

Metro East Conference  
Middle School  
Athletic Policy  
Handbook



2018-19

MIDDLE SCHOOL ATHLETIC DIRECTORS 2017-18		
<i>Athletic Director in Charge:</i>	Will Short (651) 306-7002	<a href="mailto:shortw@invergrove.k12.mn.us">shortw@invergrove.k12.mn.us</a>
<b>SCHOOL</b>	<b>JR. HIGH A.D.</b>	<b>HIGH SCHOOL A.D.</b>
HASTINGS JR. HIGH	Pete McGinnis, AD / Ali Fairbanks, Secretary	Trent Hanson
1000 West 11th Street	(651) 480-7142 - Pete / (651) 480-7141 - Ali	(651) 480-7596
Hastings, MN 55033		<a href="mailto:thanson@hastings.k12.mn.us">thanson@hastings.k12.mn.us</a>
FAX (651) 480-7143	<a href="mailto:pmcginnis@hastings.k12.mn.us">pmcginnis@hastings.k12.mn.us</a> / <a href="mailto:afairbanks@hastings.k12.mn.us">afairbanks@hastings.k12.mn.us</a>	
	-	
INVER GROVE HEIGHTS	Will Short	Will Short
8167 Cahill Avenue	(651) 306-7002 office	(651) 306-7002 office
Inver Grove Hgts., MN 55076	(651) 472-2917 cell	(651) 472-2917 cell
FAX (651) 306-7152	<a href="mailto:shortw@invergrove.k12.mn.us">shortw@invergrove.k12.mn.us</a>	<a href="mailto:shortw@invergrove.k12.mn.us">shortw@invergrove.k12.mn.us</a>
JOHN GLENN	Brady Grewe	Jed Helwig
1560 E. County Rd. B	(651) 748-6356 office	(651) 748-6022
Maplewood, MN 55109	<a href="mailto:bgrewe@isd622.org">bgrewe@isd622.org</a>	<a href="mailto:jhelwig@isd622.org">jhelwig@isd622.org</a>
FAX (651) 748-6391		
MAHTOMEDI	Pam Klinkhammer	Matt Menier
8100 75th St. N.	(651) 407-2223 office	(651) 762-5803
Mahtomedi, MN 55115	(651) 455-1681 home (651) 707-5881 cell	<a href="mailto:matt.menier@mahtomedi.k12.mn.us">matt.menier@mahtomedi.k12.mn.us</a>
FAX (651) 407-2038	<a href="mailto:pamela.klinkhammer@mahtomedi.k12.mn.us">pamela.klinkhammer@mahtomedi.k12.mn.us</a>	
MAPLEWOOD	Katie Wirth	Bryan Munter
2410 Holloway	(651) 748-6643 office	(651) 702-8620
Maplewood, MN 55109	(612) 387-1724 cell	<a href="mailto:bmunter@isd622.org">bmunter@isd622.org</a>
FAX (651) 748-6591	<a href="mailto:KWirth@isd622.org">KWirth@isd622.org</a>	
RICHFIELD	Pat Burns	Todd Olson
7461 Oliver Avenue South	(612) 798-6443 office	(612) 798-6131
Richfield, MN 55423	(612) 237-7937 cell	<a href="mailto:todd.olson@richfield.k12.mn.us">todd.olson@richfield.k12.mn.us</a>
FAX (612) 798-6427	<a href="mailto:pat.burns@richfield.k12.mn.us">pat.burns@richfield.k12.mn.us</a>	
SKYVIEW	Heather Zebrowski	Bryan Munter
1100 Heron Ave. No	(651) 702-8059 office	(651) 702-8620
Oakdale, MN 55128	<a href="mailto:hzebrowski@ide622.org">hzebrowski@ide622.org</a>	<a href="mailto:bmunter@isd622.org">bmunter@isd622.org</a>
FAX (651) 702-8091		
SOUTH ST. PAUL	Jim Baker, AD / Kris Nihart, Secretary	Chad Sexauer
700 North 2nd St.	(651) 457-9403 - Jim / (651) 457-9462 - Kris	(651) 457-9417
South St. Paul, MN 55075	(651) 357-2937 cell - Jim	<a href="mailto:csexauer@sspps.org">csexauer@sspps.org</a>
FAX (651) 457-9420	<a href="mailto:james.baker@sspps.org">james.baker@sspps.org</a> / <a href="mailto:knihart@sspps.org">knihart@sspps.org</a>	
WEST ST. PAUL	Christian Lawver	Prentice Smith
121 West Butler	(651) 403-7440 office	(651) 403-7201
Mendota Heights, MN 55118	(770) 570-8845 cell	<a href="mailto:prentice.smith@isd197.org">prentice.smith@isd197.org</a>
FAX (651) 403-7000	<a href="mailto:christian.lawver@isd197.org">christian.lawver@isd197.org</a>	

## SCHEDULING ASSIGNMENTS

- A. FALL**
- |                   |                             |
|-------------------|-----------------------------|
| Football          | Aaron Moen, Hudson          |
| Soccer (B & G)    | Will Short, Inver Grove     |
| Girls Swimming    | Ralph Halverson, Stillwater |
| Tennis            | Pat Burns, Richfield        |
| Volleyball        | Pam Klinkhammer, Mahtomedi  |
| Cross Country Run | Pete McGinnis, Hastings     |
- B. WINTER**
- |                    |                         |
|--------------------|-------------------------|
| Basketball (B & G) | Brady Grewe, John Glenn |
| Boys Swimming      | Coaches Meeting         |
| Wrestling          | Pete McGinnis, Hastings |
- C. SPRING**
- |          |                          |
|----------|--------------------------|
| Baseball | Katie Wirth, Maplewood   |
| Softball | Katie Wirth Maplewood    |
| Tennis   | Pat Burns, Richfield     |
| Track    | Christian Lawver, Sibley |
- D. Policies**
- |  |                                      |
|--|--------------------------------------|
|  | MEC Middle School Athletic Directors |
|--|--------------------------------------|

## **MIDDLE SCHOOL AND JUNIOR - HIGH POLICY HANDBOOK**

Revised 10/11/2018

1. All games/meets will start at 3:45PM, unless otherwise noted.
2. All contests will follow National High School Federation rules, unless otherwise noted.
3. All schools are strongly recommended to hire adult officials for athletic events. If this is not possible, officials need to be of high school grade level (minimum age 16).
4. When officials are not present, available, or don't show coaches and/or parents will be asked to officiate the activity.
5. Policies must be distributed to all coaches and must be available at all games and contests.
6. Extra game policies should be on hand to give to game officials before the event starts.
7. Medical kits are required at all events.
8. Game/site supervision is strongly recommended.
9. When teams are divided by ability (A and B), no "A" player shall be moved to the "B" team for disciplinary action.

# **FOOTBALL POLICIES**

Revised 10/11/2018

## **GRADE 7 DIVISIONS**

Two evenly split teams.

## **GRADE 8 DIVISIONS**

Two evenly split teams.

**This league will be governed by the National Federation of State High School League football rules, with the exception of the rules listed below.**

### ***PLEASE NOTE:***

It is suggested that the coaches and officials meet prior to the start of the game to review rules and policies.

1. No metal cleats on shoes are allowed.
2. 20 Minute running time quarters. The clock is stopped only during a time out or when a serious injury occurs.
3. 3 Time – outs per team per half. Clock is stopped during the time out, and started with the ensuing snap.
4. Overtime will consist of four downs from the 10 yard line (for each team) with an extra point attempt. There is a max of two overtime periods. If tied after two periods then game ends in a tie.
5. Use Intermediate size Football.
6. One - 7<sup>th</sup> Grade Coach is allowed to stand on the field for the entire game throughout the season.
7. One - 8<sup>th</sup> Grade Coach is allowed to stand on the field for the entire game only for the games played in the month of September.
8. Two ADULT Officials dressed in proper Uniforms.
9. Home team to call regarding game sites, uniform colors etc.
10. 30 Second Huddle - notify officials.
11. Maximum of Six (6) DEFENSIVE Players are allowed on the line of scrimmage when the ball is snapped, except inside the 10 Yard Line. (The six defensive players include linebackers and defensive backs). \*Five (5) Defensive Players must be at least 3 yards or more off the line of scrimmage at the snap of the ball.
12. Allow a maximum rush of the six (6) defensive players on the punts. ALL PUNTS ARE LIVE.
13. During all punting situations, no defensive player can be lined up across from the center. Defensive players can line up on the outside edges of the center's shoulders.
14. For conversion attempts, the ball will be placed on the 3 yard line. Successful conversions are worth two (2) points. If a field has goal posts a team can kick for an extra point (1 point) if they so choose.
15. All Games Begin at 3:45pm. Maximum of 10 minute warm – up for late arrivals.

## **SOCCER POLICIES**

Revised 10/11/2018

1. Two games will be played and teams will be divided in to A and B teams by ability.
2. Halves will be 35 minutes running time and half-time will be 5 minutes long. No overtimes will be played.
3. Cleated shoes are recommended.
4. SOCCER – Yellow and red cards
5. Participants MUST have shin guards.

## **SWIMMING & DIVING POLICIES**

Suburban East Conference & Classic Suburban Conference

Revised 10/11/2018

### **Participating Schools**

Hastings Middle

Inver Grove Heights Middle

Oak-Land Jr. High

Stillwater Jr. High

West St. Paul/Heritage Middle

### **DUAL MEET ORDER OF EVENTS:**

200 Yd. Medley Relay

200 Yd. Freestyle

100 Yd. Individual Medley

50 Yd. Freestyle Diving (*required dive for the week, plus 3 optional dives*)

50 Yd. Butterfly

100 Yd. Freestyle

500 Yd. Freestyle

200 Yd. Freestyle Relay

100 Yd. Backstroke

100 Yd. Breaststroke

400 Yd. Freestyle Relay

### **GIRLS:**

Team dual meets begin at 3:45PM.

Host team will provide the official(s), timer(s), announcer and scorer.

### **BOYS:**

Boys teams travel with the Varsity. (Hastings, Roseville, South St. Paul)

## **VOLLEYBALL POLICIES**

Revised 10/11/2018

### **TEAMS:**

1. 7<sup>th</sup> and 8<sup>th</sup> grade teams will be divided in to “A” and “B” teams.
2. Home team supplies volleyballs for warm-ups and games.

### **GAMES:**

1. The “A” teams from each school will play each other. The “B” teams from each school play each other.
2. If one school has more teams than the other school, then the school with fewer teams will designate a similar ability team to play the extra game(s).
3. When a school has two teams vs. three teams you may play one letter up or one letter down.

Example:    A's    play   A & B's  
              B's    play   B & C's

Use a rally scoring format (up to 25 with no side outs). Play for 1.5 hours. The team with the most games won will win the match. There is one time out per game – per team.

### **SCORING:**

Use scoreboard to keep track of score.

If a scoreboard is unavailable, use a flip scorer or a chalkboard in order to keep running score.

## **TENNIS POLICIES**

Revised 10/11/2018

1. Home team will furnish new balls for a match. Home team will keep the game balls.
2. Participants in each match will call their own lines and keep score.
3. The first player(s) who wins 6 games will win the set; however he/she must win by a margin of 2 points (i.e. 6-4 or 7-5).
4. If the score is tied at 6 games each, a 12 point tiebreaker will be played.

### **12 POINT TIE-BREAKER RULES**

- A player who first wins seven points shall win the game and the set provided he / she leads by a margin of two (2) points. If the score reaches six points all, the game shall be extended until this margin has been achieved. Numerical scoring shall be used throughout the tie-breaker.
  - The player whose turn is to serve shall be the server for the first point, which is delivered from the right court. His / her opponent shall be the server for the second and third points (delivered from left court, then right court), and there after each player shall serve alternately for two consecutive points (left court, right court) until the winner of the game and set has been decided.
  - Players shall change ends after every six points and at the conclusion of the tie-breaker. Note that after any change of ends the server will be serving her second serving point.
  - The player who served first in the set that ended in a tie-breaker shall receive service in the first game of the following set.
5. To speed up play, use "NO ADD" scoring. If the score is deuce, next point wins point.
  6. There should be 4 singles matches and 3 doubles matches to decide the team winner of the competition.
  7. After 4 singles and 3 doubles matches, coaches can decide if there is time for additional matches. This would allow for more participation; however, these should be considered exhibition matches and not be used to determine the winner of the match.
  8. Any ground rules should be decided before the match begins by the coaches' mutual agreement.

### **DOUBLES:**

- In doubles the procedure for singles shall apply. The player whose turn it is to serve shall be the server for the first point. Thereafter each player shall serve in rotation for two points, in the same order as previously in that set, until the winners of the game and set have been decided.
- Players change ends after every six points (6) and at the conclusion of the tie-breaker the team that served first in the set that ended in a tie-breaker shall receive service in the first game of the following set.

## **BASKETBALL POLICIES**

Revised 10/11/18

- Teams will be divided in to an “A” and “B” team based on ability. The number of participants on both teams should be balanced.
- Game will begin at 3:30PM unless otherwise noted and agreed upon by schools coaches and athletic directors.
- Official size basketballs for each gender will be used.
- Home team will supply a minimum of 4 basketballs for the visiting team to use for warm-ups.
- Two registered game officials are recommended.
- Home team calls regarding the number of games to be played with the teams and time options available for running or stop times.
- An “A” player shall not be moved to the “B” team for disciplinary reasons.
- The CSC Middle School Coaches and Directors will follow the National Federation Rules for Basketball.
- If the color of the uniforms may present a problem, the visiting team should call the home team to make appropriate arrangements. Please include this in your weekly call to the opponent earlier in the week.
- The 3-point line is in use for 7<sup>th</sup> and 8<sup>th</sup> boys and girls if the floor is officially marked.
- “A” levels only should not press with a 15 point lead.
- “B” level only- no full court pressing is allowed at any time.
- Once the defensive team has established possession of the ball on a rebound, the offensive team must fall back.
  - 1<sup>st</sup> violation= warning
  - 2<sup>nd</sup> violation= technical foul, 2 free throws & the ball
- **No Outdoor Shoes on playing surface**

### **THREE TYPES OF GAME SITUATIONS FOR CSC MIDDLE SCHOOLS**

#### **Back to Back Games**

- Should be divided into 2 - 20 minute running time halves. Stop time during the last two minutes of play each half.
- Two timeouts per period
- Two minute half-time.
- Five minutes between games.
- One (1) minute overtime period.

#### **Running Time – 3 Game Option**

- If a school has two courts with three teams (side by side); one game will be 2 - 14 minute stop time (“A” game) and two games with 2 - 20 minute running time games. Stop time during last two minutes of play.
- If a school only has one court, games will be played back-to-back-to-back as 2 - 15 minute running time games. Stop time during the last two minutes of play each half.
- Two time outs per half.
- Two minutes between halves.
- NO OVERTIMES.
- No clock stoppage, with the exception of timeouts or injury.

## **BASKETBALL POLICIES....continued**

### **ORDER OF PLAY – WHO PLAYS FIRST**

#### **Back to Back Games will be played in the following order:**

Monday and Tuesday: C, B, A teams will play in this order.

Wednesday, Thursday and Friday: A, B, C teams will play in this order.

- All 7<sup>th</sup> and 8<sup>th</sup> grade basketball teams should plan on two/three games either back to back, side by side or running time depending on a school's facility situation; and also if you have 10 or more players.
- When back to back games are played and an "A" or "B" team has 5 or less players, then players may be switched from the other team so that two games can be played.
- When back to back games are played and a school has less than 14 combined players, 2 "A" players and 2 "B" players selected by the coach prior to the games may play a total of 3 halves.
- NOTE: Coaches are not to determine the length of games. Any changes regarding the length of the game must be confirmed by the Athletic Directors and then by mutual consent of both coaches.



## **Metro East Middle School Track Championship Sites Rotation**

<u>Year</u>	<u>Boys Meet Site</u>	<u>Girls Meet Site</u>
2004	Richfield	Maplewood
2005	Skyview	Richfield
2006	So. St. Paul	Skyview
2007	Henry Sibley	South St. Paul
2008	Inver Grove	Henry Sibley
2009	John Glenn	Inver Grove
2010	Mahtomedi	John Glenn
2011	Richfield	Maplewood
2012	Henry Sibley	Richfield
2013	So. St. Paul	Henry Sibley
2014	Skyview	South St. Paul
2015	Hastings	Hastings
2016	South St. Paul	Inver Grove
2017	Inver Grove	South St. Paul
2018	No meet run	No meet run

Rotation For 2012 And Beyond Continues With The 2004 School Listed.

If Designated School Is Unable To Host For Any Reason, They Must Trade With Another School And Update The List.

# **BASEBALL AND SOFTBALL POLICIES**

Revised 10/11/18

## **LENGTH OF GAMES**

- All games start at 3:45PM.
- A seven inning game shall be played.
- If the visiting team is late, they are not allowed to have infield practice.
- No inning may begin after 5:30pm. All visiting teams please be aware of time limitation rules.
- The ten run rule IS NOT in effect.

## **GAME PROCEDURES**

- Teams are divided evenly by skill.
- Games are to be played simultaneously.
- Home team shall notify the visiting team of a postponement no later than 1:45pm.
- ***Rain outs are to be rescheduled by the two teams involved. Preferably by the two athletic coordinators.***
- Home team shall furnish ample baseball or softballs and be responsible for retrieving foul balls.
- BESR bats are recommended.
- All players will bat in batting order. The designated batting order at the beginning of the game shall be the order in which all players will bat.

## **SOFTBALL**

- Stealing a base is legal at both the 7<sup>th</sup> and 8<sup>th</sup> grade level. The runner cannot break from the base until the ball pitcher's hand. Base runners must return to the base after the pitch if the ball is not hit.
- The ball is live on a dropped third strike by the catcher.
- Bases are 60' for both 7<sup>th</sup> and 8<sup>th</sup> grade games.
- Yellow optic balls are required.
- NFHS Facemasks are required.

## **BASEBALL**

- Metal spikes are allowed.
- Bases are 90' for 7<sup>th</sup> and 8<sup>th</sup> grade games.
- The pitching plate is 60' 6" for 8<sup>th</sup> grade pitching/games.
- The pitching plate is 55' for 7<sup>th</sup> grade pitching/games.
- National Federation rules limit a pitcher to 14 innings per week (the CSC believes that this total should include community baseball as well).