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PARTICIPANT ELIGIBILITY POLICY

Category:	Player	Date Approved:	8/16/2011
Policy Number:	100.1	Date Last Revised:	1/21/2020

PURPOSE

Provides guidelines for participant eligibility in Inter Tribal Sports athletic leagues.

POLICY

It is the goal of Inter Tribal Sports (ITS) to engage and facilitate Native youth participation in athletic leagues and enrichment programs. In an effort to maintain Native youth-centered programs and activities, the following guidelines have been established for that purpose.

Ethnicity

ITS does not require proof of tribal enrollment, federal recognition, blood quantum, nor lineal descent as factors for eligibility. ITS' purpose is to serve the Native American communities, including those on reservations and in urban settings.

Community

Programs and leagues are open to the communities of each participating tribe/tribal organization. The term "community" is defined as follows for each division:

A & B League: For the purposes of participation in these divisions, "community" is defined as the following:

- Participants must self-identify as Native American or
- Be an immediate family member of a tribal member (child, stepchild, foster child, siblings, step-sibling, half-sibling, etc.) or
- Live on the reservation or
- Attends a school on a reservation. NOTE: In order to participate in the A and B league under the on-reservation school student provision, any non-native youth must have previously participated in at least one sport in two different calendar years.

C & D League: tribe/tribal organization may define the term "community" as they see fit, within reason, and may to set their own criteria for participation in ITS leagues and activities through their community.

Based on the criteria established for A & B League, teams may protest an ineligible player using the following procedure:

1. Notify site supervisor of the protest of a suspected ineligible player
2. Complete protest form within 24-hours of protest
 - Once received, the protest will be investigated by the Program Manager
 - Program Manager will present the findings to the Executive Director, Board of Directors, and teams involved
 - If a violation has occurred the game will be declared a forfeit for the team that committed the infraction.

- Due to the nature of the violation, the forfeiting team's players will not receive credit, contrary to the **600.6** Game Cancellations and Forfeiture Policy.

Age Requirements

All players must be of the appropriate age on the day of the first official game of the season. **If a player's birthdate falls on opening day, they are considered the older age for that day and rest of the season.** Those turning older during the season will be eligible to continue playing for the team with which they began the season. Players may play up to a higher age division but may not play down to a lower age division.

Team Eligibility

Only tribes, tribal communities, and tribal organizations that belong to ITS are eligible to enter teams into the leagues. The required documents for membership in ITS include a signed Memorandum of Understanding and a letter of appointment that identifies at least one, but no more than two representatives, to the ITS Board of Directors. Both documents must be signed by an authorized individual. Additionally, appointed board members are required to sign and adhere to a Board Member Code of Conduct in order for the member tribe/tribal organization. to remain in good standing.

Eligibility for Championship Tournaments

In order to be eligible for play-offs or tournament play, players must play in at least 50% of the regular season scheduled games. **Game forfeiture credit to team players may not exceed 30% of scheduled games. Any team found to be playing with ineligible players will forfeit all games in which the ineligible player participated. A registered player can receive one game day credit for every missed regular season game they are scheduled to play due to participation in ITS sanctioned events. The ITS office must be informed of any players no later than one week after games have been played**

RELATED INFORMATION

Inter Tribal Sports Documents:

Participant-~~Protest~~ Form ([Google Form](#)); [League Rules](#) (see Sport Specific)

Inter Tribal Sports Related Policies:

[100.2](#) Participant **and Team** Registration Policy; [100.3](#) Age Verification & Records Management Policy;
[600.6](#) Game Cancellations & Forfeiture Policy

Related Links:

www.intertribalsports.org → Team Central → Coach Corner → Player Forms
www.intertribalsports.org → Team Central → Coach Corner → ITS Rules and Policies

PARTICIPANT AND TEAM REGISTRATION POLICY

Category:	Player	Date Approved:	8/16/2011
Policy Number:	100.2	Date Last Revised:	1/21/2020

PURPOSE

Provides guidelines on player and team registration requirements for participation in athletic leagues.

POLICY

Tracking player and team registration is an important component of league management. It provides vital records that are necessary for implementing programming and documenting various legal requirements. The following outlines those items that are required for participation in Inter Tribal Sports (ITS) athletic leagues.

Team Registration

In order to be included in a league, tribes/**tribal organizations** must submit their official team registration materials (inclusive of player roster) for each participating team by the required-deadline. **A team registration form or email will be accepted, while phone calls will not be permitted. One team manager per tribe/tribal organization** with valid contact information, must be identified in order for a registration to be official. It is recommended that teams not be registered if the level of commitment from players or coaches is in question. The decision on whether to register teams is ultimately up to the board representative(s).

Official Team Rosters

Team rosters are created online with players that are registered and age verified. If the online system is no longer operational, the board representatives and/or coaches are required to submit a team roster as a part of the team registration materials. Teams must have the minimum number of players for that sport to be eligible to participate (see individual sport rules). Teams that do not have the minimum number of players to field a team listed on their roster by the team registration deadline will automatically be removed from the league. Player additions and deletions can be made throughout the season.

Fee for Withdrawing from League

Teams that register, then withdraw from a league before or during the season, will be assessed a fee to cover the cost of forfeits and administrative efforts, including schedule revisions and correspondence with other teams. The fee for withdrawing from the date the schedule is released through the midpoint of the season is \$300. Teams withdrawing from the midpoint until the end of the season will be assessed a fee of \$150. These fees are in addition to any forfeit fees incurred during the same season. The limit on total fees assessed is \$300 per team per season. All fees will be assessed by sending an invoice to the tribe/tribal organization through their ITS board representative(s). Any **tribe/tribal organization** with an outstanding balance at the time of the team registration deadline for any following sports league will be considered ineligible and none of the teams from that **tribe/tribal organization** will be placed in the league.

Participant Registration

All participants in ITS leagues must submit a new registration form prior to participating in each sports season. Registration forms must be completed in their entirety and may be submitted online through the ITS website. All participants must also submit or have on file an official document that verifies their name and date of birth as specified by the **100.3** Age Verification and Records Management Policy. In addition, any player that is or will turn 18 years old during the season must **complete a background check (Please view policy 300.1 Background check)**. Players that wish to play in multiple divisions, must register for each qualifying division.

Participant Registration Deadline

All Player Registration Forms and age verification documents must be submitted to the ITS administrative offices 48 hours in advance of the next game. Only players on the roster with current registration forms and age verification on file will be permitted to participate. Registration or age verification paperwork will not be accepted during game days.

RELATED INFORMATION

Inter Tribal Sports Documents:

[Team Registration Form \(PDF\)](#); [Player Registration \(Online\)](#); [League Rules \(see specific league\)](#);

Inter Tribal Sports Related Policies:

[100.1 Participant Eligibility Policy](#); [100.3 Age Verification & Records Management Policy](#); [300.1 Background Check Policy](#)

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [Player Forms](#)

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

AGE VERIFICATION & RECORDS MANAGEMENT POLICY

Category: Player
Policy Number: 100.3

Date Approved: 8/16/2011-7/21/15
Date Last Revised: 11/17/2012 7/21/15

PURPOSE

Provides guidelines for collecting and maintaining age verification documents required for player participation including the proper collection, retention, and destruction of records.

POLICY

Participation with Inter Tribal Sports (ITS) requires verification of eligibility based on age. As a result, the use, collection, and storage of this information is vital to the success of the program. Moreover, effective records management is essential to improve the efficiency and effectiveness of ITS programming. It is necessary to protect participant's information from being accessed and used improperly. This policy establishes guidelines for the proper collection and retention of personal participant data such as birth certificates.

Age Verification Documentation

In order to participate in ITS athletic leagues, age verification is required. Acceptable forms of age verification include birth certificate, passport, immunization record, tribal identification, school documentation, or other form of government issued credentials. Any form of officially recognized identification must include the participants name and birthdate. Age verification only needs to be submitted to the ITS administrative offices once and will remain on file for the duration of their eligible participation in the program.

Access to Records

ITS staff will not have access to all participant records and files at game sites. In an effort to minimize errors, a summary of participants' registration information will be made available to onsite staff. While every effort will be made to ensure the accuracy of the information, it is possible that ITS records may not properly reflect current submitted documentation. In this event, onsite staff shall follow the procedures established by ITS in an effort to minimize the impact on game play

Electronic Collection & Retention

Today, it is common to receive information electronically (via email, SMS, and picture mail). This can pose a security risk when personal information is not properly secured. When documents are received electronically, the items will be printed and properly stored. The electronic version shall be deleted and completely removed from the device and/or program. Age verification documents and completed registration forms shall not be saved electronically at any time.

Document Storage

Personal participant records (physical copies), providing age verification, shall be maintained at the ITS administrative offices. These documents shall be stored in a locking file cabinet that must be properly secured outside of standard business hours. Access to these records shall be limited to ITS professional staff or designee of the records manager.

Document Retention

ITS shall retain all age verification documents for the lifetime of the individual's eligible participation in the programs. Once per year, ITS administrative staff will review all age verification documents on file and remove records of individuals' that are no longer eligible to participate in ITS programs.

Athletic league registration forms (physical copies, non-electronic) shall be maintained for a period of no less than one year. After this time, the records manager may decide to further maintain these documents or submit them for destruction.

Document Destruction

After a records review or in the event of a duplicate document, it may be necessary to dispose of these items. Any items with personal information including but not limited to age verification documents and registration forms must be destroyed. A crosscut shredder shall be considered sufficient in the destruction of said items. At no time, shall any document with personal information be thrown away or recycled without first being shred.

Records Manager

The Program Manager shall serve as the records manager with the responsibility of overseeing the collection, maintenance, retention, and destruction of documents.

RELATED INFORMATION

Inter Tribal Sports Documents:

Participant Registration Form

Inter Tribal Sports Related Policies:

Participant Eligibility Policy; Participant Registration Policy

Related Links:

www.intertribalsports.org/league-info/league-policies

www.intertribalsports.org/forms/paper-forms

LEAGUE UNIFORM POLICY

Category: Player
Policy Number: 100.4

Date Approved: 8/16/2011
Date Last Revised: 1/21/2020

PURPOSE

To provide guidelines for the use and wear of league uniforms as well as the requirements for ordering and tracking.

POLICY

Inter Tribal Sports (ITS) shall provide uniforms to all participating tribes/**tribal** organizations for youth sports leagues. Matching uniforms serve as a component of building camaraderie and a team atmosphere. Additionally, by providing matching uniforms to all teams, youth are dressed similarly regardless of financial status and socioeconomic levels. This policy will ensure that the investment in uniforms is controlled and that the benefit of providing uniforms is maximized.

Uniform Requirements

All players must wear the ITS-issued/approved uniforms to be eligible to play in league games. If players are found to be wearing any uniformed item not issued/approved by ITS, they will be given an opportunity to change into the appropriate uniform or be removed from the game. If one or more players fail to comply with the rule and continue to play, the result will be forfeiture of the game. Specific details on uniform requirements are included in the official rules of each sport.

Special Circumstances

Under certain circumstances exceptions to the uniform requirements can be made, pending Board approval. These may include but are not limited to unavailable uniform sizes, back ordered uniforms, and grant funded non-ITS branded uniform wear.

Uniform Accessories

Undergarments, socks, stirrups, and other accessories such as ribbons, head bands, and wristbands are not provided by ITS, but are allowed to be worn during games, unless specified otherwise. Teams and players are encouraged to match these accessories to their uniform colors.

Ordering Procedure

Uniform order due dates will be established by the administrative office prior to the start of each season and shall be included on the annual calendar. Orders are placed through **ITS by filling out the uniform order form**. Uniform orders shall be limited to twice per season, a primary order prior to the start of the season and a late order after the first week of games. No additional orders shall be placed possibly resulting in teams not having sufficient uniforms to play games. Therefore, teams should plan accordingly.

Ordering Cycle/Limits

ITS utilizes a universal uniform for all sports. The universal uniform consists of a shirt and shorts. Order limits are based on individual uniform pieces (shirt size/short size). The following outlines the ordering cycle and limits. **Each participating tribe/tribal organization will receive 60 uniforms for a 2-year cycle.**

Ripped or torn uniforms may be exchanged for new uniforms, which will not be counted against the limit per ordering cycle. Once the allotment has been reached, the cost of additional uniforms during the current ordering cycle is the responsibility of the tribe/tribal organization. The tribe/tribal organization ordering the uniforms will be invoiced directly by ITS unless otherwise requested. Uniform orders being invoiced by ITS must be paid prior to championships. If payment is not received prior to championships, teams will not be eligible to compete. Any tribe/tribal-organization with an outstanding balance at the time of the team registration deadline for any following sports season will be considered ineligible and none of the teams from that tribe/tribal organization will be placed in the league.

Tracking Inventory

Uniforms paid for by ITS are the property of ITS, not the individual players. Once uniforms are delivered to each tribe/tribal organization, it is their responsibility to issue, track, and maintain inventory of the uniforms. It is required that a check-out procedure is implemented. A Uniform Check-Out form template is available from the ITS office and will be provided in advance to all **team managers and/or** coaches staff via email. Collecting a uniform deposit from each player is also recommended to ensure the uniform is returned at the end of the season. Some teams have also found the most effective method is to collect, wash, and redistribute the uniforms between games, so the players never take them home.

Lost Uniforms

If under any circumstances, a team or athlete has lost or misplaced any number of uniforms, tribes/tribal organizations will be responsible for covering the cost for those items. It is at the discretion of each individual tribes/tribal organization discretion to determine whether an invoice be sent to the athlete(s) parent/guardian.

RELATED INFORMATION

Inter Tribal Sports Documents:

[League Rules](#) (see specific league); [ITS Uniform Checkout Form \(PDF\)](#); [ITS Uniform Order Form \(PDF\)](#)

Inter Tribal Sports Related Policies:

[600.6 Game Cancellation & Forfeiture Policy](#)

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [Player Forms](#)

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

PLAYER CONDUCT POLICY

Category: Player
Policy Number: 100.5

Date Approved: 3/20/2012
Date Last Revised: 1/21/2020

PURPOSE

Establish a code of conduct for all players while participating with Inter Tribal Sports athletic leagues.

POLICY

The creation of a positive, fun, and competitive sports environment, it is everyone's responsibility. A player's behavior both on and off the court/field can significantly impact and influence this tone. Therefore, players are expected to maintain and adhere to some basic rules of conduct.

Code of Conduct

Inter Tribal Sports (ITS) strives to provide a positive environment during the facilitation of athletic leagues. Therefore, all players are expected to agree and accept responsibility for their participation based on the following pledge.

- I will encourage sportsmanship from my fellow players, coaches, game officials, and parents at every game and practice by demonstrating good sportsmanship.
- I will do my very best to listen to my coaches and game officials.
- I will treat my coaches, other players, game officials, and fans with respect regardless of the outcome of the game.
- I will not participate in a verbal or physical confrontation with any player, coach, game official, or fan.
- I will not engage in disparaging dialogue with other players, game officials, coaches or fans.
- I will follow the spirit and the letter of the rules by playing fairly at all times.
- I will refrain from using drugs and alcohol at any time.
- I will encourage continued participation of my teammates and others playing in the league.
- I will play at a level that is safe for me and others.
- I will remember that participation in ITS is an opportunity to learn and have fun.

Conduct Violations

Players are expected to display appropriate behavior at all times while representing ITS. Violations shall be defined as follows.

- **Misconduct:** bullying, disparaging dialogue, inappropriate language directed at anyone, non-incident pushing and shoving during gameplay that might lead to fighting
- **Fighting:** punching, hitting, kicking, or any other behavior that is indicative of fighting
- **Illicit Substances:** illegal drugs, steroids, non-prescribed prescription drugs, or alcohol

Conduct Penalty Violations

In an effort to promote a positive experience for everyone, players shall respect the game and follow the spirit and letter of the rules as well as the directions of the game officials. Inappropriate behavior which constitutes ejection from any game, unsportsmanlike conduct before or after the game, or use of illicit substances shall be subject to the following penalties.

Violation	Penalty
Misconduct Game Ejection (1 st offense)	Suspension from next game.
Misconduct Game Ejection (2 nd in 6 months)	Three (3) game suspension. If within the same sports season, then suspended for remainder of the season.
Game Ejection for Fighting (before, during or after game)	A minimum of a one game day suspension, where player must show up to game day during suspension and have an in-person meeting with the disciplinary committee. If during championships, suspension will continue until the next sports season.
Use of Illicit Substances (1 st offense)	Suspension for two (2) days of play and may return with the endorsement of the board representative.
Use of Illicit Substances (2 nd offense)	Suspension for remainder of the season and may extend into next sports season depending on severity.
Other Violations (not explicitly defined)	Depending on the violation, penalties shall be imposed <u>by the ITS administrative office at the recommendation of the Executive Board.</u>

Furthermore, ITS reserves the right to adjust any penalty depending on the severity of the violation and the individual’s history of violations within ITS, up to and including permanent removal from participation in all ITS leagues.

Board of Directors Review

Only the Board Representative from the individual’s tribe/tribal organization may request a review by the Board of Directors for any violation and subsequent imposed penalty. The player will be expected to serve the suspension until the Board of Directors meets to review the circumstances of the situation.

RELATED INFORMATION

Inter Tribal Sports Documents:

[League Rules](#) (see specific sport)

Inter Tribal Sports Related Policies:

[100.1 Participant Eligibility](#); [100.2 Participant and Team Registration Policy](#)

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

PLAYER TRANSFER POLICY

Category:	Player	Date Approved:	7/17/19
Policy Number:	100.6	Date Last Revised:	2/18/20

PURPOSE

Provides guidelines on players transferring during the season for our athletic leagues.

POLICY

Player Transfer to Another Team During the Season:

After the first day of the season, any player on a team's roster will have the ability to transfer to another team if they fill out the Player Transfer Form, have a valid reason to transfer, and receive the approval of both teams. The player will not be allowed to transfer if the player does not qualify under the reason listed below, or if one team refuses to allow the transfer. Once the player has completed the transfer process, the tribe/**tribal** organization will need to register the player before the deadline (Please view Policy 100.2 Participant and Team Registration Policy). Once registered, all eligible gameday credits will be transferred over.

Reasons to Transfer:

- Tribe/**tribal** organization has withdrawn their team from the season
- Player has moved closer to another team

If there are other reasons for transfer, the issue will need to be reviewed by the Board of Directors Disciplinary Committee.

RELATED INFORMATION

Inter Tribal Sports Documents:

Player Transfer Form (**Attached**)
League Rules (see specific sport)

Inter Tribal Sports Related Policies:

100.1 Participant Eligibility; 100.2 Participant and Team Registration Policy, 600.6 Game Cancellation and Forfeitures

Related Links:

www.intertribalsports.org → Team Central → Coach Corner

Inter Tribal Sports Player Transfer Form

Player Transfer Season: _____

Name: _____ **Date:** _____

Present Team: _____ **Present League:** _____

Transfer Team: _____ **Transfer League:** _____

Reason for Transfer (For Example: Present team withdrew from Season):

Present Team: I have no objection to the transfer of the above-named player as he/she is not under suspension by the Tribe or Team at present, nor does he/she have any outstanding fees or commitments to either party.

Name: _____ **Signature:** _____ **Date:** _____

Transferred Team: I accept the transfer of the above-name player. I also understand that the above-named player game day credits maybe forfeited depending on the reason for transfer.

Name: _____ **Signature:** _____ **Date:** _____

Program Manager: I confirm that I have received the player transfer request form.

I have received the approval to transfer the above-named player from both teams.

I have not received the approval to transfer the above-named player from one or both teams. The above-named player will not be able to transfer teams.

Name: _____ **Signature:** _____ **Date:** _____

COACH RESPONSIBILITIES POLICY

Category: Coaches
Policy Number: 200.1

Date Approved: 7/21/15
Date Last Revised: 2/18/20

PURPOSE

Identify the requirements and expectations of coaching with Inter Tribal Sports athletic leagues.

POLICY

Coaches play an integral role in the programs and leagues offered by Inter Tribal Sports (ITS). No matter if they are paid staff or volunteers, coaches take on an enormous responsibility that cannot be understated.

General Responsibilities

Coaches shall teach the fundamentals, skills, and rules of the sport. They are responsible for the players on their team and providing a safe environment to learn as well as have positive experiences. Coaches shall serve as a role model for sportsmanship and positive leadership to all young athletes.

Qualifications

Coaches must be able to perform the essential functions of the responsibilities outlined herein as well as meet the minimum qualifications listed below.

- **Clear background check based on 300.1 Background Check Policy**
- Head Coaches must be at least 18 years old and may not participate on the same team they are coaching.
- Assistant Coaches must be at least 16 years old and may only coach in C-League and D-League to help a registered/certified head coach.
- Successful completion of all ITS required paperwork and information.
- Attend any scheduled meetings or trainings.
- Agree to participate in a manner that is consistent with the philosophy of ITS.
- Abide by all policies, procedures and code of ethics as established by **ITS**.
- Must be in good standing **with** ITS.
- Meet any additional qualifications imposed by their specific tribe/tribal organization.

Game Day Responsibilities

In order for leagues and games to run smoothly it is important that coaches are organized, adhere to all ITS board-approved policies, understand and self-enforce all league rules, and adhere to the following guidelines:

1. Arrive before your scheduled game time and make sure all players are in proper uniforms, equipment is ready, and that the team is warmed up and ready to play at the scheduled game time.

2. Resolve any player eligibility disputes 48-hours prior to the game.
3. Fill out scoresheets and line-up cards (softball only) in advance of the scheduled game time and in their entirety. Always include first and last names as they appear on the official roster (no nicknames) and uniform numbers.
4. Adhere to all elements of the Coaches Code of Conduct at all times, including showing respect to officials, scorekeepers, facility staff, and opposing coaches and players at all times.
5. Monitor and regulate the behavior and conduct of your players at all times.
6. Help prevent inappropriate behavior and language by spectators and affiliates of your team.
7. Be positive. Remember that your behavior, comments, and actions during the game have a direct impact on the behavior of players and spectators.
8. Ensure that all equipment and litter is removed from bench area/dugout immediately following the game.

RELATED INFORMATION

Inter Tribal Sports Documents:

[Coaches Certification \(Google Form\)](#), [League Rules \(see Sport Specific\)](#)

Inter Tribal Sports Related Policies:

[200.2 Coach Certification Policy](#); [200.3 Coach Conduct and Ethics Policy](#); [200.4 Identification Badge Policy](#); [300.1 Background Check](#)

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

COACH CERTIFICATION POLICY

Category: Coaches
Policy Number: 200.2

Date Approved: 8/16/2011
Date Last Revised: 2/18/2020

PURPOSE

Establishes the requirements necessary to be a certified coach for Inter Tribal Sports athletic leagues.

POLICY

It is crucial that Inter Tribal Sports (ITS) has accurate records of who is involved in coaching each team and that the coaches understand the importance of their role in the organization and accept the responsibilities inherent to coaching youth sports. This certification process will insure that each coach has a complete understanding of these expectations, including their conduct, upholding the mission and values of the organization, and compliance with league rules and program policies.

Certification Process

Inter Tribal Sports believes that better coaches make better athletes, and the implementation of a formal certification process is the best way to achieve that. In order to participate as an athletic coach within ITS leagues, coaches must complete the following certification process.

1. Meet the minimum qualifications as outlined in the **200.1** Coach Responsibilities Policy.
2. Register as a coach by submitting the necessary information, either online or paper form.
3. Agree to and abide by the **200.3** Coaches Conduct and Ethics Policy.
4. Attend the pre-season meeting/coaches clinic.
5. Complete any additional processes deemed necessary by the ITS administrative office or Board of Directors

Certified Coaches Database

ITS shall maintain a database of all eligible coaches. The database of certified coaches shall include the following information:

- Name and Address
- Contact Phone and Email
- Sports and Divisions Coached
- Other Information necessary for tracking purposes or as required by grants

Certified Coach Badges

Coaches that complete the certification process shall receive an ID badge as specified by the **200.4** Identification Badge Policy. The ID badge must be clearly displayed at all times during league 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).

RELATED INFORMATION

Inter Tribal Sports Documents:

[Coaches Certification \(Google Form\)](#), [League Rules \(see Sport Specific\)](#)

Inter Tribal Sports Related Policies:

[200.1 Coach Conduct and Ethics Policy](#); [200.3 Coach Responsibilities Policy](#); [200.4 Identification Badge Policy](#)

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

COACH CONDUCT AND ETHICS POLICY

Category: Coaches
Policy Number: 200.3

Date Approved: 12/15/2015
Date Last Revised: 2/18/2020

PURPOSE

Establish an ethical code of conduct in which all coaches shall follow while participating with Inter Tribal Sports Leagues.

POLICY

Coaches exert a profound impact on young athletes. Therefore, the coach-athlete relationship can be positive or negative depending on how each coach accepts such responsibility. The role of a coach is to educate athletes through participation in youth sports programs by guiding their physical, mental, social, and emotional development.

Code of Conduct

Inter Tribal Sports (ITS) strives to provide a positive environment for its participants. The following code of conduct has been developed to protect and promote the interests of the game, the player, and the coach.

1. Not indulge in conduct that would incite players or spectators against the officials, program coordinators, coaches or teams. Public criticism of officials, players, ITS staff or coaches is unacceptable.
2. Treat all players, coaches, officials, ITS Staff and fans with respect regardless of race, gender, creed or ability.
3. Not use profanity or aggressive language that could set a negative example for our athletes.
4. Encourage good sportsmanship by demonstrating positive support for all players, coaches, officials, and ITS Staff at every game. In addition, I will shake hands with my opponent before and after each game regardless of the outcome.
5. Maintain open line of communication with parents and players and encourage parent participation to help inspire athletes to achieve their full potential.
6. Place the emotional and physical well-being of our youth athletes above all else.
7. Report any suspected misconduct, child abuse or illegal conduct to ITS Administration immediately.
8. Set the development of both individual and team skills for all players as a top priority.
9. Provide a sports environment for my team that is free of drugs, tobacco, and alcohol and I will refrain from the use at all ITS events for the entire duration of the event.
10. Provide a safe playing situation for my players.
11. Organize practices that teach the necessary skills needed to compete, as well as, being enjoyable and challenging for all my players.
12. Stress the importance of putting the team first while still finding ways for players to be successful individually.
13. Remember that I am a youth coach, and that the game is for the children, not the adults.
14. Respect and adhere to the policies and procedures of ITS.

15. Understand that ITS has the right to remove any coach whose actions are detrimental to the team and/or our mission.

Code of Conduct Agreement

Coaches shall acknowledge and agree to demonstrate behavior that is consistent with ITS organizational philosophy. Furthermore, coaches shall abide by both the letter and spirit of the Code of Conduct. Failure to do so shall result in corrective disciplinary action.

Conduct Violations

In an effort to promote a positive experience for youth, coaches shall respect the game and follow the spirit and letter of the rules as well as the directions of the game officials. Inappropriate behavior which constitutes ejection from any game shall be subject to the following penalties.

Violation	Penalty
Misconduct Game Ejection (1 st offense)	Suspension from next game, once approved by the ITS administrative office.
Misconduct Game Ejection (2 nd offense)	Three (3) game suspension, once approved by the ITS administrative office. If within the same sports season, then suspended for remainder of the season.
Misconduct Game Ejection (3 rd offense)	Suspension for the remainder of the season and subsequent next sports season, pending approval by the Executive Board of Directors.
Game Ejection for Fighting (before, during or after game)	Suspension for the remainder of the season. If during championships, suspension for the entirety of the next sports season.
Use of Illicit Substances While Supervising ITS Youth (1 st offense)	Suspension for two (2) days of play and may return with the endorsement of the board representative.
Use of Illicit Substances While Supervising ITS Youth (2 nd offense)	Suspension for remainder of the season and may extend into next sports season depending on severity.
Other Violations (not explicitly defined)	Depending on the violation, penalties shall be imposed by the ITS administrative office at the recommendation of the Executive Board.

Board of Directors Review

A coach may request a review by the Board of Directors for any violation and subsequent imposed penalty. The coach will be expected to serve the suspension until the Board of Directors meets to review the circumstances of the situation.

RELATED INFORMATION

Inter Tribal Sports Documents:

[Coaches Certification \(Google Form\)](#), [League Rules \(see Sport Specific\)](#)

Inter Tribal Sports Related Policies:

[200.1 Coach Responsibility Policy](#); [200.2 Coach Certification Policy](#)

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

IDENTIFICATION BADGE POLICY

Category: Coaches
Policy Number: 200.4

Date Approved: 1/20/2015; 9/15/15
Date Last Revised: 7/21/15

PURPOSE

Readily identify coaches to provide access to controlled areas (player bench) as well as authorization for the discussion of game play with game officials.

POLICY

As a part of Inter Tribal Sports (ITS) commitment to promoting a professional and safe youth sports environment, all coaches must wear an ITS issued photo identification badge. This badge will serve as a method of identification, provide access to controlled areas (player bench, courts, fields, etc.), and establish the ability to discuss play related issues with officials while the game is in progress.

Issuance of Badges

All ID Badges shall be issued in accordance with the policies and procedures set forth by the ITS administrative office as approved by the ITS Board of Directors.

Individuals may not “loan” their badge to anyone for any reason. Failure to comply with these policies and procedures may result in the revocation of privileges.

The Badge

The photo identification badge is credit card sized with a photo image of the individual along with their information on the front. It will be issued with a lanyard to facilitate being displayed while at ITS athletic events. The following outlines the types of to be issued:

Coach - The official identification badge for head and assistant coaches, no differentiation on the badge will be indicated. Badges shall include the photo and name of the individual, year of issuance, and tribal affiliation. Badges shall be issued on a calendar year basis. Individuals are required to reapply for a reissuance of badges annually.

Board of Directors - Members of the ITS Board of Directors will be issued badges. These badges shall indicate “Board of Directors” and include the photo and name of the individual as well as the community they represent. These badges will only expire once the individual is no longer serving on the board.

Volunteer - The official identification badge for volunteers that assist at ITS athletic events. Badges shall include the photo and name of the individual and year of issuance. Badges shall be issued on a calendar year basis. Individuals are required to reapply for a reissuance of badges annually.

ITS Staff - Identification badges for ITS Staff members will be issued. Badges shall include the photo and name of the individual, and title within the organization.

Coach Duties and Responsibilities

The following outlines the requirements for issuance and usage of the ID badge for coaches.

- Must complete all the requirements for issuance as designated under the Coach Requirements and Conduct Policy.
- Must wear the badge in plain view above the waist at all times while at an ITS athletic event.
- Only coaches with badges will be permitted in the player bench area.
- Only coaches with badges will be permitted to discuss game play with the officials.
- Immediately report lost badges to ITS board or staff member.
- Coaches must surrender the badge if requested to do so by an ITS Board member or ITS manager-level or above staff member.
- May not alter, adorn, or intentionally obscure the information on the badge at any time.
- Return a found badge to an ITS board or staff member.

Replacement Badges

Lost or damaged badges should be reported immediately to an ITS board or staff member. Upon receipt of notification by the administrative office along with the appropriate fees and paperwork, a replacement badge will be issued within two (2) weeks.

Individuals may obtain a temporary badge (1-time use) from the onsite staff member in order to conduct game day business. Individuals will be permitted only two (2) temporary badges per sports season. Persons that exceed this request will be denied a badge and risk an administrative game forfeiture. It should be noted that coaches will not be permitted in the player bench area or to discuss the game play with officials without a badge.

Fees

Individuals that misplace their badges will need to purchase a replacement badge. The following fees are designed to recover the direct costs of additional badge printing and serve as a deterrent for future such incidents.

New to Organization	No cost
Annual Renewal	No cost
Lost/ damaged Badge <i>(within same calendar year)</i>	1st replacement: \$5
	2nd replacement: \$10
	3rd replacement: \$20

RELATED INFORMATION

Inter Tribal Sports Documents:

Coach Information and Conduct Sheet

Inter Tribal Sports Related Policies:

Coach Requirements and Conduct Policy; Game Cancellations and Forfeitures Policy

Related Links:

www.intertribalsports.org/league-info/league-policies
www.intertribalsports.org/forms/paper-forms

OFFICIALS CONDUCT AND ETHICS POLICY

Category: Officials
Policy Number: 500.1

Date Approved: 7/21/15
Date Last Revised: 7/21/15

PURPOSE

Establishes an ethical code of conduct in which all game officials (referees) shall follow while participating with Inter Tribal Sports Leagues.

POLICY

Beyond the rules, officials are responsible for a number of aspects of game management. They play a critical role in the experience of the players, coaches, and spectators. Although Inter Tribal Sports (ITS) generally contracts game officials to an outside agency, it is important that each of these individuals adheres to the following code of conduct.

Code of Conduct

ITS strives to provide a positive environment for its participants. The following code of conduct has been developed to protect and promote the interests of the game, player, coach, spectator and official.

- Encourage good sportsmanship by demonstrating positive support for the players, coaches, fellow officials, administrators, league, and organization.
- Be knowledgeable of the rules of the sport, including local ITS specific rules, and apply those fairly to all participants, coaches, and teams.
- Not allow personal friendships and associations to influence decisions during game play.
- Refrain from the use of illicit substances to include tobacco and alcohol while in the youth sports environment.
- Provide an environment that is supportive of the youth to learn, be safe, and have fun.
- Work with the ITS staff and communities in a constructive and cooperative manner.
- Be respectful and understanding of Native American culture and tradition.
- Refrain from engaging in public criticism or verbal confrontation with spectators, players, and coaches.
- Manage the game in a positive, calm, and confident manner.

Code of Conduct Agreement

The contracted association and individual officials shall agree and uphold these conditions in order to officiate ITS youth sports leagues.

Officials Evaluation

ITS shall make available an evaluation form to measure the performance of the game official. This form will be made accessible to all individuals associated with the athletic leagues. Upon receipt of the

evaluation form, it will be reviewed by the program manager, shared with the head official, and if necessary, corrective action will be taken as agreed upon by ITS and the officials association.

Conduct Violations

In the event a violation or other egregious conduct has occurred in regard to a game official, ITS reserves the right to prohibit the return of that individual from officiating any future games for a determined period of time.

RELATED INFORMATION

Inter Tribal Sports Documents:

Referee/Umpire Evaluation Form

Inter Tribal Sports Related Policies:

Related Links:

www.intertribalsports.org/league-info/league-policies

www.teamsideline.com/intertribalsports

HOST SITE DUTIES AND RESPONSIBILITIES POLICY

Category: League Management

Date Approved: 7/26/2011

Policy Number: 600.1

Date Last Revised: 3/17/20

PURPOSE

Provides tribes/**tribal organizations** that are hosting athletic league games an overview of responsibilities and expectations.

POLICY

Participating tribes and tribal organizations that have access to suitable athletic facilities are invited and encouraged to volunteer as hosts of league games and special events. Not only does hosting games give the teams the satisfaction and pride of being the home team, but it allows teams from other tribes and tribal organizations to come together at a place that they might not have otherwise visited. All tribes and tribal organizations that do elect to serve as a host site must adhere to the duties and responsibilities in this policy.

Requirements Hosting Guidelines

- Access to restroom facilities on site.
- Ensure that public areas, including restrooms, are clean and sanitary and well-stocked with paper products before and during the event. It is suggested to assign a staff member or volunteer to regularly check facilities during the event and to clean them as needed.
- Provide trash containers and extra trash bags.
- Identify a host site point of contact who has access to equipment and supplies, keys to site facilities and lighting controls, and knowledge of emergency/evacuation procedures. Inform Inter Tribal Sports (ITS) staff of who this individual is in advance and how they can contact them.
- Ensure that playing field/court is in safe condition for play. This includes removing or repairing any object or equipment that might be hazardous to players, coaches, and spectators. Such items include but are not limited to bleachers, buildings, fencing, goals, basketball standards, and areas immediately surrounding the playing area. Playing surfaces should be free of loose and fixed objects that may be hazardous, such as rocks, irrigation equipment, hoses, etc.
- Prepare playing surfaces according to league rules. See sport-specific expectations below.
- Notify tribal security and emergency personnel, if available, of the time and location of ITS activities that are scheduled. If possible, have emergency personnel stationed at the athletic facilities or on-call during games events.
- Ensure that staff or volunteers are available for cleaning up, putting away equipment, and setting up facilities to the desired state at the conclusion of the day's events. ITS staff may be available to assist with some of these duties, but should not be relied upon to do so.

Recommended for Host Sites

The following are recommended, but not required in hosting games.

- Have a snack bar or concession stand open. Inform visiting teams in advance as to whether or not food will be for sale (or provided at no charge). Consider donating proceeds from snack bar or other fundraising activities to ITS.
- Provide water in jugs or bottled water if available.

Sport Specific Guidelines

The following guidelines are specific to each individual sport and are required to host games during that season.

Basketball

- Provide player benches or a series of ten (10) chairs for each team along the sidelines.
- Provide a table and two (2) chairs for the scorekeeper and scoreboard operator at mid-court between the team benches.
- Notify ITS staff whether electronic scoreboards are available so that arrangements can be made to bring portable units if necessary.
- Provide 8-foot hoop attachments for D-League games if main baskets are not adjustable. Notify ITS prior to games if attachments are needed.

Cross Country

- Provide a course that has no ground obstructions, no overhead objects lower than eight feet and is clearly marked as indicated in league rules.
- Provide a table at the end of the course to be used as a water station.

Flag Football

- Line fields with appropriate dimensions as indicated in league rules. NOTE: Painting lines is advised as the lines will be more visible and last longer than chalk.
- Provide a table at midfield for game clock, preferably within 100 ft. of a power source, if possible.

Softball

- Provide a scorer's table and chair located behind backstop for official scorekeeper.
- Provide shade over dugouts or inform visiting teams that dugout are not shaded if that is the case.
- Chalk field according to league rules, including:
 - Foul lines
 - Batter's box
 - Pitcher's circle
 - Pitcher's Box
- Mow grass playing surfaces to a reasonable length. Prepare dirt playing surfaces by dragging, raking, and wetting and remove hazards, such as rocks. Water, rake, and pack batter's box area.
- Ensure bases and pitching rubber are at appropriate distances according to league rules. Have throw-down bases available if permanent bases are not available at appropriate distances.

Soft Lacrosse

- Line field with appropriate dimensions as indicated in league rules. NOTE: Painting lines is advised as the lines will be more visible and last longer than chalk.
- Provide a table at midfield for game clock, preferably within 100 ft. of a power source, if possible.

Soccer

- Line field with appropriate dimensions as indicated in league rules. NOTE: Painting lines is advised as the lines will be more visible and last longer than chalk.
- Provide a table at midfield for game clock, preferably within 100 ft. of a power source, if possible.

Volleyball

- If player benches are not available, provide and set up at least 10 chairs for each team on sidelines.
- Provide a table and two (2) chairs for the scorekeeper and scoreboard operator at mid-court between the team benches.
- Notify ITS staff whether scoreboards are available so that arrangements can be made to bring portable units if necessary.
- Provide poles and net adjustable to required dimensions as specified in the rules.

RELATED INFORMATION

Inter Tribal Sports Documents:

[League Rules](#) (see sport specific)

Inter Tribal Sports Related Policies:

[600.2 Weather Policy](#); [600.3 Game Day Check-in Policy](#)

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

WEATHER CONDITIONS POLICY

Category:	League Management	Date Approved:	1/18/2011
Policy Number:	600.2	Date Last Revised:	3/17/20

PURPOSE

Provides guidelines for monitoring weather conditions at game sites.

POLICY

Inter Tribal Sports (ITS) does not own or control any sports facilities. ITS relies on the consortium of tribes/**tribal organization** to provide access to these sites. ITS works closely with the **tribes/tribal organization** in scheduling and preparing for game play. As a part of this process, ITS also monitors weather conditions at the event and game locations. The guidelines below outline the process for managing game sites in the event weather conditions are unsuitable for game play.

Game Scheduling

Sports in southern California are played throughout the year encountering a variety of weather conditions. During the scheduling process, ITS staff shall be aware of the weather conditions for each season and the requirements for each sport. For example, outside basketball courts would require an alternate indoor location or softball games at sites that exceed **102° F** would be scheduled at a cooler time of day. The ITS staff will schedule games accordingly based on these circumstances.

Advance Monitoring

In anticipation of game play, ITS staff shall monitor the weather conditions no later than three (3) days in advance of games. ITS shall utilize the National Weather Service (www.weather.gov) to monitor and make game change determinations using the zip codes of the game sites. A final decision shall be made no later than 1:00 p.m. the day before scheduled games based on temperature, rain, wind, thunderstorms, and other weather-related phenomenon.

Weather Conditions

Adjustments to site location or times must be made based on the following weather criteria:

- Temperature: below 55° F or above **102° F**
- Rain: 30% chance of rain or greater
- Wind: moderate, strong, or sustained and/or gusting at 20 MPH or greater
- Thunderstorms: chance of thunderstorms indicated
- Other Weather: any weather pattern which may present a moderate to extreme safety concern

Alternate Locations/Cancellations

All final decisions to move games must come from the ITS administrative office in cooperation with the site host. Every effort shall be made to transfer games to an alternate location. However, when a suitable alternative site is not available, games may be cancelled or postponed.

Notification of Teams

ITS shall make phone calls to notify coaches and board members of the changes to the schedule by no later than 2:00 p.m. the day before the scheduled games. Emails notifications may also be sent as a reminder but should not be the primary form of contact.

Game Day Weather Conditions

In the event that games are not relocated, and teams are on site for the games, but the weather conditions change and become unsuitable for play, all games will be cancelled (see [600.6](#) Game Cancellations and Forfeitures Policy, [100.1](#) Player Eligibility Policy).

RELATED INFORMATION

Inter Tribal Sports Documents:

[League Rules \(see specific league\)](#)

Inter Tribal Sports Related Policies:

[600.6](#) Game Cancellations and Forfeitures Policy; [100.1](#) Player Eligibility Policy

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

GAME DAY CHECK-IN POLICY

Category:	League Management	Date Approved:	9/15/2015
Policy Number:	600.3	Date Last Revised:	9/15/2015

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 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 Player Eligibility Policy and the 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 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 Late Arriving Team Policy will go into effect.

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:

Player Eligibility Policy; Player and Team Registration Policy; Age Verification and Records Management Policy
League Uniform Policy; Coach Certification Policy; Identification Badge Policy; Late Arriving Teams Policy;
Game Cancellations and Forfeitures Policy

Related Links:

www.intertribalsports.org/league-info/league-policies
www.intertribalsports.org/league-info/league-rules

OFFICIAL LEAGUE RULES POLICY

Category: League Management

Date Approved: 12/15/2015

Policy Number: 600.4

Date Last Revised: 12/15/2015

PURPOSE

Defines how the creation of league rules are produced and implemented.

POLICY

The purpose of rules is to bring about fairness and equity within the game while preserving the spirit of the competition. Rules also serve an underlying purpose to promote sportsmanship and safety. Inter Tribal Sports (ITS) establishes a set of rules specific to each sport that will serve as the foundation for each athletic league. The formation and implementation of these rules are outlined herein.

Formation of Rules

The rules for each sport conducted by ITS shall be considered an extension of the policies. Therefore, all rules and rule changes shall undergo the following process.

1. Rules shall be developed by the professional administrative staff
2. Submitted to the Executive Director for review
3. Approved by the Board of Directors at the next available meeting

In the event that the next board meeting is after the season begins, the provisional rules shall be enforced until final approval by the Board of Directors has been given. Every effort shall be made to present the rules and rule changes to the Board of Directors prior to the start of the season.

The Program Manager or Executive Director shall have the power to make grammatical or verbiage changes that are only for clarification based on the direction of the board and are not substantive in nature which change the meaning of the rule.

Master Association

There are a variety of professional and amateur sports associations that, although similar, do occasionally reflect different rules depending on the members/participants. Aligning with a specific association is important to provide consistency for players, coaches, and officials. ITS shall align with the National Federation of State High School Associations (NFHS) for all rules with related athletics. This will include but is not limited to basketball, soccer, softball, and volleyball. For sports not covered by NFHS, ITS shall use the youth sports organization best associated with that sport: NFL Flag for flag football and US Lacrosse for soft lacrosse.

It should be noted that all ITS specific rules shall supersede any association rules due to the unique nature of the organization. However, if not specified within the ITS rules the master association rules shall apply to the situation.

Rule/Policy Conflict

In the event that a particular rule within a specific set of league rules is found to be incorrect or in conflict with an established policy, the policy shall have precedence over any rules. However, the Board of Directors can issue a clarification directing that the rule is to be enforced pending changes to the policy in conflict.

RELATED INFORMATION

Inter Tribal Sports Documents:

League Rules (see specific sports)

Inter Tribal Sports Related Policies:

Participant Eligibility Policy; Participant Registration Policy; Age Verification and Records Management Policy; League Uniforms Policy; Player Conduct Policy; Coach Certification Policy; Coach Conduct Policy; Identification Badge Policy, Weather Conditions Policy; Game Day Check-in Policy; Late Arriving Teams Policy; Game Cancellations and Forfeiture Policy

Related Links:

www.intertribalsports.org/league-info/league-policies

www.intertribalsports.org/league-info/league-rules

LATE ARRIVING TEAMS POLICY

Category: League Management

Date Approved: 1/18/2011

Policy Number: 600.5

Date Last Revised: 5/15/2012

PURPOSE

To ensure that league games remain on schedule out of respect to all parties involved.

POLICY

In fairness to the players, coaches, officials, supporters, and staff, it is important that games are played as scheduled. If one game starts significantly late, it can adversely affect the games for the remainder of the day. The following policy was created to ensure the athletic league games remain on time throughout the day.

Ready to Play

If a team has not arrived or is not ready to play at a scheduled game time, this policy shall be implemented at the discretion of the officials. "Ready to play" is defined as a team having at least the minimum number of required players on the field with the appropriate uniforms and equipment. The policy should be implemented for the sole purpose of staying on schedule. The official may elect to not implement the policy if both teams are ready and on site, but the start of the game is a few minutes behind schedule. A cushion is built into the schedule to allow for brief delays.

Implementation

Circumstances where the policy should be implemented include, but are not limited, the following:

- One or both teams have not arrived at the game site. Delays caused by traffic and/or weather are not acceptable excuses for late arrival.
- One or both teams are on site, but not present at the assigned court or field
- Some players from one or both teams are on site, but they do not have the minimum number of players to start the game
- The minimum number of players from one or both teams are not dressed in league-issued uniforms
- One or both teams do not have proper equipment, such as flag belts, bats, gloves, batting helmets, etc.

Non-Implementation

Circumstances in which the policy should not be implemented include but are not limited to, the following:

- The previous game did not end on time due to a late start or overtime/extra innings
- The field or playing area is not safe or suitable for play
- The game official is not on site
- Game is delayed due to safety concerns (weather, emergency, etc.)

Rules

A summary of this policy with specific procedures for managing late arriving teams shall be included in the official rules for each sports league. Teams are permitted to use their timeouts to stop the clock, if eligible. If the teams do not begin or do not arrive by the end of the designated time, the game will be declared a forfeit. Participation credit shall be determined by the Game Cancellations and Forfeitures Policy.

RELATED INFORMATION

Inter Tribal Sports Documents:

Sports Rules (see specific sport)

Inter Tribal Sports Related Policies:

Game Day Check-in Policy; Game Cancellations and Forfeitures Policy

Related Links:

www.intertribalsports.org/league-info/league-policies

www.intertribalsports.org/league-info/league-rules

GAME CANCELLATIONS AND FORFEITURE POLICY

Category: League Management
Policy Number: 600.6

Date Approved: 8/16/2011
Date Last Revised: 6/22/2020

PURPOSE

Defines cancellations and forfeitures as well as provide guidelines for the consequences of such actions.

POLICY

Scheduled games that cannot be played tend to have a negative impact on the league, as they adversely affect other teams and result in unnecessary expenditures such as staff time and game officials. The purpose of this policy is to provide definitions and guidelines for cancellations and forfeits as well as outline the implications.

Game Cancellations

It may occasionally be necessary to cancel regularly scheduled games. It is the commitment of Inter Tribal Sports (ITS) to limit these cancellations where possible. In doing so, participating tribes **and tribal organizations** are encouraged to identify possible conflicts and request “byes” when needed. However, it must be recognized that not all game conflicts will be resolved in advance of the season. Therefore, the following outlines those instances that are eligible for cancellations and not subject to forfeiture fees. Determination of an official cancelled game shall be at the discretion of the administrative office and/or Board of Directors.

- Culturally significant events such as a funeral, anniversary mass, or other unexpected events.
- Acts of nature that prevent the game from occurring or from teams being able to safely gain access to the game location, including, but not limited to, weather, fires, and earthquakes.
- Human caused or natural occurrences that create a danger to the teams involved, including, but not limited to acts, threats, or presumptions of violence or terrorism.
- The board of directors may consider other reasons for cancellations as exceptions on a case-by-case basis.

In the event of a cancellation all players on the rosters of both teams will receive credit for a “game played.”

Rescheduling Cancelled Games

Due to scheduling limitations, it is unlikely that cancelled games will be rescheduled. However, teams may request to have the game rescheduled at the discretion of the administrative office. In the event a cancelled game is rescheduled, the teams must communicate with each other and the office to determine the date, location, and time of the game. Furthermore, the game will become an official and only those players that participate will receive credit for a “game played.”

Game Forfeitures

Forfeiture of a game is defined as any instance where one or both teams are unable to play a scheduled game for any reason other than those defined in the policy as a cancellation. Possible reasons for a forfeit

include failure to show up (with or without advanced notice), arriving late (see Late Arriving Teams Policy), not having the minimum number of eligible players, or playing with ineligible players.

NOTE: In order to help prevent forfeits, team officials (Board Members and/or coaches) have an opportunity to request byes in the schedule on the online team registration form on dates that they have conflicting educational or cultural activities or field trips. It is the responsibility of board members to identify these conflicts in advance of submitting the team registration. An effort will be made to accommodate reasonable requests for byes.

Forfeit Fees

Each tribe or **tribal** organization will be allowed one forfeit per team, per season without being assessed a fee. For each subsequent forfeit, the tribe or **tribal** organization will be charged \$50 per forfeit. The purpose of this fee is to recover administrative, personnel, and officials' costs incurred as a result of the forfeit and to serve as a penalty and deterrent to forfeiting games. After the sixth forfeit, the team will be dropped from the league. *NOTE:* If a forfeited game is still played as a scrimmage at the scheduled game time, no forfeit fee will be assessed. The game shall be recorded as a forfeit with a scrimmage.

From the date of the release of the full season schedule through the midpoint or 50% of games played, teams that register and withdraw completely from the league will be charged \$300 for withdrawal during the season. Teams that withdraw completely from the league after the midpoint through the end of the season will be charged \$150 plus any other forfeit fees they have incurred prior to withdrawal.

If any given team's forfeits exceed 50% of games played, the team will automatically be dropped from the league. Game forfeiture credit, game day credit given to ineligible players that participate in a game/race, may not exceed 30% of the scheduled games per season.

Total fees per team will not exceed \$300 per season. *NOTE:* All fees are per team, not per tribe or **tribal** organization. Tribes and **tribal** organizations that have incurred fees will be invoiced through their board representatives by ITS. Any tribe or **tribal** organization with an outstanding balance at the time of the team registration deadline for any following sports league will be considered ineligible and none of the teams from that tribe or **tribal** organization will be placed in the league.

Game Time Scrimmages

In the event of a game time forfeit, teams may elect to scrimmage. The following rules and conditions will apply in order for the forfeiting team to receive scrimmage credit and therefore not assessed a forfeit fee:

- The coach of the forfeiting team must request a scrimmage with an ITS staff member on site.
- The forfeiting team must be willing and able to play a scrimmage game with the opposing team.

Once notified by the Site Supervisor, the opposing team has the option to play a scrimmage game or not against the forfeiting team. In the event the opposing team chooses not to participate, the forfeiting team will still receive credit as a scrimmage game and not be charged the forfeit fee, as outlined above.

Making Up Forfeited Games (at a later time)

Forfeited games will not be rescheduled. If the two teams wish to play the game as a scrimmage and without an umpire or referee on their own time, they may do so, but the result of that game will not count in the league standings or as a "game played" for the players of the forfeiting team. The two teams must communicate with each other to determine the date, location, and time of the scrimmage. The ITS administrative branch will not be involved in this process. Additionally, only scrimmage games played during the regular scheduled game time will be not be charged fees, otherwise all associated forfeit fees will still apply.

Implications of Forfeits on Game Sites

If a scrimmage is not played between the two scheduled teams, either of those teams may use the field for practice or arrange for a scrimmage with another team. An umpire or referee may be available to officiate the game, but is not required to do so. *NOTE:* If it is known in advance that a game will be forfeited, the schedule for the other games at the same site may be adjusted for the convenience of other teams and to avoid incurring unnecessary costs of staff and officials. However, even if games are rescheduled for such reasons, the forfeit will still be recorded and the forfeiting team will be held accountable according to the policy. All players on the roster of the opponent of the forfeiting team will receive credit for a “game played.” For qualifying game time scrimmages, all players present on the forfeiting team will also receive credit, provided the previously established terms and conditions are met.

Recording and Tracking Forfeited Games

Divisions in which results are tracked (A, B, C-Leagues), forfeited games will be recorded on the league management website. Furthermore, forfeited games will be entered into a spreadsheet by ITS staff for the purpose of assessing forfeit fees and tracking invoices and balance due. Forfeits in a league where results are not tracked (D-League) will still be recorded on the spreadsheet for the purpose of assessing fees only.

Called Games

Due to extreme circumstances, the official may call the game prior to the end of the regulation time period. In these instances the following formula will be applied.

- In sports that have a halftime in which the game is called prior to the half, these games will reflect a no decision. For tracking purposes this will be considered a cancellation; however only players present will receive credit for a “game played.”
- In sports that have a halftime in which the game is called during the second half of play, these games will be considered final. The score will be recorded at the time the game was called.
- Games that do not have a halftime that are called where less than half the time limit has been finished will reflect a no decision. For tracking purposes this will be considered a cancellation; however only players present will receive credit for a “game played.”
- Games that do not have a halftime but more than half of the time limit has been played shall be considered completed games. The score will be recorded at the time the game was called.

RELATED INFORMATION

Inter Tribal Sports Documents:

League Rules (see sport specific)

Inter Tribal Sports Related Policies:

[100.1](#) Participant Eligibility Policy; [100.2](#) Registration Policy; [600.3](#) Game Day Check-in Policy; [600.5](#) Late Arriving Teams Policy

Related Links:

www.intertribalsports.org → [Team Central](#) → [Coach Corner](#) → [ITS Rules and Policies](#)

HOST SITE CHANGE OF LOCATION STANDARD OPERATING PROCEDURE

Category:	League Management	Date Approved:	12/16/2018
Policy Number:	600.7	Date Last Revised:	06/22/2020

PURPOSE

Provides guideline to changing host site location in the event of environment being unsafe.

POLICY

Inter Tribal Sports (ITS) strives to provide a positive environment during the facilitation of athletic leagues. The purpose of this document is to establish a standard operating procedure for changing locations to a host site when there is concern that the environment is not safe. For weather related concerns, please refer to Policy 600.2.

Procedure

1. ITS administration staff must **gather** reports and evidence from all parties involved including but not limited to: **ITS Staff**, host site representatives, coaches, officials, security, fans, etc. All reports must be in written format and must be submitted within 48 hours from when the incident occurred. **Please look at the ITS website for ITS Witness Statement form, ITS Incident Report form, and ITS Accident Report form.**
2. ITS administration staff will submit all written reports and evidence after the 48-hour deadline to the Executive Board for review.
3. After the Executive Board reviews the incident, an opportunity will be given to the host site's Tribal council and/or board member(s) to discuss the incident with the Executive Board via phone call or an in-person meeting. The Tribal council and/or board member(s) of the host site will have a chance to discuss, review, and submit their recommendation to the Executive Board regarding the incident and its outcomes.
4. The Executive Board will have a final meeting to review, discuss, and make a final decision regarding the incident and its outcomes. In order for ITS to change the location of a host site, approval must come from a majority vote.
5. When a final decision has been made, the ITS office must inform all parties involved.

Disclosure

While every effort will be made to honor the policy as written, in certain rare and extreme circumstances, ITS has the right to cancel, reschedule or relocate games or events due to time constraints.

RELATED INFORMATION

Inter Tribal Sports Documents:

Sport+League Rules (see specific sport), ITS Accident Report Form (Online/PDF), ITS Incident Report Form (PDF), ITS Witness Statement Form (PDF)

Inter Tribal Sports Related Policies:

600.1 Host Site Responsibilities Policy, **600.2** **Weather Conditions**

Related Links:

www.intertribalsports.org → Team Central → Coach Corner → Player Forms
www.intertribalsports.org → Team Central → Coach Corner → ITS Rules and Policies

ADMINISTRATION OF TEAM CALIFORNIA POLICY

Category: Travel Programs
Policy Number: 700.1

Date Approved: 3/15/2011
Date Last Revised:

PURPOSE

To provide guidelines for administering Team California for the United States Indigenous Games.

POLICY

These guidelines will help ensure that all interested teams and individual participants are informed of the US Indigenous Games and provided with clear and timely information in response to their expressed interest in participating. These steps will ensure that communication is consistent and all interested participants are provided equal opportunity to participate. The policy also describes procedures on the formation of Team California, including defining the roles and expectations of the governing body, State Commissioner, coaches, and participants.

Promotion of the Indigenous Games

The State Commissioner shall make an earnest effort to inform Native Americans throughout the state about the opportunity to join Team California and participate in the US Indigenous Games. An informational mailer shall be sent to all federally recognized tribes in the state, as well as other organizations and/or consortiums of tribes that provide services to Native Americans. Information should include an overview of the Games, key dates, registration processes, eligibility guidelines, list of competition events, and projected costs.

Role of the State Commissioner

The State Commissioner is appointed by the national governing body of the US Indigenous Games. The role of this position is to promote and organize Team California and to serve as the direct link between the Team California USIG Committee, coaches, and participants of California and the USIG governing body. It is also the responsibility of the State Commissioner to collect and submit all required forms and registration fees to the USIG governing body by the published deadlines.

Definition and Role of the State Governing Body

A volunteer committee, entitled the Team California USIG Committee, will provide input and direction to the State Commissioner. The committee will assist the decision-making process, including selecting team colors, uniforms, and logos, develop and approve policies and procedures, review budgets and determine registration fees, assist in the promotion of Team California, and other tasks as assigned by the State Commissioner. The State Commissioner will authorize all appointments of members to the committee, with the best interest in Team California as the primary determining factor for committee membership.

Timeline/Deadlines and Definition of Terms

- *Mail Information Packet (6 months prior to the Games):* Packet will be sent to all tribes in California, as well as other Native American organizations and consortiums of tribes.
- *Interest Deadline (30 days prior to the Team California Registration Deadline):* Teams that respond by this deadline are assured of an opportunity to earn a spot on Team California. If no other teams/participants have expressed interest in the event, they will be awarded the spot. If, however, there is another team(s) and/or participant(s) that have expressed interest in the same event as of this deadline, a qualifying event would be held.
- *Registration Deadline (3 weeks prior to the USIG Registration Deadline*):* Once Team California participants have been selected, it is the responsibility of each coach to submit all required roster and individual registration forms for all coaches, participants, and chaperones by the Registration Deadline
- *Registration Fee Deadline (2 weeks prior to USIG Registration Deadline*):* Payment in full to the governing body is required by this deadline. Teams and/or individuals failing to make full payment by the deadline may be removed from Team California.

**The USIG Registration deadline is the date by which the State Commissioner of Team California must submit all required forms and payment of registration fees to the USIG National governing body. This date is different than the Team Californian Registration Deadline.*

Participant Eligibility

- *Tribal Enrollment:* A tribal enrollment number is required at the time of Registration Deadline. Participants without a tribal identification card may register as a lineal descendent, but only with authorization and verification from their tribe. To qualify as a lineal descendant they must provide a letter on tribal letterhead that verifies their lineal descent. The letter must be signed by an authorized official of the tribe (Tribal Council, Enrollment Committee Chair, etc.) and notarized. All participants must bring their proof of eligibility (tribal ID or signed and notarized letter) with them to the games. If their eligibility is questioned or protested they will be required to provide this documentation.
- *Age Requirements:* Age divisions are 19u, 16u, and 14u. The sole determining factor for age eligibility is the participant's age on December 31, 2011. For example, participant can compete in the 19u division as long as they do not turn 20 years old before December 31, 2011. Likewise, if a participant is 14 at the time of the games and turns 15 in 2011, but after the games (the after the games through December 31), they are not eligible for the 14u division. Even though the games are in July, the participant's birth date at the time of the games does not matter, only their age on December 31. While participants may never play down to a lower division, they are allowed to play up one division, but cannot skip up two divisions. For example, a 13 year old is eligible to play in the 14u and 16u divisions, but is ineligible to play in 19u. Participants whose proof of tribal eligibility does not include a birth date should bring a copy of their birth certificate to the games as proof of their age.

Procedure

Identifying Interested Participants: Individuals and/or teams shall be provided an opportunity to express interest in participating on Team California by (1) mailing in the interest form or (2) completing the online interest form on www.intertribalsports.org. Individuals or teams who call or indicate their interest verbally or via email shall be instructed to complete the paper or online interest form. The following guidelines shall be used to ensure that all interested participants receive clear and consistent information:

1. A record of all interest forms shall be kept and maintained by the governing organization, with oversight provided by the State Commissioner.
2. An introductory email detailing the procedures for assembling Team California should be sent to each interested participant within 10 days of the receipt of each interest form.
3. When interest is expressed in an event for which there is an existing team or coach within reasonable geographical distance, the coach's name and contact information should be provided to the interested participant(s). Subsequently, the contact information for the interested participant(s) should be provided to that coach.
4. It is the responsibility of each coach to organize and oversee the selection process of his or her team and/or individual participants for each event category. Coaches are encouraged to use an unbiased evaluation process, such as tryouts, to provide an equal opportunity to all interested participants. However, if a coach wishes to enter an existing or pre-determined team that will be allowed.
5. If a team or coach does not already exist for the identified sport or event, the interested participant(s) and/or coach should be given the following options:
 - a. Identify a coach and assemble a team on their own
 - b. Remain on a waiting list, with the understanding that there is not currently a team and/or coach for event in which they are interested and the team will not be formed until a coach is identified.

Note: The governing organization and/or State Commissioner will not conduct tryouts or assemble teams without an identified coach.

Determining Representation on Team California: As all interested teams and/or participants have been contacted according to the guidelines above, the following process shall be used to determine identification which teams and/or athletes will be placed on Team California:

1. The State Commissioner shall specify a date, approximately 30 days prior to the player and team Registration Deadline, on which coaches of all existing teams and/or participants who have expressed interest will be informed whether their spot on the team is "reserved" or whether they will need to participate in a qualifying event. A specific date of this "Interest Deadline" shall be set and published.
2. If the interest in a sport or event exceeds the number of spots that Team California is allotted, all interested teams and/or participants will compete for the spot on the Team California through a competitive qualifying procedure. The qualifying procedure will be arranged by the State Commissioner and will be made as neutral and equitable as possible in terms of location, date, etc. The exact procedure will vary depending on the sport and will be agreed upon by all coaches involved in the process in advance of the qualifying event. All qualifying events should occur no later than two weeks prior to the Registration Deadline.
3. After the Interest Deadline, new inquiries from interested teams and/or participants will only be accepted for events and sports for which there is not already a designated team. This policy will remain in place until the Registration Deadline.
4. A registration fee, set by the governing body and State Commissioner, will be published in the information packet. The registration fee will cover the USIG registration cost (which includes room and board), uniforms, and administrative costs. It is the responsibility of each coach for each team/event to collect and submit payment in full for all participants, coaches, and chaperones by the published Registration Fee Deadline. Transportation to and from the games will also be the responsibility of each participant. The State Commissioner may

provide coaches with ideas and opportunities for fundraiser activities, but will not administer those efforts.

5. Space will not be held for teams or individuals that fail to register with full payment by the Registration Deadline. Openings may be offered to other interested teams and/or participants, including those who lost in a qualifying event, at the discretion of the State Commissioner.
6. Refunds for cancellation by teams and/or individuals will be based on expenses incurred prior to the refund request and in accordance with the refund policy for the USIG registration fee. An evaluation of these factors on a case-by-case basis will determine the amount of refund, if any, that may be offered.

RELATED INFORMATION

Inter Tribal Sports Documents:

Participant Registration Form

Inter Tribal Sports Related Policies:

Participant Registration Policy; Age Verification & Records Management Policy

Related Links:

www.intertribalsports.org/league-info/league-policies

www.intertribalsports.org/forms/paper-forms

OVERNIGHT CHAPERONE POLICY

Category: Travel Programs
Policy Number: 700.2

Date Approved: 12/15/15
Date Last Revised:

PURPOSE

To provide guidelines for the use of overnight chaperones and procedures that must be in place for the care of all overnight ITS youth participants.

POLICY

These guidelines will help ensure that all ITS youth participants are provided with safe, comfortable environments; one that ITS staff and participant families can be confident that policies and procedures are being followed at all times and that the safety and wellbeing of everyone is of paramount importance.

This policy will provide clear expectations and defining roles of the Overnight Chaperone, steps for applying for the Overnight Chaperone position, and guidelines to ensure communication among ITS Staff, Coaches and Chaperones is consistent. This policy will also ensure that all interested participants are provided equal opportunity to apply.

Promotion of the Overnight Chaperone Positions

ITS shall make an earnest effort to inform ITS Travel Ball participant families of the need for volunteer Overnight Chaperones. Postings will be included in the ITS Rattle, on the ITS website, as well as emailed to all ITS Board Members and ITS Travel Ball Coaches. Information is to include an overview of the Overnight Chaperone Volunteer job description, game schedule, key dates, registration processes, eligibility guidelines, background check application, and projected costs.

Role of the Overnight Chaperone

Chaperones are responsible for ensuring that ITS participants are provided with a safe, comfortable environment; one that ITS staff and participant families can be confident that policies and procedures are being followed at all times and that the safety and wellbeing of everyone is of paramount importance.

Overnight Chaperones will be responsible for the supervision of ITS youth during overnight events. Each chaperone will be responsible for 3- 6 youth during the duration of the event. Each chaperone may or may not be responsible for projected costs.

Role of the Coaches

Coaches will serve as liaisons to chaperones/team parents/family to communicate all pertinent Overnight Chaperone information within a timely matter and no less than 1 month prior to the overnight event. Coaches will enforce eligibility submissions are completed within deadline.

With the support of ITS staff, coaches will manage and oversee all Overnight Chaperones to ensure that the roles and duties are carried out as defined in this policy. Any Overnight Chaperone violations will be

documented and reported by the coach and submitted to ITS staff within 24 hours of the incident. Coaches are responsible for the management of all team paperwork, identification or other documentation necessary for the participation in the overnight event.

Role of ITS Administrative Staff

ITS Administrative Staff is responsible for confirming all eligibility paperwork has been received by deadline, including background checks and signed agreements. All hardcopies of Overnight Chaperone documents will be housed at the ITS office. ITS Staff will provide resources to both coaches and staff to ensure that policies and procedures are well understood and practiced at all overnight events. Should an incident or complaint arise, the Program Manager will be on call to provide assistance with any emergency concerns that may arise.

ITS shall make an earnest effort to inform ITS Travel Ball participant families of the need for volunteer Overnight Chaperones. Overnight Chaperone Information will be included in the ITS Rattle, on the ITS website, as well as emailed to all ITS Board Members and ITS Travel Ball Coaches. Information is to include an overview of the Overnight Chaperone Volunteer job description, game schedule, key dates, registration processes, eligibility guidelines, background check application, and projected costs.

Timeline/Deadlines

- 2 months prior to overnight games - ITS to post Overnight Chaperone positions on ITS website, social media and email the Information Packet to board members and coaches.
- 1 month prior to overnight games - Overnight Chaperone Applications to be submitted to the ITS office. Allow 1-2 weeks to process background check.
- 2 weeks prior to overnight games - Overnight Chaperone Official Registration Deadline. It is the responsibility of each coach to submit all required roster and individual registration forms for all coaches, participants, and overnight chaperones by the Registration Deadline

Overnight Chaperone Eligibility

- *Age Requirements:* All Overnight Chaperones must be at least 21 years of age.
- *Driver's License:* All Overnight Chaperones must have a valid Driver's License.
- *Background Check:* All Overnight Chaperones must have a completed and cleared background check.
- *Chaperone Agreement:* All Overnight Chaperones must have a signed and dated Overnight Chaperone Agreement on file.

Code of Conduct

Inter Tribal Sports (ITS) strives to provide a positive environment for its participants. The following code of conduct has been developed to protect and promote the interests of the game, the player, the coach and the chaperone.

1. Demonstrate respect at all times. Do not indulge in conduct that would incite players or spectators against the officials, program coordinators, coaches or teams. Public criticism of officials, players, ITS staff, coaches or chaperones is unacceptable.
2. Treat all players, coaches, chaperones, officials, ITS Staff and fans with respect regardless of race, gender, creed or ability.
3. Use appropriate language. Do not use profanity or aggressive language that could set a negative example for our athletes.
4. Encourage good sportsmanship by demonstrating positive support for all players, coaches, chaperones, officials, and ITS Staff at every game.
5. Maintain open line of communication with coaches, parents and players.

6. Place the emotional and physical well-being of our youth athletes above all else.
7. Set the development of both individual and team skills for all players as a top priority.
8. Pledge to remain clean and sober at all times will in the presence of ITS youth. Provide an environment for my team that is free of drugs, tobacco, and alcohol.
9. Provide a safe playing situation for my players.
10. Respect and adhere to the policies and procedures of ITS.
11. Understand that ITS has the right to immediately remove any chaperone whose actions are detrimental to the team and/or the ITS mission. Removal will be at the expense of the individual being terminated from their volunteer chaperone role.

Code of Conduct Agreement

Chaperones shall acknowledge and agree to demonstrate behavior that is consistent with ITS organizational philosophy. Furthermore, chaperones shall abide by both the letter and spirit of the Code of Conduct. Failure to do so shall result in corrective disciplinary action.

Conduct Violations

In an effort to promote a positive experience for youth, chaperones shall respect the policies laid forth by ITS. Inappropriate behavior shall not be tolerated and will be subject to the following:

Violation (1 year timeframe)	Penalty
First Violation	Immediate Removal from Volunteer Chaperone Assignment. Incident Report to be filed with Program Manager and Executive Director immediately and reported at subsequent board meeting. Board to determine length of suspension on a case by case basis. Eligible to appeal and re-apply to Volunteer Chaperone position.
Second Violation	Immediate Removal from Volunteer Chaperone Assignment. Incident Report to be filed with Program Manager and Executive Director immediately and reported at subsequent board meeting. Eligible to appeal. 1 month or longer suspension from re-applying to Volunteer Chaperone position at the Board of Directors' discretion.
Third Violation	Immediate Removal from Volunteer Chaperone Assignment. Incident Report to be filed with Program Manager and Executive Director immediately and reported at subsequent board meeting. Eligible to appeal. 6 month or longer suspension from re-applying to Volunteer Chaperone position at the Board of Directors' discretion.
Forth Violation	Immediate Removal from Volunteer Chaperone Assignment. Incident Report to be filed with Program Manager and Executive Director immediately and reported at subsequent board meeting. Eligible to appeal. Not eligible to re-apply.

Board of Directors Review

A chaperone may request a review by the Board of Directors for any violation and subsequent imposed penalty. The chaperone will be expected to serve the suspension until the Board of Directors meets to review the circumstances of the situation.