



CPSAL HANDBOOK/BYLAWS

1.Schedule/Availability

1.1. Prior to the beginning of each season a request for Blackout Dates and Availability will be sent to all Athletic Directors.

1.2. Athletic Directors and/or coaches will be expected to know the availability of their facilities, teams, and coaches in order to properly complete the request.

1.3. It is mandatory for each school to properly complete the availability request.

1.4. Each school will be allowed a specific amount of "blackout dates" depending on the sport and level.

1.5. If a school does not properly complete the request for blackout dates and availability of facilities, games will be scheduled by the league as is.

1.6. Once the request is completed, there can be no changes, teams must be able to play on available days or it will result in a forfeit.

1.7. Post season/Standings tiebreakers vary based on each individual sport, please refer to each sports rules and regulations.



Please know the following information:

1. Field Trips
2. Parent Teacher Conferences
3. School Plays/Concerts
4. Open School Night
5. Voting Dates
6. Half Days
7. Holidays
8. Testing Dates

2. League Fees

2.1. All league fees are due on September 30th or two weeks after your school has registered, whichever date comes first.

2.2. There are no reimbursements or credits of league fees.

2.3. Contact CPSAL for league fee information.

2.4. Schools will not be reimbursed any fees related to forfeits.

2.5. In the case a season gets canceled, CPSAL will hold all funds as a future credit for future participation; there are no refunds under any circumstance. Schools have one year to recoup any financial credits.



3. AED/CPR/ Medical Kit

- 3.1. All coaches must be Adult and Child First Aid and AED/CPR certified.
- 3.2. It is the school's responsibility to confirm all their coaches are properly certified and their certifications are updated.
- 3.3. It is required that schools provide their own AED to their coaches for outside contests.
- 3.4. All teams/schools should have their own medical kit at all events, it is not the responsibility of the league/host site to provide any medical supplies.
- 3.5. Host sites/Home sites should have an AED located inside the building and know the location of the AED.

4. Team Roster

- 4.1. All participating teams are required to upload a roster to the website prior to their first game.
- 4.2. It is each individual school's responsibility to ensure that all of the information included on the official CPSAL website is accurate and factual. The league will consider any information included on the official roster as fact. As a result, the CPSAL reserves the right to use this information to come to a conclusion in the event of an eligibility challenge.



- 4.3. Players cannot be added to the roster after the first game of the specific season unless approved by the league
- 4.4. Team roster sizes will be based on the sport. Please see specific sports rules for roster maximum.
- 4.5. Teams that consist of multiple schools / sites must be approved by CPSAL in order to participate.
- 4.6. If there are any questions/concerns about an opposing team's roster, it must be brought to the attention of a league administrator prior to the contest.
- 4.7. CPSAL reserves the right to audit rosters and other school information at any time.

5. Eligibility of Players Age /Grade Eligibility

- 5.1. In order to be eligible to participate in CPSAL activities a student must be enrolled in and attend a member school.
- 5.2. Physical Examination is required for each athlete and is the responsibility of the school to confirm each athlete has an updated physical.
- 5.3. Middle School players are allowed to play up at the High School level but will lose eligibility to play on the Middle School level if the sports are during the same season.



5.4. Transferring students cannot be added to rosters during a season.

5.5. Transferring students gain eligibility at the beginning of the next season. For example, if a student transfers during the middle of the fall season, they gain eligibility for the start of the winter season.

5.6. Students are eligible for CPSAL Middle School competition at a maximum of 8th grade and 14 years of age.

5.7. A student is eligible for High School competition in grades 9th, 10th, 11th, and 12th.

5.8. A student who is 20 years old or turns 20 during the school year, is not eligible for any sports.

5.9. A student is eligible to participate in the CPSAL interscholastic sports program immediately upon lawful registration and entry into a New York School that offers such a program, provided the student meets the standards as set forth by the Eligibility Rules and Regulations.

5.10. Any transferring student who was on an active roster at another school at any time during the year prior to the date of transfer, shall be ineligible to represent the school transferred to, in that sport, for a period of one year from the date of transfer, unless the student can demonstrate that the transfer is the result of an official change of residence by his/her parents or legal guardians or the result of a legal change in guardians.

5.11. If a student was on a team's active roster in a sport in any high school (public, parochial or private), that student may not participate in the same sport during the same



season, for any other team.

5.12. A student may participate on one or more teams but only for the school in which he/she is a full-time student.

5.13. All players are required to participate in a minimum of three practices prior to participation in ANY sport

5.14. A player must have played in at least half of the season games to be eligible for the playoffs. Exceptions will be made for injured players at the discretion of the commissioner.

5.15. IDs are required for roster checks which can be subjected randomly to any game during CPSAL schedule by ANY league official. If any player doesn't have an ID at the time of check, the team has until the next scheduled game to supply the league with their ID. Violation is subject to forfeit at leagues discretion.

6. Uniform / Jewelry

6.1. All teams are required to have matching uniform tops and bottoms with clearly labeled, unique numbers.

6.2. It is highly recommended that earrings, facial piercings, jewelry, bracelets, necklaces, or rubber bands of any kind be removed prior to competition (this pertains to all sports, at all levels).



6.3. Schools must contact the CPSAL if there are any issues with uniforms, this must be done prior to your first competition.

6.4. All uniform issues will be discussed before the game with the coaches, game manager and referees/umpires. All reasonable attempts will be made to correct any violations.

6.5. It is mandatory that each team has two sets of different colored jerseys with them at all games. If two sets of jerseys cannot be purchased, then each team must have reversible jerseys, or a set of team pinnies, that are a different color than their jerseys.

7. School Site Policies

7.1. All schools are required to inform the CPSAL of any admission fees, no spectator policies, parents' only policies, concessions, and any other policies that may affect the visiting schools and their spectators.

7.2. All schools must have gym policies emailed to CPSAL prior to their specific seasons so all coaches, players, and spectators can understand expectations.

7.3. All home schools must make sure that their facility/equipment is game ready and safe for all players and spectators for competitions.

7.4. CPSAL has the right to enforce a "no spectator" policy in situations/schools where they feel necessary.

7.5. It is strongly recommended that all home teams have access to CPSAL official rules as



well as the by-laws ready during every match to avoid rule indifference and game protests.

8. Weekly Confirmation

- 8.1. Schools will be mandated to confirm their attendance to all games.
- 8.2. Schools must confirm no later than 12 hours before competition.
- 8.3. If confirmation is not received 12 hours before competition, an automatic forfeit will be enforced.

9. Rescheduling

- 9.1. If games need to be made up due to weather and/or facility issues, the CPSAL will use the schedule availability to schedule the make-up.
- 9.2. If a team forfeits a game, that game will not be rescheduled.

10. Inclement Weather

- 10.1. CPSAL reserves the right to cancel and/or postpone any contest due to inclement weather.
- 10.2. All games that are canceled due to weather will be rescheduled in a timely manner by



the CPSAL. In the event that the game cannot be rescheduled due to scheduling restraints, the game will go down as a tie.

11. Score Confirmation

11.1. It is the responsibility of the winning team to send a score confirmation to the CPSAL via email (scores@cpsal.org) within 24 hours of completion of the game.

11.2. If the score ends in a tie, it will be the home team's responsibility to send CPSAL a score confirmation within 24 hours.

12. Forfeits

12.1. Teams who do not arrive 30 minutes after scheduled start time will receive an automatic forfeit.

12.2. Penalties for forfeits are as follows*:

a. After the 3rd Forfeit – that specific team loses playoff eligibility for that specific season and will be allowed to play the remainder of their games. If a team that has 3 or more forfeits on the season gets into any physical altercations, the specific team will forfeit the remainder of their games.

12.3. Forfeits are considered:



1. No show to game.
2. No confirmation from school for competition within 12 hours of the event.
3. School cancels the game after confirming with the league.
4. 30 minute late arrival to scheduled game time.

12.4. Forfeits will result in a score of:

1. Flag Football: 7-0
2. Volleyball: 25-0, 25-0
3. Basketball: 2-0
4. Softball: 2-0
5. Baseball: 2-0
6. Soccer: 1-0

12.5. It is the responsibility of each Athletic Director to hold each coach/team accountable as forfeits are unacceptable and ruin the integrity of the league.

12.6. After 2 forfeits in a specific season, CPSAL will have a meeting with that specific athletic program to determine the participation eligibility moving forward.

13. Sportsmanship

13.1. Teams are mandated to shake hands at the conclusion of each contest.

13.2. Each player and coach must participate in the hand shake line.



13.3. During Championship trophy presentations, both teams must be present and show sportsmanship towards their competition. Any violation may result in a school penalty.

13.4. If CPSAL is notified of coaches and/or athletes not participating in the hand shake line, suspensions may be applied.

14. Student Conduct

14.1. Ejections result in being disqualified for the remainder of that contest and a minimum of a one game suspension will be imposed.

14.2. Multiple ejections will result in ineligibility for the remainder of that season.

14.3. All ejections and/or suspensions are not subject to protest.

15. Spectator Conduct



15.1. Each team is responsible for the conduct of their spectators.

15.2. Inappropriate conduct displayed by spectators can result in ejections and/or team penalties.

15.3. If a spectator is asked to leave the grounds, and refuses to do so, the responsible team will forfeit.

16. Coaches Conduct

16.1. If a coach gets ejected from a game, he/she must leave the gym/field immediately.

16.2. If the ejected coach is the only registered staff member, the game will result in a forfeit.

16.3. No other individual can replace an ejected coach other than a registered staff member of the participating school.

16.4. Coaches ejections will result in a one game suspension and a meeting with CPSAL league officials.

16.5. Multiple coach ejections will result in a season suspension.

17. Physical Altercations



17.1. The CPSAL has a zero-tolerance policy in regards to any physical altercations.

17.2. Any athlete, coach, or spectator who is responsible for instigating any physical altercation will be ejected immediately and further suspensions will be imposed.

17.3. Any athlete, coach, or spectator that escalates any altercation will also be ejected and/or suspended.

17.4. During a physical altercation, if a player leaves the bench or enters the field of play, they will be ejected and/or suspended. It is the coach's responsibility to control their bench.

17.5. After an altercation the league can administer a forfeit or a double forfeit. Double forfeits will have a score of 0-0.

17.6. CPSAL has the final determination in regard to forfeits and suspensions and the league will make this determination after interviewing all parties involved.

18. School Staff / Security

18.1. It is the responsibility of each home/host site to provide security and staff at each game.

18.2. Security and staff must be present in the gymnasium during the event.

18.3. CPSAL has the right to enforce a forfeit on any school/team that does not



have security and staff present at any game.

18.4. Not abiding by the above rules for multiple games could result in loss of eligibility for playoffs and home site privilege.

18.5. HOME SITES are responsible for providing staff to work the table in order to keep track of the score, clock, and book.

18.6. CPSAL will provide staff to work the table at all HOST SITES.

19. Playoffs / Championship

19.1. All scheduling of playoffs and championship games will be based on the Blackout dates and facility availability.

19.2. All indoor 1st Round playoff games will be played at the higher seeds gymnasium, if the higher seed does not have a gym, the game will be played at the lower seed or a neutral site. All rounds after the first round will be played at a neutral site.

19.3. All players on the initial roster are eligible for the playoffs and championship.

19.4. Teams who have three or more forfeits are not eligible for the playoffs.

19.5. Playoff tiebreakers for all sports are as follows:

- Head to Head record
- Total points/runs/goals against



- Total points/runs/goals scored
- Total points/runs/goals scored subtracted by total points/runs/goals against

20. Mercy Rule

20.1. Please see each specific sports rulebook for any mercy rules that apply.

20.2. There will be no mercy rules at the high school level with the exception of baseball, softball and flag football.

21. Protests

21.1. All teams have the right to submit a protest. These protests must be submitted, in writing to the CPSAL league officials, no more than 24 hours after the contest.

21.2. Judgment calls cannot be protested.

21.3. Protests may be submitted on Official Protest Form or via email to the Commissioner.

21.4. CPSAL has the right to not accept footage that is collected via cell phone.

21.5. CPSAL league officials will make the final decision on all protests.

21.6. If a student gets their age protested, the player must be able to show document proof of age. If correct proof cannot be applied, all games the student has played may be



forfeited under leagues discretion.

22. Cheerleader Policy

22.1. Cheerleaders are an extension of the team as well as the league and must be accommodated at all home and away gym locations unless otherwise noted in a specific schools spectator/school policy.

22.2. Home team cheerleaders should cheer on HOME TEAM sidelines or stage if available.

22.3. Cheerleaders cannot cheer, boo or create any distractions during free throws attempts.

22.4. Cheerleaders can also be suspended from a game for disorderly conduct.

22.5. Home team cheerleaders cannot cheer on the away team sideline.

22.6. Teams must submit their cheerleading team roster at the beginning of indoor sports season that the cheer team will be cheering for.

23. Sound

23.1. The CPSAL expects all teams to play music at a reasonable level and is free of abusive, offensive and profane language.

23.2. Music cannot be played while competition is taking place.



23.3. No use of noisemakers indoors during contests.

23.4. Play by play is allowed and encouraged. Must be appropriate and cannot make fun of the players.

24. Filming

24.1. Teams are allowed to film their own games and not allowed to film games that they are not participating in.

24.2. No soliciting or receiving another team's film for any reason.

24.3. If the above rules are not followed, a one game suspension/forfeit will be enforced.

25. TRANSGENDER AND GENDER EXPANSIVE STUDENT-ATHLETES

A. The CPSAL adheres to the NYC DOE Guidelines to Support Transgender and Gender Expansive Students and Guidelines on Gender Inclusion.

Please see link below:

<https://www.schools.nyc.gov/school-life/school-environment/guidelines-on-gender/guidelines>



to-support-transgender-and-gender-expansive-students