b) Reduce halftime length.
  - c) Use a running clock until the schedule is back on track.
- *Any changes must be communicated to the visiting coach upon arrival.*

## 12. Player & Team Fouls

- Players are disqualified after **5 personal fouls**.
- A team enters the **bonus after 5 team fouls per half**.

## 13. Timeouts

- Each team is allowed **3 full timeouts** and **2 half timeouts** per game.

## 14. Mercy Rule (Running Clock)

- If a team is ahead by **30 points in the 4th quarter**, the game will switch to a **running clock**.

# MCL Soccer SOPs

## 1. General Rules

- The following standard rules apply, with additions or modifications as outlined below.

## 2. Game Start Time

- All games will begin at **4:00 PM**, unless both teams mutually agree to an alternate time.

## 3. Team Eligibility

- Only **one team per school** is eligible for the **league playoffs**.
- Schools may field a **second team** as part of the league schedule, but that team will **not** be eligible for playoffs.

## 4. League Matches

### a. Point System for Standings:

- **Win = 3 points**
- **Tie = 1 point**
- **Loss = 0 points**

### 5. b. Match Duration:

- **Two 30-minute periods with a 5-minute halftime.**

### 6. c. Tied Regular-Season Games:

- **No overtime:** games that end in a tie remain a tie.

### 7. d. Uniform Conflicts:

- If teams have similar colors, the **home team** must provide **alternate jerseys or pinnies**.

### 8. e. Minimum Players:

- A team must have **at least 8 players** to start a match.
- If playing **11 vs. 8**, the **full team is expected to show sportsmanship** once the game is in hand.

### 9. f. Officials:

- **Certified officials** should be used whenever available.

### 10. g. Red Card Suspension Rules:

- A player **ejected (red card)** is **automatically suspended** for the **next league or playoff game**.
- A **second red card in a season** results in a **two-game suspension**.
- **Any additional red cards** result in **suspension for the remainder of the season**. ○ **It is the coach's responsibility** to report the red card to their **athletic director**, who will notify the **District Chair**.
- Any team that **plays a suspended player** will **forfeit** the match.

### 11. h. Post-Game Sportsmanship:

- At the conclusion of the match, **teams will line up** and shake hands with the opposing team.

### 12. i. Score Reporting:

- Weekly **score updates** must be reported in the **shared league Excel Sheet** by each school's athletic director.

### 13. j. Mercy Rule:

- A **game will end** if a team leads by **8 goals**.

## 14. League Playoffs

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

- **Finals:** The winners of the semifinals play in the **championship game**.
- **Awards: Trophies** will be awarded to **1st and 2nd place teams**.
- **Officials:** Certified officials **must** be used for **playoff games**.

#### 15. Tie-Breakers for Playoff Qualification

- If teams have the **same number of points** at the end of the season, playoff seeding will be determined in the following order:
  - a. **Head-to-head** result between tied teams.
  - b. **AZZI Goal Differential System:**
    - Max **+3 or -3** per game.
    - Example: **Team A beats Team B 6-3** → **Team A gets +3, Team B gets -3.**
    - Example: **Team C beats Team B 1-0** → **Team C gets +1, Team B gets -1.**
    - **Forfeits** result in **+3 or -3.**
    - c. **Fewest goals conceded** in league play.
    - d. **Bonus Points System:**
      - **3 points** for a win against a **higher-ranked team.**
      - **1 point** for a tie against a **higher-ranked team.**
    - e. **Recalculated 10-Point System:**
      - **6 points** for a win.
      - **3 points** for a tie.
      - **1 point** for a shutout.
      - **1 point** per goal scored (up to 3 per game).
    - f. **Coin flip** (if all else is tied).

#### 16. Playoff Overtime and Penalty Kick Procedure

- **Tied playoff games** will be decided using the following format:

##### 17. a. Overtime:

- Two **full 5-minute overtime periods** (not sudden victory).
- **Coin toss** determines first possession.
- Teams **switch sides** after the first overtime.

##### 18. b. Penalty Kicks (if still tied after overtime):

- i. **Goal Selection:** Referee chooses which goal to use.
- ii. **Five Penalty Kicks:**
  - Each coach selects **five players** (except ejected players).
  - **Coin toss** determines first or second kicker.
  - Teams alternate penalty kicks.
  - After **five kicks per team**, the team with the most goals **wins**.
- iii. **Sudden Death Penalty Kicks** (if still tied):
  - Coaches select **five new players**.
  - **If one team scores and the other does not, the game ends.**
  - If still tied, teams **continue alternating kicks** until a winner is determined.

## MCL 5-6 Volleyball SOPs

### 1. Net Height

- The net height will be **7 feet**.

### 2. Match Format

- Matches are played as **best two out of three sets**.
- If one team wins the first two sets, the **third set may still be played** if both coaches agree and time permits.

### 3. Scoring & Set Rules

- a. **Rally scoring** will be used (**win by two**).
- b. **First two sets** are played to **25 points (win by two, no cap)**.
- c. **Third set** (if necessary) is played to **15 points (win by two, no cap)**.
- d. **Substitutions: 18 per set**.
- e. **Timeouts: 2 per set**.

### 4. Scheduling & Confirmations

- The **master league schedule is binding** unless changed by **mutual agreement** between the schools involved.
- Games are scheduled for Monday and Wednesdays. Match start time is at **4:00pm**. Schools are **responsible for confirming** their own schedule with opponents.

### 5. Officials & Line Judges

- **Experienced adults** should officiate. Officials from an **association are not required**.
- The **home team** is responsible for providing **two linesmen**.

### 6. Warm-Up Protocol (If time allows – **20 minutes total**)

- **4 minutes** shared court time.
- **8 minutes**: Home team on the court.
- **8 minutes**: Visiting team on the court.

### 7. Game Preparation

- The **coin toss** will be conducted **15 minutes before game time**.
- The **home team** will provide a **Volleylite game ball**.
- Players must wear **jerseys with legal numbers**.

### 8. Serving Rules

- A **short service line** (5 feet in front of the regulation service line) **may be used** for both overhand and underhand serves.
- A player may serve a **maximum of five (5) consecutive serves** before the team must **rotate** and continue serving.

### 9. Player Participation

- There are no limits on the number of sets a player may participate in when "playing up" on a higher-level team. However, coaches must communicate in advance if a player will be competing for both teams to ensure proper planning and fairness.

# MCL 7-8 Volleyball SOPs

## 1. Rules & Regulations

- National Federation Rules apply, with additions or changes as listed below.

## 2. Net Height

- The net height will be **7 feet**.

## 3. Match Format & Scoring

- The first team to win **two sets** wins the match.
  - a. **Rally scoring** will be used (**win by two**).
  - b. **First two sets**: Play to **25 points (win by two, no cap)**.
  - c. **Third set** (if necessary): Play to **15 points (win by two, no cap)**.
  - d. **Substitutions**: **18 per set**.
  - e. **Timeouts**: **2 per set**.

## 4. Scheduling & Reporting

- The **master league schedule is binding** unless changed by **mutual agreement** between the schools involved.
- Match begins at **5:15pm**. Schools are **responsible for confirming** their own schedule with opponents.
- **Weekly score reporting** is required and must be updated on the **shared Excel Sheet** by the school's **Athletic Director (AD)**.

## 5. Officials & Line Judges

- Whenever possible, officials should be **assigned from an official's association** (e.g., **GPVOA, Parks & Rec. league**).
- If association officials are unavailable, **experienced adults** may be used to officiate.
- **Certified officials must be used** for all **playoff matches**.
- The **home team** is responsible for providing **two linesmen**.

## 6. Libero Tracking

- Any team using a **libero** must **provide their own tracker** at the scoring table.

## 7. Warm-Up Protocol (If time allows – **20 minutes total**)

- **4 minutes** shared court time.
- **8 minutes**: Home team on the court.
- **8 minutes**: Visiting team on the court.

## 8. Game Preparation

- The **home team** will provide a **National Federation High School stamped ball**.
- Players must wear **jerseys with legal numbers**.

## 9. Playoff Tie-Breaker System

- If teams are tied for playoff positions, the tie will be broken using the following criteria:
  1. **Winner of the head-to-head match**.
  2. **Descending order**: Winner against the next highest seed.
  3. **School Seeding Numbers**, drawn annually at the **August AD meeting**

## MCL Track and Field SOPs

The following rules govern all MCL track meets, incorporating all necessary competition regulations without requiring external references.

### 1) Governing Rules

All track and field competitions will follow the standard rules for middle school track and field, with modifications listed below. Any additional rule changes or agreements among participating schools will be communicated before the meet.

### 2) Meet Hosting Responsibilities

- The **host school** is responsible for assigning all **officials**, keeping statistics, and communicating meet details before and after the event.
- Schools may be asked to **run events**—each school should be prepared to assist.

### 3) Athlete Participation & Event Structure

- **7th and 8th grade boys and girls** will compete in the same meet, but boys will compete against boys and girls against girls.
- **6th graders may participate** at each school's discretion.
- Each athlete may participate in a **maximum of four events, including relays**.

### 4) Entry Limits

#### Regular Season Meets

- **Sprints (100m, 200m, 400m, hurdles):** Maximum **4 boys & 4 girls per school**.
- **Middle distance (800m, 1500m):** Open entry.
- **Field events:** Maximum **6 boys & 6 girls per school per event**.

#### Sub-District & District Meets

- Maximum **3 entries per event per school**.
- Maximum **1 relay team per event per school**.

### 5) Event Timing & Results

- **Meet start times:**
  - **Field events** begin at **3:30 PM**.
  - **Running events** begin at **4:00 PM**.
- **Timing:**
  - Hand-timed results will be **rounded up to the nearest tenth of a second**.

- **Fully Automatic Timing (FAT)** should be used if available.

- **Results:**

- The host school must **promptly report all team and individual results** to participating schools.

## 6) False Start Rule

- **One false start results in automatic disqualification.**

## 7) Hurdle Specifications

- **Low hurdles (30" height), 100 meters total.**
- **Spacing follows high school girls' 100m hurdle specifications.**

## 8) Equipment & Implement Weights

- **Shot Put:**
  - **Girls: 6lbs**
  - **Boys: 8lbs**
- **Discus:**
  - **Boys & Girls: 1K discus**
- **Turbo Javelin:**
  - **450g Aerojav or Finn Flier**
  - **Must be thrown using a proper overhand delivery** for safety.

## 9) High Jump Starting Heights & Increments

- **Girls: 3'6", 3'9", 4'0", 4'2", 4'4", 4'6", 4'7", 4'8" ...**
- **Boys: 4'0", 4'3", 4'6", 4'8", 4'10", 5'0", 5'1", 5'2" ...**

## 10) Uniform Requirements

- Athletes must wear **matching school uniforms** whenever possible.
- **No jewelry is allowed**, except for medical or religious items secured under clothing.
- **No headgear** is allowed, except for religious or medical reasons.

## 11) Sub-District & District Meets

### Sub-District Meets

- Two **sub-district meets** will be held the **week before the district meet.**
- Schools will be divided based on **geography and team size.**

- **Three entries allowed per event per school.**
- **District Qualification:**
  - **Field events, 800m, & 1500m: Top 6 finishers** advance.
  - **All other races: Top 4 finishers** advance.
- If an athlete **chooses not to compete** at the District Meet, the **next finisher in order will take their place.**
- **Relay Substitutions:** Allowed when a school qualifies a relay team for Districts.
- **Participation Fee:** Each school will be assessed a fee to cover **sub-district meet expenses.**
- **Athletes must qualify** through a **Sub-District Meet** to compete in the **District Meet.**

#### **District Meet Expenses**

- Each school will be **assessed a fee** to cover the **cost of ribbons and awards.**

#### **12) Maximum Events per Athlete**

- **Each athlete may compete in up to four total events**, including relays.
- **Athletes may double in the 800m & 1500m.**

### **Track Meet Order of Events**

#### **Field Events – Start at 3:30 PM**

*(Host school may adjust schedule based on facilities)*

1. **Girls Shot Put** → followed by **Boys Shot Put**
2. **Boys Discus** → followed by **Girls Discus**
3. **Boys Long Jump** → followed by **Girls Long Jump**
4. **Girls High Jump** → followed by **Boys High Jump**
5. **Boys Turbo Javelin** → followed by **Girls Turbo Javelin**



## **Running Events – Start at 4:00 PM**

- 1. 100m Hurdles**
- 2. 4x100m Relay**
- 3. 1500m**
- 4. 100m**
- 5. 400m**
- 6. 800m**
- 7. 200m**
- 8. 4x400m Relay**

