

**CITY OF CHARLESTON**  
**DEPARTMENT OF RECREATION**

**2025 MIDDLE SCHOOL SOFTBALL**



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## ADMINISTRATIVE GUIDELINES

### AGE DIVISIONS:

The cut-off date for ALL age divisions is MAY 1, 2024 11 - 14 years of age by May 1, 2024

**\*Note:** The City of Charleston does not cut players for any reason. Once you are registered and placed on a team, you will remain with that team. Due to roster limits only the amount of players necessary to fill a roster will be accepted. The remaining registrations will be placed on a waiting list until a second team can be formed.

**\*\*\*Note:** All players must be in grades 6-8, be enrolled at the middle school they play for. Home school players or players whose school does not have a team may play for the team that they are zoned for. (Any players not within these guidelines will be automatically removed from the league and the team may forfeit any games played by the ineligible player.)

### LENGTH OF GAME

- 6 innings or 1.5 hours

**\*\*Note:** No new inning will be started after one hour and fifteen (1:15) minutes of play.

### ROSTER LIMITS:

- 12 player minimum/ 15 player maximum

**\*\*Note:** Exceptions may be made to this rule if approved by the Athletic Superintendent or the Middle School Coordinator.

### PLAYER PARTICIPATION GUIDELINES

- 1 Defensive Inning & 1 At-Bat *per game*

**\*\*Note:** There should not be an instance where a player does not get into a game. This issue will be handled to the fullest extent allowed by our bylaws. Game forfeiture can be assessed, and coach may be suspended.

### Inclement Weather:

- Regardless of weather conditions, teams must appear on the field ready to play as scheduled.
  - Failure to appear will result in forfeiture of the match.
- Only the Middle School Coordinator can cancel or postpone a game. Games will generally be played in light rain.
  - If there is lightning, all players, coaches, and spectators need to seek shelter.
    - Games will be postponed for up to thirty (30) minutes. After the allotted time, it is up to the discretion of the field supervisor/middle school coordinator to restart games or to plan to reschedule them.
    - If a team has players leave during the postponement and is unable to field a team afterwards it will be considered a forfeit.

### Safety Regulations

- Players on the field or in the dugout area shall not wear jewelry of any kind for safety reasons. This includes bracelets, necklaces, and piercings of any kind. EXCEPTION: Medical or religious tags or medallions may be worn if secured by tape which conceals the tag/medallion.

- **Penalty:** When a first-time occurrence is noticed during a game, a warning shall be given to both teams which applies to all players. Upon the second occurrence in the same game, the manager and player (s) will be ejected from the game.
- Absolutely no batting practice against fences, including outfield fences. All batting practices will require a catcher in full gear. No pepper games with batter facing fence also no climbing of fences. Please use the side batting nets for your soft toss drills or batting cages.
  - **Penalty:** for violation will be one (1) game suspension. Second offense, removal from further league play.
- Headfirst sliding is not permitted in any league. The player will be called out for not following this rule. No Warning!!!!
  - **\*\*Note:** For the purpose of this rule a dive back to the base is not considered a slide.
- **Contact Rule:** If a runner attempting to reach any base to include home plate intentionally and maliciously runs into a defensive player in the area of home/base, he will be called out on the play and ejected from the game. The objective of this rule is to penalize the offensive team for deliberate, unwarranted, unsportsmanlike action by the runner for the obvious purpose of crashing the defensive player, rather than trying to reach base. This is an umpire's judgment call. The rule does not mandate sliding nor does it strictly prohibit contact between the offensive and defensive players. It simply requires the runner to make a reasonable attempt to not initiate contact while trying to score.
  - The defensive player with the ball also has the opportunity to apply a tag.
- **Obstruction rule:** In situations when the defensive player, without the ball, impedes the runner the obstruction rule (7.06) covers the situation. Part of this rule addresses home plate situations and states "the baseline belongs to the runner and the catcher should be there only when he is fielding a ball or when he already has the ball in his hand." It is clear at times both the runner and the catcher have the right to be at home plate. In these situations (runner trying to score and catcher with the ball at the plate) contact will occur. It's a judgment call of Umpire if "deliberate, unwarranted, unsportsmanlike action." It will be in the umpire's judgement whether or not the player should be ejected. Normally it is the moving runner and not the stationary catcher that initiates the contact, but if the catcher does, they should be ejected as well. Further, the intent of this rule should be enforced on the entire field of play, not just at home plate.
  - The defensive player with the ball also has the opportunity to apply a tag.
- It is the Coaches responsibility once equipment is issued that it is inspected on a regular basis. If you have a piece of faulty equipment, please tell your Athletic Office immediately. Do not play with old, worn equipment that should be replaced.
- All catchers gear must have a throat protector attached.
- Players should be the only ones to warm up pitchers in games or practices. If a Coach must warm up a player, he MUST wear a catcher's mask with a throat protector. Players must also wear a catcher's mask when warming up any pitcher. Batter's helmets cannot be worn for this activity. A hockey style mask must have a throat protector.
- All players are required to wear a helmet with a face mask during games, practices, batting practices and warmups. We encourage parents to supply their child with their own helmet.
- All City of Charleston sites are drug/alcohol and smoke free. Police can and will be called to handle any violation of this law. Tobacco products can be used in designated areas. Coaches should not be smoking or chewing tobacco in front of the children they coach. Please see administrative bylaws.
- Bat Slinging. **Penalty:** When a first-time occurrence is noticed during a game, a warning shall be given to both teams which applies to all players. Upon the second occurrence in the same game the player (s) will be called out. Third occurrence in a game, player is ejected. Coaches should teach players how to drop back on the way to first base.

## LEAGUE RULES

- Babe Ruth Softball rules shall govern all play, with the following exceptions.

### BAT REQUIREMENTS

- The bat may not exceed 34" in length and the bat barrel may not exceed 2 1/4" in diameter or be greater than 38 ounces in weight. The bat shall be marked "OFFICIAL SOFTBALL" or "OFFICIAL FASTPITCH" by the manufacturer.
- If the illegal bat is discovered prior to a batter completing their at bat, the bat is simply removed from play and the at bat continues.
- A player who uses an illegal bat and hits the ball fair will be ruled out and there will be no advancement on the base path.
  - This will be considered an appeal play and the bat will be “considered legal” once a pitch is thrown to the next batter.

### PITCHING REQUIREMENTS

- Pitchers will only be allowed to throw up to 10 innings per calendar week (Monday-Sunday).
- Coaches will be required to carry a pitching affidavit with them during games documenting their pitcher's innings. (This is your record/proof of innings pitched)
  - Affidavits will need to be signed by opposing coaches following the completion of each game.
  - Any coach found in violation of surpassing the max innings per week will be subject to suspension.

### DROPPED 3<sup>RD</sup> STRIKE

- The dopped 3<sup>rd</sup> strike will be played in Middle School softball leagues.
  - \*\***Note:** There is no dropped third strike if first base is occupied by runner unless there are 2 outs.

### SPECIFICS

- Games will last one hour and thirty minutes (1:30).
- No new inning will begin after one hour and thirty minutes (1:15).
- If a game is tied at the end of regulation, the game will be recorded as a tie.
- A league champion will be acknowledged at the end of the season. It will be based on the regular season win/loss record, and then by head-to-head results. **If a tie breaker is still needed, we will go by run differential.**

### UNIFORMS / EQUIPMENT

- All players will be provided with a jersey and visor.
- Teams must play in City of Charleston issued uniforms. Uniforms or hats cannot be used if not issued by the City.
- All players should be in full uniform prior to participating.
- Metal Cleats will be allowed.
- **Batting helmets (with a facemask) *MUST BE WORN AT ALL TIMES WHILE BATTING.* This includes Tournament play, regular season games for the City of Charleston, and practices. If any Coach is discovered intentionally disregarding this rule, they may be released from coaching for the City of Charleston permanently.**
- Batting helmets may not be spray painted or defaced. The player will be pulled from the game until he finds another helmet.

## MERCY RULE

- After three innings, if any team is leading by fifteen (15) or more runs, and the losing team has had three times at bat, the game will end.
- After four innings, if any team is leading by ten (10) or more runs, and the losing team has had four times at bat, the game will end.
- This rule is to keep any team from being needlessly embarrassed and eliminates the possibility of the winning team “running up” the score.

## HIT BATTERS RULE

- Any pitcher that hits 3 batters in a game will be removed from the game.
  - o A pitcher will only be penalized if the batter is hit above the belt line.
  - o Below the belt will still count as a hit by pitch and the hitter will take their base, but will not count towards the pitchers 3 hit batters.

## PRACTICE GUIDELINES

- NO PLAYERS ARE TO BE LEFT UNATTENDED AFTER PRACTICES HAVE ENDED. AN ADULT MUST STAY UNTIL THE LAST PLAYER HAS LEFT THE PREMISES.
- All practice schedules must be strictly followed. In the event a coach cannot make a scheduled practice, the coach must notify all players.
- Teams are allowed to practice three (3) times per week before the game season begins and two (2) times per week once the game season begins.
- More than one team may be scheduled to practice on a field or in the batting cages at one time. All coaches must share the space in an appropriate manner.
- Practices will be scheduled in one hour and thirty-minute increments. After the allotted time is up, the practice must end immediately.
- Coaches are to ensure that all players have access to water at all times. **Do not use water as a form of punishment!**
- Once rec softball begins in March, practice times and locations will be altered to provide adequate space for everyone to practice. Coaches must share locations.

## GAME PROCEDURES

- Line up cards must be given to the opposing team 15 minutes before game time.
- The official scorebook will be kept by the home team.
- Any player injured during a game shall be removed from that game if recreation staff and/or referee feel that the player’s health or safety is in jeopardy.
- Any player removed from the game due to injury will be required to sit out a minimum of one inning and may only return with the approval of recreation staff and/or a referee.
- Any player injured severely enough to require further medical attention (i.e., emergency room, doctors’ visit) must obtain written permission from a physician before returning to practice or game play.
- Never encourage a player to violate a safety rule or intentionally injure another player. Indefinite suspension may occur.
- If a player is not going to play in a game for disciplinary reasons or disqualification; athletic staff, game officials, and the opposing coach must be notified prior to the start of the game.
- Game play on the field is contracted out to umpires. They are to be treated with equal respect as recreation staff. Staff will not override umpires on judgment calls, these calls cannot be protested.

## EXPECTATIONS FOR COACHES/PLAYERS CONDUCT

### CONDUCT

- Coaches/players are expected to always conduct themselves in a respectful and professional manner.
- At NO time shall a coach/player argue or shout at an umpire. Umpires will treat you respectfully and ask that you do the same. If you want to address an issue, please speak to the recreation supervisor at your site.
- Any coach/player ejected from a game by an umpire or recreation supervisor must immediately leave the premises. The game will not resume until this person has done so. Anyone ejected from a game will also be suspended for the following game and may be required to meet with the Middle School Athletic Coordinator and Athletic Superintendent, depending upon the severity of the incident.
- **Fighting will NOT be tolerated.** Any coach/player involved in a physical altercation will be (a) ejected from the current game and (b) suspended for the remainder of the season. There are no excuses for this type of behavior.
- Coaches are NOT allowed to use any tobacco products or consume alcoholic beverages while at practices or at games.
- Coaches/players/umpires should refrain from using explicit language during practices or games. Any coach/player who is heard using foul language will be warned. If the language continues, the coach/player/umpire will be ejected from the game and suspended.
- Coaches should NOT pull their team from the field before a game is finished. The coach will face an indefinite suspension for doing so.
- Any team that fails to show for or forfeits two games will be removed from the league.
- The Athletic Superintendent has the right to and will remove any coach from the league if he/she does not follow the guidelines listed above.
- All coaches and team assistants in any form must submit to and pass a background investigation conducted by the City of Charleston. Anyone not on the cleared list **WILL NOT** be allowed to coach, assist, or be in the dugout with any team in any matter.
- Both teams will shake hands and exchange “good game” verbal gestures. **Failure to do so by any player or coach will result in a minimum of a one game suspension at the discretion of the Middle School Coordinator.** Good sportsmanship is an essential element of sports and should be encouraged regardless of a win or loss.
- Spectators/Representatives should never enter the playing field to confront a coach, player, referee, or staff member. Spectators should allow staff, officials, and on-site medical personnel/security to attend to injured players and any conflict that may arise at the facility/field. Spectators ejected for entering the playing field will automatically be suspended for the remainder of the season bearing any threats, or physical/verbal altercations.

### ATTIRE

- Coaches are expected to wear team colors to games. Shirts should be tucked in and appropriate.
- Coaches are expected to wear khaki/black slacks or shorts, or athletic pants.
- Coaches are not to use cell phones during a game (this includes Bluetooth earpieces). Recreation supervisors will have cell phones in case of emergencies.

## PROTESTS

- Protests will be allowed for player eligibility or participation ONLY. Judgment calls CANNOT be protested!
- Protests must be filed with the head umpire at the time of the incident that is being protested. If it is not filed immediately, the protest will NOT be recognized.
- An official protest must be filed by noon of the next business day following the competition (Example: If the game is on Saturday, the protest must be filed by noon the following Monday). The protest form must also be accompanied with a \$50 check.
- The protest must include the following information:
  - 1) Coaches' name filing protest (**ONLY HEAD COACHES MAY PROTEST**)
  - 2) Team and division
  - 3) Date of protest
  - 4) Contest (to include date, time, and opponent)
  - 5) Recreation supervisor/staff present
  - 6) Game official(s) present
  - 7) Protest described in detail to include rule being protested and the point of the game that the rule is protested.
- The Athletic Roundtable will meet and reach a final decision on the outcome of the protest. If the protest is upheld, the \$50.00 filing fee will be refunded. If the protest is denied, the Recreation Department will keep the filing fee.

## CONFIDENTIAL INFORMATION

- Each coach will be given a roster with information for each participant. This information is to be kept confidential. Though it is important for you to be able to contact your participants, it is very important that you do not share this information with anyone else.
- Do **NOT** make copies of your roster to give to every parent on the team. Some parents do not want their phone numbers or child's birth date to be given out. Please respect everyone's wishes in this matter. If you want to form a phone tree or have a team mom/dad, ask parents for their phone numbers and addresses. This will ensure that parents not wishing to participate will have the option to say no.

## INJURY TREATMENT GUIDELINES

### BLOOD-BORNE PATHOGENS:

Blood borne pathogens such as Hepatitis B and HIV are serious infectious diseases, which are present in blood as well as other bodily fluids such as semen, vaginal fluids, and breast milk. While there are several such diseases, Hepatitis B and HIV are the most commonly known.

Hepatitis B is a virus, which results in a dangerous inflammation of the liver. Its victims can suffer long-term consequences and recurrences and the disease can be deadly if not treated. HIV is the virus that causes AIDS or acquired immunodeficiency syndrome, which weakens the immune system, thus making a person susceptible to infections their immune system normally would fight off. AIDS is incurable and deadly.

When giving first aid to others, an individual should wear protective gloves (such as rubber surgical gloves) any time blood, open wounds or mucous membranes are involved. The individual should wear clean gloves for each person treated or when treating the same person more than one time.

If the individual gets someone else's blood on his/her skin, protective gloves should be worn, and the blood wiped off with a disposal alcohol swab.

**Note: If blood gets on a uniform during practice or a game, the uniform should be wiped with a disinfectant such as isopropyl alcohol (rubbing alcohol).**

If an individual begins to bleed during practice or a game, play must be stopped, and the individual should be removed from the game. If there is blood on the bench, it should be cleaned using disinfectant solution of household bleach and water. The recommended mixture is ten (10) parts water to one (1) part bleach. (Example: ½ bleach to one (1) gallon of water). The surface should then be rinsed with clean water to avoid participants getting the disinfectant in their eyes. The person doing this cleanup should wear protective gloves.

The individual removed from practice or a game due to bleeding must have the bleeding stopped and any wound covered before being allowed to return to the practice or game. If the bleeding begins again the practice or game should be stopped and the potentially contaminated surfaces cleaned. The manager or umpire/referee would be the judge as to the number of times the practice or game would be stopped before the individual is disqualified from further participation in that practice session or game.

The person who has treated and injury where there is blood present or has cleaned a potentially contaminated surface should wash their hands with soap and hot water whether protective gloves are worn.

Disposable towels should be used in all cleanups. Towels, gloves, and all protective materials used in the cleanup, as well as items used to stop bleeding, should be placed in a sealed container lined with a plastic bag. These bags are not to be reused and should be disposed of daily.

Any official who gets blood on himself/herself should do the same as the participants in a practice or game. A disinfectant such as isopropyl alcohol (rubbing alcohol) should be used to wipe the blood from the area.

Although Hepatitis B is a much more common virus than HIV, it is HIV and AIDS more than any other disease that has served to heighten public concern over blood borne pathogens.

It is most important to carry out suggested procedures in the interest of safety and the health of children who participate in our activity on a day-to-day basis. If this is done, parents and others can be assured that we are concerned about the total well-being of the youngsters entrusted to our care.

The precise risk of HIV transmission during exposure of open wounds or mucous membranes such as eyes, ears, nose, and mouth to contaminated blood is not known. However, evidence would suggest it is extremely low. In fact, the possibility of contracting HIV in this manner is much less than the possibility of contracting Hepatitis B or other blood-borne infections.

Everyone must understand that while it is theoretically possible for HIV to be transmitted by blood from one individual through the wound or mucous membrane of another individual, the probability of this occurring is extremely low. One must not assume, however, that the chance of transmission of HIV in

this manner is zero. Proper and adequate precautions should be taken to ensure that no transmission could occur.

### **PREVENTION OF BLOOD-BORNE PATHOGENS:**

If blood is present, positive steps can be taken that will lessen the possibility of transmission of blood-borne pathogens, such as Hepatitis B or HIV, if the person who is bleeding has such a disease.

It is most important that the adults who work with youngsters in youth activities are aware of what steps should be taken in the event an accident occurs and there is a presence of blood. If there is blood present, this situation should be treated with respect regarding its ability to transmit infectious disease.

If the participant has an open wound on their body, they should cover this wound prior to the start of a practice or game. When this is done, the participant will decrease the risk of transmission of a blood-borne pathogen from their open wound to the open wound or mucous membrane of another person or vice versa.

It is essential that all adults and youth participants use good hygiene. Towels, cups, and water bottles should not be shared.

### **OTHER CONTAGIONS**

Respiratory secretions, saliva and nasal discharge generally transmit contagions such as the Influenza Virus, the Common Cold virus and the Mononucleosis virus. This occurs through the air when an infected person sneezes or coughs, or by oral inoculation from contaminated hands and surfaces. The possibility of becoming infected with one of these viruses is greater indoors than outdoors. If a person is infected with one of these viruses, they possibly will have an incubation period of a few hours or days. Colds and Influenza are usually known by the individual who may be affected and normal symptoms include muscle aches, pains in joints, fever and chills. If an individual is affected, they should not be allowed to practice or play in a game due to the weakness that would be present from these viruses. It is important to observe sound hygienic practices when this occurs and towels, cups and water bottles should not be shared among participants.

# CITY OF CHARLESTON RECREATION DEPARTMENT YOUTH ATHLETIC ADMINISTRATIVE LAWS

10.25.23

## ***A-Eligibility and Administration***

1. *All sports will fall under the following ruling bodies in conjunction with the sport specific departmental bylaws:*
  - a. *Basketball:* SCAP & SC High School Federation Rules
  - b. *Baseball:* City of Charleston Local Bylaws- SCRBI/SCAP
  - c. *Softball:* City of Charleston Local Bylaws- SCAP
  - d. *Football:* SCAP & SC High School Federation Rules and Local Bylaws
  - e. *Soccer:* SCAP & US Youth Soccer Association and SC Youth Soccer Association and Local Bylaws
  - f. *Cheerleading:* SCAP & Local league by-laws
  - g. *Volleyball:* SC High School Federation Rules & Local Bylaws
  - h. *X Country/Track* SCAP & USATF
  - i. *Lacrosse:* US Lacrosse & Local league bylaws
  - j. *Wrestling:* USA Wrestling & Local league bylaws
  - k. *Flag Football:* NFL Flag & City of Charleston local bylaws
  
2. *All school-aged players must be currently enrolled and attending school, or an approved educational (i.e. home-school, alternative schools). It is the additional responsibility of coaches to insure that their players are in school.*
  
3. *All players will play within their respective age division. Division is determined by the age the child is on the date below:*
  - a. *Basketball:* September 1<sup>st</sup> of the current school year
  - b. *Baseball:* May 1<sup>st</sup> of the current year
  - c. *Fall Baseball;* May 1<sup>st</sup> of the current year
  - d. *Softball:* April 30th of the current year
  - e. *Soccer (Spring):* May 1<sup>st</sup> of the current year
  - f. *Soccer (Fall):* September 1<sup>st</sup> of the current year
  - g. *Football:* September 1<sup>st</sup> of the current year
  - h. *Cheerleading:* September 1<sup>st</sup> of the current year
  - i. *Cross Country* December 31<sup>st</sup> of the current year
  - j. *Wrestling* December 31<sup>st</sup> of the current year
  
4. *The City of Charleston Recreation Department Athletic Division reserves the right to move a child out of their respective age division under special medical circumstances. This process is designed to assist children with disabilities or documented medical issues to positively participate in our sports program.*
  
5. *Playing an illegal player (illegal player can be defined as too old, too young for age group, player claiming to be someone other than him/herself) may result in the player and/or coach being removed from the league. A child not enrolled in school or in an accepted school alternative, and who participates may penalize him/herself and the team by having all games forfeited that he/she participated in, while not attending school. The Athletic Division reserves the right to issue disciplinary action as necessary. See discipline.*
  
6. *To be eligible for any post season or all-star tournaments a player must have participated in at least half of the regular season games. (Where applicable to post-season participation). Basketball/Football: players are not eligible for all-stars if they played on any school team this includes (HS, JV, Middle School or "B/C" teams, also if play for two recreation departments).*

7. *A player who signs a registration form or completes one online for one team in the city is not eligible to play for another team during the same season. Any player that has participated in JV/High School/B Team/C Team programs may not play in a city of Charleston league. A participant on a middle school team may participate concurrently in a City of Charleston league but the City of Charleston's athletic schedule will take precedence over the school schedule (no changes will be made to the City schedule to accommodate players who are playing in two such programs at the same time). If a player played Middle School Basketball or Football or they play in two different recreation departments they are NOT eligible for all-stars.*
8. *Referees, umpires, scorekeepers and field supervisors are considered staff and have the authority to make necessary decisions.*
9. *Any team that forfeits 2 games will be reviewed by the Athletic Division as to their continuation in the program. Teams may pick up the players with openings on their rosters, if acceptable by the league office, if a team is dropped from the league.*
10. *Basketball, Football, Flag Football, Soccer and Lacrosse. If a game reaches half time it will be considered a completed game and will not be made up. Baseball and Softball please see sport specific rules for complete game.*
11. *All post-season play for the City of Charleston teams will be approved by the Athletic Office, where applicable. All Post season coaching staffs will be selected by Athletic staff.*
12. *All city issued equipment to a team or an individual player can only be used for City of Charleston practices, scrimmages and games. No equipment may be used for outside travel games or tournaments. No City transportation will be provided this Fall 2021 season.*

#### *B-Registration*

1. *All forms must be filled out completely with parent or guardian signatures, payment and include the following information: birth certificate (copy), proof of insurance, Release of Liability, COVID Release, Emergency Consent & Image Release and Parent Code of Conduct. If you do not have personal insurance, or you wish additional insurance, this can be purchased through the department. It is the parent/guardians responsibility for registration forms to be completed and accurate. The city is not responsible for falsified information on registration forms.*
2. *Any late registration must be handled through the athletic district offices. No registration will be accepted at any site prior to a game. The player in question will not be eligible for play until all information is completed properly, player assigned to a team and official roster verified from the office.*
3. *Registration and rosters will be issued and supervised by the athletic staff. The Athletic Division reserves the right to amend rosters.*

#### *C-Coaches*

1. *All coaches (assistants included) must complete a volunteer coach's form for the specific sport in which they will coach. This also includes approval for background checks and Coaches Code of Ethics.*

***Coaches must supply personal ID (state issue ID, Driver's license, or passport) along with their background check. Coaches will be reviewed for charges of felony or misdemeanor nature. Falsification of ID or background check is automatic permanent dismissal.***

- 2. All coaches (assistants included) shall be required to know the rules. In no case will ignorance of the rules be accepted as an excuse.***
- 3. Attend all scheduled coach's meetings or assign a designee. If not attending rules meeting, coaches are still responsible for knowledge of the rules and responsibilities of coaching. Once coaches sign for official/signed rosters at the frozen date Coaches assume responsibility for correct birthdates and names for such roster.***
- 4. No use of alcohol or tobacco products is allowed during practice or games (any sport). No smoking on any City or School facility.***
- 5. All City of Charleston equipment must be returned at the end of the season. Coaches are responsible for issuing and collecting the uniforms and equipment. If equipment is not returned at the end of the season a coach may not be permitted to coach until equipment has been returned. Equipment is City of Charleston property. Please see league bylaws for cleaning and sanitizing protocols.***
- 6. If a player quits your team for any reason, notification must be made immediately to your respective area Youth Sports Coordinator. Youth Sports Coordinators will contact parents or legal guardians to verify that a player has quit the program before adding a new player to a team roster.***
- 7. Under no circumstances may a coach cut or dismiss a player from his or her team. Penalty for doing so will be removal from coaching in this program.***
- 8. Protests: Judgment calls cannot be protested. Only rule interpretations and player eligibility can be contested. All protests are to be received by your respective district Athletic Manager within 24 hours of the game. A protest must be legibly written or typed (preferred) and submitted with a \$50.00 fee to be valid for consideration. If the protest is upheld, the fee will be returned. Where a governing body (i.e. SCAP) has specific protest rules, they will supersede the department administrative laws.***
- 9. Coaches are to check equipment and field conditions to help ensure they are in good condition and they provide a safe and healthy environment for the children.***
- 10. Only the head coach, assistant and/or managers are allowed in the designated team area. They must remain in that area unless instructed to the playing area by staff or officials. If provided, all coaches are required to wear their team shirt during the game.***
- 11. Officials will consult with HEAD COACHES ONLY. If head coach is not present officials will designate a coach as Head Coach for game situations.***

#### *D-Conduct*

- 1. Coaches are responsible for themselves, their players and their spectators. They must make every effort to assist the officials and to control the spectators supporting their respective teams. Our office expects your conduct to be appropriate at all times.***

2. ***If a player is not going to play in a game for disciplinary reasons, illness or disqualification, it is the coach's responsibility to notify the opposing coach, the field supervisors and the officials prior to the start of the game.***
3. ***Any coach/spectator verbally or physically abusing or threatening a player/parent/staff or official will not be tolerated. The offending person will be asked to leave the site. At NO time before, during or after the game shall a coach or a player yell or raise his/her voice at an official, scorekeeper or any member of the Recreation Department staff. See discipline rules.***
4. ***Any player or coach ejected from a game for any reason other than fighting will be suspended from the next game of the same age group that the ejection happened i.e. ejection in 9-10 age the suspension will be for 9-10 age. Continual violations can result in further discipline. See discipline rules. Fighting in any circumstance will result in further discipline.***
5. ***Any player, coach, parent, spectator or representative ejected from a game/match will automatically be suspended for the next game/match regular season or post season. The ejected person will serve the suspension for the next game/team/age group for the team and age group and league that they were ejected from. A forfeit or rainout does not satisfy this requirement. i.e. If ejected from a 9-10 game you will be ejected from the next 9-10 game. See discipline.***
6. ***See Discipline Code for conduct violations.***
7. ***All teams are expected to have sportsmanship after the game. Failure to do this by a team may result in forfeiture of the game or further disciplinary action. Coaches encouraging kids to not participate will result in Coach suspension. The Athletic staff may discipline any player/coach that does not show good sportsmanship after a game. Teams are not permitted to taunt any opposing team before, during or after games. This includes cheers, songs or moving to the middle of the field and doing any of these things.***

#### *E-Safety*

1. ***Coaches are to ensure that all players have access to water during all practices and games. Coaches should also be familiar with the City bylaws concerning Heat Indexes and lightning. See below.***
2. ***Water Coolers will not be used for communal use. Each player is to bring their own water bottle.***
3. ***Each coach is to ensure that after a practice or game that each child has arranged for transportation home. Coaches are not permitted to transport children in the bed of pick-up trucks or any other unsafe mode of transportation.***
4. ***While the risk of one athlete infecting another with HIV/AIDS/CORONAVIRUS during competition is close to non-existent, there is a remote risk that other blood/air borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:***

***\*The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate. Coach should have an extra shirt similar in color available for emergencies. Soiled shirt should be isolated from others sealed in bag.***

***\*Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.***

***\*Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids.***

***\*Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.***

***\*Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.***

*\*Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.*

5. ***The Athletic staff reserves the right to deem any equipment or playing surface unsafe for play.***
6. ***Any player in the league shall wear no jewelry, at any time. The offending player will be asked to leave the game in order to comply with this rule. No band-aids or tape over the jewelry is permitted. Exception: Metal ID Band/Bracelet for emergencies.***
7. ***All sites are governed by the City of Charleston and fall under the laws thereof. No alcohol products are permitted at any of these sites. Tobacco products may not be used at any City facility or school facility that we may use.***
8. ***We will continue to follow CDC guidelines, our local leaders and health professionals moving forward for anything Covid 19 related.***
9. ***Heat Index Policy: Heat Index Guidelines for the City of Charleston Recreation Department Athletics***

*\*City of Charleston Recreation has implemented the following guidelines to deal with extreme heat at all youth and adult sports games and practices. It is designed to provide participants with a standard for safe play in situations of extreme heat.*

*\*The two values that the City Rec Department will take into account when modifying or canceling games/practices are air temperature and relative humidity. The combination of these two elements reflects the heat index. We will rely on the heat index reading that is updated hourly by the National Weather Service.*

*\*The Recreation Department has defined five heat index zones. These zones are based on recommended guidelines published by the American College of Sports Medicine (ACSM) for participation in sports activities during periods of extreme heat. Because the heat index does not take into account wind and direct sunlight, two degrees will be added to the stated heat index on sunny and still days. Likewise, two degrees will be subtracted on cloudy and windy days.*

***PLEASE NOTE - The heat index will NOT be decided until 10 minutes prior to start of game. All games will finish with the guidelines with which the games started.***

#### ***White Zone***

*Heat index of 65-80 degrees. In this range, the participant is in very little danger from heat and no special measures will be taken by the Recreation Department.*

#### ***Yellow Zone***

*Heat index of 81-98 degrees. In this range, coaches will be encouraged to take extra steps to protect their players by making sure they keep them hydrated and by encouraging frequent substitution during games and practices.*

#### ***Orange Zone***

*Heat index of 99-104 degrees. In this range, the Recreation Department will implement the following at games: all measures taken in the Yellow Zone; water coolers will be available at each Game field complex for players and coaches. If it is a practice day, coaches are instructed to keep players well hydrated and to take frequent breaks.*

### **Red Zone**

*Heat index ranging of 105 to 109 degrees. In this range, the Recreation Department will implement the following for games: all measures taken in the Yellow and Orange Zones; the length of games will be modified according to the schedule below.*

- **Softball** – games will be reduced by 15 minutes
- **Baseball** – games will be reduced by 15 minutes
- **Football** – games reduced by 3 minutes each quarter. Mandatory 30 second official's time out midway of each quarter for water to come out to teams. This is not for coaches to coach.
- **Flag Football** – games reduced by 3 minutes each quarter.
- **Soccer** – games reduced by 2 minutes each quarter/5 minutes each half. Mandatory water break at midway point of half.
- **Lacrosse** – games reduced by 5 minutes each half. Mandatory water break at midway point of half.

*If it is a practice day, coaches are instructed to reduce the time of practice, take frequent breaks and keep players well hydrated by having them drink water.*

### **Black Zone**

*Heat index above 110. In this range, the Recreation Department will cancel all games and practices until the heat index returns to 110 or below.*

*Note - During the course of the day, the heat index will rise and fall depending upon the time of day, amount of wind, cloud cover, etc. The above program modifications could also change throughout the course of the day, especially on a weekend. For example, a 1pm game on Saturday could be played under the Orange Zone guidelines and a 4pm game could be played under Red Zone guidelines.*

*Coaches and parents will be informed of the appropriate zone of play. These heat guidelines will be in effect for the entire year. The above are merely guidelines and it is the responsibility of parents to make the ultimate decision as to the participation of their child in Recreation Department events when heat may be a factor, taking into consideration the age and physical condition of their child. Parents also have the ultimate responsibility to inform their child about the dangers of heat and need for protection, including sunscreen and proper hydration.*

### *F-Uniforms*

- 1. All teams that have sponsors must go through the Athletic Office. Once sponsorship payment has been made then our office will order uniforms. Sponsor information or logos will be used where appropriate. Teams will only be able to play in uniforms issued and approved by the Department of Recreation. Altering of uniforms is not permitted. Wearing alternative uniforms is prohibited.**
- 2. All players must be in full uniform in accordance to the sport in which they are playing. (See sport by-laws).**
- 3. Any sport, in which two teams have similar color jerseys, the home team will be required to change. In most cases the Athletic Office will provide an alternative.**
- 4. Any all-star uniform that is issued to players must be returned in good condition. If a uniform is not returned at the end of the all-star season; the family will be charged full price of the uniform. All-star uniforms may not be altered in any way.**
- 5. All-star teams may not purchase additional uniforms for all-star play. All uniforms will be provided by the Recreation Department. Any All-star team that travels must wear the uniforms provided by the**

***Recreation Department. All areas of All-Star teams are given the same uniforms, equipment and allowances. There will be no changes to these policies based on area, age or team desire to purchase something different. All-star teams are representing the City of Charleston Recreation Department and will be outfitted the same way across the board.***

***A. Equipment***

- 1. All equipment given to you by the Recreation Department is property of the City of Charleston. This equipment is provided to all teams for the sport they are participating in. All equipment will be signed out and MUST be returned when the sport is complete. Equipment not returned may result in coach suspension or non-issuance of equipment to you or your team for future sports.***
- 2. The Recreation Department is responsible for maintaining equipment inventories and equipment repair and safety of issued equipment.***

***B. All-Stars***

- 1. All-star teams may not purchase additional equipment for all-star play. All equipment will be provided by the Recreation Department. Any All-star team that travels must use the equipment provided by the Recreation Department. All, All-Star teams are given the same uniforms, equipment and allowances. There will be no changes to these policies based on area, age or team desire to purchase something different. All-star teams are representing the City of Charleston Recreation Department and will be outfitted the same way across the board.***
- 2. All-star teams may not fundraise or publicly solicit donations of funding for equipment or uniforms. The city will pay all franchise fees, league fees, food for teams (players and coaches) for non-local travel, and travel assistance with city mini busses when possible. Travel arrangements will be made by the city staff.***
- 3. Any outside fundraising for all-stars must be approved in advance by the City of Charleston. Fundraising dollars cannot be used to purchase uniforms, team equipment or food cost, these items are covered by the City. Fundraising dollars may be raised with approval to help with travel expenses (hotel and gas). Separate websites cannot be established about all-star teams with the intention to solicit money.***
- 4. All scrimmages, events and activities done with all-star teams must be pre-approved by the City of Charleston. i.e. tournaments, parades, recognition ceremonies, city/town events.***

***C. Discipline***

- 1. Any player, coach, parent, spectator or representative ejected from a game/match will automatically be suspended for the next game/match regular season or post season. The ejected person will serve the suspension for the next game/team/age group for the team and age group and league that they were ejected from. A forfeit or rainout does not satisfy this requirement. i.e. If ejected from a 9-10 game you will be ejected from the next 9-10 game. See discipline.***

2. *Any player, coach, parent or spectator ejected from a game/match must leave the facility immediately. A player without a parent/guardian at the game/match will be allowed to stay on the team bench until the parent/guardian arrives. The absent parent/guardian of the player will be called by the supervisor on duty. The game/match will not continue until the person(s) have left the facility. See discipline.*
3. *Any player, coach, parent or spectator whose suspension occurs at the last game/match of the regular season, will have the suspension carried over into post season play of the age division that the ejection took place. If a suspension occurs during post season play and the suspension cannot be satisfied, then the suspension will carry over into the next regular season sport or activity (tennis lessons, etc.) that the person participates in. This suspension if carried over may have to apply to a different age group to meet the satisfaction. See discipline.*
4. *Any coach who pulls his/her team off the field/court prior to the contest ending (unless mutually agreed upon by the opposing team and approved by the host department) will be face a minimum of three game suspension up to the rest of the season.*
5. *A player, coach, parent or spectator may appeal the disciplinary action taken against them to the Athletic Superintendent. Further appeal may be heard by the Director of Recreation.*
6. *No coach, representative or spectator for any team may start in the stands and then enter the field/court of play at any time during the game. If you start in the stands you must remain in the stands. This applies to any team. Coach must make decision before the game starts, if they are part of the coaching staff. Coaches must also be in coach's shirt. No coach may be on a sideline without a coach's shirt worn. Penalty will be immediate ejection from the current game and removed from the facility immediately. Refusal to abide by this rule could lead to further game suspensions. There are no exceptions to this rule.*
7. *All participants, players, coaches, spectators are expected to follow all issued mandates of Face coverings and are asked to socially distance at all times.*

**Current protocols:**

- \*All players to continue to bring own water bottle.*
- \*All player snacks will need to be prepackaged.*
- \*We will sanitize equipment as needed.*

**Coaches Discipline Guide**

<i>Offense</i>	<i>Directed Toward</i>	<i>Minimum Action</i>	<i>Maximum Action</i>
<i>Tobacco use (chewing, smoking)</i>	<i>during games, practices or league functions</i>	<i>Verbal</i>	<i>Ejection(s)</i>
<i>Alcohol, illegal substances</i>	<i>during games, practices or league functions</i>	<i>Ejection for remainder of game</i>	<i>Suspension, suspension up to 1 calendar year</i>
<i>Allowing a player to play or participate while knowing of an injury or concussion</i>	<i>During game or practices</i>	<i>Game ejection</i>	<i>Season suspension</i>
<i>Foul or abusive language directed at</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game</i>	<i>Game/Multiple Game suspension</i>
<i>Continued foul or abusive language. Blatant disregard for staff and officials</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Current game suspension</i>	<i>Multiple game suspension</i>
<i>Encouraging foul language, threatening language, unsportsmanlike behavior, encouraging or telling players to have that kind of behavior</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Current game suspension</i>	<i>Season suspension</i>
<i>Threat of physical abuse, assault, threat of bodily injury of any kind. Placing any child in harm's way by possibly 'sweat downs', extreme weight loss techniques, targeting players, and teaching players to intentionally harm a player.</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game and next game suspension</i>	<i>Season suspension to lifetime suspension. Level of threat will determine length of suspension</i>
<i>Fighting or physical assault of any kind</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game and season</i>	<i>Season suspension to lifetime suspension. Level of threat will determine length of suspension</i>
<i>Playing an illegal player (see definition #5)</i>		<i>Ejection of next game and forfeiture of current game</i>	<i>Multiple game suspension to league removal</i>
<i>Pulling children off a field for any reason other than weather. Not returning a team to the field after weather delay.</i>		<i>Suspension for next three games</i>	<i>League removal</i>

**Parents Discipline Guide**

<i>Offense</i>	<i>Directed Toward</i>	<i>Minimum Action</i>	<i>Maximum Action</i>
<i>Alcohol, illegal substances</i>	<i>during games, practices or league functions</i>	<i>Ejection for remainder of game</i>	<i>suspension, suspension up to 1 calendar year</i>
<i>Foul or abusive language directed at</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game</i>	<i>Game/Multiple Game suspension</i>
<i>Continued foul or abusive language. Blatant disregard for staff and officials</i>	<i>Player, Coach, official, spectator or staff</i>	<i>current game suspension</i>	<i>multiple game suspension</i>
<i>Encouraging foul language, threatening language, unsportsmanlike behavior, encouraging or telling players to have that kind of behavior</i>	<i>Player, Coach, official, spectator or staff</i>	<i>current game suspension</i>	<i>Season suspension</i>
<i>Threat of physical abuse, assault, threat of bodily injury of any kind</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game and next game suspension</i>	<i>Season suspension to lifetime suspension. Level of threat will determine length of suspension</i>
<i>Fighting or physical assault of any kind</i>	<i>Player, Coach, official, spectator or staff</i>	<i>Ejection for remainder of game and season</i>	<i>Season suspension to lifetime suspension, possible removal of child. Level of threat will determine length of suspension</i>
<p><i>The guidelines are for all City of Charleston properties, leased facilities and any facility in which our teams play.</i></p> <p><i>The above actions are the minimum penalties and maximum that will be given. Any person that is guilty of an offense will also be placed on probation for that season. Any further violation(s) will result in further disciplinary action. All penalties will be decided by the City of Charleston Athletic staff. 2nd violations of the same offense could lead to removal as a coach or a parent.</i></p>			

## ***Department of Recreation Coaches Code of Conduct Contract***

*I hereby pledge to live up to the City of Charleston Recreation Department Code of Conduct as a coach.*

- 1. Coaches are responsible to ensure that the health, well-being, safety and development of athletes take precedence over the win/loss record.*
- 2. Coaches are expected to maintain a professional demeanor in their relationships with athletes, officials, coaches, administrators, opposing parents and treat all with respect and dignity.*
- 3. Coaches must acknowledge that they are role models and behave in a respectful way. Exemplifying honesty, integrity, respect and fair play to all. Any form of fighting, verbal or physical, any threats of violence, any actions not representing that of a role model will not be tolerated.*
- 4. Coaches should recognize that physical contact is at times necessary with players but coaches must ensure that no action on their part can be misconstrued. Always follow the rule of 3. Never be alone with a child at practice, do not give children rides home and do not go behind closed doors with a child alone.*
- 5. Coaches should always instill integrity to the game and to the players. Do not teach children to break rules or behave unsportsmanlike. Let's prepare our players on how to succeed and fail maturely.*
- 6. Coaches will ensure the knowledgeable in the rules of each sport that you coach, and that you will teach these rules to your players.*
- 7. Coaches will not tolerate or participate in any kind of abuse, verbal, physical or emotional. Please report any infractions, so that we can protect the children.*
- 8. I acknowledge and understand that pursuant to South Carolina Code § 23-31-520 and City of Charleston Code § 22-4 it is unlawful for any person participating in or attending a permitted organized event, including a permitted organized sporting event, to openly carry a firearm at such event.*

*I will remember that I am a youth coach, and that the game is for children and not adults.*

*DATE: \_\_\_\_\_ NAME(print) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_*

## A WORD ABOUT OUR SPONSORS

THANK YOU FOR SUPPORTING OUR SPONSORS!

HARRIS TEETER HAS BEEN A PROUD DIAMOND LEVEL SPONSOR OF THE CITY OF CHARLESTON RECREATION. THEY PROVIDE NEEDED SUPPLIES AND FUNDS FOR OUR RECREATION PROGRAMS.



ROPER ST. FRANCIS HEALTHCARE IS PROUD TO SUPPORT ATHLETICS OF ALL AGES AS A DIAMOND LEVEL SPONSOR. WE BELIEVE RECREATIONAL SPORTS ARE AN IMPORTANT PART OF A HEALTHY LIFESTYLE.



DICK'S SPORTING GOODS BELIEVES SPORTS MAKE COMMUNITIES STRONGER AND WE ARE DEDICATED TO SUPPORTING LOCAL ATHLETES. THAT'S WHY WE PROUDLY OFFER SPONSORSHIPS TO THE YOUTH LEAGUES IN THE COMMUNITIES IN WHICH WE SERVE.

[WWW.SPORTSMATTER.ORG](http://WWW.SPORTSMATTER.ORG)

