

Items highlighted yellow are incomplete at this writing. See notations

January 15, 2010

Section VI Policies

Table of Contents

(Page #'s will be added when document is finalized)

#	Policy	Page
<u>Athletic Participation</u>		
110	Participation Philosophy	
111	Policy of Excellence	
112	Participation in Multiple Sports.....	
113	Athlete Confidentiality	
120	Combining Teams for Athletic Participation	
130	Mixed Competition	
140	Participation at Shared Services School	
150	Federated Sport - Definition and Requirements.....	
160	Subdividing a Classification	
170	Independent Status.....	
180	Violation of Commissioner's Regulations.....	
<u>Sectional Competition</u>		
210	Sectional Participation	
211	No Shows at Sectionals	
212	Seeding Policy	
220	Sectional Activities Requirements.....	
221	Neutral Sites	
<u>State Competition</u>		
310	Travel to State Competition – Including Supervision	
<u>Safety</u>		
410	Emergency Preparedness and Crowd Control.....	
420	Thunder and Lightning	
430	AEDs	
440	Cheerleading	
450	Wrestling – Mat Dimensions for Sectional Qualifiers	
<u>Membership</u>		
510	Charter School Committee	
511	Guidelines for Charter School Placement	
520	Private and Parochial Schools – Procedures for Membership, Classification, Probation	
<u>Central Management of Sports Officials</u>		
610	Fingerprinting Policy for Sports Officials	
620	Subsequent Arrest of Sports Officials - Policy and Procedures	
630	Assigning of Sports Officials	
631	Guidelines for Computer Assigning	

Miscellaneous

- 710 Section VI Pass Policies
- 720 Sportsmanship Policy
- 730 Media Communication
- 731 Provisions for Telecasting/Broadcasting Section VI Contests.....
- 740 Recognition for Service.....

Grievances

- 810 Eligibility and Grievance Procedures
- 820 Hearing Guidelines
- 830 Protest Procedure for Game, Match or Meet

Finance

- 9xx TBD

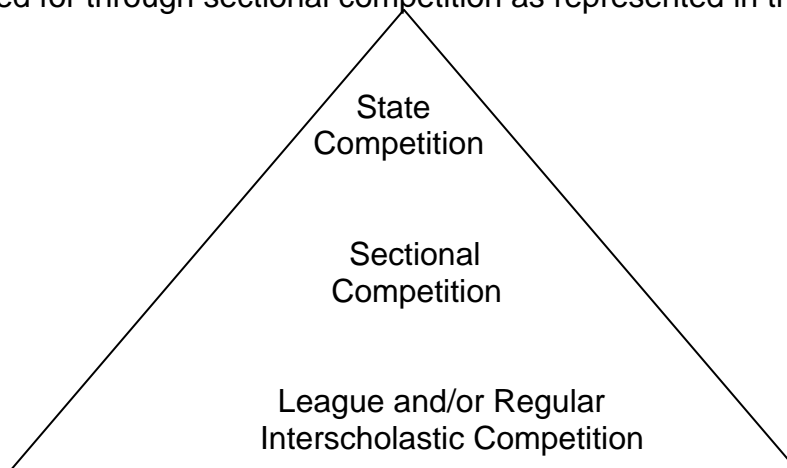
110 Participation Philosophy NYSPHSAA, Section VI

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 time 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 (approved January 2008).

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 (in Section VI Manual - Forms and Information section) must be submitted to the following in the order listed for approval:
 - a) All leagues involved.
Federated sports would apply directly to Section VI Athletic Council.
 - b) Section VI 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 Section level, the State Association will not hear the request.

If the request is not approved, schools ~~should~~**will** be notified, in writing, as to ~~reasons for not approving~~ **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 **figures 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 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 revokes the right to competition against girls throughout 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 originally 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 (approved 3/06)

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 Section VI 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 VII as well as the current Sportchair job description, 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 Approved September 2006
- Boys Lacrosse
- Girls Lacrosse Approved May 2009

160 Subdividing a Classification (approved 9/01)

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 (approved 1/02)

Teams must notify the Athletic Council on an annual basis of each sport in which they claim independent status.

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. (Executive Committee December 2009)

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 (approved 11/98)

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.

211.1 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 must 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						
<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 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 If a team is seeded, they are required to participate as per the "No shows at Sectionals" Policy (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 (approved January 2007)

220 Sectional Activities Requirements

- 220.1 "In order to have a ~~Sectional Match, Meet, or tournament~~ **competition** for a Sectional Championships, there must be a minimum of fifteen (15) public secondary schools competing in that sport on an interschool inter-scholastic basis." All exceptions to the minimum number must be approved by the Section VI 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 Section VI 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, ~~Inc.~~. All exceptions to the minimum number must be approved by the Section VI Athletic Council.

221 Neutral Sites (approved 11/98)

- 221.1 The section expects that all Sportchairs will charge admission to recoup the costs of the ~~facility~~ **venue**. If charging admission is impossible, it is expected that costs will be ~~cut~~ **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.

310 Travel to State Competition, Including Supervision

(approved 3/21/07, revised 3/19/08, 1/21/09, 9/16/09, **Proposed 1/10**)

(State approved 5/09*)

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:**

Effective 1/21/09, 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, as well as the location where the athletes are housed, state competition where the athlete(s) will compete 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 NYSPHSAA for the allowed reimbursement of \$1.30* per mile on the state grid below (for one bus per team) and will forward this reimbursement to the schools upon receipt of funds from the state.

Small Scale Individual Sports and Wrestling: Rifle, Golf, Tennis, Gymnastics and Wrestling. The schools will be responsible for transporting their athletes to state competition and all associated costs.

Large Scale Individual Sports: Bowling, Cross Country, Indoor Track, Track & Field, Swimming (Wrestling-see above)

- a) The Section VI office will contract bus transportation for all 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 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. 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 small scale sports. For large scale sports 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 from 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 being 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

410 Emergency Preparedness and Crowd Control (approved 9/03)

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 and award presentations, 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 a competent 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. (See Section VI Manual - Forms and Information)

420 Thunder and Lightning (approved 1/99 - revised 3/03, 11/04)

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, 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 (effective Feb. 2003)

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, at all 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 (approved 1/99)

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 Section VI Athletic Council strongly recommends that each league accept this same 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. (approved May 2000)

450 Wrestling: Mat Dimensions for Sectional Qualifiers (approved 1/99)

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)

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. (approved May 2007)

511 Section VI Guidelines: Charter Schools (approved 3/19/08 - revised 5/20/09)

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; including 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 willingly accept full 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 in line with all applicable regulations (see #3).
8. Develop and present a short and long range facility plan that assures facility availability during appropriate timeframes 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 along, 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 their 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, and 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 NYSPHSAA, classification is currently 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 to the Section VI Special Committee on Charter Schools by mid-April.

The Committee will review the reports and make their recommendation for 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

Each league is required to submit an annual report on the placement (of the Charter School in its league) by mid-April for review by the Special Committee on Charter Schools, with a subsequent recommendation for placement for the following year for approval at the May Athletic Council meeting (approved May 2007)

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 according to BEDS numbers.
3. A review and potential adjustments will be made annually by the Ad Hoc Committee 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 Private and Parochial Schools

520.1 Procedures

The following procedures will be followed for admitting private and parochial 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 private and parochial school admittance to **the section** ~~chief school officer, high school principal and the athletic director of each member school.~~ A simple majority of the Section VI ~~school membership~~ **districts** voting will be required for approval.
- d) If Section VI membership is not approved, a three-year waiting period goes into 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 Classification Policy

Inasmuch as "private and parochial" schools are able to select students from a significantly larger geographic area than public schools, such schools shall be assigned to one classification higher than their actual enrollment numbers for competition at the sectional level until such time as the review committee can determine the classification as per points.

NOTE: The enrollment of single gender schools will be doubled before assigning the next higher classifications.

520.3 Probationary Policy

Admittance of "private and parochial" schools shall be on a probationary basis for a three-year period with a yearly review of both the membership and classification status by review committee appointed by the president. The review committee shall make its report to the Athletic Council. The review committee shall consider the following:

Review of Membership:

- a) Compliance with all rules and regulations contained in the NYSPHSAA Handbook;
- b) Compliance with the ~~same~~ 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 "private or parochial" school vis-à-vis recruiting students on the basis of their established athletic talents.

Review of Classification:

- a) Consideration of the actual geographic area served by the "private or parochial" school;
- b) Nature of the student body participation in athletics;
- c) Past, present and expected future competitiveness of the "private and parochial" school within the **assigned** classification. ~~assigned.~~

610 Fingerprinting of Sports Officials

Section VI Fingerprint Policy for Sports Officials:

ALL SPORTS OFFICIALS must be fingerprinted and cleared before working any sports contests in Section VI, effective Sept. 1, 2003 (approved by postcard ballot April 2003)

620 Subsequent Arrest of Sports Officials - Policy and Procedures

(approved 11/03, rev 11/04)

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, such information and/or documentation will immediately be forwarded to the attorneys for Section VI, Hodgson Russ LLP. Section VI will then inform the arrested official that he will not be assigned to, and is prohibited to, officiate any Section VI sporting contest until Section VI determines the impact the criminal charge(s) has, if any, on his officiating duties. During this period of time, Section VI will also remove the official's name from its website listing of "officials cleared for service."

Upon its receipt of subsequent arrest information from Section VI, 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. Once the impact of the criminal matter(s) is determined or the charge(s) is disposed of, Section VI will inform the arrested official whether he may once again officiate any sporting contest for Section VI. If it is determined that there is a relationship between the criminal offense 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 will then discuss such matter with the Executive Committee. If the Executive Director is directed by the Executive Committee, the Executive Director or his designee, will also contact any Section VI school where the official recently officiated a sports contest to inform it of the facts of the matter.

630 Assigning of Sports Officials

630.1 Software

TheArbiter.net will be the program for Central Management and Assigning of Officials beginning with the 2007-08 school year. (approved January 2007)

630.2 Requirements for Officials

All officials are required to obtain an email account to comply with SAVE legislation and receive assignments. (approved March 2007)

631 Guidelines for Assigning

The Section VI Guidelines for Computer Assigning Officials agreed to by the assignors on 12/18/06 will be followed by all assigners who share officials. (approved January 2007) This document is currently being updated and will be included in this Policy document when complete.

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 the use of all passes be suspended by the Section President or Executive Director. Example: Ralph Wilson Stadium Playoffs.
- d) Transferred passes shall be confiscated and returned to the Section VI Director.
- e) The above four items should appear on the back of the pass.
- f) Faculty and League passes shall not be honored at Section VI activities.
- g) Each school in Section VI will be allocated five (5) passes – Chief School Officer, a 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 Section VI Athletic Council
 - Section VI Committee Chairpersons
 - Chief School Officers
 - School Principals
 - School Athletic Directors
 - School Coaches (2 per school)
- k) Section VI Service Award Recipients - 20 year 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 "Life Time Pass".
- Responsible for recommending persons for Section VI "Life Time Pass" to ~~Executive Committee~~ Athletic Council for approval.

c) Standards to be used as criteria in determining eligibility for a "Life Time Pass"

- Serve on Athletic Council for two years
- Serve as Sports Chairperson for one term
- Serve on Sport Committee for five years
- Serve as Chairperson of a Committee i.e. Officials Handbook, Classification, etc.
- Serve at least one term as representative to state Central or Executive Committee.

d) The Application Form is in the Section VI Manual - Forms and Information section and is also posted on the Section VI website.

720 Sportsmanship Policy (adopted 5/92)

Groups responsible for Interscholastic Athletics are focusing sharply on sportsmanship. The National Federation, NYSPHSAA, through its sections and other similar organizations are responding to the need for action regarding sportsmanship.

The following proposal is presented to the Athletic Council with the intention of providing an organized, intentional and ongoing plan to promote the values and ideals of sportsmanship in Western New York.

The recommendations included in this proposal are presented to initiate section-wide action that involves a broad base of leadership focused on a common goal.

The theme of this proposal is positive, instructive and enthusiastic...one that encourages leaders to act creatively and one that places a major emphasis on recognition and rewards for exemplary sportsmanship.

The approach toward resolving problems and differences stresses the need to keep these concerns and solutions at the appropriate level and stresses prevention, using punitive rulings as a last resort.

PHILOSOPHY

The members 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 usefully and constructively to the broad goals of education and to 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 skills of a sportsman - honesty - being fair-minded - having 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 - 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 occur in these experiences that are not possible in the regular classroom setting. Further, the standard recognizes the emotional nature of athletic competition and supports the need for all involved to develop the ability to compete with enthusiasm and to accept winning with grace and losing with dignity. When this is accomplished, it demonstrates that these exciting activities are being kept in proper perspective.

- 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 as to bring honor and pride 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, to remember that the opponent also has hopes and aspirations for their team and school.

The 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.

The 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.

The standard also places responsibility on school officials and support groups to respect the game officials and recognize 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 the 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, as a representative body of Section VI, accepts a leadership role in the development, promotion, and implementation of activities intended to ensure a sportsmanlike atmosphere for interscholastic competition. The Council assigns it highest priority to this duty and pledges to provide its time, talent and resources.
- B. The Athletic Council establishes a permanent standing committee on sportsmanship with the charge to plan, promote, implement and review activities designed to accomplish our sportsmanship goals. The committee shall be comprised of an Activity Council and a Review Council.

Activity Council – Pro-active

- 1) Role: It shall be the responsibility of the Activity Council to promote activities through the Section and within its Leagues that encourage and recognize exemplary sportsmanlike conduct.
- 2) Organization: The Council shall consist of a maximum of 13 members as follows:
 - Chairperson: The Section VI Sportsmanship Coordinator
 - Members: One representative from each league and additional members as needed.

Review Council – Re-active

- 1) Role: It shall be the responsibility of this Council to receive, review and rule upon matters properly brought before it.

- 2) Organization: The Council shall be chaired by the President-Elect of the Section Athletic Council. Other members shall include two Central Committee Representatives, two retired Athletic Council members, and two at-large members. The retired and at-large members shall be appointed annually by the President.

The Review Council has the authority to review and rule upon properly received reports of possible violations of standards of Sportsmanship. Their decisions will be rendered only after providing all parties due process. Decisions of this council, or similar league committees will stand. Only appeals regarding process and procedure will be received. Such appeals shall be directed to the appropriate Executive Committees; i.e., Section VI for sectional activities and League for league activities.

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

E. 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 - therefore, 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 to be sent to the school principal (cc: Superintendent 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 to be sent to the Superintendent (cc: Principal and Athletic Director) requiring a written response from the Superintendent to include a description of the action intended to prevent repetition of the incident under consideration.
- c) Notification of Sanctions: A series of stronger measures.
 - Probation The first level of sanction that places the school or team in a probationary status 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) that 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, disrespect for 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 others 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 accept 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) That they 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, never forgetting that such attendance is recognized and appreciated.
- 2) That they 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) That they provide direction and leadership to the high school Principal and Athletic Director through regularly scheduled meetings.
- 4) That they encourage a sportsmanlike attitude among their coaches. This can be reflected in their selection, appointment, and orientation of coaches.
- 5) That they 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) That they 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) That they 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, 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) That they initiate meetings with faculty, students and support groups to clarify the role and intent to Interscholastic competition, and to clarify expectations about the behavior expected at these games and activities.

- 4) That they attend the games and in so doing demonstrate their interest while at the same time being aware of the atmosphere surrounding the games including the attitude and conduct of coaches, players and supporters.
- 5) That they 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: Conducts meetings with coaches and cheerleading advisors:

1. Discuss sportsmanship guidelines. All information from Superintendent/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 "YOUR" sportsmanship session, conveying these guidelines to all.
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 Principal/ Athletic Director/ Cheerleading Advisor: establish a "SPORTSMANSHIP COUNCIL."

Suggested Activities

1. League Sportsmanship Council (Made up of school's sportsmanship Council and Advisors.) Meet 2 to 3 times at different schools...discussions...projects...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"...assist cheerleaders in pre-game promotions:
 - 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 so as 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 all of us - 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 September 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 **as set forth herein** (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 stations will submit names of persons and duties to the Section for approval prior to broadcast.

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. (approved September 2002)

740.2 These individuals will be granted Section VI Veteran status upon their retirement from public high school. (approved September 2002) An award (service pin/certificate) will be presented at the Veterans Dinner when the individual retires from school. (approved January 2002)

810 Eligibility and Grievance Procedures

- 810.1 All requests for grievance hearings shall be carefully considered before initiating a grievance.
- 810.2 All grievances must include the signatures of the school's Athletic Director, High School Principal and Superintendent of Schools.
- 810.3 It is the intent of this procedure to have every effort made to solve the grievance at the earliest possible stage.
- 810.4 All processes as outlined in the New York State Public High School Athletic Association are to be incorporated into this procedure.
- 810.5 Grievance Procedure details: see Section VI Constitution, Article XI.
Grievance Procedure forms: see Section VI Manual - Forms and Information.

820 Hearing Guidelines

The School who initiates the appeal must provide a representative to present the argument for the appeal.

A grievance/appeal hearing is not a judicial proceeding and it should not be either overly formal or informal. Its paramount purpose is to provide an orderly structure and supportive atmosphere within which the parties may present their respective sides of the issue. Command of the hearing is critical to accomplishing this end.

A helpful tool in maintaining control of the hearing is a set of guidelines which will help set the tone and structure of the hearing. Sample guidelines for a typical grievance/appeal are outlined below.

Opening Statement - limited to 5 minutes for grievant and respondent

- a) Call to order
 1. Statements of time, date and location of the hearing.
 2. Reference to grievance/appeal procedure which provides the hearing process.
 3. Statement of the date on which the grievance/ appeal was filed and the dates and methods of notifying the parties regarding the schedule of the hearing.
 4. Reference to any costs that may be incurred as a result of the hearing.
- b) Purpose
 1. Statement of the grievance/appeal.
 2. Identification of grievant(s) and respondent(s) for the record.
- c) Introduction of Section Hearing Officer (SHO)
 1. State Name
 2. Describe role of (SHO)
 - To conduct the hearing in an orderly, impartial manner.
 - To provide an opportunity for full presentation of testimony.
 - To direct the Hearing Panel (Executive Committee) to arrive at an impartial decision based solely on testimony and evidence.
- d) Procedures
 1. Statement as to whether hearing is open or closed. (Individuals not a party to the proceedings may be asked to leave).
 2. Statement of the order in which parties will present evidence and testimony - limited to 15 minutes for grievant and respondent. (Grievant usually starts).
 3. Formal rules of evidence do not apply.
 4. Statement indicating that Hearing Panel may pose questions to any persons involved in the hearing as it is deemed necessary.
 5. Development of the Decision
 - Rendering in writing
 - Timeliness
 - Mailing

- e) Rights
 1. Statement that each party has the right to present evidence.
 2. Statement that each party has the right to cross-examine opposing witness.
 3. Statement that each party has the right to request prohibition of irrelevant evidence.
 4. Statement that each party has the right to obtain a transcript of the proceedings.
 5. Statement regarding each party's right to appeal.
- f) Introduction of Parties for the Record
 1. Each individual who testifies must state his or her name, position and school (if it applies). Attorneys must state name, firm, address and telephone number.
 2. Objections or motions by either party may be made at this point.
 3. Opening statements by either party may be made. They should be brief and unchallenged.

Receipt of Formal Testimony and Evidence

- a) Format
- b) Opening Statements
 1. Grievant/Appellant
 2. Respondent
- c) Presentation of Written Evidence and Testimony
 1. Grievant/Appellant
 - Oral Testimony
 - Documentary Evidence
 - Cross-examination
 - Hearing Panel Question
 2. Respondent
 - Oral Testimony
 - Documentary Evidence
 - Cross-examination
 - Hearing Panel Questions

Closing Statements

- a) Grievant/Appellant
- b) Respondent
- c) Hearing Officer
 1. Decision Date
 2. Availability of transcript of the hearing
 3. Procedures for appeal
 4. Adjournment of the hearing

SPECIAL NOTE: Hearing dates will be postponed only under extreme circumstances. Requests for postponement must be made to the Section Hearing Officer (SHO) at least 48 hours preceding the hearing date.

830 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, the Principal, and the 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 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 hereby 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.