

BAY AREA CONFERENCE

*CONSTITUTION AND
BYLAWS*

2009-2010

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Bay Area Conference Constitution & Bylaws

CONSTITUTION

Article 1. Name and Purpose

- A. The organization shall be known as the Bay Area Conference.*

- B. The Conference includes four leagues: Bay Counties League (BCL), Bay Counties League East (BCL East), Bay Counties League Central (BCL Central) and Bay Counties West (BCL West).*

- C. The purposes of the organization are:*
 - 1. To serve as an organization through which member schools can conduct interscholastic athletic programs.*
 - 2. To be regarded as an education resource to be encouraged and fostered.*
 - 3. To establish the responsibility for the administration of the Leagues' athletic programs.*
 - 4. To provide a Constitution and Bylaws by which the interscholastic programs can be administered.*
 - 5. To promote a code of ethics as established by the Bay Area Conference and to endorse the Code of Ethics as established by the North Coast Section, CIF.*
 - 6. To promote equal opportunities for all students in member schools' athletic programs regardless of race, sex, national origin, ethnicity, sexual orientation, religion or other protected classification. (11/09)*
 - 7. To discourage discrimination of the basis of race, sex, religion, national origin, ethnicity, sexual orientation, religion or other protected classification in the employment of personnel in member schools' athletic programs or in the selection of officers, committee members, or representatives to the North Coast Section, CIF. (11/09)*

Article 2. Membership

- A.** *Schools may apply for membership to the Bay Area Conference (“BAC”) by completing and returning the Membership Application and Checklist (available at Appendix A). Schools must apply prior to October 1st of the preceding year to be eligible for membership (11/09)*
- B.** *After reviewing school’s Membership Application and Checklist, the Commissioner of the BAC will evaluate and guide the applicant through the membership process. (11/09)*
- C.** *Prospective schools must schedule a site visit with the committee between October 1 and December 10 of the preceding school year. During the visit, the committee will review the Application and Checklist and make recommendations to the Athletic Director Committee and Board of Governors.*
- D.** *Applying schools must attend an Athletic Directors meeting, at which time the application may be approved, approved provisionally, or rejected.*

 - 1. Schools approved for full league status will be scheduled into the next year’s competitive varsity schedules.*
 - 2. Schools approved conditionally will have one month from the date of the January meeting to meet any outstanding requirements.*
 - 3. Schools who are rejected may re-apply the following school year.*
- E.** *Applicants must meet the following minimum requirements in order to qualify for and maintain league status:*

 - 1. Be an approved member of the CIF/North Coast Section.*
 - 2. Must be able to field at least, but not limited to, one (1) female gender and one (1) male gender varsity team in the following sport(s) each season:*

 - i. Fall: Boys’ Soccer and Girls’ Volleyball*
 - ii. Winter: Boys’ Basketball and Girls’ Basketball*
 - iii. Spring: Girls’ Soccer or Softball, and Boys’ Volleyball or Baseball*
 - 3. Must have appropriate facilities on or off-campus for league and post-season play.*
 - 4. Must have an Athletic Director in place.*

5. *Athletic Director must attend the BAC Summer Workshop.*
 6. *Must have completed and returned the required Membership Application and Checklists by October 1 of the year prior to desired membership (See Appendix A).*
- F. *Final approval of League membership in the Bay Area Conference will be determined by the North Coast Section Alignment and Classification Committee.*
- G. *A single sex school must field a minimum of one team in each season of sport as indicated in E-2 above.*
- H. *Provisional Status for 1 & 2 year league members. The BAC Board of Governors requires “provisional status” for any new member school to the Bay Area Conference. The purpose of “provisional status” is to facilitate a smooth transition into one of the conference leagues and to evaluate the new school’s participation in the league at the conclusion of the school year. Concerns at the end of the school year may result in an extension of the provisional status or denial of league membership by the Board of Governors (BOG) for the following school year. A satisfactory evaluation secures unencumbered membership to the BAC. The Provisional Status Evaluation Committee will include the league President, BAC Commissioner, and the League Coordinator who will report back to the league BOG with their recommendations. The Board of Governors will consider the recommendations of the committee and make the final decision regarding a school(s) status for the following school year. **Provisional Status Criteria:** Sportsmanship, Adherence to Rules and Regulations, Participation, Organization, adequate and safe facilities, Communication and Coaches Certification [6/06]*
- I. *Supplemental League members:*
1. *Do not have voting privileges at the Board of Governors and Athletic Director meetings, however, supplemental league members may provide input. Coaches may vote for “All League Players” only. [8/07]*
 2. *All supplemental teams in the BAC must play all their contests at the host site of the BAC member schools. Exception, if both schools agree to play home and away. [3/08]*

Article 3. Management

A. The Governing Structure

- 1. The governing body of the Bay Area Conference shall be known as the Board of Governors.*
- 2. The Board of Governors (BOG) shall be composed of the Head/Principal of each member school or an administrator appointed by the Head/Principal of the school.*
- 3. The Advisory Committee to the BOG shall be a committee composed of the Athletic Directors of the member schools and shall be known as the Athletic Directors' Committee.*
- 4. The BOG shall choose four members from the board to represent the Conference on the North Coast Section Board of Managers' (BOM) Committee or may appoint the Conference Commissioner as one of the four representatives for a two-year term.*
- 5. The BOG shall choose two members from the board to represent the Conference on the NCS Eligibility Committee for a two-year term.*
- 6. The BOG shall choose one member from the board to represent the Conference on the NCS Alignment and Classification Committee for a one-year term.*

B. The Duties and Powers of the Board of Governors [BOG].

- 1. To formulate and/or amend the Conference Constitution and Bylaws by a two-thirds vote of the entire Board. (11/09)*
- 2. To ensure that all meetings are conducted pursuant to the "Ralph M. Brown Act" and Robert Rules. (11/09)*
- 3. To impose and enforce penalties for violation of any BAC, NCS, or CIF rules and regulations.*
- 4. To determine what sports or other activities will be conducted by the Conference.*
- 5. To levy any assessments that may be needed to carry on the business of the Conference and/or leagues. [Approval requires a two-thirds vote by the entire Board of Governors]*
- 6. To elect officers to carry on the business of the Conference and/or leagues.*
- 7. To institute and conduct impeachment of its officers. [Action requires a two-thirds vote of the entire BOG]*
- 8. To investigate any student-athlete whose eligibility is in question and to impose penalties on the student-athlete and/or school who has violated the eligibility rules and regulations.*
- 9. To supervise all finances of the Conference.*

10. To align the Conference/League for competition.

10. To solicit, interview, and hire a Conference Commissioner.

Article 4. Committees

- A. The Executive Committee shall consist of the Presidents of all leagues, the Commissioner, and the representatives to the NCS Board of Managers (if they are different than the Presidents of BCL East, Central, BCL or West).*
- B. The Athletic Directors' Committee shall consist of all the Athletic Directors within each league.*
- C. The Protest Committee shall consist of three (3) BOG members appointed by the League President as the need arises. The Board member whose school is involved in the protest may not be a member of the committee.*
- D. The Alignment Committee shall be appointed by the League Presidents within the BAC to deal with matters concerning alignment of member schools between leagues.*
- E. Appeals Committee – Conference Commissioner shall convene 3 hearing panelists not directly associated with the issue. The Commissioner may be a panelist providing the school the Commissioner represents is not involved in the issue. [6/06]*

Article 5. Meetings

- A. The Board of Governors shall hold three meetings annually. These meetings shall be scheduled prior to the NCS Board of Managers' meetings. The meetings shall be referred to as the fall, winter and spring meetings.*
- B. The fall and spring meetings will be held with the entire Board of Governors. The winter meeting will be split, with each league holding their own meeting.*
- C. The spring meeting will be considered the annual meeting where elections will be held for the following year.*
- D. A quorum shall consist of a simple majority of the member schools. The BOG may act by a majority of the quorum, except where otherwise noted. (11/09)*

Article 6. Financial Policy and Audits

- A. *The Board of Governors is responsible for the Conference Finances.*
- B. *The Bay Area Conference shall implement generally accepted accounting principles when handling and disbursing funds.*
- C. *All financial practices and information shall be open to review by Conference schools, NCS personnel, and/or other interested parties. Conference financial records are public information, pursuant to the California Public Records Act. (11/09)*
- D. *It is understood that the NCS or any member school's Head/Principal may request a thorough audit of the Conference. The audit shall consist of a complete examination and assessment of present methodologies, procedures, and policies for administration and control of Conference funds and all financial flows associated and relevant to the Conference. The audit shall conclude with a presentation by the auditor to the BOG, NCS, and/or Heads/Principals requesting the audit. The audit shall not have any items altered or deleted by any person and must be retained in its original form from the auditor. The audit may be conducted by parties who are acceptable to the Conference and the requesting party (ies).*
- E. *Receipts must accompany request for disbursements of Conference funds.*
- F. *The Commissioner, will prepare a preliminary budget to be submitted to the BOG at the spring meeting for review and a final budget at the following fall meeting for approval.*
- G. *Dues [5/07]*
 - 1. *Conference Dues:*

<i>a.</i>	<i>Enrollment of 1-99</i>	<i>\$1,660</i>
<i>b.</i>	<i>Enrollment of 100-199</i>	<i>\$2,035</i>
<i>c.</i>	<i>Enrollment of 200+</i>	<i>\$2,425</i>
 - 2. *Supplemental Dues:*

Any school(s) outside of our conference membership who seeks participation in the Bay Area Conference, as a supplemental league member shall pay pro-rated dues based upon the size of the school. The pro-rated dues shall be 1/6 of the annual dues per sport per gender.

- H. Conference dues are due forty-five (45) days after the first notices are sent to member schools. A second notice will be sent after the forty-five (45) day period if payment has not been received. A 10% penalty will be assessed to the delinquent school(s).*
- I. The BOG may contract with outside entities for services, including audit and legal services. (11/09)*
- J. The BOG reserves the right to refund any extra monies collected at the end of the school year to the conference member schools. If monies are not returned to the conference member schools, the monies will be retained in the conference checking account and carried over to the next school year budget. This will be determined during the Spring BOG meetings. (11/09)*

Article 7. Amendments

- A. The Constitution may be amended by a two-thirds vote of the entire BOG.*
- B. The Constitution, if changed, will be distributed to all Heads, Principals, and Athletic Directors on an annual basis.*

BAY AREA CONFERENCE
BYLAWS

Article 1. Amendments and Meetings

- A. These bylaws may be amended at any meeting of the BOG by a majority vote of those present and voting. The effective date shall be part of each amendment.

- B. A voting Board Member and proxies must be listed on the current CIF Ratification of Approved Voting Representative form. The proxy must be a school administrator.

- C. Each member school shall have one (1) vote.

- D. The “Brown Act” and Robert’s Rules of Order will govern the conduct of all meetings.

Article 2. Governance and Standing Committees

- A. The Board of Governors shall have three (4) officers whose duties are as follows:
 - 1. Four League Presidents (BCL, BCL East, BCL Central, and BCL West) shall be elected at the annual Spring meeting and will begin his/her duties immediately
 - 2. The League Presidents shall be elected for a two (2) year term. Each President shall preside at all meetings of the Board. The League Presidents shall appoint committees as necessary and shall perform such duties as required of a presiding officer.

- B. The Board of Governors shall elect the following:
 - 1. Four Representatives to the NCS Board of Managers (BOM) shall be elected every two years at the spring meeting and will begin his/her duties immediately. These representatives will be elected for a minimum of two (2) years. The Conference Commissioner may be appointed as one of the four Representatives.

2. Two Representatives to the NCS Eligibility Committee shall be elected every two years at the annual spring meeting and will begin his/her duties immediately. These Representatives will be elected for a minimum of two (2) years.
3. One Representative to the NCS Realignment and Classification Committee shall be elected at the annual spring meeting and will begin his/her duties immediately. The Representative will be elected for a one (1) year term.
4. The Athletic Directors' Committee shall nominate a candidate to the BOG for the position of Conference Commissioner annually. The Conference Commissioner is selected by the BOG and appointed to a one (1) year term by the Board of Governors at its annual spring meeting. The Commissioner is ultimately responsible to the BOG and will receive a salary as determined by the Board. The Commissioner's duties and responsibilities are located in Appendix B.
5. The Athletic Directors' Committee shall nominate a candidate to the BOG for the position of Conference Treasurer annually. The BOG selects the Conference Treasurer for a one (1) year term. The Commissioner may also assume the duties of Treasurer. The Treasurer is responsible for all financial matters of the Conference. The Treasurer's duties are located in Appendix C.

C. The Athletic Directors' Committee is an advisory committee to the BOG and is responsible for carrying on the business of their specific league (BCL, BCL East, BCL Central, and BCL West. The following Athletic Directors' Committee decisions are subject to approval by the BOG.

1. nominate officers of the League/Conference to the BOG,
2. curriculum and budget,
3. realignment adjustments between leagues,
4. subcommittees to study, review, or formulate any policies of the League/ Conference, and
5. change the Constitution and Bylaws.

D. The Conference Commissioner shall hire/select the following positions:

1. An Administrative Assistant shall be hired to assist with the Commissioner's duties. The Administrative Assistant's duties and responsibilities are located in Appendix D.

2. Three BAC League Coordinators shall be selected/hired by the Conference Commissioner to serve for a two (2) year term. Athletic Directors interested in this position may apply by submitting a resume to the Commissioner by April 1. The Commissioner shall review resumes, schedule interviews, and make the selection. League Coordinator duties are located in Appendix E.
3. The Conference Commissioner will appoint At-Large Seeding Committee Representatives to the NCS. Their duties are to represent the BCL, BCL East, BCL Central, and BCL West on the NCS At-Large Seeding Committees for the fall, winter, and spring seasons of sport.

E. The Sport Representative is a voluntary two (2) year position selected by the coaches for that particular sport. The Sport Representative's duties and responsibilities are located in Appendix F. (11/09)

Article 3. Eligibility

The Conference eligibility rules shall be consistent with those of the NCS as outlined in the NCS Student Eligibility Bylaws.

Article 4. Code of Ethics

- A. The CIF, NCS, and BAC Codes of Ethics shall govern conduct, ethics, and sportsmanship for all participants, spectators, and others involved in athletics of all member schools. It is particularly noted that the Codes of Ethics apply before, during, and after the contests to coaches as well as players; to administrators as well as staff members; and to spectators, particularly those who have some connection with a member school and for whom the school has responsibility. It is the obligation of all participants of the Bay Area Conference:
1. to emphasize at all times ethical conduct, fair play, and the ideals of good sportsmanship,
 2. to eliminate all elements that might tend to destroy the traditional values of athletic competition,
 3. to stress the values of playing the game fairly,
 4. to be courteous and cordial to visiting teams and officials,
 5. to establish a wholesome relationship between visitors and hosts,

6. to respect the integrity and judgments of sport officials and to follow only formal procedures of protest,
7. to encourage positive leadership, use of initiative and good judgment by all players on the teams,
8. to achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility,
9. to recognize that the purpose of athletics is to promote the physical, mental, social and emotional well being of the individual players, and
10. to remember that an athlete contest is a game and not a matter of life or death, for a player, coach, school, official, fans and community.

Article 5. School Regulations

- A. Awards, Sanctioned Events, Approved Sports, Rules, Game Officials, All Star Competition, etc. are all parts of NCS Bylaw Articles 7, 80, 90, 120 shall be part of the Bay Area Conference Bylaws whenever applicable.
- B. Noise Rules
 - a. Basketball – Noise or distractions are prohibited during free throws.
 - b. Volleyball – Noise or distractions are prohibited after the whistle to signal for the serve.
- B. Qualified Medical Staff **(1/2010)**
 - a. All schools must provide a doctor, nurse, EMT or qualified athletic trainer at all home matches for the following sports: Lacrosse.

Article 6. League Requirements/Alignment

- A. The Bay Area Conference is made up of four (4) leagues: BCL, BCL East, BCL Central, and BCL West. Each league conducts varsity league play in the following sports: Coed-Badminton, Baseball, Boys & Girls Basketball, Boys and Girls Cross Country, Boys and Girls Golf, Lacrosse, Boys and Girls Soccer, Softball, Boys and Girls Swimming, Boys and Girls Tennis, Boys and Girls Track and Field, and Boys and Girls Volleyball.
- B. **Regional League Status:** A Regional League is defined as combining leagues within the east bay or within the west/central bay only. All BCL Regional leagues shall provide junior varsity, frosh/soph or freshman league schedules. A Conference schedule may not be created for JV, Frosh/soph, or a freshman sport. **Process:** A school that has a JV and/or Frosh/soph team may notify the sports rep from the host league to be admitted to the host league during the sport declaration period. The sports declaration date for all leagues is established and posted on the calendar page of the BAC website. [11/09]

1. If a JV league does not have a minimum of four (4) schools participating in a sport, the schools in that league will be included in the regional league schedule, playing double round robin within your league and single round robin in the host (regional) league. [3/09]

- C. A Conference League is defined as combining any East/BCL bay league with West/Central bay leagues. A Conference League will be formulated when one or both leagues cannot field four (4) teams in one sport. If, after the season of sport begins, a league of four (4) schools loses a member school, the league will continue with the remaining schools. [12/08]
- D. **Supplemental League/Teams:** A regional or Conference league is a Supplemental League. Please refer to the Sports Handbook for this league to determine how the League Champion and NCS Automatic Representative are determined. When a league cannot support a minimum of 4 teams in a sport, those teams may be placed in a Regional and/or Conference Supplemental League (11/09)
- E. All supplemental teams that are placed into any Bay Area Conference league must play all their contests at the host site of the Bay Area Conference member schools unless both schools agree to the change in venue (contest site). [4/08]
- F. Four or more member schools must field a varsity team in a particular sport to have that sport be considered for league play.
- G. Discontinued Sport Program(s)
 - 1. A school which drops a team from the league schedule one week after the NCS official season of sport begins is required to play a non-league schedule for one (1) year prior to being admitted back into the league schedule. [3/08]
 - 2. If a program was dropped due to hardship, an appeal may be made to the Conference Commissioner.
 - 3. Any school which fails to field a required varsity boys' and varsity girls' team in each of the three seasons of sport (fall, winter, spring); will be placed on probation for one (1) year. Single sex schools need only to participate in the required sport in each season of sport. If after

one (1) year, the school has not fielded the required team, the school may lose its membership status in the Bay Area Conference and subsequent League affiliation. The decision to terminate league membership will be made by the North Coast Section Alignment/Classification Committee. Appeal of this decision may be made through the NCS Appeal process. The school in question may reapply to the BAC when it is able to meet Conference and League requirements for participation. (11/09)

4. If a league falls below the minimum of 4-teams in a sport, another school in the Region (not in the under represented league) may voluntarily request to be placed in that league sport for one calendar year. The under represented league can only add teams up to the minimum required by NCS, four teams. The league from which the school is voluntarily requesting movement cannot be left with less than 5 schools in the league. If more than one school volunteers, the following tiebreaker procedure will determine which school is moved to the under represented league. (10/09)

From the previous years results:

- Head to Head in league play
- Head to Head in order of league finish
- Lowest winning percentage in league
- Coin flip

H. Changes in Conference inter/intra-league alignment may be made by a two-thirds vote of the BOG.

I. Student Athlete Participation in Same Season [1/06]

1. A student athlete must participate in at least half of the league contests in a particular sport in order for the student to be recognized by the BAC as a viable member of a sports team.
2. The Conference Commissioner must approve any exceptions to this rule prior to a student's participation in a championship event. (11/09)
 - a. Exception for Girls & Boys Varsity JV tennis players that have competed at least half of the JV league tennis schedule will qualify for playing on the varsity team when the league format changes from 3-2 to a 4-3 in the league championship events. (10/09)

- J. Floating Varsity & Junior Varsity Players: If a Junior Varsity player(s) participates in a Varsity league game, he/she is no longer eligible to participate in a Junior Varsity league game with the following exceptions: Basketball, Soccer, Volleyball:
1. Each entry by a “floating” Varsity or Junior Varsity player to a game, counts against the players maximum number of contests allowed according to NCS Regulation #104H in the Sports and General Ruling Handbook.
 2. **Basketball - Up to three (3) players may “float” between Varsity and Junior Varsity league contests in any one-day. (see NCS Sports & General Ruling Handbook 106H & 107H for further restrictions). [08/09]**
 3. Soccer – Up to five (5) players may “float” between Varsity and Junior Varsity league contests in one-day. The opposing team must be notified of the players that are being floated.
 4. Volleyball – Up to three (3) players may “float” between Varsity and Junior Varsity league volleyball contests in any one-day. Players must be designated in the scorebooks prior to the start of the day’s contest.
- K. Seniors may not participate on a JV team unless authorized by the BAC Commissioner. (6/06)
- L. Forfeitures or Postponements: If forfeitures or postponements are absolutely necessary, the Athletic Director of the forfeiting or postponing school must contact the Athletic Director or Head/Principal of the opposing school, to explain the circumstances. **(Please refer to NCS Bylaw 219 B.2 for acceptable and unacceptable reasons for forfeitures.)** Every effort should be made to reschedule the contest. Costs incurred by forfeiture or rescheduling shall be paid by the forfeiting/rescheduling school.
- M. League Playoff/Tie Break Procedures – **Refer to NCS General Ruling Handbook – Page 16 Section 21.506H**
- a. A final date for League competition will be established in each sport. The Commissioner may grant exceptions to the deadline.
 - b. Each league’s Athletic Directors Committee will determine bracketing for league playoffs.

- c. There are no sub-varsity playoffs.
- d. Each league will identify tie breaking procedures and place in the Sports Handbook.
- e. ***Tie Breaking Procedures:** if no other procedures have been established in the respective Leagues Sports Handbook, the following procedures will be used:
 - i. To break a tie for all seeds except the last seed (to be done in the following order):
 1. Head to Head competition
 2. Win-Loss record against all other teams in their order of league finish, beginning with the first place team.
 3. Games (not matches) won “head to head” against teams tied. [Volleyball only]
 4. Tie breaker drawing will determine seeding purposes and home site. If there are more than two teams tied, the tiebreaker drawings is first done for highest seed, and then repeat this same procedure for the lower seeds. [3/08]
 - ii. To break a tie for the last seeded position (to be done in the following order):
 1. Head to Head competition
 2. Win-Loss record against all other teams in their order of league finish, beginning with the first place team.
 3. Games (not matches) won “head to head” against team tied with [Volleyball only]
 4. If two teams are tied, a tie-breaking game will be held between the two teams. Every effort will be made to secure a neutral site. If a neutral site cannot be secured, a coin flip will determine home site.
 5. When three or more teams are tied, the tiebreaker drawing will eliminate all but two teams. Repeat process b.1-4 to determine last place seed.

N. Individual(s) and school teams who qualify to participate in either BAC/BCL or NCS championship events are required to participate. Individual(s) or school teams that fail to participate in the BAC/BCL or NCS events are subject

to sanctions imposed by a hearing panel of the host league. **Sanctions Procedures:** The hearing panel will consist of 3-three League Coordinators. The hearing will be held within ten (10) days of the school's decision to withdraw from the playoffs. Schools will be given an opportunity to address the panel and have a representative of their choice present during the hearing. Both the school and the conference may present evidence and witnesses. An appeal may be made to the BAC Commissioner. (Approved 9/04). The decision of the Commissioner will be final.

- O. Freshman, sophomore and/or Junior Varsity Champions are designated by round robin league play, unless otherwise indicated.
- P. On a rotational basis, each school has the responsibility for conducting League playoffs. [See Appendix D of the BCL Sports Handbook for playoff assignments.

Q. No Play Dates for League Schedules

- Schools shall submit a number of Category "A" No Play Dates, not to exceed the number listed below. Category "B" No Play Dates may be submitted for consideration but not required by the Sports Representative/Commissioner to accommodate.
- Category "A"- Mandatory Implementation-not to exceed ...
Fall Season: 7 days
Winter Season: 5 days after Christmas/Winter holiday break
Spring Season: 10 days
National Holidays: Labor Day, Veterans Day, Martin Luther King Day, Presidents Day, Memorial Day
- Category "B"- Not Mandatory Implementation-considered, but not required
- You may petition an "Exception" to Category A to the League Commissioner within 5 days of receipt of the league schedule. The Commissioners decision is final. There are no appeals.
- Possible exceptions to Category "A" may include:
 - League Playoffs and Track & Field meets **(BOG 1/21/10)**

Article 7. Game Officials

- A. Officials for all League contests shall come from NCS accredited official associations according to NCS Bylaw #506.2.

- B. Any person who is or has been employed by a participating school shall not officiate in any varsity contests.
- C. The minimum number of officials for League contests shall be two (2) for all sports at all levels of play. Three (3) officials are recommended for soccer
- D. The home team is responsible for the officials.
 - a. If no officials appear, the game will be rescheduled at the home of the visiting team and the original home team will pay for the officials.
 - b. If only one official appears at the game site, the visiting team has the option of playing the game with only one (1) official, or rescheduling the game with the same conditions as stated in #1 above. If the visiting team agrees to play the game, the decision is final and not subject to subsequent protest [playing game with one (1) official]
- B. An adult or qualified student as determined by the host Athletic Director will be seated at the scoring table for all League basketball games. The person will either keep the official scorebook; operate the scoreboard, or shot clock.

Any official association in the North Coast Section and/or Central Coast Section may be contracted to officiate Bay Area Conference, BCL, BCL East, BCL Central and BCL West semi/final playoffs or championship events. (Coaches may recommend to the BAC Commissioner an association for the semi/final playoffs or championship events). [4/07]

Article 8. Violations/Protests/Ejections Procedures

- A. All protests pertaining to eligibility, violations of either the League and/or NCS and CIF Code of Ethics, improper facilities, officials, or any other violation of League, NCS or CIF rules must be filed according to the following procedures:
 - 1. Immediately following the incident about which the protest will be filed, the protesting school must inform the opposing school and game officials that such a protest may be filed. All efforts should be made to reach a satisfactory conclusion of the difficulty unless specific League prohibitions and sanctions are involved.

2. If an accommodation is not possible, a written protest must then be filed with the opposing school and game officials. This protest must be a complete account of what occurred. It must include names and addresses of game officials. (See Appendix F, Sports Handbook)
3. Copies of the protest must be mailed within five (5) school days to the Commissioner, Head/Principal and Athletic Director of the opposing school.
4. Within two (2) school days after receiving the letter of protest, the school or person about whom the protest is being made may file a statement concerning the incident. Copies of the statement must be sent to the Commissioner, Head/Principal and Athletic Director of the school making the protest. At this point a resolution may still occur between the two parties.
5. Upon receipt of all the data from both schools in question, the Commissioner will investigate and hold a hearing [or at his/her discretion, ask the League President to install a committee of three (3) board members to hear the issue] within one (1) week and will render a decision within two (2) days of the hearing. The decision must be in writing and mailed to all parties involved and to the Heads/Principals of all League schools.
6. In case the Commissioner or the Commissioner's school is involved, the League President will appoint a protest committee [three (3) Board members] to investigate and hold a hearing. In all cases only non-involved schools and administrators will formally hear and decide on the issue. This committee will render a decision within two (2) days of the hearing and mail copies of the decision to all League member schools.
7. Either side of the dispute may appeal the decision of the League to the appropriate committee of the NCS.
8. If the protesting party does not follow the steps outlined in #1-#3 above in detail, the protest will be disallowed and no action will be taken.
9. Penalties must be reasonable and in accord with the seriousness of the infraction. Game expulsions carry specific sanctions as noted below.

B. Violations by an individual may not only result in his/her suspension from participation as a team member or coach, but also may result in action being taken against the school and/or team represented by that individual.

- C. In case of a protest that resulted in a coach or school official removing his/her team from play because in his/her judgment the safety of the individuals was in jeopardy, the decision of the protest must include whether the contest will be forfeited or replayed.
- D. Violation of the NCS Maximum Number of Contests
1. It is the responsibility of every school Head/Principal, through his/her Athletic Director, to ensure that his/her school complies with the maximum contest limit. In addition, as a matter of record, A D's are required to submit complete schedules to the BAC Commissioner prior to each season of sport. These schedules should include the assumption that the school will play the maximum number of possible games in any tournaments listed and should specify the number.
 2. First Offense: In the event that a League team appears to be on a path toward exceeding the NCS contest limit in a given season, that team is required to play out its full League schedule of commitments. If this results in that team, in the end, violating the NCS maximum contest limit, that team will be prohibited from participating in that year's League playoffs in that sport. In addition, the following year's team, of the offending school, will have its preseason contest limit, in that sport, reduced by two (2) contests. In such circumstances, the League Commissioner will, by letter, inform the Head/Principal of the offending school about each of the sanctions.
 3. Second Offense: Should a school violate the NCS contest limit a second time within three (3) years of the first infraction, for the same or a different sport, the offending team will be prohibited from participating in the League playoffs that year, and the following year's team, of the offending school, in that sport, will have its preseason contest limit reduced by three (3) contests. The offending school will also be prohibited from participating in any League playoffs, in any sport, the following year. It is further required that a statement of this sanction be included in one of the school's student, parent, and alumni publications. In such a circumstance, the Conference Commissioner will, by letter, inform the Head/Principal of the offending school about each of the sanctions.

E. The BAC/NCS Ejection Policy

Coach/Player

1. Every player [on all levels] and coach must read and sign a copy of the NCS Ejection Policy before participating in an interscholastic contest.
2. Notification Procedures: Coaches of the Bay Area Conference are required to notify the Conference Commissioner and their Athletic Director (orally or in writing) of any player ejected from a pre-season, league, tournament or post-season contest by 12:00 noon the day following the infraction. If a player is ejected from a contest for unsportsmanlike conduct or dangerous play, NCS requires a next game suspension. **Additionally, the Bay Area Conference imposes an additional one (1) game suspension for unsportsmanlike conduct. (Total of 2 contests suspension for all pre season, league and post season play) Please refer to NCS Bylaw-Ejection Policy Article 40. (8/09)**
3. Referee/Official Assault: Any player who makes inappropriate physical contact (including but not limited to bumping, pushing, or striking) an official will be ejected from the contest in accordance with NCS Ejection Policies and prohibited from further participation for the remainder of the current sport season.
 - a. Appeals Process: The student in question may appeal the "Referee/Official Assault Rule" by submitting a letter of protest to the League President within 24 hours of being notified of the sanction. The League President shall, upon receipt of the letter of protest:
 1. respond by forming an Appeals Committee, to be chaired by the League President.
 2. appoint two other Heads of Schools to form an Appeals Committee of three (3) members (League President plus two other Heads of Schools). The Appeals Committee may not be comprised of any interested parties. If the League President is one of the interested parties, then another Head of School will be appointed by the League Commissioner.
 3. schedule a hearing within two (2) working days from receipt of the letter of protest.

4. the decision of the Appeals Committee will be announced at the conclusion of the Appeals Committee Meeting.
 5. The parties may mutually agree to extend the timelines set forth above. (11/09)
- b. If the Official/Referee Assault occurs in an NCS Championship Match the student in question will be suspended for the first three (3) contests of the next season of sport in which they participate.

Ejection of Coach:

1. Any coach ejected from any pre-season, league, post-season or tournament contest will be prohibited from coaching in the next contest.
2. Notification Procedures: Coaches are required to notify the Conference Commissioner and their Athletic Director by 12:00 noon the day following the infraction. (If the coach is an Athletic Director, he/she must notify their Head/Principal and the Conference Commissioner by 12:00 noon the day following the infraction.

Article 9. Recruitment

The North Coast Section of the CIF prohibits the recruitment of students to high schools for athletic purposes. [See NCS Student Eligibility Bylaws, Section 24601] This prohibition at first glance may appear to be in conflict with the common practice of independent and parochial high schools soliciting students to benefit from their comprehensive programs. The following statement of policy from the Bay Area Conference [BAC] is intended to clarify the boundaries between legal and illegal recruitment of student-athletes. It is provided here as a means of protection for students, parents, and coaches and to ensure our students of “level playing fields”.

Bay Area Conference schools view athletics as an essential and integral part of a liberal arts education. It is therefore reasonable that students and parents will be interested in the qualities of a prospective school’s athletic program. It is also reasonable that a school’s employees will be proud of, and eager to improve, their athletic programs. The following **Principals of Good Practice** are intended to help students, parent and

school personnel to solicit and provide necessary information and insights without crossing the line of illegal recruitment.

CIF, NCS, and/or BAC sanctions may be brought against a coach, school, and/or recruited student-athlete, if a recruiting violation is verified.

Principals of Good Practice

1. A high school **coach** is prohibited from initiating conversation with a prospective student concerning attendance at the coach's school. This includes off-campus overtures or conversations that occur before or during the admissions process. The only exception to this prohibition is that coaches may speak with prospective student-athletes and/or parents during the normal admissions campus visits. **Note: A coach is interpreted as any adult who assists with the athletic programs, in either a paid or voluntary capacity, and who thereby has a vested interest in attracting certain student athletes to his/her school.**
2. When approached by interested student-athletes or their parents outside the normal admissions process, a coach is required to refer either or both parties to the Head of School/Principal of the coach's school or his/her designee.
3. When prospective student-athletes visit a school's campus, they should be provided information about athletics in the same manner as they receive information about other departments of the school.
4. Excessive financial assistance [significantly beyond the family's demonstrated need] for the purpose of attracting a student-athlete is viewed as illegal recruitment.

Should a student-athlete or parent feel that the student's admission process is being, or has been, compromised by a school's deviation from the above Principals of Good Practice, the Head of School/Principal of the offending school, the League President, and/or the Conference Commissioner should be immediately contacted.

APPENDIX A: BAY AREA CONFERENCE MEMBERSHIP APPLICATION

In order to be considered for admission in the Bay Area Conference, this application and accompanying checklist must be completed. No questions may be left unanswered.

SCHOOL NAME: _____

ADDRESS: _____

HEAD OF SCHOOL: _____

PHONE: _____ FAX: _____

E-MAIL: _____

DIRECTOR OF ATHLETICS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

SITE VISIT: _____

(List at least three dates when the committee may visit your campus to review your application and evaluate your program. Both the Head of School and the Director of Athletics must be on campus and available to meet with the committee on the day of the visit.)

STATEMENT OF INTENT TO JOIN THE BAY AREA CONFERENCE: Please attach written information about your school that includes, but is not necessarily limited, to the following items:

1. History of the school,
2. Sport teams that the school currently fields,
3. Future sports that the school plans to offer,
4. Former league affiliations,
5. Current league affiliations,
6. School's philosophy about interscholastic competition in athletics,
7. Description of adequate facilities for league playoff competition.

**COMPLETE THIS APPLICATION AND RETURN IT WITH THE ATTACHED
CHECKLISTS TO THE
BAY AREA CONFERENCE BY NOON, OCTOBER 1.**

MEMBERSHIP CHECKLIST

This checklist is intended as a research tool and an outline of the minimum financial and resource obligations for schools applying for Bay Area Conference membership.

DUES AND EQUIPMENT	Yes	No	Cost
CIF Membership			
NCS Dues			
Bay Area Conference Dues1-99 \$1660 ,100-199 \$2035,200+ 2425 - students			
No. of uniforms per sport (NFHS standards)			
Equipment per sport (balls, bats, etc., NFHS)			
NFHS rule books per sport			
OTHER OBLIGATIONS			
Head and A.D. agree to attend regularly scheduled meetings			
A.D. hired and in place			
A.D. agrees to attend Summer A.D. Workshop			
Head of School and Athletic Director schedule and attend an "In-House NCS Eligibility Workshop" prior to Sept 12 of the upcoming NCS Fall season of sport. Fees for the workshop to be paid for by the school applying for league membership. (approved 4/05)			
Head of School and A.D. have read CIF/NCS Constitution, and Sports and General Rulings Handbook			
Head and A.D. have read Bay Area Conference Constitution and appropriate Sports Handbook			
A copy of your school calendar, which lists all school holidays and special events			

**COMPLETE THIS CHECKLIST AND RETURN IT WITH THE
ATTACHED APPLICATION TO THE
BAY AREA CONFERENCE BY NOON, OCTOBER 1.**

FACILITIES CHECKLIST

SPORT	PRACTICE SITE	GAME SITE	REFEREES ASSOC.	TYPE OF TRANSPORTATION (i.e. bus, vans, parents)
Boys' Soccer				
Girls' Volleyball				
Boys' Basketball				
Girls' Basketball				
Girls' Soccer or Softball				
Boys' Volleyball or Baseball				

OTHER SPORTS:

COMPLETE THIS CHECKLIST AND RETURN IT WITH THE ATTACHED APPLICATION TO THE BAY AREA CONFERENCE BY NOON, OCTOBER 1.

APPENDIX B: COMMISSIONER'S DUTIES AND RESPONSIBILITIES+

1. attend NCS Commissioner Workshop in August,
2. create agendas for all Athletic Director and Board of Governor meetings,
3. attend all BAC League meetings, BOG meetings, NCS BOM meetings, and NCS Sports Advisory Committee (SAC) meetings,
4. keep League Presidents informed of issues concerning them,
5. The Commissioner must follow the Education Code and the Title IX with regard to equal opportunity. (11/09)
6. know and enforce Conference Constitution/Bylaws and League Sports Handbooks,
7. coordinate the following with League Coordinators: schedules, playoffs, Constitution/Bylaws, awards
8. appoint representatives to all NCS committees,
9. maintain communication between all members of the Bay Area Conference,
10. settle disputes (only when League Coordinators cannot),
11. organize committees when necessary,
12. know and support NCS/CIF rules and regulations,
13. encourage intra-conference play in pre-season,
14. reinforce and support the values of athletics: sportsmanship, fair play, hospitality, good will between schools, etc.,
15. manage a part-time Administrative Assistant and office,
16. file all eligibility transfers/waivers,
17. ensure equal opportunity for both boys and girls,
18. enforce all NFHS sport rules,
19. conduct "AD Workshop" for new Athletic Directors,
20. set goals each year to enhance the conference/leagues,
21. assume League Coordinator's responsibilities when the need arises,
22. assume Sport Rep's responsibilities for scheduling when the need arises,
23. Administrate Treasurer's duties by the BOG,
24. encourage professional development of all Athletic Directors in the Conference,
25. evaluate admission of new schools into the league,
26. attend coaches meetings when appropriate, and
27. supervise selection process for NCS Sportsmanship Banner Award.
28. attend CSADA conference

APPENDIX C: TREASURER'S DUTIES AND RESPONSIBILITIES

1. keep records of all Conference proceedings,
2. balance checkbook on a monthly basis,
3. have charge of all Conference funds,
4. have knowledge of Excel,
5. work with outside company regarding payroll,
6. present a complete written financial statement of the previous fiscal year to the BOG at the Fall Meeting,
7. present a proposed budget to the BOG for review at the Spring meeting, and the final budget at the Fall meeting for approval, and
8. inform the school in charge of the League Championships to the budget within which they must conduct their championships.

APPENDIX D: ADMINISTRATIVE ASSISTANT DUTIES AND RESPONSIBILITIES

1. receive declarations from each school by due date, notify Sports Rep of participating schools,
2. collect master schedules for Varsity and J.V. sports from Sports Rep; type, review and distribute to all involved schools,
3. obtain league scores from home team coaches and maintain conference/league standings via conference web page,
4. update all pages of the conference website regularly with any changes, corrections and updates,
5. reserve fields for BCL West & Central field sports with San Francisco Rec & Park,
6. maintain yearly ejection and probation summaries for all schools,
7. maintain all conference records/files,
8. keep records of: League Records, Team Championships, and All-League Players,
9. maintain Conference Constitution/Bylaws and League Sports Handbooks, providing each school with an updated version annually,
10. answer phone, e-mails and faxes,
11. distribute all NCS/Conference/League information to conference schools,
12. attend all Athletic Director meetings and Board of Governor meetings, take minutes, type and distribute,
13. attend NCS BOM meetings when commissioner is absent,
14. know Conference Constitution/Bylaws and League Sports Handbooks,
15. know NCS/CIF Constitution/Bylaws/Sports Rules Handbook,
16. maintain office/conference supplies,
17. maintain close communication with the Conference Commissioner, League Coordinators and Sports Reps,
18. create and maintain a Tournament Director Packet to support the Championship Directors,
19. order all awards for each sport and distribute to appropriate Tournament Directors,
20. receive All-League rosters from Sports Rep, type and distribute All-League Certificates,
21. Send 1st and 2nd Team All-League and MVP names to appropriate newspapers for printing,
22. assist the Commissioner as needed.

APPENDIX E: LEAGUE COORDINATOR DUTIES AND RESPONSIBILITIES

1. facilitate all league meetings,
2. ensure results of varsity contests are reported to the BAC in a timely fashion,
3. ensure league schedules, All-League selection process and list of All-League/MVP players get sent to Commissioner in a timely manner,
4. supervise the Sports Representatives,
5. meet with the Conference Commissioner at the beginning of the school year,
6. settle disputes (rule interpretations, sportsmanship issues, forfeits, etc.) as the second stage of appeal process,
7. know and enforce BAC League Constitution/Bylaws and Sport Rule Handbooks,
8. know and enforce NCS/CIF rules and regulations,
9. enforce all NFHS rules,
10. reinforce and support the value of athletics: sportsmanship, fair play, hospitality, and good will between schools, etc.,
11. maintain effective communication with the Conference Commissioner,
12. stand in for anyone who is unable to attend the NCS At-Large Seeding meetings,
13. attend League Championship events when available.

APPENDIX F: SPORTS REPRESENTATIVE DUTIES & RESPONSIBILITIES (2 year rotation)

The only decisions the coaches have full and complete authority over is the selection of the league MVP, 1st & 2nd Team All League and Honorable Mention players. The Athletic Directors Committee and/or the Board of Governors make all other decisions. Proposals need to be submitted to the AD Committee on all issues other the selection of player recognition awards. (See Proposal Forms in Appendix of the Sports Handbook)

1. Develop tentative master schedules for varsity and J.V. (when applicable) and send to BAC office for final approval, confirmation and distribution. Check with your League Coordinator to determine if the schedule is a league, regional, or conference schedule.
2. Get the email addresses of all coaches for effective communication.
3. Facilitate coaches meetings: It is recommended that the Sports Rep facilitate at least two coaches meetings in their respective sport: one prior to the season and one immediately at the conclusion of the season.
4. Settle disputes regarding sport rules/interpretations as the first level of appeals process. Second level of the appeals process is handled by League Coordinator, third level by the Conference Commissioner
5. **Develop an agenda for each meeting and email to all coaches one week prior to meeting.**
 - a. At the **pre-season meeting agenda**:
 1. Proposals for consideration by the Athletic Directors' Committee (send to Commissioner within one week after meeting),
 2. Specific sport issues: rule changes, sportsmanship, ejection policy/procedures, collegiality among coaches, etc.,
 3. Reporting of varsity game scores to Commissioner's office,
 4. Playoffs: hosting school, site, playoff structure,
 5. League Sports Handbook, NCS Sports Handbook,
 6. Reporting scores to the local media,
 7. Discuss playoff format (see Sports Handbook Playoff Formats)
 8. Notify league member schools if you are not going to participate in the NCS playoff prior to the NCS At-Large meetings.
 9. Set post-season meeting date.
 - b. At the **post-season meeting agenda**
 1. Select 1st and 2nd Team All-League/MVP players Honorable Mention Players. (Send first/last name/school/award received to the BAC office immediately)
 2. Discuss season issues regarding your sport,
 3. Draft proposals (Appendix F, Sports Handbook) for consideration by the Athletic Directors' Committee (send to Commissioner, within one week of the meeting, for addition to the AD Committee agenda),
 4. Discuss league schedule for next school year,
 5. **Select Sports Rep for the following season when your 2-year commitment is completed.**
 6. Set meeting date for the following school year.

4. Scheduling instructions (Approved 3/06)

1. Spring Season of Sport: League play cannot begin earlier than 14 days from the official starting day of the NCS season of sport.
2. Alternate home/away each year
3. Develop schedule working backwards from the NCS seeding date.
Allow for playoffs and a make up game date

5.No Play Dates: the following are required no play dates to be determined by each school: (Approved 01/2010)

- a. Fall-7 days
- b. Winter-5 days following Christmas/Winter break (January 1st)
- c. Spring-10 days
- d. Labor Day, Veterans Day, Martin Luther King Day, Presidents Day, Memorial Day

6. Have coaches submit proposals to you to be placed on the agenda 2 weeks prior to the meeting.