

**NEW YORK STATE
PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION**

SECTION VI POLICY MANUAL

Approved 3/21/18

**Section VI website:
www.section6.e1b.org**

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Athletic Participation

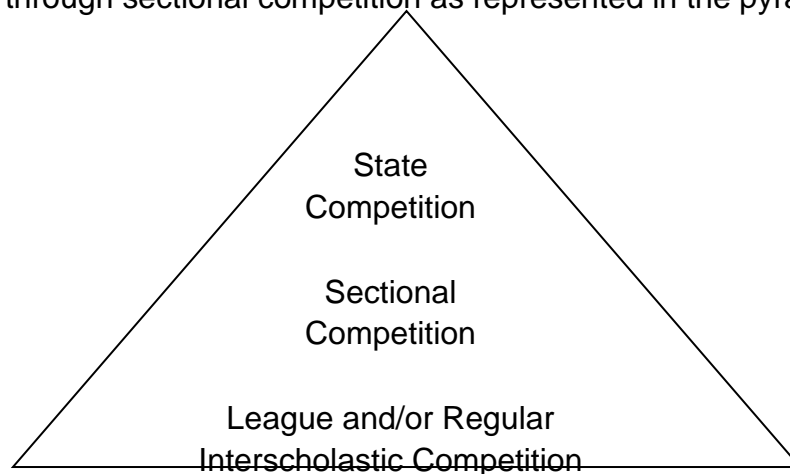
110 Participation Philosophy NYSPHSAA, Section VI

Section VI believes that participation at the Section level should involve as many students as practical. At the State level, the emphasis should be on excellence. Consequently, only the best athletes from each section should compete at the State level.

When considering program expansion, changes to classification numbers or number of participants for individual and team sports, the above statements must be considered along with financial and site factors. The consideration of all factors should be sport specific, i.e., the decision affecting one sport should not necessarily affect a proposal from another sport.

111 Policy of Excellence

In accordance with the philosophy of Section VI regarding the maintaining of a true commitment to excellence, Section VI believes the best athletes should be given an opportunity to compete against each other at a higher level than the league. This is provided for through sectional competition as represented in the pyramid below:



- a) All sports will use State classifications for the purpose of computing power ratings.

112 Participation in Multiple Sports

- a) A student may be allowed to participate on more than one sport team during the same season if they can meet the requirements of each sport program.
- b) Leagues have the responsibility and authority to make rules governing participation in more than one sport during a sport season.

114 Athlete Confidentiality

In order to protect the confidentiality of students, names of athletes will no longer appear on any Section VI meeting agenda or minutes in matters of disciplinary actions. Student athletes in these circumstances will only be referred to by team, and school district.

120 Combining Teams for Athletic Participation-

The combining of teams from two or more schools to form a single team may be permitted by the Section in order to foster the emergence of a new sport, support a school that has a declining number of participants in a sport and/or financial reasons. The combining of teams will be subject to the following guidelines:

120.1 A school may not combine with another member school unless the sport in question has Board of Education approval in both districts.

120.2 If the request is not approved at the league level, the Section will not hear the request.

120.3 The combining of schools application (Section VI website, "*Forms and Information*") must be submitted, including all signatures, to the following in the order listed for approval:

120.3 a) All leagues involved

The respective sport's chairperson would need to be notified.
Federated sports would apply directly to the Athletic Council.

120.3 b) Athletic Council - via the Section VI Executive Director.

120.3 c) NYSPHSAA – via the Section VI Executive Director.

It is the responsibility of the athletic director(s) of schools involved to see that the request is forwarded to the leadership of their respective League(s) and the Section office. A spreadsheet listing each application and status/approval date is posted on the Section website. Paper copies are filed at the Section office.

120.4 Schools will combine teams for a period of one year. Classifications are determined by the approved NYSPHSAA criteria and graduated structure (below). An annual application and approval will be required at various levels. (see 120.3)

120.4a 100% of the BEDS is taken into account from the school with the largest BEDS number. The combined team determines the host school. A percentage of the BEDS of the remaining school(s) is dependent upon the association's "**Sport Specific Formula**".

2018-2019 Formula

Class AA = 100%

Class A = 100%

Class B = 100%

2019-2020 & 2021-2022 Formula Sport Specific

Five Classes (100% 100%, 100%, 40%, 30%)

Four Classes (100%, 100%, 40%, 30%)

Three Classes (100%, 40%, 30%)

Class C = 40%
Class D = 30%

Two Division (100%, 40%)

*Team Sports – The **sport specific formula** is to be used for up to 3 team mergers. 100% of all schools in a combination is used for 4 or more teams.

120.5 Final approval by the Athletic Council must meet the following deadlines:

- Fall Sport: Must be approved no later than the previous March meeting.
- Winter Sport: Must be approved no later than the previous May meeting.
- Spring Sport: Must be approved no later than the previous September meeting.

Applications received after their deadline will only be considered for unforeseen and extenuating circumstances, not for member school administrative error.

120.6 Combining of Schools Committee

The Combining of Schools Committee is charged with the responsibility of meeting at the end of each season, in order to review data pertaining to the combining of teams across the Section and make any necessary recommendations to the Athletic Council, in order to improve the process.

120.6a It is mandatory that the Section receive a copy of each combined team's end of season report (online form, Section VI website, "*Forms & information*"). This data is imperative in determining future performance and will influence future approval/denial and/or placement. Reports are due after the season according to the following schedule:

- Fall Season: November 30
- Winter Season: March 20
- Spring Season: June 20

120.6b It is mandatory that the sports chair review the end of season report for each combined team and submit, to the Section office, any recommendations and whether they endorse the continuation of the combined team for the subsequent season.

120.6c Completed end of season reports will be submitted to the Combining of Schools Committee.

The Combining of Schools Committee will:

- Utilize the following factors when making decisions on combined teams and determining the level of "Dominance":
 - Ø Won a sectional championship
 - Ø High placement at sectionals
 - Ø Request by schools/leagues/sport chair
 - Ø Transfers
 - Ø Determine where teams are appropriately competitive
 - Ø Returning players
 - Ø Schedule
 - Ø Program history

- Ensure that the annual application process is understood by all of the athletic directors.
- Consider having a maximum number of schools combining for a sport, perhaps **four (4)**, however also provide for an appeal process under unusual circumstances, in order to go above four (4) schools.

120.6d Section VI Athletic Council reserves the right to deny public schools' combined application, however, the member schools could request to move up a classification and re-apply or appeal to the Section VI Executive Committee.

120.6e If the request is not approved at the Section level, the State Association will not hear the request. Denials, at the Section level, will be communicated via formal correspondence including rationale for the decision. If the request is not approved, schools will be notified, in writing, why the request was denied. If the request for a combined team is denied, the host school would have the opportunity to submit an appeal to the Section VI Athletic Council (in accordance with the Section VI Constitution Article 11 - Grievance/Appeal Procedure).

120.7 Demerge Protocol: Not to support demergers after the season has started. Any consideration for demergers will not be accepted after the start of the season. If schools decide to demerge after the season begins, the team will remain at the elevated classifications. 120.7 Approved 11/14/2018 AC

130 Section VI Statement on Mixed Competition

The member schools of Section VI have supported mixed competition since it's inception by the SED in 1992. Qualified girls are given the same opportunity as boys to progress to the highest level of competition as a member of a boys team.

Once a girl has qualified and committed to participation on a boys team, she is committed for the entire season and relinquishes the right to competition against girls during that season. The Section does not support any opportunity for a girl who has qualified for and consequently selected mixed competition, to return to the girls program at any level of competition during that sport season.

Section VI strongly supports maintaining the current standards for mixed competition as written by SED.

140 Participation at a Shared Services School

The request to allow a student to be eligible for interscholastic athletics at a BOCES shared services school and not at the student's home school must be submitted to the league and then to the Section prior to the beginning of the sport season(s).

Approval of the request will depend on whether the following condition exists:

The student cannot return on time to his/her home school for interscholastic athletic practice because of dismissal time and distance between the two schools.

If this condition does not exist, the student must compete at his/her home school.

150 Federated Sport - Definition and Requirements

A Section VI Federation is a collaboration of Section VI member schools from multiple leagues who have joined for collective benefits within a sport and whose meet/game schedule is the responsibility of the sport chairperson's committee and not the participating leagues.

Federated status for a sport must be requested by the sport committee and approved by the Athletic Council. Divisional alignment for each season is generated by the sports chairperson.

The administration of the Federation shall be provided by Section VI through a chairperson elected by the Athletic Council and a committee representing the participating schools. All the provisions and responsibilities regarding a Section VI sports chairperson as outlined in the bylaws Article V, will apply to the chairperson of a federated sport. Sports that have fewer than fifteen member schools participating are responsible for all season and post-season competition costs.

150.1 Section VI Federated Sports include:

- Football
- Girls Gymnastics
- Boys Ice Hockey
- Girls Ice Hockey
- Indoor Track
- Boys Lacrosse
- Girls Lacrosse

160 Subdividing a Classification

160.1 When eighteen (18) or more schools are in a specific classification, the classification must be split. (i.e. A1, A2)

160.2 When subdividing a class, if there are an odd number of schools, the school in the middle (bubble school) will be placed in the class closest to its enrollment. If the discrepancy in enrollment above the bubble school is the same as below, the bubble school will be placed in the lower classification.

170 Independent Status

A school must request approval of a team's independent status from the Athletic Council on an annual basis.

180 Violation of the Commissioner of Education's Regulations

For Violations of the NYSPHSAA and the Commissioner of Education Regulations (as outlined in the NYSPHSAA Handbook), the following protocol will be followed:

Coach-1st Offense

- Suspension of 10% of the maximum number of contests/points allowed by NYSPHSAA as outlined in the NYSPHSAA handbook not to be rounded up.
- (the next regular scheduled contest(s) either regular or post season)

Coach-2nd Offense

- Suspension for the remainder of the season

<u>Sport</u>	<u>Maximum No. Contests</u>	<u>Suspension</u>
Baseball	20	2 contests
Basketball	20	2 contests
Bowling	20	2 contests
Cheerleading	12	1 contest
Cross Country	16	1 contest
Field Hockey	16	1 contest
Football	10	1 contest
Golf	16	1 contest
Gymnastics	16	1 contest
Ice Hockey	20	2 contests
Lacrosse	16	1 contest
Rifle	16	1 contest
Skiing	16	1 contest
Soccer	16	1 contest
Softball	20	2 contests
Swim/Diving	16	1 contest
Tennis	16	1 contest
Track/Field	16	1 contest
Volleyball	20	2 contests
Wrestling	20	2 contests

Sectional Competition

210 Sectional Participation

A student may participate in a sectional activity in one sport and at the same time participate in practice sessions for another sport in the next sport season with approval at the league level.

211 No shows at Sectionals

211.1 A school team that does not show or refuses to play in a Sectional contest after the seeding meeting, spoils the integrity of the tournament.

Schools shall declare their intent to play or not play prior to sectional seeding. (See sectional sport handbook) Schools failing to fulfill their tournament commitment shall be subject to the following sanction:

"Ineligibility for sectional play in that sport during the next season. An appeal of this sanction must be submitted in writing to the Executive Director of Section VI within sixty (60) days of the competition of sectional play."

211.2 The Section chairperson will notify the Executive Director of each sanction and the Section office will notify the superintendent, principal and athletic director of the school sanctioned.

212 Seeding Policy

212.1 A team's power rating is the sole method of determining where a team is seeded. Each team is required to submit a Power Point Rating Form (in the sports handbook) prior to the seeding meeting.

212.2 Team power ratings are determined by dividing total League/Division points accumulated by the total number of **League/Division** games originally scheduled.

$$\text{Power Rating} = \frac{\text{Total **League/Division** Points Accumulated}}{\text{Total Number **League/Division** Games Originally Scheduled}}$$

212.3 Total **League/Division** points are determined by applying the point chart. Teams receive points for **League/Division** victories. Points are earned for ties in Boys and Girls Soccer and Field Hockey.

POINT CHART

	<u>Winning Points</u>				
	AA	A	B	C	D
AA	+5.0	+4.0	+3.0	+2.0	+1.0
A	+6.0	+5.0	+4.0	+3.0	+2.0
B	+7.0	+6.0	+5.0	+4.0	+3.0
C	+8.0	+7.0	+6.0	+5.0	+4.0
D	+9.0	+8.0	+7.0	+6.0	+5.0

	<u>Tie Points</u>				
	AA	A	B	C	D
AA	+2.5	+2.0	+1.5	+1.0	+0.5
A	+3.0	+2.5	+2.0	+1.5	+1.0
B	+3.5	+3.0	+2.5	+2.0	+1.5
C	+4.0	+3.5	+3.0	+2.5	+2.0
D	+4.5	+4.0	+3.5	+3.0	+2.5

212.4 If teams have identical power ratings, the following criteria will be used to break the tie:

- a. The team with the most **League/Division** wins will be the higher seeded team. If still tied:
- b. The team with the fewest league **League/Division** losses will be the higher seeded team. If still tied:
- c. The team with the higher winning percentage of games scheduled will be the higher seeded team (determined by total league wins divided by total **League/Division** games scheduled). If still tied:
- d. If teams are in the same **League/Division**, use head-to-head results. If still tied:
- e. A toss of a coin will determine the higher seeded team.

212.5 A team who is seeded is required to participate. See "No shows at Sectionals" Policy #211.

212.6 Any school who has not submitted adequate information to the sportchair in time for the seeding meeting will be excluded from the sectional tournament. It is mandatory that each school must complete website requirements in specific time frames as outlined in the sport specific handbook, throughout the season and prior to the seeding meeting.

212.7 Changes to the seeding are not allowed after the conclusion of the seeding meeting.

212.8 Seeding of Charter Schools with approved Independent Schedules: As per past practice, Charter Schools that have competed with an approved independent schedule in a team sport will have the entire schedule counted towards seeding. Power points will be calculated based on the classification of the school they have defeated. The classification used will be the classification that the school has been assigned by the section in which they participate.

212.9 **Website Protocol:**

Results required for seeding purposes are not entered on sport specific websites: The sport chairperson will contact the athletic director, giving 48 hours from the time of contact to enter the contest results. If the results are not entered within that time frame, Executive Director, will contact both the athletic director and superintendent giving 48 hours, from the time of contact to fulfill the website requirements otherwise their school's team will not be able to participate in post season play.

220 Sectional Activities Requirements

- 220.1 In order to have competition for a Sectional Championship, there must be a minimum of fifteen (15) member schools competing in that sport. All exceptions to the minimum number must be approved by the Athletic Council.
- 220.2 In order to have classification matches, meets, or tournaments, there must be a minimum of five (5) teams per classification. All exceptions to the minimum number must be approved by the Athletic Council.
- 220.3 Sectional competition shall be limited to those sports that have been recognized and sanctioned (approved by Section VI). Participation shall be limited to those school teams who prior to the sport season, have been declared as an interscholastic sport by the local Board of Education and who regularly compete during the season. Regular competition is defined for teams and/or individuals by the NYSPHSAA. All exceptions to the minimum number must be approved by the Athletic Council.

221 Neutral Sites

- 221.1 The Section expects that sportchairs will charge admission to recoup the costs of the venue. If charging admission is not possible, it is expected that costs will be reduced.
- 221.2 For finals, only site(s) approved in a pre-season report by the Athletic Council will be used. Exception: Weather / Emergencies.
- 221.3 Secure a new venue when a host school's team is playing in the finals (if possible).

State Competition

310 Travel to State Competition, Including Supervision

The following was approved by the Section VI Athletic Council (Jan 2013) Budget Line item (\$120,000) Encumbered for State Championships to cover the following costs for state competition. (Renewed until the Finance and Sectional Intersectional Committees recommend otherwise)

- 1) Transportation, lodging and meals for Cross Country, B&G Swim, Indoor and Outdoor Track and Bowling.
- 2) Lodging and meals for G Gymnastics, B & G Golf, B & G Tennis and Alpine Skiing.
- 3) Lodging for wrestling (Individual)

Member schools participating in state competition will be responsible for all costs related to that participation with exception of items 1, 2, 3 (above).

Section VI responsibility for member school participation in state championships is outlined below.

310.1 Supervision:

One or more certified coaches are required to travel with the student athletes from their school and must be present on any Section VI contracted bus, where the athletes are housed, at the state competition site and all related events.

310.2 Transportation:

Team Sports:

- a) Schools will make their own transportation arrangements for their athletes involved in state competition in team sports. Schools will be responsible for all transportation costs.
- b) Section VI will apply to the NYSPHSAA for the allowed reimbursement of \$1.35 per mile on the state grid below (one bus per team) and will forward this reimbursement to the schools upon receipt of funds from the state.

Individual Sports Group 1: Rifle, Golf, Tennis, Gymnastics, Wrestling

The schools will be responsible for transporting their athletes to state competition and all associated transportation costs.

Individual Sports Group 2: Bowling, C. Country, Ind. Track, Track & Field, Swimming

- a) The Section VI office will contract bus transportation for the athletes. There are two choices for the school:
 - 1) A school may choose to have its athlete(s) travel to state competition on the Section contracted bus. The following rules apply:
 - The athlete (and coach) must use the lodging and meals if pre-arranged by the Sportchair.
 - The athlete (and coach) must remain with the Section until the completion of the athlete's competition. The athlete will not be released prior to completion of competition.
 - When competition is completed, the athlete may be released to parents/coach for return home on alternate transportation if the Section release form is completed before the State Meet
 - 2) A school may choose to have its athlete(s) travel to State competition in an alternate manner under the following stipulations:
 - A school that opt-outs of Section transportation will be responsible for arranging their own lodging and meals.
 - The request to opt-out of travel on the Section VI bus must be submitted in writing to the sportchair and the Section VI office by the date specified in the sport handbook.
 - The school must submit all required release forms to the sportchair by the specified date.
 - The school must arrange for the athlete to rendezvous with the sportchair (or designee) at a pre-designated time and place prior to the competition.

- b) Transportation expenses will be billed to Section VI.
- c) Section VI will apply to the NYSPHSAA for the allowed reimbursement of \$1.35 per mile on the state grid (below)

310.3 Lodging:

Team Sports: The sportchair will advise participating schools if accommodations are to be arranged by the state or by the schools. The school will be responsible for all lodging costs.

Individual Sports: The sportchair will be responsible for reserving a block of rooms for all athletes (4 per room). The block will include rooms for coaches (2 per room) for individual sports in Group 1 (see 310.2). For individual sports in Group 2, the block will be increased by 50% to allow for coaches. (e.g.: If XC needs a block of 40 rooms for athletes and supervisors, they will now reserve a block of 60 rooms) When the qualifiers have been determined, the sportchair will register all athletes and coaches who are using Section transportation from the block of reserved rooms. Schools that opt-out of Section transportation are responsible for registering their own athletes and coaches. They may register for the remaining rooms in the reserved block until the rooms are exhausted or choose their own lodging. Schools will be responsible for the cost of athletes' meals at state competition with the exceptions indicated in item 1, 2, 3.

310.4 Meals:

Schools will be responsible for the cost of athletes' meals at state competition with the exceptions indicated in items 1, 2, and 3. For some individual sports, the Section will facilitate meal handling by paying meal expenses and invoicing the schools per participating athlete. This plan, if used, will be listed in the sport handbook.

NYSPHSAA Transportation Grid: Round-Trip Mileage from Section VI
(9/98)

To Section:	1	2	3	4	5	6	7	8	9	10	11
	NY										
Mileage:	840	580	320	420	150	NA	780	930	690	560	1030 880

Safety

410 Emergency Preparedness and Crowd

Implementation of the following procedures is the responsibility of the site chairperson:

- 410.1 Review site emergency plan and incorporate relevant sections into an emergency preparedness and crowd control plan. In absence of a pre-existing plan, a plan must be developed.
- 410.2 Become familiar through consultation with local police and fire departments and school personnel (if a school site is used) of the protocol to be followed in the event of activated fire alarms, bomb threats, and other disturbances.
- 410.3 Assure that the game site is secure prior to the scheduled opening time and arrival of teams and spectators.
- 410.4 Work with police or appropriate personnel to provide efficient and safe auto and pedestrian routes to and from the game site. Prepare or obtain maps/charts illustrating evacuation routes.
- 410.5 Arrange for supervision until all spectators and student-athletes have left the game site. Prepare a supervision chart and inform the assigned personnel of their duties before, during and after the game. Supervisory personnel on duty should have some type of distinctive marking that can be recognized by spectators and participants, e.g., distinctive colored jackets, arm bands, or badges.
- 410.6 Arrange for adequate police supervision before, during and after the contest, when not otherwise provided.
- 410.7 Inform participating schools of the following:
 - a) If metal detectors and/or searches will be utilized.
 - b) Supervision responsibilities (ratio of chaperones to students), parking facilities, seating arrangements for spectators, cheerleading guidelines and location of squad area and directions to the site.
 - c) Post game activities and protocol, e.g., sportsmanship handshake, award presentations and sportsmanship code of conduct.
 - d) Noise maker policy, if any.
- 410.8 Meet with the principal or representative of each competing school/section upon their arrival to discuss final details including:
 - a) Location of each school's supervisory personnel.
 - b) Location and directions to dressing/locker rooms.
 - c) Security procedures to protect players' clothing and valuables.
- 410.9 Provide parking for officials and emergency medical personnel.
- 410.10 Secure an announcer who will be familiar and have possession of scripted materials to broadcast in case of emergency.
- 410.11 Use the Section VI Emergency Preparedness and Crowd Control Checklist. (Posted on the Section VI website Under General Info/ Forms and Information)

410.12 Drone Policy

The New York State Public High School Athletic Association prohibits the use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, for any purpose by any person or entity at all scrimmages, regular season and post season events.

This prohibition applies to the area above and upon all spectator areas, fields of play, courts, arenas, stadiums, mats, gymnasiums, pools, practice facilities, parking areas and or other property being utilized for the purpose of the interscholastic activity.

If there is a report of UAS activity at an athletic event school, Section and/or State Association officials will, in consultation with the sports officials, suspend the play until such time as the UAS is removed from the area as defined above or the school, Section/ State and sports officials determine it is safe to proceed.

For purposes of this policy, a UAS is any unmanned airborne device or aircraft. The NYSPHSAA, Section and/or Member School reserves the right to refuse admission to anyone operating or attempting to operate a UAS or to request the immediate removal of any person using or attempting to use a UAS in violation of this policy.

The NYSPHSAA Executive Director has the authority to grant an exception to this policy to law enforcement, public safety agencies, NYSPHSAA media partners, or other entities or individuals. Any request for an exception to the policy must be submitted to the Executive Director at least a week prior to the event. The exception is limited to the specific event requested and requires the consent of the host venue.

Any use granted under this provision must comply with the applicable FAA regulations as well as any and all requirements set forth by NYSPHSAA. News media must have the necessary FAA authorization. Any individuals granted an exception would be required to sign a document acknowledging and agreeing to the terms of use and agreeing to hold the NYSPHSAA and its member schools harmless from damage to persons or property.

420 Thunder and Lightning

Thunder and lightning necessitates that all contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion - thunder is thunder and lightning is lightning. If lightning and/or thunder is observed, all outdoor activities will be suspended immediately. Players and spectators shall be directed to report to a shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car). The officials and responsible authorities shall make every reasonable effort to resume and complete the

contest, with full consideration of the weather and site conditions (as they affect safety and playing conditions). The official/coaches shall wait 30 minutes from the time the last boom is heard and/or the last strike is seen before starting or resuming play.

CLARIFICATIONS:

PRIOR TO CONTEST

If thunder/lightning is observed at the site of an outdoor contest by the officials/coaches 30 or fewer minutes prior to the scheduled start of that contest, the official/coaches and the responsible school authorities shall not permit the contest to begin. Before the contest can begin a 30-minute period void of any strike or boom must be observed.

DURING THE CONTEST

If thunder/lightning is observed at the site of an outdoor contest by the officials during the playing of the contest, the official/coaches shall immediately cease play for 30 minutes. Play may not resume until there has been a period of at least 30 minutes in which a boom or strike has not been observed. The rules of the particular sport shall determine whether the contest is 'official' or must be resumed at a later date.

430 AED Policy

The game site-chairperson is responsible for securing an AED for the certified trainer's use at all sectional contests and at all regional and state contests that are hosted by Section VI. The certified trainer will be provided by an orthopedic group contracted by Section VI for post-season contests held at NEUTRAL SITES.

Note: The Section is financially responsible for a member school's AED that was lost or damaged during use for a post-season contest.

440 Cheerleading Safety Policy

The purpose of cheerleading is to foster school spirit, encourage sportsmanship, and assist in crowd control. In the interest of safety and to prevent injury to cheerleaders, the following pyramids, vaulting devices, and maneuvers are prohibited at all sectional and post-sectional competition:

- Mini-trampolines, spring boards and any other devices for increasing height
- Falling to the knees or falling to a knee slide
- Flips, handsprings, walkovers and falls from the tops of pyramids or bases (walkovers, splits, round-offs and cartwheels from the floor are allowed)
- All tosses
- Pyramids in excess of double level stunts

A pyramid is limited to multiple double level stunts which may or may not connect to other multiple double level stunts on single people

Definitions:

- A *double level stunt* is defined as a stunt involving a base in mount(s).

- A *base* is defined as a person contacting the floor.
- A *mount* is defined as a person held by a base.
- A *support* is defined as touching for the purpose of design, but not balance.

The Athletic Council strongly recommends that each League accept the above policy for league competition.

441 Cheerleading - Football:

Football cheerleaders will follow the Section VI Cheerleading Safety Policy (above) for Sectional playoffs only. Home-school rules shall govern regular season play. League guidelines may be more restrictive.

450 Wrestling: Mat Dimensions for Sectional Qualifiers

For Sectional Qualifiers, the wrestling area of the mat shall be a circular area with a minimum of 28 ft. in diameter. Surrounding and secured to the wrestling area of the mat shall be a safety mat area approximately 5 ft. wide. (National Federation wrestling rulebook, Rule #2, Equipment, Section 1, Article 2 page 9)

Membership

510 Charter School Committee

A Special Committee on Charter Schools will be established to review concerns about the classification of any member school without geographic borders.

511 Section VI Guidelines: Charter Schools

NYSPHSAA requires that all MEMBERS who desire league affiliation be provided league membership. In response, Section VI has drafted guidelines for league placement and subsequent classification within a league.

Placement of Charter Schools

Phase 1:

Prior to requesting Section VI membership and placement into a League for competition, charter school personnel should spend one school year preparing for membership by taking the following steps:

1. Contact Section VI staff no later than September 1 of the school year prior to the desired start of competition
2. Establish membership in Section VI and in the New York State Public High School Athletic Association (NYSPHSAA)
3. Charter School Leadership: The Chief School Administrator and one Board of Education representative will meet with the Section VI Committee to become familiar with the regulations of the Commissioner of Education 135.4 and the New York State

Public High School Athletic Association. Key Resource: New York State Athletic Administrators Association (NYSAAA) Handbook

4. The administration and coaching staff of the charter school must accept fiscal and programmatic responsibility associated with competition in Section VI
5. The Athletic Director and Building Administrator will attend Section VI Council meetings regularly to become familiar with the structure and governance of Section VI as well as the rules and constitutional procedures of the Section and its Leagues.
6. Observe contests in sports for which the charter school plans to field teams to assess the existing competitive levels and compare them to the skill level of the charter school's program
7. Develop written internal personnel policies, procedures and handbooks to assure the effective management of the program that complies with all applicable regulations (see #3)
8. Develop and present a short and long range facility plan that assures facility availability for competition and accommodates spectators in a safe and orderly manner
9. Design and present a draft athletic budget for the coming year and a 3-5 year financial plan

Phase 2:

No later than September 1 of the year prior to the first year of competition, a formal written request to participate must be made to the Section VI. The request must include the following:

1. Documentation of steps taken in Phase 1
2. Enrollment information including: Maximum enrollment projections per grade level, BEDS data for the current year, projected numbers for the coming year including any factors expected to impact that enrollment, and enrollment projections for the following three years
3. Sports in which the school intends to compete; outlining competitive levels, plan for implementation, and specific time frames
4. Document that all coaches meet certification requirements established by the State Education Department
5. Document that all facilities meet requirements established by the State Education Department, Department of Health, and any other regulatory authorities
6. Provide a written plan that assures safe and appropriate educational and competitive environment for all home contests
7. A plan for the future development of the interscholastic program including a time line and flow chart

8. Other plans and objectives for the development of the interscholastic athletic program
9. A signed request by the Board of Education President

Phase 3:

No one criteria area will be the single determining factor in the recommendation for appropriate competition. The decision for competitive placement will be made in line with developmental programming that prepares students for safe and appropriate competition, which is in the best interest of the student athletes.

Options will include but not be limited to the following:

1. Independent schedules
2. The development of a league specifically made up of charter schools
3. Placement into an established league.

The decision will incorporate all criteria areas.

1. Geographic Location:

Consideration will be given to convenience for participating schools and travel time to contests.

2. Enrollment:

According to the NYSPHSAA, classification is based on actual enrollment.

3. Program Features:

- a. Strength of program
- b. Availability of developmental experiences, school or community based, that prepare students for the demands of organized competition
- c. Adequate facilities and event management capacity
- d. Capacity to sustain programs

An annual report on the competitive placement of each charter school will be made by the school and the League in which the school was placed to the Section VI Special Committee on Charter Schools by mid-April. The Committee will review the reports and recommend placement for the following year at the May Athletic Council meeting. Annual reports must include the following:

- a. Win/loss records
- b. Completion of season
- c. Follow-through on financial commitments
- d. Procedural and/or program management issues
- e. Facilities update
- f. Sportsmanship
- g. Other pertinent information as determined by League Officials

A minimum classification will be established for the school based on the information provided. A review and potential adjustments will be made annually by the Section VI Committee based on the program strength of a specific sport as well as the overall capacity of the program.

Phase 4: Charter Schools as League Members:

1. A charter school will become a regular member of a league upon league approval. As a regular member of a league, the charter school is exempt from the Placement Portion of the Guidelines for Charter Schools. (Phases 1-3)
2. The classification of a charter school as a league member will be by BEDS numbers.
3. A review and potential adjustments will be made annually by the Special Committee on Charter Schools based on the program strength of a specific sport as well as the overall capacity of the program.
4. Section VI and the State Association have the right to override BEDS classification based on strength of program.

We understand the attached Section VI Guidelines regarding Charter Schools:
Charter School: _____

Date: _____

Superintendent or Highest Administrative School Officer:

Name: _____ Title: _____

Signature: _____

President of the Board of Education or Head of Trustees:

Name: _____ Title: _____

Signature: _____

Athletic Director or Administrator Responsible for Athletics:

Name: _____ Title: _____

Signature: _____

520 Membership for Non-Public Schools

520.1 Procedures

The following procedures will be followed for admitting non-public schools to sectional membership.

- a) An application* must be received by the Executive Director by September 1

of the preceding year in which participation is expected. Please note: Agreement to accept the applicant school or league into league membership is a prerequisite for membership into Section VI.

- b) A properly completed application will be presented by the Executive Director to the Athletic Council at the September meeting. An invitation will be extended to the applying school or league to attend that meeting for the purpose of making a presentation.
- c) The application will be discussed at the November meeting of the Athletic Council. The Council will determine by a majority vote of present members voting if the application will be submitted to a postcard ballot of the member schools. A postcard ballot must be used for non-public school admittance to the Section. A majority of the Section VI districts voting will be required for approval.
- d) If Section VI membership is not approved, a three-year waiting period will be in effect before membership can be requested again.

*The Non-Public School or League Membership application is posted on the Section VI website. Under *General Information*, click on *Forms and Information*.

520.2 Probationary Policy

Admittance of non-public schools shall be on a probationary basis for a three-year period. A yearly review of the membership and classification status will be conducted by a review committee appointed by the President. The review committee shall make its report to the Athletic Council. The committee will consider the following:

Review of Membership:

- a) Compliance with all rules and regulations contained in the NYSPHSAA Handbook;
- b) Compliance with the regulations regarding athletics and physical education of the Commissioner of Education and the State Education Department that are applicable to the public schools;
- c) Compliance with the rules and regulations of Section VI;
- d) Compliance with the recruitment philosophy and/or policy of the non-public school regarding recruiting students on the basis of their established athletic talents.

Review of Classification:

- a) Consideration of the actual geographic area served by the non-public school;
- b) Nature of the student body's participation in athletics;
- c) Past, present and expected future competitiveness of the non-public school within the assigned classification.

Miscellaneous

710 Section VI Pass Policies

710.1 Bi-Annual Passes (issued every other year)

- a) Section VI passes are good at any Section VI hosted contest. The home school may refuse passes for admission at tournaments.
- b) A Section VI pass permits two admissions.
- c) The Section VI President / Executive Director have the authority to suspend the use of passes at certain events (e.g. New Era Field).
- d) Transferred passes shall be confiscated and returned to the Section VI Executive Director.
- e) Aforementioned items, (a) through (d), are listed on the back of each pass.
- f) Faculty and League passes will not be honored at Section VI activities.
- g) Each school in Section VI will be allocated five (5) passes – Chief School Officer, High School Principal, Athletic Director and two Coaches.
- h) Section VI committees shall determine how athletes, managers, varsity cheerleaders, coaches, bus drivers, supervisors and game management personnel are admitted.
- i) The press and scouts must call and make previous arrangements for admittance or buy a ticket.
- j) Section VI passes shall be issued to the following individuals:
 - Section VI officers
 - Section VI League Representatives to the Athletic Council
 - Section VI Committee Chairpersons
 - Chief School Officers
 - High School Principal
 - Athletic Directors
 - Coaches (2 per school)
- k) Section VI Service Award Recipients – Lifetime Pass

710.2 Lifetime Passes

- a) Lifetime Pass Committee Membership
Chairperson (Executive Director), Central Committee Chief School Officer, and Central Committee Secondary School Principal
- b) Duties
 - Responsible for receiving and reviewing applications for Section VI Lifetime Pass.
 - Responsible for recommending persons for a Section VI Lifetime Pass to the Athletic Council for approval.
- c) Standards to be used as criteria in determining eligibility for a Lifetime Pass.
 - Served on Athletic Council for a minimum of two years

- Served as Sports Chairperson for a minimum of one term
 - Served on Sport Committee for a minimum of five years
 - Served as Chairperson of a Committee i.e. Officials Handbook, Classification.
 - Served at least one term as representative to the State Central or Executive Committees.
- d) The application form is posted on the Section VI website. Under *General Information, Forms and Information*.

720 Sportsmanship Policy

PHILOSOPHY

The member school districts of Section VI believe that interscholastic athletics is an important part of education and support the ideals and values embodied in good sportsmanship.

We believe that sportsmanlike behavior is essential if interscholastic competition is to contribute to the broad goals of education and the quality of life of those involved.

Therefore, we pledge ourselves individually and collectively to encourage and support the development and maintenance of a sportsmanlike atmosphere for athletic competition.

ACTION STATEMENT

To achieve our objectives relating to sportsmanship, we propose: A Section VI definition of Sportsmanship, Standards of Sportsmanship and Policies to initiate and implement action.

Sportsmanship in Section VI - Definition

Sportsmanship is possessing and practicing the values of a sportsman: honesty, fair-minded, knowledge of rules, respecting rules and officials, demonstrating self-control, recognizing good play, treating others and all situations in a manner you would expect to be treated and accepting victory with grace and defeat with dignity.

Standards of Sportsmanship In Section VI

We believe that sportsmanlike conduct will reflect the following ideals, attitudes and values:

A. A genuine interest in and enjoyment of interscholastic competition.

This standard requires conduct that reflects the understanding that games as a part of an overall school program are intended to be enjoyed. Further, behavior that reflects a use of the activities that exploit the program to serve other agendas or that reflects a winning at all cost attitude violates this standard.

B. An understanding that interscholastic competition exists as a part of education.

This standard is significant for it clearly establishes that athletic competition is intended to be educational. The valuable lessons and learning that occur in these experiences are not possible in the regular classroom setting. Furthermore, this standard recognizes the emotional nature of athletic competition and supports the need for those involved to develop the ability to compete with enthusiasm and accept winning with grace and losing with dignity. When this is accomplished, it demonstrates that these activities are educationally sound.

C. Respect for one's School and Community, its reputation and traditions.

This standard places important responsibilities on everyone involved, but most importantly upon coaches, players and supporters. It requires that they remember that each school team is just that, "the school's team" and that their participation is an honor and privilege which requires them to conduct themselves so honor and pride is brought to their school and community.

D. Respect for one's opponents, their School and Community, including its cultural and ethnic makeup.

This standard suggests the need for coaches, players, and supporters to understand "where their opponents are coming from", to recognize and respect differences, and remember that the opponent also has hopes and aspirations for their team and school.

This standard places significant responsibility on school leaders and coaches in assisting athletes to enter the competition with an understanding of their opponents and to view them as competitive opponents, not enemies.

This standard suggests that planned activity is needed to demonstrate a warm and friendly welcome, mutual respect, and a genuine and healthy readiness "to have a good game."

E. An understanding and respect for the rules of the game and for those responsible for implementing them

This standard places great responsibility upon coaches to teach the rules and to cultivate attitudes by players that demonstrate both knowledge of the rules and respect for the game officials and their decisions. Since many misunderstandings between players and officials stem from lack of knowledge of the rules by players, it is necessary for coaches to stress this aspect of the game with emphasis on new rules and rule changes.

This standard also places responsibility on school officials and support groups to respect the game officials and recognize that they are well prepared and are doing their best to fairly enforce the rules.

F. Readiness to participate regardless of one's role in a constructive and contributing fashion.

This standard is different in nature from the others in that it assigns responsibility for action to all persons associated with high school sports according to their role. There are

not violations to this standard, only success through thoughtful action or failure when the opportunity to act is denied.

Policies to Initiate, Implement and Review

- A. The Athletic Council requires and directs member leagues to organize similar committees on sportsmanship with comparable responsibilities and authority relative to league competitions.
- B. The Athletic Council delegates authority to the principals of the schools involved to resolve concerns and violations related to non-league competition.

C. Violations

The Athletic Council adopts Section-wide penalties for violations occurring at sectional and league competition. The use of such common policies is based on the belief that consistency is in the general best interest.

The reporting of violations is limited to persons with specific roles related to interscholastic athletics. For sectional activities, these will include: sports chairpersons, game officials, principals of competing schools and the Section's Executive Committee. (Leagues may choose to designate persons appropriate to their activities.)

It is recognized that violations will vary in scope, intensity and severity. In order to provide committees sufficient direction and appropriate flexibility, two categories of violations are outlined below.

Category I: School and/or team violations. These incidents are largely the responsibility of a school or team; for example, unacceptable and unsportsmanlike conduct by school personnel or supporters, or unacceptable behavior by the majority of team members and/or coaches.

Category II: Player(s) violations - these incidents involve the unsportsmanlike conduct of a player or players.

Penalties for Category I:

- a) Letter of Concern from the League or Section Sportsmanship Committee Chairperson is sent to the Superintendent (cc: Principal and Athletic Director) expressing concern about a specific incident(s). The intent is to bring a matter of concern to the attention of school leaders with the expectation that the matter can be resolved before it becomes more serious.
- b) Letter of Admonishment from the League or Section Sportsmanship Committee Chairperson is sent to the Superintendent (cc: Principal and Athletic Director) requiring a written response from the Superintendent to include a description of the actions intended to prevent repetition of the incident under consideration.
- c) Notification of Sanctions: A series of stronger measures.

- Ø Probation The first level of sanction places the school or team on probation and may include the assignment of specific measures to be implemented. Probation does not limit eligibility for competition.
- Ø Forfeiture: Requires forfeiture of a specific contest(s) but does not necessarily limit eligibility from further competition.
- Ø Disqualification: Involves disqualification from competition in a specific sport for the remainder of the season.
- Ø Suspension: Involves suspension from competition in a specific sport for a longer but specified period, including the assignment of remedies to be implemented prior to lifting the suspension.

Penalties for Category II:

- a) An automatic one-game suspension for a player(s) for the next scheduled contest following ejection from competition by game officials for unsportsmanlike conduct which violates the Section VI Standards of Sportsmanship; ex: fighting, use of profanity, disrespecting officials. These infractions do not include "technical violations" related to a specific sport that results in disqualification.
- b) Extended suspension: extended suspension for a specified number of games for flagrant or repeated acts of unsportsmanlike conduct that resulted in ejection from competition.
- c) Letters of concern: letters directed to appropriate school personnel as in Category I.
- d) Letters of Admonishment - letters directed to the appropriate school personnel as in Category I.
- e) The coach of an ejected player(s) will report the incident to the appropriate school official within 24 hours.
- f) Coaches ejected by a game official will report the incident to the appropriate school official within 24 hours.

LEADERSHIP STATEMENT

The following section clarifies reasonable expectations for those in leadership roles.

A. Superintendents:

We request that the CSO's of Section VI play an important leadership role in our shared and ongoing Section-wide effort to encourage a sportsmanlike atmosphere in Western New York Interscholastic Athletics. We offer these initial expectations regarding their participation:

- 1) Become aware of and informed about interscholastic activity in their League and the Section, particularly as it relates to sportsmanship. This can be done in large part by reading communications and minutes, requiring their principals and athletic directors to keep them updated and by attending games where they

can observe firsthand, realizing that such attendance is recognized and appreciated.

- 2) Encourage their boards of education to review their district policies related to interscholastic athletics with the intent of keeping those activities in their proper places in the overall program of education.
- 3) Provide direction and leadership to the high school principal and athletic director through regularly scheduled meetings.
- 4) Encourage a sportsmanlike attitude among their coaches. This can be reflected in their selection, appointment and orientation of coaches.
- 5) Exercise leadership within their school district as conditions require. A superintendent should always keep in mind the importance of his or her interest, understanding and presence.

B. Principals:

We request that high school principals accept an important and ongoing leadership role in our shared effort to encourage sportsmanlike conduct in W.N.Y.

We recognize the unique position the principal fills in each of our schools and further recognize that their interest and support of this effort is vital to the success of the venture. We offer these initial expectations regarding their participation:

- 1) Be aware of and informed about athletics and sportsmanship at both the League and Sectional level by:
 - a) Participating actively in League and Section activities with other principals and athletic directors.
 - b) Reading and responding to communications at both levels.
- 2) Initiate regularly scheduled meetings with the athletic director, including meeting with coaches to:
 - a) Provide them specific instructions: explain policies, procedures and clearly set forth expectations for the coaches' conduct while reminding them of the key leadership role they play in developing the desired attitudes and behaviors of athletes.
 - b) Demonstrate their support of interscholastic activities and explain how these activities fit into the total school program.
- 3) Initiate meetings with faculty, students and support groups to clarify the role and intent of interscholastic competition and clarify expectations about the behavior expected at these games and activities.
- 4) Attend contests and in so doing demonstrate their interest while at the same time being aware of the atmosphere surrounding the contests, including the attitude and conduct of coaches, players and supporters.
- 5) Initiate activities and events in their school and community that encourage and reinforce the desired attitudes and sportsmanlike behavior, with a primary focus on recognizing examples of exemplary conduct.

Athletic Director: Conduct meetings with coaches and cheerleading advisors:

1. Discuss sportsmanship guidelines, including information from superintendent and principals' meetings (enlist their support).
2. Attend coaches/advisors meetings
3. Establish custodial follow-up routine with chaperones, administration, participants.

Coaches

1. Attend athletic director/principals' meeting
2. Actively support guidelines...set example
3. Conduct sportsmanship sessions, conveying established guidelines.
4. Recognize players and "Good Examples".

Student Body

Through the principal, athletic director and cheerleading advisor, establish a "Sportsmanship Council".

Suggested Activities

1. League Sportsmanship Council (made up of the school's Sportsmanship Council and advisors): Meet 2 to 3 times at different schools. Include discussions, projects and recognition.

2. Each School's Council
 - Inform student body on League Highlights
 - Create sportsmanship sign/poster group
 - Create positive cheer group to assist cheerleaders' efforts.
 - Recognize positive student efforts by:
 - a) P.A. Announcements
 - b) "Good Sport" of the week
 - Create "teams" of greeters, meet other teams' spectators, assist in seating them, discourage "poor choices" and assist cheerleaders in pre-game promotions e.g.: Welcome Statement, Welcome Cheer
 - Establish contact with adult booster club (if one exists) and/or PTA
 - a) Share guidelines - projects you do
 - b) Encourage their participation in positively recognizing "Good Examples"
 - c) Joint gatherings inviting officiating representatives to discuss/share concerns and projects.

3. Cheerleaders' Role at athletic contests is to encourage and support their teams, encourage good sportsmanship and help control spectator reaction.

SUMMARY STATEMENT

This vast and important subject is difficult to adequately address in a written document.

Hopefully this proposal will spark interest, offer some direction and provide a shared framework for action. If we are to experience success, it will be the result of the support, creativity and action by interested people. The extent of success will likely reflect the number of these "contributing" leaders.

This proposal is intended to be open ended and continuous in order to respond to changing circumstances and encourage long-term results.

The following statement will be read over the public address system just prior to the Pledge of Allegiance. If there is no public address system, the statement will be read to both teams by the site chairperson or his representative:

“Welcome to Section VI _____(Name of Sport).

Athletic competition can provide everyone with a sense of accomplishment and pride if players, coaches and spectators abide by the rules of good conduct. We ask that you enjoy the performance of our outstanding athletes in a spirit of sportsmanship and appreciation of competition.”

730 Media Communication

The official spokesperson for the Section is the President or the Executive Director when the President is not available.

731 Provisions for Telecasting/Broadcasting Section VI Contests

(Adopted Sept 1987- Revised Oct. 2003)

- a. Telecasting or radio broadcasts of any Section VI playoffs is prohibited without prior written consent of Section VI.
- b. Expenses incurred are the sole responsibility of the originating station.
- c. Advertising and announcements relative to alcoholic beverages, tobacco products or political candidates, parties or organizations are strictly prohibited.
- d. The station agrees to include early in the broadcast the statement "The rights to this broadcast have been granted by Section VI representing more than 100 Senior High Schools who participate annually in Section VI sponsored athletic competition. Any re-broadcast or republication of the programming without written consent of Section VI is strictly prohibited."
- e. The station agrees not to expose negative or questionable activity occurring during the programming (e.g.: fights, officials calls, crowd reaction)

- f. Payment in full of the established fee (only for live broadcasts at the sectional level and beyond), shall be required prior to the start of the contest.
- g. The station agrees to indemnify, defend and save harmless Section VI from any and all claims, demands, liability, suits and procedures arising out of permission granted in this agreement or any activities in connection therewith.
- h. There shall be no TV Time Outs.
- i. Half-times shall not be extended. There shall be no delay of contest without the consent of Section VI.
- j. The Section reserves the right to determine the amount of people required for the broadcasts.
- k. The station will submit names of persons and duties to the Section for approval prior to broadcasting the event.
- l. The station will agree to the above Media Provisions by signing the Section VI Media Contract and submitting it with the established fee (indicated on the contract) for the right to broadcast the event(s) noted.

740 Recognition for Service

740.1 At the completion of service or for appreciation of contribution, an individual or group will be presented with an award at the annual Recognition Dinner.

750 Voting Protocol – Athletic Council & NYSPHSAA Central Committee

Athletic Council representatives vote according to the direction given by their respective Leagues. Section VI representatives to the NYSPHSAA Executive and Central Committees vote according to the direction given by the Athletic Council.

760 Conflict of Interest Policy

The purpose of this conflict of interest policy (the “Conflicts Policy”) is to ensure that Section VI’s covered personnel act in the Section’s best interest and comply with the applicable regulations set forth under New York State Not for Profit Law and Section VI’s Constitution and By-laws.

Article 1 – Definitions

The Executive Committee, Athletic Council members, chairpersons, office staff, and persons in positions to exercise substantial influence over the affairs of Sections VI shall be “covered persons” under the Conflict of Interest Policy.

Interested Person

Any covered person who has a direct or indirect financial interest (as defined below) or a potential conflict of Interest (as defined below)

Conflict of Interest

A conflict of interest may exist whenever an individual owes a duty to more than one person or organization, or when an individual's interests or concerns are potentially inconsistent with, or divergent from, the interests of Section VI.

Family

Family of a person includes: his or her spouse or domestic partner, ancestors, brothers and sisters, children, grandchildren, and great grandchildren.

Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

An ownership or beneficial interest in any corporation of 35% or more than 5% in a partnership or professional corporation with which Section VI has or may have a transaction or arrangement,

A compensation arrangement with Section VI or with any entity or individual with which Section VI has a transaction or arrangement, or

A potential ownership or investment in, or compensation arrangement with, any entity or individual which Section VI is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Executive Committee/Athletic Council determines that a conflict of interest exists.

Related Party Transaction

A related party transaction includes any transaction, agreement, or any other arrangement in which an interested person has a financial interest and in which Section VI is a participant. A transaction, agreement, or other arrangement may be a related party transaction even if the Executive Committee/Athletic Council determines that a conflict of interest does not exist.

ARTICLE II PROCEDURES

Duty to Disclose

In connection with any actual or possible conflict of interest or any potential related party transaction, an interested person must disclose the existence of any financial interest and be given the opportunity to disclose all material facts to the Executive Committee/Athletic Council considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest or *Related Party Transaction* Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Committee/Athletic Council meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Committee/Athletic Council members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest or *Related Party Transaction*

At the request of the Executive Committee/Athletic Council, an interested person may make a presentation at the Executive Committee/Athletic Council meeting, but after the presentation shall leave the meeting during the discussion, and vote upon, the transaction or arrangement involving the possible conflict of interest.

An interested person is prohibited from attempting to improperly influence and Executive Committee/Athletic Council deliberation or voting related to the transaction or arrangement involving a possible conflict of interest or related party transaction.

The President of Section VI shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. *In the event the proposed transaction involves a related party transaction in which the interested person has a substantial financial interest, then a disinterested person or committee must be appointed to investigate alternative transactions to the extent they are available.*

After exercising due diligence, the Executive Committee/Athletic Council shall determine whether the Section can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest or *related party transaction*.

If a more advantageous transaction or arrangement is not reasonably possible under the circumstances not producing a conflict of interest or that do not constitute a related party transaction, the Executive Committee/Athletic Council shall determine by a majority vote of the disinterested committee/council members whether the transaction or arrangement is in Section VI's best interest, for its own benefit and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

If the transaction involving a possible conflict of interest constitutes a related party transaction; then the disinterested committee members shall only approve the

transaction or arrangement if it is fair, reasonable, and in the Section's best interests, and shall record in the minutes of the meeting at which such a transaction is approved the basis for the Executive Committee/Athletic Council's approval, that a majority of the committee members present at the meeting approved the transaction and that alternative transactions were considered.

Violations of the Conflict of Interest Policy

If the Executive Committee/Athletic Council has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform him/her of the basis for the belief and afford him/her the opportunity to explain the alleged failure to disclose.

If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the Executive Committee/Athletic Council determines the person failed to disclose an actual or perceived conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE III RECORDS OF THE PROCEEDINGS

The minutes of the Executive Committee/Athletic Council shall contain:

- The names of the persons who disclosed or otherwise were found to have financial interest or other personal interest in connection with an actual or possible conflict of interest, the nature of the financial interest or personal interest, any action taken to determine whether a conflict of interest was present, and the Executive Committee/Athletic Council's decision as to whether a conflict of interest existed.
- The names of the persons who were present for the discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE IV COMPENSATION

A voting member of the Executive Committee/Athletic Council who receives compensation directly or indirectly, from Section VI for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the Executive Committee/Athletic Council whose jurisdiction includes compensation, directly or indirectly, from Section VI, either individually or

collectively, is prohibited from providing information to any committee regarding compensation.

*** The Conflict of Interest Policy shall be shared with the Executive Committee, Athletic Council, Chairpersons, and office staff on an annual basis.**

765 Whistle-Blower Protection

Approved 1/20/2021 Athletic Council Meeting

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

Section VI prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination and/or harassment. Complaints of retaliation may be directed to the Executive Director. In the event the Executive Director is the alleged offender, the report will be directed to the acting Section VI President.

Where appropriate, follow-up inquiries will be made to ensure that discrimination and/or harassment has not resumed and that those involved in the investigation have not suffered retaliation.

770 Transgender Guidelines

The NYSPHSSAA recognizes the value of participation in interscholastic sports for all student athletes. The NYSPHSSAA is committed to providing all students with the opportunity to participate in NYSPHSSAA activities in a manner consistent with their gender identity and the New York State Commissioner of Education's Regulations.

The Dignity for All Students Act (DASA) prohibits discrimination and/or harassment of students on school property or at school functions by students or employees. The prohibition against discrimination includes discrimination based on a student's actual or perceived sex and gender. Gender includes a person's actual or perceived sex as well as gender identity and expression.

Definitions:

For purposes of these guidelines the following definitions will apply:

Assigned Sex at Birth: the sex designation, usually male or female, assigned to a person when they are born.

Gender Expression: the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

Gender Identity: a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or behavior assigned sex at birth.

Gender non-conforming (GNC): a term used to describe people whose gender expression differs from stereotypic expectations. The term "gender variant" or "gender

atypical” are also used. Gender nonconforming individuals may identify as male, female, some combination of both, or neither.

Sexual Orientation: a person’s sexual orientation and sexual attraction to other people based on the gender of the other person. Sexual orientation is not the same as gender identity. Not all transgender youth identify as gay, lesbian or bisexual, and not all gay, lesbian and bisexual youth display gender-nonconforming characteristics.

Transgender: an adjective describing a person whose sex assigned to him or her at birth does not correspond to their gender identity.

Transition: the process in which a person goes from living and identifying as one gender to living and identifying as another.

Privacy Policy:

All discussions and documentation shall be kept confidential to the extent permitted by law unless the student and the family make a specific request in writing.

Procedure:

1. The student or the parent(s)/guardian shall notify the Superintendent (or designee) that the student would like the opportunity to participate in interscholastic athletics consistent with the gender he/she identifies as.
2. The student’s home school will determine the eligibility of a student seeking to participate in interscholastic athletics in a manner consistent with his/her gender identity where the student’s gender identity does not correspond to his/her sex assigned at birth.
3. The Superintendent (or designee) will confirm the gender identity asserted for purposes of trying out for an interscholastic sports team through documentation from the parent, guardian, guidance counselor, or from a doctor, psychologist or other medical professional.
4. On a seasonal basis the school will provide approval of eligibility to try out for an interscholastic sports team or teams which corresponds to the student’s gender identity.
5. The Athletic Director should notify the NYSPHSAA if any accommodations are needed.

Appeals:

All appeals with respect to a District’s determination as to eligibility of a transgender student to participate in interscholastic sports will go directly to the Commissioner of Education.

Grievances

810 Eligibility and Grievance Procedures

- 810.1 All grievances must include the signatures of the school's athletic director, high school principal and superintendent of schools.
- 810.2 It is the intent of this procedure to have every effort made to solve the grievance at the earliest possible stage.
- 810.3 All processes as outlined in the New York State Public High School Athletic Association are to be incorporated into this procedure.
- 810.4 Grievance Procedure details: see Section VI Constitution, Article 11.
Grievance Procedure forms: see the Section VI website

820 Protest Procedure for Game, Match or Meet

- a) At the earliest possible time-out following an alleged rule or regulation infraction, the coach must inform the referee and game chairperson, if applicable, that the game is being played under protest. The specific rule or regulation must be stated at this time then entered in the score book (or so noted in writing). The signatures of both coaches, officials and the game chairperson, if applicable, shall be entered in the score book (or so noted in writing) along with the game score and time remaining.
- b) Within forty-eight (48) hours of the alleged violation, a formal written protest must be submitted to the sports chairperson and copies forwarded to parties involved including the principals of both schools, the game officials, and the game site chairperson.
- c) Before a protest is formally initiated, it should be carefully considered and then signed by the superintendent, principal, and athletic director.
- d) As soon as possible, but not later than the next scheduled playoff game affecting the schools involved, the Sports Chairperson (or designee) and not less than four (4) members of the Protest Committee, will meet with the parties involved in the protest (superintendent, principal, athletic director, coach, officials, site Chairpersons).
- e) The Protest Committee will conduct a hearing and a transcript (or tape) of the proceedings will be taken.
- f) Involved parties will have the right to listen to all testimony and cross-examine.

- g) Witnesses will testify voluntarily. If this is not possible, a written-signed statement will be admissible.
- h) All documents submitted in the hearing will be retained by the Protest Committee.
- i) It shall be understood that involved parties may be accompanied by their Superintendent, Principal, Athletic Director and Coach.
- j) The Sports Chairperson (or his designee) will notify parties involved of the Protest Committee's decision as soon as possible but no later than the next scheduled contest affecting the teams involved.

Note #1: The Protest Committee's decision is final. (Refer to the NYSPHSAA Handbook Standard Appeals Procedure).

Note #2: Time periods may be waived by mutual consent or if deemed necessary by the Protest Committee Chairperson.

Note #3: It is understood that if a protest involves a school or a member of the Protest Committee, that member will be disqualified from serving on the Protest Committee.

Finance Policies

900 Finance Committee

900.1 Duties:

The Finance Committee will meet five times per year to review current status of the budget and conduct an analysis of expenditures at each meeting. Standard agenda item for each Finance Committee meeting will include:

- 1.0 Review the current status of the Fund Balance

- 2.0 Sectional issues
 - 2.1 Purchases being considered
 - 2.2 Development of policies

- 3.0 Standard agenda items:
 - September (teleconference): Post-season review of spring sports budgets and venues
 - October (Section office): Develop budget for the following school year
 - January (teleconference): Post-season review of fall sports budgets and venues
 - February (teleconference): Regular meeting
 - April (teleconference): Post-season review of winter sports budgets and venues, review of sectional admission prices for approval at the May meeting.

910 Fiscal Year

The fiscal year is July 1 through June 30 to coincide with Erie 1 BOCES.

911 Delinquent Payments

Delinquent payments of Section issued invoices will be recouped by adjusting the involved member schools' annual dues statement.

912 Section VI Credit Card

Section VI, NYSPHSAA, Inc. will issue a credit card in its name to the Executive Director and Treasurer for use by sport chairpersons and designated employees for authorized expenses. Any other reason for credit cards use must be approved by the Executive Director and/or Treasurer. The credit card will only be used for purchases of goods and services that require a credit card and do not accept other methods of payment. Expenses incurred on each credit card shall be paid in a way to avoid interest charges. Payment shall be the responsibility of the Treasurer. Any individual who makes an unauthorized purchase with a Section VI credit card shall reimburse Section VI for the cost.

920 Sale and Purchase of Merchandise

- 920.1 Any sale of merchandise that takes place at a Section VI event must be done so under the jurisdiction of the sports chairperson and in conjunction with the Executive Director.
- 920.2 There is to be no sale of any merchandise by a private individual and/or corporation for the sole benefit of that individual and/or corporation.
- 920.3 Sports Chairpersons must receive approval from the Executive Director and Treasurer before purchasing equipment/supplies.

921 Proposals

All proposals with a financial impact must be submitted with a statement of the pros and cons of the proposal and all cost implications. This will enable informed decisions by Athletic Council members. These Statement Papers must be presented at one meeting and sit on the table until the next meeting before a vote is conducted.

930 Check authorization

The Executive Director and Treasurer must authorize the check writing process as outlined by the Auditors of Section VI, NYSPHSAA, Inc. Checks in the amount of \$2,500 or greater are recommended to have both the Executive Director and Treasurer signatures.

931 Mileage Reimbursement

The Section will reimburse for mileage at the current IRS rate. An Expense Form for Reimbursement must be submitted and approved by the Executive Director/Treasurer.

932 Financial Responsibility for AED damage

The Section is financially responsible for loss of/damage to any school AED used for sectional events

940 Section Dues

- 940.1 Section member dues will be used to fund the Section office using a five sport classification fee as approved by the NYSPHSAA.

960 Venue Policies

- 960.1 The type of venue selected for sectional competition will be determined by the Executive Director and the Sectional/ Intersectional Committee.
- 960.2 A written contract detailing expenses will be obtained from member schools hosting sectional events.
- 960.3 Section crews of supervisory staff will be established by the Executive Director and/or a designee to handle site management at sectional events.
- 960.4 Venue Selection Guidelines

These guidelines are to be used by sportchairs to select sectional venues:

- a) Choose two sites, one north and one south, to limit travel.
- b) Select sites to maintain neutrality e.g.: a Class A school for C/D contests
- c) Consider rotation of sites if possible.
- d) Review the following parameters for each site:
 - Requirements for the sport itself: fields/courts and locker rooms
 - Seating capacity
 - Restroom facilities
 - Parking
 - Support staff
- e) Prepare a cost analysis: Rent, security, equipment, etc.
- f) Site rental charges will be included in seasonal profit and loss statements provided by the Section VI Treasurer. The Finance Committee is responsible to recommend changes in venue, for future events, when costs exceed an acceptable amount.
- g) Notes regarding the use of High School Venues for sectional events:
 - A key factor in obtaining high school venues at a lower cost to the Section is obtaining the support of superintendents for hosting sectional events. Superintendents on the Athletic Council will be asked to discuss hosting sectionals events with constituents.
 - A maximum amount should be set for administration at sectional contests.

970 Sectional Personnel Fees and Stipends

970.1 Fees and stipends are approved by the Athletic Council and posted on the Section VI website [\(link\)](#)

970.2 Administrative fees for working 1, 2 or 3 sectional contests are as follows:

Site Chairperson: \$58, \$78 and \$98

Other Administration: \$45, \$58 and \$70

* Full days, Individual Sports (i.e. Wrestling, Swimming): \$116

970.3 Stipends for media, sportsmanship, and sports chairpersons are reviewed and recommended by the Finance Committee.

970.4 Federated Sports - Assigner fees

Federated sports assigners are contracted by Section VI and paid a stipend. To cover this expense, participating member schools will be charged an additional fee included in their annual dues.

Policy Manual Update History

Date	Policy #	Change or addition
1/18/11	750	Addition
3/23/11	920.3	Updated
	912	Added
5/16/11	310	Travel Policy, updated for a 2-year trial
9/21/11	310	Travel Policy, updated
9/19/12	221.2	Neutral Sites, updated
5/15/13	310	State Travel, updated
6/19/13	120	Combining Teams Policy, approved 4/5 League Vote
1/17/14	210	League changed to League/Division
5/14/14	310	State Travel Policy, updated for 2014-2015 & 2015-2016
5/13/15	760	Conflict of Interest Policy, added
9/16/15	120	Combined Teams Ad Hoc Committee moved to Standing Committee (approved at AC 9/16/15)
11/18/15	310	Extend State Travel Policy trial to include 2016-17 school year (approved AC 11/18/15)
1/22/16	212.9	Website Requirements -results mandated for seeded schools (approved. AC 1/22/16, implementation Fall 2016)
1/22/16	221.3	Secure a new neutral venue when host school's team is playing in the finals (if possible) (approved AC 1/20/16)
4/7/16	160.1	When eighteen (18) or more schools are in a specific classification, the classification must be split. (i.e. A1, A2). Implementation Fall 2016
5/8/17	310	NYS PHAA mileage reimbursement increase (\$1.30 to \$1.35)
5/17/17	180	Violation Policy (approved May 2017 AC)
7/2017	120	Revised language, added Combined Schools Committee responsibilities (Approved Sept. 2015 AC)
7/20/17	410.12	Drone Policy (added)
7/25-26/17	770	Transgender Guidelines (added)
11/15/18	120-7	Combining Teams for Athletic Participation Demerge Protocol
03/20/20	120.4a	edit the header to include 2020-2021
02/01/21	765	Added New policy Whistle-Blower Protection approved 1/20/2021 AC