

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

SECTION VI POLICY MANUAL

May 2010

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Section VI website:

www.section6.wnyric.org

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Athletic Participation

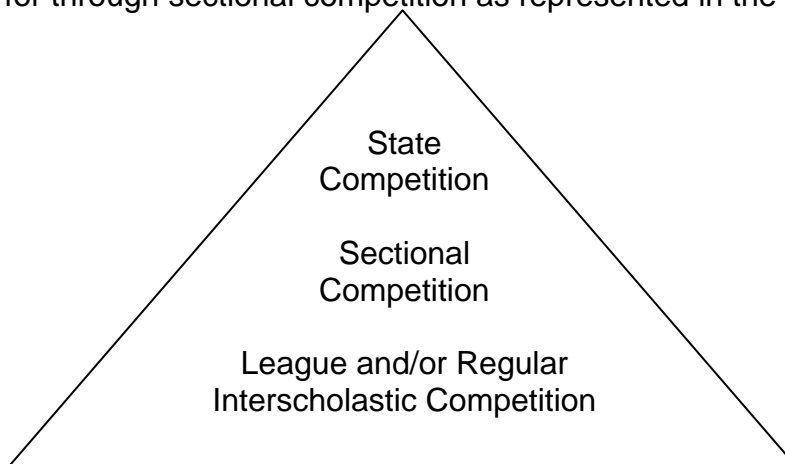
110 Participation Philosophy NYSPHSAA, Section VI

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 that 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) Where required, all teams with a league record of .500 or better will qualify for sectional playoffs. Exception(s):
 - When a team is not competing as a member of a league, an overall record of .500 or better is necessary to qualify for Sectional playoffs.
 - When a league consists of four or fewer teams, the team's overall record will determine qualification for sectional competition.
- b) Where required, all teams with a power rating of 2.0 or better will qualify for sectional playoffs.
 - Currently, specific sports (i.e. cross country, boys and girls basketball) have been granted authorization to conduct an open sectional format on an experimental basis.
 - Football will use Harbin Point system for qualification.
- c) 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.

113 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 identification number, team and school district.

120 Combining Teams for Athletic Participation

The combining of teams from two or more schools in the same district or close proximity to form a single team may be permitted by the Section in order to foster the emergence of a new sport or support a declining (number of participants) sport. 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 and a valid attempt has been made to solicit enough students for a team.
- 120.2 Schools will combine teams for a period of one year. Classifications will be determined by the combined enrollment of both schools.
- 120.3 The Request Form (on the Section VI website - Forms and Information) must be submitted to the following in the order listed for approval:
 - a) All leagues involved.
Federated sports would apply directly to the Athletic Council.
 - b) Athletic Council - via Executive Director.
 - c) N.Y.S.P.H.S.A.A.

It is the responsibility of the Athletic Director(s) of schools involved to see that the request is forwarded to the next level. (It is recommended that copies be made for all concerned.)

- 120.4 Final approval by the Athletic Council must meet the following deadlines:

- Fall Sport: Must be approved by the previous May meeting
- Winter Sport: Must be approved by the September meeting.
- Spring Sport: Must be approved by the January meeting.

Applications received after their deadline will not be considered if the only reason for the lateness is administrative error.

- 120.5 If the request is not approved at the league level, the Section will not hear the request. If the request is not approved at the Section level, the State Association will not hear the request.

If the request is not approved, schools will be notified, in writing, why the request was denied.

- 120.6 A written evaluation must be submitted to the Leagues involved and the Section after the season according to the following schedule:
 - Fall Season: December 1
 - Winter Season: March 1
 - Spring Season: July 1

The written evaluation should include enrollment and participation numbers and what is being done to foster increased participation in each school.

130 Section VI Statement on Mixed Competition

The member schools of Section VI have supported mixed competition since its inception by the SED in 1992. Qualified girls are given the same opportunity as boys to progress to 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 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 must also be approved by the Athletic Council.

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

160 Subdividing a Classification

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

170 Independent Status

A team must notify the Athletic Council on an annual basis if independent status is requested for a sport.

180 Violation of the Commissioner of Education's Regulations

For violations of the Commissioner's Regulations, the following protocol will be followed: The Executive Director will send a letter to the district in violation, with a cc to the league President, requesting that the Section be notified in writing of the action taken by the district. The Section will take disciplinary action if it is determined that the district's response to the infraction was insufficient.

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 the approval of individual leagues.

211 No shows at Sectionals

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 points accumulated by the total number of league games originally scheduled.

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

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

POINT CHART

Winning Points

	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 wins will be the higher seeded team.
If still tied:
- b. The team with the fewest league losses will be the higher seeded team.
If still tied:
- c. The team with the higher winning percentage of games played will be the higher seeded team. Determined by total league wins divided by total league games played. If still tied:
- d. If teams are in the same league, 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.

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, no team shall compete on its home site if multiple sites have been scheduled. Exceptions: if the home field is the only field that's playable or the site was approved in a preseason report by the Athletic Council.

State Competition

310 Travel to State Competition, Including Supervision

Member schools participating in state competition will be responsible for all costs related to that participation. 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 \$1.30 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 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 school will remain financially liable for each coach's seat and for each athlete's seat(s) on the contracted bus.
 - 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 \$1.30 per mile on the state grid (below) and deduct the reimbursement from the total transportation cost.
- d) The remaining balance for transportation expenses will be invoiced to the schools based on a cost per participating athlete.

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.

310.4 Meals:

Schools will be responsible for the cost of athletes' meals at state competition. 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 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)

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 will be 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: If a school suffers loss or damage to an AED that is being used for post-season contests, the Section will be financially responsible.

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 Section VI Safety Policy for Cheerleading (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 membership in the Section 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 must be made to the Section VI for participation in 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.

Central Management of Sports Officials

610 Fingerprinting of Sports Officials

ALL SPORTS OFFICIALS must be fingerprinted and cleared before working any sports contests in Section VI.

620 Subsequent Arrest of Sports Officials - Policy and Procedures

Beginning with the 2003-2004 school year, Section VI has mandated that ALL sports officials be fingerprinted and cleared for employment pursuant to Project SAVE, specifically Part 87 of the Regulations of the Commissioner of Education, in order to officiate any sports contest.

Once a Section VI official has been duly cleared for employment by the State Education Department ("SED"), SED will notify Erie I BOCES Human Resources Office (which acts as the employing covered school for Section VI) of any subsequent criminal history notifications concerning the official. Such notification from SED will include the date of the arrest and court of jurisdiction. Upon receipt of such information, Erie I BOCES will immediately forward same to the Section VI office.

After Section VI is provided with information concerning an official's subsequent arrest, Section VI will determine if the official is listed in the software program for assigning officials, (ArbiterSports.com 2/10/10). One of the following courses of action will be taken:

1. **No Action:** If the official is not listed in the assigning program, the arrest will be recorded in the Section VI fingerprinting data base but no action will be taken regarding the official.
2. **Executive Director Action:** If the official is listed in the assigning program, the official will be informed that he/she must present written documentation, specifically a copy of the arrest/police report regarding the subsequent arrest, to the Executive Director indicating the arrest charge(s) before he/she can officiate any Section VI contest. Upon receipt of this documentation, the Executive Director will evaluate the charge(s) to determine the impact the charge(s) has, if any, on the official's officiating duties:
 - a) If the charge(s) is determined to be of a non-violent nature as well as not harmful to children, the official will be allowed to continue with his/her duties and no further action will be taken.
 - b) If the charge(s) is of a violent nature, harmful to children, such that the impact on officiating duties cannot be determined by the Executive Director, or if the Executive Director otherwise determines that the Official should be removed from his/her officiating duties, the information and/or documentation will immediately be forwarded to the Section VI attorneys (see item 3). Section VI will then inform the arrested official that he/she is on **Temporary Suspension** during which time he/she will not be assigned, and is prohibited from officiating any Section VI sporting contest until Section VI determines the impact the criminal charge(s) has, if any, on his/her officiating duties. Section VI will also remove the official's name from its website listing of officials "cleared for service" and inactivate the official in the assigning program **during the Temporary Suspension.**

3. **Attorney Action:** Upon its receipt of subsequent arrest information from Section VI, the Section attorneys, Hodgson Russ LLP, will evaluate the information received and obtained concerning the official's arrest and contact the Executive Director of Section VI to convey its advice concerning the matter.

If it is determined that the charge(s)/offense(s)/conviction(s) are non-violent, not harmful to children, and there are no other circumstances that would prohibit the official from returning to his/her officiating duties, the official will be informed of the Section's determination and will be returned to the "cleared for service" listing of officials.

If it is determined that there is a relationship between the criminal charge(s)/offense(s)/conviction(s) and the official's service within Section VI, the Executive Director will inform the official and any and all assignors, where applicable, that the official may no longer officiate any sports contest within Section VI. The Executive Director or his designee, will contact each Section VI district where the official recently officiated a sports contest to inform district administrators of the facts of the matter.

630 Assigning of Sports Officials

630.1 Software

ArbiterSports.com will be the program for Central Management and Assigning of Officials beginning with the 2007-08 school year.

630.2 Requirements for Officials

All officials are required to obtain an email account to comply with SAVE legislation and receive assignments.

631 Guidelines for Assigning

The Section VI Guidelines for Computer Assigning of Officials will be followed by all league assigners who share officials.

631.1 Beginning with fall sports 2007, the assignment of officials at the Varsity, JV, and Modified levels for Boys and Girls Soccer, Boys and Girls Volleyball, Field Hockey, Cross Country, Boys and Girls Basketball, Wrestling, and Track and Field will be done at a central location under the auspices of Section VI in ArbiterSports, with input to the assignment process given by all participating leagues. Exceptions are noted in the chart below.

631.2 All leagues that share officials from one organization for a sport, currently Buffalo, ECIC, NFL, NO and Monsignor Martin (MM), must participate and agree to make no assignments until the computer assignment process is completed.

631.3 The assigning process will be conducted by ECIC personnel, approved by the Section and each participating league, with oversight by a representative from each participating league.

631.4 Sports will be assigned as in the chart below. Variations may occur upon agreement of the leagues involved. The central location for computer assigning will be the ECIC office with exceptions noted.

Season	Sport(s)	Level	Central assigning location
Fall	Boys & Girls Soccer	All levels	ECIC office
	Boys & Girls Volleyball	All levels	ECIC office
	Girls Field Hockey	All levels	ECIC office
	Girls Swim	All levels	League Assigned*
	Cross Country	All levels	League Assigned*
Winter	Boys & Girls Basketball	All levels	ECIC office
	Boys Swim	All levels	League Assigned*
	Wrestling	All levels	ECIC, MM League assigned*
			NO assigns NO & NFL contests
Spring	Track	All levels	League Assigned*

* League assigners will assign the contests in their league in cooperation with the other league assigners.

631.5 **Timeline**

An annual Timeline will be established by the assigners of the participating leagues and approved by the Section. The timeline will be posted on the Section VI website and will include deadlines for each of the following:

- a) Schools:
 - Initial drafts and final schedules including non-league games in ArbiterSports
 - Blocking non-preferred officials in ArbiterSports
- b) Officials: Registering and entering availability in ArbiterSports
- c) Officials organizations: Submitting to the Section office updates to:
 - The master roster in ArbiterSports
 - The rankings of current and new officials in ArbiterSports
- d) Assigners:
 - Assigning varsity, JV and modified sports
 - Round Table review and subsequent publishing of assignments

631.6 **Roster of officials**

The roster in ArbiterSports for each organization is the Master Roster for Section VI and will be used for assigning. The sub-assigner for each organization is responsible for submitting roster updates to the Section office each season.

631.7 **Ranking of officials**

- a) For Boys and Girls Basketball, Field Hockey, Boys and Girls Soccer and Girls Volleyball, a ranked list of officials is submitted to the Section office by the schools/sports chairperson and the officials boards by the Timeline date. The lists are blended by the Section office using a formula weighted 2/3 schools and 1/3 officials boards.
- b) For Wrestling, a ranked list of officials that has been already blended with input from schools and officials boards by the Sports Chairperson is submitted to the Section office by the date in Timeline.
- c) For Boys Volleyball, Boys and Girls Swim, Cross Country and Track, ranked lists are provided by the officials board with little or no input from the schools.
- d) The final ranking of each official for each sport will be entered into ArbiterSports by the Section office for use by all assigners.

NOTE: Section VI will continue to evaluate the systems used to rank officials. When appropriate, joint committees will be convened to evaluate the process on a sport specific basis. Joint committees will consist of the Section VI Executive Director, involved OBR's and assigners, and when necessary outside professionals whose expertise is relevant to the task.

631.8 **The assigning process:**

- a) All league, non-league and tournament contests on each school's final schedules will be computer assigned using the following criteria:
 - The "best official available" will be assigned to each game
 - The Section office in conjunction with impacted assigners will determine if a maximum number of assignments per sport/per school is necessary.

- Each League will determine the maximum number of non-preferred officials per sport and notify their member schools of the deadline to enter this information in ArbiterSports before each season begins. The privilege of designating non-preferred officials will be forfeited by schools who fail to submit their ranked list of officials.
 - Each official shall register on ArbiterSports and enter their availability by the deadline posted in the Timeline.
- b) Official assignments for scrimmages will be the responsibility of the schools involved. Schools must verify that the officials used are fingerprinted as per Section VI regulations.
- d) Turnbacks:
- Turnbacks at all levels for computer assigned sports will be handled by league assigners or their designee.
 - Availability and ranking shall determine the assigning of Turnbacks.
 - Officials who turn back assignments without a legitimate reason, as covered by the contract, may have their schedule and/or their ranking adjusted.

631.9 **The review process** for the computer generated assignments:

- a) Purpose: To review the officials' assignments and make modifications if necessary.
- b) Participants:
- The assigner (or designee) from each league
 - A representative from each officials organization involved
- c) Roles:
- The role of each league assigner (or designee) is to review the assignments made and make adjustments where deemed necessary.
 - The role of the Officials Board Representative will be as an advisor only.
- d) Dates: Each review session will be scheduled within one week after the computer assigned run. The date will be included in the Timeline posted on the Section website.
- e) The Section office will be responsible for the notification of all reps of the time and location of the Review Session.

Miscellaneous

710 Section VI Pass Policies

710.1 Bi-Annual Passes (issued every other year)

- a) Section VI passes are good at any contest in Section VI. Home school may refuse pass for admission at tournaments.
- b) Section passes are good for two admissions.
- c) Some conditions may require that the use of passes be suspended by the Section President/ Executive Director. e.g.: Ralph Wilson Stadium Playoffs.
- d) Transferred passes shall be confiscated and returned to the Section VI Executive Director.
- e) The above four items should appear on the back of the 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 shall be 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) Life Time 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 two years
 - Served as Sports Chairperson for one term
 - Served on Sport Committee for 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, click on *Forms and Information*.

720 Sportsmanship Policy

PHILOSOPHY

The member 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. That valuable lessons and learning that occur in these experiences are not possible in the regular classroom setting. Further, 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.
 - 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.
 - Forfeiture: Requires forfeiture of a specific contest(s) but does not necessarily limit eligibility from further competition.
 - Disqualification: Involves disqualification from competition in a specific sport for the remainder of the season.
 - 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.
- g) Section VI recognizes that coaches are school district employees and are therefore subject to varying disciplinary procedure. However, Section VI expects the school districts to impose appropriate penalties when coaches violate the Sportsmanship Standards. Such penalties should be consistent with those in Categories I and II.

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 first hand, 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.

C. Athletic Directors, Coaches, Cheerleader Advisors:

We recognize that each Athletic Director is vital to the direction and success of the interscholastic program in their district on both the long-term and day-to-day basis. They are the "hands-on" leaders.

Athletic Director: Conduct meetings with coaches and cheerleading advisors:

1. Discuss sportsmanship guidelines, including information from Superintendent and Principal's meetings...ENLIST THEIR SUPPORT!!!
2. Attend coaches/advisors meetings
3. Establish custodial follow-up routine with chaperones, administration, participants.

Coaches

1. Attend Athletic Director/Principal's meeting
2. Actively support guidelines...set example
3. Conduct sportsmanship sessions, conveying established guidelines.
4. Recognize players and "Good Examples."

Cheerleading Advisors

1. Attend meetings...become enthusiastic supporters of guidelines.
2. Convey this support to your students.
3. Assume a positive role in pre-game sportsmanship promotions.

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.

The 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 to the Flag. 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 90 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 broadcast.
- 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 When their service is completed, individuals will be recognized for service to the Section with a plaque awarded at the Annual Recognition Dinner in August. Service required is a minimum of 1 term of office.

740.2 These individuals will be granted Section VI Veteran status upon their retirement from public high school. An award (service pin/certificate) will be presented at the Veterans Dinner when the individual retires from school.

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 chairman, 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 chairman, 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 chairman.
- 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 Chairman (or his 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 Chairmen).
- 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 four 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:
 - October: Post-season review of spring sports budgets and venues
Develop budget for the following school year
 - February: Post-season review of fall sports budgets and venues
 - April: Post-season review of winter sports budgets and venues
Annual review of sectional admission prices for approval at the May meeting.
 - July/Aug: Annual review of the Section budget and each sport budget.
Address philosophical issues

910 Fiscal Year

The fiscal year is July-June to coincide with BOCES.

911 Delinquent bills

Delinquent bills that are unpaid will be added to the annual dues statement sent to the member school.

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 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 All purchases for each sport must be approved by the Executive Director.

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 the 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

Two authorizations are required for checks to be written in amounts over \$500: The Treasurer and the Executive Director. (until there is a change with the Treasurer position)

931 Mileage Reimbursement

The Section will reimburse for mileage at the current IRS rate. A reimbursement form must be submitted and approved by the Executive Director.

932 Financial Responsibility for AED damage

The Section will be financially responsible for loss/damage to any school AED used for sectional events

933 Veterans' Recognition Dinner

Cost saving procedures for the annual Veterans' Recognition Dinner will include discontinuation of free refreshments, the group photo and the "save-the-date" mailing. Only the invitation will be mailed.

940 Section Dues

940.1 Section member dues will be used to fund the Section office using a system of 5 classes and a per sport fee.

950 Stabilizing the Budget/ Maintaining the Fund Balance

950.1 The Finance Committee will develop a three-year plan to be reviewed annually that will include:

- a) Adjustment to Section VI dues if necessary as defined in item 9xx.2. Member schools will receive a detailed accounting of their dues as established by the approved budget, prior to each school year.
- b) Controlled usage of the Fund Balance when necessary as defined in item 9xx.2. This usage will be designed with input from the Athletic Council, Executive Committee, Sectional/ Intersectional Committee and Sportchairs and will be used to develop the actual budget.

950.2 Parameters for the Fund Balance:

- a) Amount: 50% of the average operating cost for the previous three years
- b) Limits: Maximum -60% of the average Minimum- 40% of the average
- c) Usage: The Fund Balance will be used when a budget has been exceeded due to unforeseen expenses or decreased sectional income
- d) Adjustments: To bring the Fund Balance back within the limits if exceeded:
 - Below the minimum: Per-sport fee will be increased to raise funds
 - Above the maximum: Per-sport fee will be decreased to reduce funds

950.3 **Excess Funds in the Fund Balance:**

The Fund Balance will be divided into a 3 separate Reserve Accounts designated specifically for:

- a) Sports (65% of the projected expenses for Sports)
- b) Office expenditures (an amount capped at \$50,000)
- c) Special Use: This account will include funds for one-time special expenditures approved by the Athletic Council.

The balance remaining after designated reserves have been set aside will be placed into a Benefits to District Athletics Account for items such as reimbursement for state travel, sports programs enhancements, or other uses as recommended by the Finance Committee and approved by the Athletic Council. The Benefits Account, when used as a reimbursement, will be distributed to districts at a rate of 1/3 per year.

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) Submit above information to the Finance committee for approval
- 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 will be approved by the Athletic Council and posted on the Section VI website.

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

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

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

970.3 Stipends for Media, Sportsmanship and Sports Chairpersons are reviewed and recommended by the Finance Committee.

970.4 Federated Sports - Assigner fees

Section VI will sign a written contract with the assigners for federated sports to pay assigners a stipend for the regular season only. Schools that participate in those sports will be charged an additional per sport fee in their annual dues to cover this expense.