GAME DAY CHECK-IN POLICY

Category:	League Management	**Date Approved**:	1/17/2012
Policy Number:	600.3	**Date Last Revised**:	4/21/2020

PURPOSE

Provides clear guidelines for staff, coaches, and teams to follow when arriving on game days.

POLICY

Since games and activities occur across multiple venues and differing locations, it is necessary to standardize the check-in process for coaches and teams as much as possible. This will provide clear guidelines for all sports in an effort to avoid any confusion and potential problems that may arise.

Team Check-in Process

All teams are expected to check-in with the site supervisor a minimum of 15-minutes prior to the start of their scheduled game time. This will allow the staff to review game rosters, check player eligibility and verify the minimum number of players for game play. Any delay of check-in could cause the implementation of the 600.5 Late Arriving Teams' Policy. It is the responsibility of each team to be prepared at check-in and avoid any possible delays.

Player Check-in Process

Coaches shall check-in their players on the designated scoresheets prior to each game. It is the responsibility of the coach to ensure the accuracy of the players in attendance at the game, as this will have an effect on player eligibility. This includes any late arriving players. Coaches shall agree to certification statement on the scoresheet:

"I certify that the information provided is accurate and that I am responsible for adding any additional late players. Any player not indicated on this scoresheet will not receive proper credit for a game played."

Players with questionable participation eligibility shall be governed by the 100.1 Player Eligibility Policy and the 100.2 Player and Team Registration Policy.

Volunteer Duties

Some sports require additional support and assistance in managing official game play responsibilities. These responsibilities will be defined by the rules of each individual sport. If some form of assistance is required, coaches will identify the individual responsible for conducting these duties for their team. Failure to provide a volunteer to conduct these duties will result in the implementation of the 600.5 Late Arriving Teams Policy.

Volunteers may include non-participating coaches, spectators, non-participating players (15 years or older), and Board Members. Individuals conducting these duties must remain impartial and may not coach or cheer. Individuals that are unable to be unbiased will be removed from their duties and an alternate volunteer will be requested. If an alternate volunteer cannot be located, the penalty aspects of

the 600.5 Late Arriving Team Policy will go into effect. Volunteer 18 years or older are required to have background check. Please see 300.1 Background check policy for more information.

Coaches' Badges

Only ITS certified coaches will be permitted in the team bench area during game play. Coaches are expected to display their ID badge at all times during games. Coaches without ID badges will not be allowed to coach or be present in the immediate area of the playing surface or field (i.e. bench, dugout, or sideline). Coaches that forget their ID badge may acquire a temporary one prior to games by showing a photo ID to an ITS staff member, provided all appropriate certified documentation is on file. ITS staff shall maintain a list of certified coaches and make it available at all game sites for verification purposes.

RELATED INFORMATION

Inter Tribal Sports Documents:
   League Rules (see specific sport); Scoresheets (see specific sport)

Inter Tribal Sports Related Policies:
   100.1 Player Eligibility Policy; 100.2 Player and Team Registration Policy; 100.3 Age Verification and Records Management Policy; 100.4 League Uniform Policy; 200.2 Coach Certification Policy; 200.4 Identification Badge Policy; 600.5 Late Arriving Teams Policy; 600.6 Game Cancellations and Forfeitures Policy

Related Links:
   www.intertribalsports.org → Team Central → Coach Corner →ITS Rules and Policies