

**BCL  
SPORTS  
HANDBOOK**

**2010-2011**

# SPORTS HANDBOOK

## TABLE OF CONTENTS

A. General Rulings.....	3
B. Sportsmanship.....	4
C. Recruitment.....	5
D. Badminton (Co-ed).....	6
E. Baseball.....	6
F. Basketball (Boys and Girls).....	7
G. Cross Country (Boys and Girls).....	7
H. Golf (Boys and Girls).....	8
I. Lacrosse.....	10
J. Soccer (Boys and Girls).....	10
K. Softball.....	10
L. Swimming (Boys and Girls).....	12
M. Tennis (Boys and Girls).....	13
N. Track and Field (Boys and Girls).....	13
O. Volleyball (Girls).....	15
P. Volleyball (Boys).....	16
Q. Tie breaker procedures.....	18

### APPENDIX

APPENDIX A – BCL All-League Selection Processes/Form.....	19
APPENDIX B – Playoff Formats – BCL .....	23
APPENDIX C – Championship Directors.....	25
APPENDIX D – Sportsmanship Complaint Procedure.....	26
APPENDIX E – Protest Procedure.....	28
APPENDIX F – Check Request/Reimbursement Form.....	29
APPENDIX G – Proposal Form.....	30

# BAY AREA CONFERENCE

## BCL Sports Handbook

The North Coast Section Sports and General Rulings Handbook contain NCS policies, regulations, and pertinent information about specific sports and general interscholastic competition. The **BCL Sports Handbook** serves as an additional reference guide for regulations and procedures that are specific to the Bay Area Conference (BAC) BCL interscholastic competition. It is the responsibility of all Athletic Directors to read and understand the materials in the BCL, BCL East, BCL Central, and BCL West Sports Handbooks and to inform their respective coaches of the guidelines under which they must conduct their specific sport(s).

### A. GENERAL RULINGS

1. The BAC official season of sport and maximum number of games shall not exceed the North Coast Section (NCS) maximum number of games and/or control scrimmages.
2. No more than two non-league or league games may be scheduled per week. Exceptions are:
  - a. Tournaments [no more than 5 per week] or
  - b. When two/three games must be played due to a necessary rescheduling of the contests. Note: If a third contests in necessary, all efforts are to be made to schedule the third contest on a Saturday.
3. BAC contests are scheduled for a 4:00pm start, however due to the change from standard time to daylight savings time and vice-versa; outdoor contests may begin as early as 3:30pm. A change in this format can be made providing both schools agree to the change.
4. Varsity and JV teams will be guaranteed a minimum of 15 minutes of warm up time. Regardless of the posted starting time. [11/07]
5. Varsity contests are scheduled for 4:00pm Junior Varsity and 5:30pm Varsity.
  - a. Exception: Girl's Volleyball: Junior Varsity 4:00pm, Varsity 5:30pm because with varsity playing 3 out of 5 games, and Junior Varsity 2 out of 3 games; younger players would get home too late.
  - b. Exception: Basketball – Fremont Christian home games (JV 6pm, Varsity-7pm) Cornerstone Christian home games (Varsity @ 6:30p.m) [2/08]
  - c.
  - d. Exception: Cross Country: 4:15 start because of walk-through time.
  - e. Exception: Boys Volleyball: When there is no Junior Varsity league, Varsity matches will begin at 4:30 pm. (approved 3/01)
  - f. Exception: Softball and Baseball Playoffs will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm.

- g. Exception: Fall (Boys) Soccer Playoffs will begin no earlier than 3:00pm
- h. All baseball games scheduled during standard time will begin at 3:30pm and games scheduled during daylight savings time will begin at 4:00pm
- i. California School for the Deaf is EXEMPT from Friday's game days on the official league schedule. A change in this ruling must be approved by California School for the Deaf (CSD) Athletic Director and any Athletic Director wishing to change this rule [2/08]

**Note: A change in this format can be made providing both AD's agree.**

- 6. The preliminary rounds of the playoffs in all sports will be held at the "home site" of the higher seed. The semi-finals and finals will be held at the facility designated by rotation. If the facility is unable to accommodate the fans, then other facilities may be obtained, but must be first approved by the Commissioner of the BAC.
- 7. Neutral site for the semi-finals and finals is not mandatory.
- 8. If majorities [51%] of league schools are unable to complete their seasons due to inclement weather, only the first round contest of a double round robin schedule will be recorded in league standings.
- 9. A Conference League is defined as combining any east bay league/BCL 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.
- 10. 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 schedule by the sport declaration date. [6/06]
- 11. 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. [8/07]
- 12. Tie breaking procedures as listed in BAC Bylaws, Article 6, K. League Playoffs, 5, shall NOT be used to break a tie when determining League Champion; only the win-loss record of round-robin play will be used.

## **B. SPORTSMANSHIP**

- 1. The California Interscholastic Federation (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. [Article 4, BAC Constitution and Bylaws]

2. A “Sportsmanship Complaint Form” is to be used to formalize the lines of communication between member schools when dealing with incidents involving sportsmanship. [See Appendix D]

### C. RECRUITMENT (BAC Bylaw 9)

The North Coast Section of the CIF prohibits the recruitment of students to high schools for athletic purposes. [See NCS Student Eligibility Bylaws, Article 20, 200-219] 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.

#### **D. BADMINTON (COED)**

#### **[SECTION 14, NCS HANDBOOK]**

1. The American Badminton Association Rule Book is the governing authority.
2. The official shuttlecock will be a National Federation approved high school shuttlecock.
3. A league match consists of two (2) boys' singles, two (2) girls' singles, one (1) boys' doubles, one (1) girls' doubles, and one (1) mixed doubles.
4. A player may enter in only one event.
5. The players will officiate their own matches.
6. The host school determines the order in which matches will be played.
7. The J.V. League Champion is determined by round robin play.
8. The Varsity League Champion is determined by round robin play and will be awarded the perpetual trophy. In case of a tie, Co-Champions will be declared.
9. The Varsity League Champion will represent the league at the NCS Championships.
10. The League Championship Tournament determines which singles' players and doubles' teams will represent the league in the NCS Tournament. Players who play singles during the league schedule may play doubles in the League Tournament and vice-versa. A player who is eliminated in one event at the League Tournament may compete in another event. However, a player may not qualify for the NCS tournament in two (2) events.
11. Awards:
  - a. Perpetual Trophy for Varsity League Champion
  - b. Varsity Medals:
    - i. 1<sup>st</sup> and 2<sup>nd</sup> place for boys in both singles and doubles
    - ii. 1<sup>st</sup> and 2<sup>nd</sup> place for girls in both singles and doubles
    - iii. 1<sup>st</sup> and 2<sup>nd</sup> place for mixed doubles
    - iv. 1<sup>st</sup> place for boys singles consolations
    - v. 1<sup>st</sup> place for girls singles consolations
12. All League Selection Process/Form: Appendix A

#### **E. BASEBALL**

#### **[SEE SECTION 15, NCS HANDBOOK]**

1. The National Federation High School (NFHS) Rule Book is the governing authority.
2. The official ball will be a National Federation approved high school baseball.
3. All games scheduled during standard time will begin at 3:30pm and games scheduled during daylight savings time will begin at 4:00pm. Both schools must agree upon changes to these rules.
4. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
5. Tie-breaking Procedures:

- a. If two (2) teams are tied, use in this order:
  - i. Head-to-head
  - ii. Common opponents
  - iii. Tie breaker draw
  - iv. Playoff game if one team is to be eliminated from the playoffs.
- b. If three (3) teams are tied, the tie breaker draw will determine highest seed, and then follow rules for two teams which are tied.
6. League Playoffs will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm.
7. If Shaughnessey Point Game is necessary and cannot be played, the Varsity League Champion will represent the league at the NCS Championships.
8. Awards:
  - a. Perpetual Trophy for Varsity League Champion
10. All League Selection Process/Form: Appendix A

#### **F. BASKETBALL (BOYS AND GIRLS)**

**[SEE SECTION 16, NCS HANDBOOK]**

The NFHS Basketball Rule Book is the governing authority for both boys and girls with the adoption of State CIF modifications.

1. The official ball will be a National Federation approved high school basketball.
2. Varsity and JV games consist of eight (8) minute quarters.
3. **Girls & Boys Basketball – JV 4pm and Varsity 5:30pm [4/09]**
4. Varsity teams will be guaranteed a minimum of 15 minutes of on-court warm-up time. This is regardless of the posted starting time (i.e. 5:30p.m. game may start @ 5:40p.m. [3/07])
5. BAC Constitution and Bylaws Article 5, B, prohibits noise or distractions during free throws.
6. The J.V. League Champion is determined by round robin play.
7. If a school has both boys and girls team in the tournament, then every effort is to be made to put those teams in back to back games to encourage fans to stay and support both teams. 1<sup>st</sup> seed plays in the late game unless the 1<sup>st</sup> criterion prohibits playing in the late game. Commissioner to work closely with the tournament director. [3/08]
- 8 See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
- 9 Awards:
  - b. Perpetual Trophy for Varsity League Champion
  - c. Five (5) All-Tournament trophies
  - d. One (1) All-Tournament MVP trophy
- 10 All League Selection Process/Form: Appendix

#### **G. CROSS COUNTRY (BOYS AND GIRLS)**

**[SEE SECTION 17, NCS HANDBOOK]**

1. The NFHS Track and Field Rule Book is the governing authority.

2. League meets are scheduled to start at 4:15pm. The ‘walk-through’ of the course will begin no later than 3:30pm
3. The girls’ race will precede the boys’ race during the round robin season.
4. All courses must be well marked and safe. Course monitors should be used when necessary.
5. Both teams and individual runners who will represent the BCL EAST/BCL in post-season activity will be determined by area qualifying meets.
6. The League Championship Meet determines the J.V. League Champion only.
7. The Varsity League Champion and placement of each team is determined by points totaled from the three center meets and the League Championship Meet
8. Scoring of Center Meets:
  - a. Each of the three center meets will be scored on a 6-5-4-3.... point basis, up to the number of teams in the league. Ex: If there are six (6) teams in the league, the winner of the meet receives six (6) points; the second place team receives five (5) points, etc.
  - b. Any team running incomplete (less than 5 runners) automatically receives zero (0) points for the meet.
9. Scoring of LCM:
  - a. The LCM will be scored as a “double points” meet. Ex: If there are six (6) teams in the league, the winner of the meet receives twelve (12) points; the second place team receives ten (10) points, etc.
  - b. Any team running incomplete (less than 5 runners) automatically receives zero (0) points for the LCM.
10. The Varsity League Champion will be awarded the perpetual trophy. If a tie occurs, Co-champions will be declared.
11. League Championship Meet (LCM);
  - a. A school must enter at least five (5) varsity runners in the LCM before it can enter the J.V. division. The varsity runners must be the top runners from that school.
  - b. A school is limited to seven (7) varsity runners in each varsity race in the LCM. The J.V. races have unlimited entries.
  - c. Proper uniforms are required at the LCM [NFHS Rule: 9-5, “Any competitor who competes while wearing an illegal uniform as described in the NFHS Rule Book will be disqualified.”
  - d. Schools that did not compete in the round robin league schedule may enter runners in the LCM.
  - e. Starting time will be 2:30 pm
12. Awards to be given out at the conclusion of the League Championship Meet:
  - a. Perpetual Trophy for Varsity League Champion
  - b. Varsity Medals:
    - i. Gold for 1<sup>st</sup>
    - ii. Silver for 2<sup>nd</sup>
    - iii. Bronze for 3<sup>rd</sup> through 7<sup>th</sup>

c. J.V. Ribbons:

i. Blue for 1<sup>st</sup>

ii. Red for 2<sup>nd</sup>

iii. White for 3<sup>rd</sup>, purple for 4<sup>th</sup>, yellow for 5<sup>th</sup>, green for 6<sup>th</sup>, light green for 7<sup>th</sup>

13. All League Selection Process/Form: Appendix A

## H. GOLF (BOYS AND GIRLS)

[SEE SECTION 19, NCS HANDBOOK]

1. The USGA Rulebook is the governing authority in golf. All players and coaches must carry a current USGA rulebook during matches as of April 1, 2003. If there is a question or problem, a player must state the incident at that time, before the next stroke is made, otherwise the score will stand. A competitor may proceed under Rule 3-3 if doubtful as to how to proceed after an infraction.
2. USGA approved golf balls may be used for league competition.
3. A match will consist of nine (9) -hole medal [strokes] plays. The host professional of the course will determine the conditions of play. In the event a host professional is not available, the "home" team coach will make the decision. Host schools are responsible for green fees for league matches. Matches may be required to end before the completion of nine holes due to darkness, if both coaches agree. The number of holes that the last group in the match completed will determine scores. All scores from the match will be based upon the number of holes the last group completed. A scoring limit of double par per hole or a maximum of ten strokes per hole may be implemented for matches if both coaches agree.
4. A maximum of six (6) players may be on a team with the top four (4) scores considered in the match results. In case of a tie of the four cumulative scores, the first tiebreaker shall be the scores of the 5<sup>th</sup> players. If still tied, the 2<sup>nd</sup> tiebreaker shall be the scores of the 6<sup>th</sup> players. If the match remains tied after both tiebreakers, the match will count as a tie. If one team cannot field a 5<sup>th</sup> or 6<sup>th</sup> player to count in a tiebreaker, the other team will be declared the winner (approved 12/04). Teams that qualify for NCS competition must enter a minimum of five players.
5. For the 5<sup>th</sup> and 6<sup>th</sup> player, there will be a scoring limit per hole of a double par, or a maximum of ten strokes.
6. A single round robin, or double-round robin schedule will be played. Double-round robin schedule will be created only if school and course availability allows required matches to be completed prior to NCS.
7. Each foursome will receive two scorecards. One card is kept by the "home" team and one by the "opponents". The "home" team scorecard is the official scorecard. A player from each team in each foursome will be designated to keep score for all of the players. At completion of the match, the "home" team will verify the scores are correct for both teams and have opponents attest the scores on the official scorecard. All players must sign the official scorecard, once scores are verified. Coaches must verify match score and "home" team will submit the results to the League Representative. The "home"

- team coach will collect official scorecards and keep them for the entire season, in case they are needed as a reference.
8. Coaches will agree on DOUBLE PAR SCORE for all golfers if match appears to be too uneven or pace of play is adversely affected. Players scoring double par (without completing the hole) will circle score on that hole, indicating they did not complete the hole – players actually scoring double par “pick-ups” will be declared the winner in case of time matches.
  9. Team partners in the same foursome may not provide advice to one another during the match.
  10. No coach may give advice to a player during the match. Spectators must maintain a minimum of 30 yards from players at all times.
  11. Proper attire shall consist of a collared shirt and slacks. Shorts may only be worn if allowed by the host course and must be no more than 3” above the knee. No blue jeans (including any color designer jeans), t-shirts or tank tops permitted. Metal spikes may not be worn (approved 12/04).
  12. Coaches will monitor play and station themselves accordingly.
  13. Girls who compete as individuals in the fall may compete as team members in the spring.
  14. Participating schools are responsible for payment of green fees for their players. Depending on circumstances, green fees for the BCL East League Tournament will be paid partially or in full by the BAC.
  15. The Varsity League Champion will be determined by the best overall record in round-robin play and will be awarded the perpetual trophy.
  16. Varsity League Champion, as well as the top three (3) individuals (not on a qualifying team); will qualify for the NCS Championships. If there is a second NCS berth available for the BCL/BCL East, that team will be determined by the BCL/BCL East League Tournament. If the League Champion is also the Tournament Champion, the 2<sup>nd</sup> place Tournament Team will earn the 2<sup>nd</sup> NCS berth. A BCL/BCL East League Tournament will be held to determine the top three boys and/or girl qualifiers.
  17. Tournaments will be held for the BCL-East/BCL and the BCL-West/Central. The Tournament is open to all teams in that particular league. If there is a clear Varsity League Champion, they have the option to play or not. If there is a tie for 1<sup>st</sup> place at the completion of the round robin, the Tournament will determine the Varsity League Champion **and** the league NCS representative. The Tournament format will be 18-hole medal play. The coaches will submit their players listing 1 through 6. The Tournament Director will pair the players in the order of schools’ overall league record (starting with the top players playing each other (1s vs. 1s, etc.) and continuing down the list. Schools that are not on the league schedule may submit two (2) players and they will be added at the end behind the sixth (6<sup>th</sup>) players.
  18. Separate tournaments in case of a tie for any of the Team NCS Qualifying berths in the League Tournament, the 1<sup>st</sup> tiebreaker shall be the scores of the 5<sup>th</sup> players. If still tied, the 2<sup>nd</sup> tiebreaker shall be the scores of the 6<sup>th</sup> players. If one team cannot field a 5<sup>th</sup> or 6<sup>th</sup>

player to count in a tiebreaker, the other team will be declared the winner. If the teams remain tied after both tiebreakers, the cumulative back nine scores of the top 4 scores on each team will be the next tiebreaker. Ties for individual NCS qualifiers from the League Tournament will be determined by a sudden death playoff.

19. League Awards: Perpetual Trophy for Varsity League Champion
20. Tournament Awards: Medals for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place finishers
21. The individual scores in league matches unable to be completed (fewer than 9 holes) will not count toward individual all-conference honors (rain, dark). All League Selection Process/Form: Appendix A [3/07]

#### **I. LACROSSE [Conference]**

**[SEE SECTION 20, NCS HANDBOOK]**

1. The National Federation LACROSSE Rule Book is the governing authority.
2. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
3. Awards:
  1. Perpetual Trophy to Varsity League Champion
4. All League Selection Process/Form: Appendix A

#### **SOCCER (BOYS AND GIRLS)**

**[SEE SECTION 21, NCS HANDBOOK]**

1. The NFHS Soccer Rule Book is the governing authority with NCS modifications.
2. The official ball will be a National Federation approved high school soccer ball.
3. A stitched soccer ball must be used for league competition.
4. The J.V. League Champion is determined by round robin play.
5. A win is counted as three (3) points and a tie is counted as one (1) point.
6. Semi-finals and Finals will be at a location determined by the Tournament Director. Tournament Director is responsible for securing officials for all games.
7. The Varsity League Champion and NCS Representative are determined by the league playoffs under the current playoff format.
8. Tie-Breaking Procedures – the following will be used sequentially to determine playoff seeding when two or more teams are tied after the completion of the regular season:
  - a. Winner in head-to-head competition
  - b. Least number of red cards (cards given to players and coaches)
  - c. Record against teams who finish above
  - d. Goal differential, maximum +/-4 per game for margin of victory or defeat across the whole regular season.
  - e. Tie breaker draw (approved 3/05)
2. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
3. Awards:
  - a. Perpetual Trophy to Varsity League Champion
4. All League selection process/form: Appendix A

## K. SOFTBALL

[SEE SECTION 22, NCS HANDBOOK]

5. The NFHS Softball Rule Book is the governing authority.
6. The official ball will be National Federation approved high school softball.
7. Fast pitch rules are in effect for league play.
8. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
9. League Playoffs will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm.
10. Awards:
  - a. Perpetual Trophy to Varsity League Champion
10. All League Selection Process/Form: Appendix A

## L. SWIMMING/DIVING (BOYS AND GIRLS)

[SEE SECTION 23, NCS HANDBOOK]

1. The NFHS Swimming/Diving Rule Book is the governing authority with State CIF modifications.
2. Athletic levels for dual meets and the League Championship Meet are as follows:
  - a. Girls' Varsity
  - b. Girls' J.V.
  - c. Boys' Varsity
  - d. Boys' J.V.
3. A swimmer may participate in only one athletic level during a meet but may change levels from meet to meet.

**Entries must be submitted before the entries deadline and no entries will be added after the deadline unless mistakes were made by the Meet Director or Entry Staff in transferring the data submitted by the coaches.**

- **Allowable changes after the Monday deadline date & time:** event times, name spelling, and name changes for relays only. *Coaches may not change a swimmer from an individual event to another individual event and no additions can be made except for Exhibition Swimmers who swim for qualifying times only.*
- **Exhibition Swimmers (swimming for qualifying times only):** may not receive points or places for their school and any individual awards/medals.
- A team may only enter a maximum of 4 swimmers per individual event per division [varsity girls, varsity boys, JV girls, JV boys]
- A team may enter two teams per relay event per division but only one relay team [the fastest] will score points
- An individual can enter a maximum of 4 events, of which, no more can be 2 individual events [i.e. a swimmer can be in 3 relays and one individual but not 3 individual and one relay]
- Please use the correct event numbers and team abbreviations \_

**A swimmer must have participated in at least half of the dual meet season in order to be eligible to score/place in the championship meet and receive awards.**

4. Diving cannot be scored if the home team has no diving facility. There will be no J.V. diving. A diver may dive in a varsity meet and also swim two J.V. events.

5. Schools that do not compete in the round robin schedule may enter swimmers and divers in the League Championship meet for NCS qualifying times only. These athletes will not receive any team points, medals, ribbons or All-League consideration.
6. The J.V. League Champion is determined by round robin play.
7. Points from round robin play and results of the League Champion Meet determine the Varsity League Champion and the placement of each team.
8. Formula for Varsity League Champion:
  - a. One point awarded for each round robin win
  - b. Points to be awarded in League Championship Meet

<u>Place</u>	<u>Points [for example]</u>
1	6
2	5
3	4
4	3
5	2
6	1

9. The Varsity League Champion will be awarded the perpetual trophy. If a tie occurs, Co-Champions will be declared.
10. Awards:
  - a. Trophy:
    - i. Perpetual Trophy for Varsity League Champion
  - b. Medals:
    - i. 1<sup>st</sup> through 3<sup>rd</sup> place in each varsity event at League Championship Meet
  - c. Ribbons:
    - i. 4<sup>th</sup> through 6<sup>th</sup> place in each varsity event at League Championship Event
    - ii. **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place for JV at League Championship Event - total of 75 ribbons [1/2010]**
11. All League Selection Process/Form: Appendix A

#### M. TENNIS (BOYS AND GIRLS)

[SEE SECTION 24, NCS HANDBOOK]

1. The United States Tennis Association [USTA] is the governing authority in both girls' and boys' tennis.
2. The official ball will be a National Federation approved high school tennis ball.
3. Proper tennis attire must be worn in all league/tournament matches.
4. A league match consists of three singles and two doubles matches.
5. A player may enter in only one event in each match.
6. The best two out of three sets are played. No-add scoring and a 12-point tiebreaker will be used.
7. The host school determines the order in which the matches are to be played.
8. Coaching is only permitted on changeovers and between the second and third sets.
9. The J.V. League Champion is determined by round robin play.

10. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
11. **The League Champion is the winner of the league round robin play and the Team Tournament. If the team that wins the league round robin play is different from the winner of the Team Tournament, they will both be considered Co-Champions. A tie for first place at the conclusion of the league round robin play will set in motion the tie breaking system (Rule #16 below) to determine the winner of the league round robin play. The team tournament champion will be awarded the team perpetual trophy and will be the NCS Automatic Qualifier. Co-Champion will be listed on team trophy. [11/08]**
12. **Tie breaker procedure**
  - a. **Head-to-Head**
  - b. **Total number of individual matches won throughout the league round robin play.**
  - c. **Sets lost in league play**
  - d. **Tiebreaker draw**
13. A "SUPER TIE-BREAK" (10 points, win by 2) may be played in LIEU OF A THIRD SET. Both coaches have to agree of the change. If no agreement is reached, the third set will be played out to its conclusion. If a "super tie-break" is used in lieu of a third set it will count as a complete set when the league tie-breaking system (Rule #11 of BCL East – "Tie Breaking Procedures") is put into use. (Approved 3/05)

### **Individual/Team Tennis Tournament**

Per NCS Rule 24.511H - Each team will consist of four (4) singles players and three (3) doubles teams. Players may only play one event. Each school shall decide which event a player will play. Moving players around with the intent of gaining an advantage is not allowed and shall subject the team to default by NCS staff or by the tournament director(s).

- a. **SINGLES** – The number one singles player must be ranked higher on the teams = individual players strength ladder than the number two player. The number two singles player must be ranked higher than the number three players. The number three singles players must be ranked higher than the number four singles player, etc. Lineups between matches may change provided the above sentences apply.
- b. **DOUBLES** – Doubles teams will be set as of strength according to their teams = individual player strength ladder. Doubles teams will be ranked according to the highest seeded player on the team strength. If a player is injured, a substitute will be allowed for the next match. The substitution will be allowed as long as a player does not change the strength of the team or the line up. The ladder for the team submitted will be listed on the doubles teams unless he/she is listed on the teams=s individual player strength ladder in order of their strength.

The individual strength ladder of each playoff team shall be turned into the tournament director prior to the start of the tournament. The strength ladder once turned in cannot be changed throughout the tournament. The strength ladders are also to be exchanged by competing team prior to the start of each tournament match. (Approved 3/05)

Per NCS Rule Section 24.513H – “In the event a team is short a player, they will have to default an individual match, leaving vacant the last position in either singles or doubles”. This applies to both round robin play and the Team Tournament. (Approved 3/05)

14 Awards:

- c. Trophies
  - i. Perpetual Trophy for Varsity League Champion
  - ii. Individual Trophy for 1<sup>st</sup> and 2<sup>nd</sup> place Single and Doubles winners at the League Championship Tournament
- d. Medals
  - i. 1<sup>st</sup> and 2<sup>nd</sup> place Singles and Doubles winners in the League Championship Tournament.

15. All League Selection Process/Form: Appendix A

**N. TRACK/FIELD (BOYS AND GIRLS) [SEE SECTION 25, NCS HANDBOOK]**

1. The NFHS Track/Field Rule Book is the governing authority.
2. **The track season will consist of regular season center meets as well as the Conference Championship Meet. All Bay Area Conference leagues will hold the meets at a common site. Based on school no-play dates, regular season center meets will not be scheduled during the weeks before and after Easter Sunday. [10/08]**
3. Invitational Meet Administration:
  - a. Number of entrants per event per school: 6
  - b. Number of entrants able to score per school: 6
  - c. **Coaches meeting will occur 30 minutes prior to the field events [10/08]**
  - d. **Starting times of regular and conference championship meets:**
    - i. **Field events - TBD**
    - ii. **Running events - TBD**
  - e. High jump opening heights:
    - i. Girls: 3'10"
    - ii. Boys: 4'6"
  - f. **In all Conference meets, heats of all running events and field events will be seeded as timed finals. In regular season meets, the field events will be seeded as finals. In the conference championship meet the fields' events will hold trials and finals. All entry times/marks must be verifiable. [10/08]**
  - g. "B" relays will be run as space allows, providing that all "A" teams have the opportunity to compete head-to-head.

- h. Administrative help at meets: Host schools will have primary responsibility for administering the meets, but each of the participating schools will provide at least three (3) people to help administer the meets. **Automatic timing will be the primary source of use. Stop watches will be required as the secondary source of use. [10/08].** This is particularly important for the sprint events, for which timers and spotters are needed for each lane.
- i. In using spotters and timers for races run in lanes, timers will time lanes and spotters will spot places.
- j. Finish line timers should have stopwatches, as opposed to watches, as they are more accurate.
- k.

#### 4. League Scoring:

- a. Each League (BCL, East, West, and Central) will determine competitive standings among their respective member schools throughout the regular season, as well as separate league champions at the conclusion of the conference championship meet. [10/08]
- b. The league champion is determined by a combination of regular season meet results and the results of the conference championship meet.
  - i. Points will be awarded to schools based on their overall performances in the regular season meets. For ex: if there are 6 schools competing in the BCL West, the school that compiles the most points in a given meet will receive 6 points for that meet, the school that compiles the 2<sup>nd</sup> highest number of points will receive 5 points for that meet, etc..
  - ii. In the conference championship meet, points will be similarly awarded to schools based on their overall performances, but the point's totals are doubled. For example, if there are 6 schools competing in the West, the school that compiles the most points in this meet will receive 12 points, the school that compiles the 2<sup>nd</sup> highest number of points will receive 10 points, etc.
  - iii. At the conclusion of the conference championship meet, all of these points are totaled per school per league in order to determine the league champion. If a tie occurs, the team with the higher placing at the championship meet will be declared the champion.
  - iv. Only athletes that have competed in at least 2 regular season meets can score points at the championship meets. Whether or not athletes are allowed to score points in the championship meet does not affect if they qualify for the Conference Championship Meet.

#### 5. The Conference Championship Meet

- a. This meet is also the qualifying meet for the NCS Class A Championship Meet. The results of this meet along determine which athletes and relay teams' quality to compete in the Class A Meet. We will allow verifiable pole vault

**marks from regular season meets/invitational's to enable athletes to enter the Class A Meet. Minimum standards: girls 7 feet; boys 9 feet. [10/08]**

- b. Schools that do not compete in the regular league schedule may enter athletes in the League Championship Meet for NCS qualifying only. These athletes will not receive any team points, medals, ribbons or All-League consideration.
  - c. All schools are expected to provide personnel to help administer the meet.
  - d. Minimum participation rule will be in effect – see Bylaw Article 6, H, 1.
  - e. All contestants are eligible to qualify for the NCS Class “A” meet.
  - f. Number of entrants per event per school: 6
  - g. Number of entrants able to score per school: 6
  - h. “B” relays will be run as space allows, providing that all “A” teams have the opportunity to compete head-to-head.
  - i. In using spotters and timers for races run in lanes, timers will time lanes and spotters will spot places.
  - j. Finish line timers should have stopwatches, as opposed to watches, as they are more accurate.
6. Awards:
- a. Trophy:
    - i. Perpetual trophy for League Champion
  - b. **Medals:**
    - i. **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place medals for each event, including one for each member of a relay team. [10/08]**
  - c. **Ribbons:**
    - i. **4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> place ribbons for each event, including one for each member of relay team. [10/08]**
7. All League Selection Process/Form: Appendix A
- d. Starting times of regular daytime invitational meets:
    - i. Field events: 2:30 pm
    - ii. Running events: 3:00 pm
  - e. High jump opening heights:
    - i. Girls: 3’10”
    - ii. Boys: 4’6”
  - f. Heats of sprint races will be seeded as timed finals.
  - g. “B” relays will be run as space allows, providing that all “A” teams have the opportunity to compete head-to-head.
  - h. Administrative help at meets: Host schools will have primary responsibility for administering the meets, but each of the participating schools will provide at least three (3) people to help administer the meets. This is particularly important for the sprint events, for which we need timers and spotters for each lane.
  - i. In using spotters and timers for races run in lanes, timers will time lanes and spotters will spot places.

- j. Finish line timers should have stopwatches, as opposed to watches, as they are more accurate.

1	6
2	5
3	4
4	3
5	2
6	1

- k. The Varsity League Champion will be awarded the perpetual trophy. If a tie occurs, Co-Champions will be declared.

**O. VOLLEYBALL (GIRLS)**

**[SEE SECTION 26, NCS HANDBOOK]**

- 1. The NFHS Volleyball Rule Book is the governing authority.
- 2. The official ball will be National Federation approved high school volleyball.
- 3. League matches consist of the best three (3) of five (5) games for varsity matches and the best two (2) out of three (3) games for junior varsity matches.
- 4. Pre-match warm-ups consist of six (6) minutes on the court for each team and one (1) minute for common serving. There will be a five (5) minute “common time” preceding the first six (6) minute warm-up. The host team takes its six (6) minute warm-up first.
- 5. The host school is responsible for providing scorekeepers and lines people.
- 6. BAC Constitution and Bylaws Article 5, B, prohibits noise or distraction after the whistle to signal for the serve.
- 7. Rally scoring will be used in the 5<sup>th</sup> game to determine the winner of the match.
- 8. The J.V. League Champion is determined by round robin play.
- 9. See Appendix C for varsity playoff structures and determination of varsity league champions and NCS representatives.
- 10. Awards
  - a. Trophies:
    - i. Perpetual trophy to Varsity League Champion
    - ii. 6 All-Tournament trophies
    - iii. 1 All-Tournament MVP trophy
- 11. All-Tournament Team: This team will be chosen from the semi-final and final playoff games and will consist of six (6) players plus (1) MVP.
  - a. The winning team will receive at least two (2) players.
  - b. Second place will receive at least one (1) player.
  - c. Each coach will submit a player that most impacted those games (two votes for opponent and one vote for one team). Coaches are not to vote for their own players; they can only vote for other team’s players. [5/07]
  - d. The Sports Rep and Host School will be in charge of finalizing the All-Tournament Team.
  - e. Trophies will be awarded.

12. Playoffs: 1 official, 1 umpire and 2 linesmen shall be scheduled for all playoff Games. (Approved 3/06)
13. All League Selection Process/Form: Appendix A

## **P. VOLLEYBALL (BOYS)**

**[SEE SECTION 26, NCS HANDBOOK]**

1. The NFHS Volleyball Rule Book is the governing authority.
2. The official ball will be National Federation approved high school volleyball.
3. League matches consist of the best three (3) of five (5) games for varsity matches and the best two (2) out of three (3) games for junior varsity matches.
4. Pre-match warm-ups consist of six (6) minutes on the court for each team and one (1) minute for common serving. There will be a five (5) minute "common time" preceding the first six (6) minute warm-up. The host team takes its six (6) minute warm-up first.
5. The host school is responsible for providing scorekeepers and lines people.
6. BAC Constitution and Bylaws Article 5, B, prohibits noise or distraction after the whistle to signal for the serve.
7. Rally scoring will be used in the 5<sup>th</sup> game to determine the winner of the match.
8. When there is no Junior Varsity division in Boys, varsity games will begin at 4:30 pm
9. The J.V. League Champion is determined by round robin play.
10. See Appendix C for varsity playoff structures and determination of varsity league champions and NCS representatives. If there is a tie, Co-champions will be declared and there will be no Shaughnessey Point Game.
11. Tiebreaker: If there is a two-way tie for 4<sup>th</sup> place, Teams 4 and 5 will compete for the 4<sup>th</sup> place spot in the playoffs. If there is a three-way tie, the Commissioner will decide on the tie-breaking procedure.
12. Awards
  - a. Trophies:
    - i. Perpetual trophy to Varsity League Champion
    - ii. 6 All-Tournament trophies
    - iii. 1 All-Tournament MVP trophy
13. All-Tournament Team: This team will be chosen from the semi-final and final playoff games and will consist of six (6) players plus (1) MVP.
  - a. The winning team will receive at least two (2) players.
  - b. Second place will receive at least one (1) player.
  - c. Each coach will submit a player that most impacted those games (two votes for opponent and one vote for one team).
  - d. The Sports Rep and Host School will be in charge of finalizing the All-Tournament Team.
    - i. Trophies will be awarded.
14. Playoffs: 1 official, 1 umpire and 2 linesmen shall be scheduled for all playoff games. (Approved 3/06)
15. All League Selection Process/Form: Appendix A

## A. League Playoff/Tie Break Procedures for Seeding Purposes only

1. A final date for League competition will be established in each sport. The Commissioner may grant exceptions to the deadline.
2. Each league's Athletic Directors Committee will determine bracketing for league playoffs.
3. There are no Junior Varsity or freshman and/or sophomore playoffs.
4. Each league will identify tie breaking procedures and place in the Sports Handbook.
5. **Tie Breaking Procedures:** if no other procedures have been established in the respective Leagues Sports Handbook, the following procedures will be used:
  - a. 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 team tied [Volleyball only]
    4. If 1,2,3 above do not break the tie, then the tie-breaking draw done at the beginning of the school year will break the tie. The lower number drawn by a school breaks the tie and becomes the higher seed. The higher seeded team is determined as the home team.
    5. When three or more teams are tied, the draw will eliminate all but two teams. Repeat process a.1-4 above each time to determine a seed.
  - b. 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, tie breaker drawing will be used.
    5. When three or more teams are tied, the draw will eliminate all but two teams. Repeat process b.1-4 to determine last place seed.

## APPENDIX A: **ALL LEAGUE SELECTION PROCESS**

### **BASEBALL**

1. The All-League team will consist of MVP, three pitchers, four outfielders, five infielders, one catcher, and one utility player.
2. Each school will have one honorable mention selection.
3. Selection process is as follows:
  - a. Each coach will nominate players and put them up on a board by position.
  - b. Nominations and voting will start with MVP and end with the utility player
  - c. Coaches cannot vote for their own player.
  - d. Vote will be by silent ballot.
  - e. Coaches will vote for players by ranking them in the following scale: 1-best, 2-second best, 3-third best, 4-four best, 5-fifth best, and so on.
4. Any school after voting that does not have a 1<sup>st</sup> team all-league player will get to pick one player for 1<sup>st</sup> team all leagues. [3/08]

### **BASKETBALL**

1. Most Valuable Player (MVP)
  - a. Coaches nominate and place names on board
  - b. Each coach as 30 seconds to speak on each nominee
  - c. Questions/discussion will follow
  - d. Each coach will have one vote
  - e. Discussion
  - f. Coaches may change their vote
  - g. In case of tie, a re-vote will be taken.
  - h. If still tied, co-MVPs will be declared.
2. 1<sup>st</sup> Team All-League Selection Process
  - a. All names not MVP are left on the board
  - b. Coaches may add additional names to the board
  - c. Coaches have 20 seconds to talk about each nominee
  - d. Questions/discussion will follow
  - e. Each coach will rank five (5) nominees (5 being best)
  - f. Discussion of rankings
  - g. Coaches may change their vote
  - h. 5 players with most votes are 1<sup>st</sup> Team All League; if a tie for the 5<sup>th</sup> spot, a re-vote will be taken for only 5<sup>th</sup> place. If still a tie, players will share 5<sup>th</sup> place.
3. 2<sup>nd</sup> Team All-League Selection Process
  - a. All names not 1<sup>st</sup> Team All-League are left on the board
  - b. Follow same process beginning with b.2 above)
4. Honorable Mention
  - a. Any player who receives at least two 2<sup>nd</sup> Team votes earns Honorable Mention (no certificate for this award)

## **CROSS COUNTRY**

1. 1<sup>st</sup> Team All-League is the 1<sup>st</sup> through 7<sup>th</sup> place finishers at the LCM.
2. 2<sup>nd</sup> Team All-League is the 8<sup>th</sup> through 14<sup>th</sup> place finishers at the LCM.

## **GOLF**

Each coach will submit the top four players' stroke averages. If a coach feels that their fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) person will have a stroke average that may qualify; those may also be submitted. The Sports Representative shall keep an ongoing record. The top six (6) stroke averages will receive 1<sup>st</sup> Team All-League recognition and the next six (6) stroke averages will receive 2<sup>nd</sup> Team All-League recognition

## **LACROSSE – see BCL West**

## **SOCCER**

See Appendix A

## **SOFTBALL**

11. MVP Selection: All nominees will be presented (season stats, accomplishments, awards, etc.) allowing 1 minute for coach to speak on the player's behalf. Coaches will then rank the nominees (#1 being highest ranked). Each nominee's rankings will be totaled. Nominee with the lowest "point total" will be the MVP. In case of a tie, there will be Co-MVPs. The MVP(s) are not eligible for the All-League team voting. All other MVP nominees can be re-nominated for the All-League teams. A coach must be present to nominate and vote. If multiple coaches from one school are present, only one may turn in MVP nominees (approved 12/04).
12. All-League selections will be done by position. The positions are: Pitchers (2 per team), Catcher, 1B, 2B, SS, 3B, OF (3) and a Utility Player for a total of 22 players.
13. Each coach will nominate and present (season awards, stats, etc.) their players, allowing up to 1 minute to speak on their player's behalf.
14. Coaches will rank the nominees (#1 being highest ranking).
15. Nominees' rankings will be totaled.
16. Lowest total will be 1<sup>st</sup> Team All League; next lowest will be 2<sup>nd</sup> Team All-League. In the pitching position, the lowest 2 will be 1<sup>st</sup> Team; the next lowest 2 will be 2<sup>nd</sup> team. In the outfield, the lowest 3 will be 1<sup>st</sup> Team; the next lowest 3 will be 2<sup>nd</sup> Team. (Approved 12/04)

## **SWIMMING**

1. 1<sup>st</sup> Team All League is the 1<sup>st</sup> place finisher in each event at the League Championship Meet.
2. 2<sup>nd</sup> Team All-League is the 2<sup>nd</sup> place finisher in each event at the League Championship Meet.
3. Hardship appeals may be submitted at the "End of the Season Coaches' Meeting".

## TRACK & FIELD (approved 3/05)

1. The athlete must appear in at least half the meets in a specific event to qualify for all-league in that event = 2 out of the 4 meet (i.e. 3 regular season meets and the Championship). The number of meet performances in that event would be the denominator used below in criteria #2 below to determine the athlete's average score.
2. After criteria #1 is met, the athlete with the highest **average** point score in an event is awarded All-League First Team honors; the athlete with the second highest average is awarded All-League Second Team honors. *Example:* Athlete A competes in the Triple Jump in two meets. She finishes first in one meet and third in the other = 16 points. Her Average is  $16/2 = 8$ . Athlete B competes in the Triple Jump in four meets. She finishes 2<sup>nd</sup> in one meet, 3<sup>rd</sup> in two, and 1<sup>st</sup> in another = 30 total points. Her average is  $30/4 = 7.5$ . Athlete A earns all-league first team. Athlete B earns all-league second team.
3. In case of a tie either first or second team, the athlete with the better performance (faster time, longer distance, and higher height) is awarded the honor. *Example:* Athlete A competes in the Triple Jump in two meets. She finishes first in one meet and third in the other = 16 total points. Her Average is  $16/2 = 8$ . Athlete A's longest jump in these league meets is 31' 10. Athlete B competes in the Triple Jump in four meets. She finishes 2<sup>nd</sup> in two meets, 3<sup>rd</sup> in one, and 1<sup>st</sup> in another = 32 total points. Her average is  $32/4 = 8$ . Athlete B's longest jump in these league meets is 32'3. Athlete B wins the tiebreaker and earns all-league first team. Athlete A earns all-league second team.
4. Points will be assigned using the 10-8-6-4-2-1 (for 1<sup>st</sup> through 6<sup>th</sup>) regardless of the number of teams participating in a meet, i.e. even if team scoring uses a lower point scheme, this one will be used in calculating an individual's all-league points and averages in specific events.

## VOLLEYBALL (approved 9/04)

1. Each coach or representative must attend the end of the season coaches meeting. If a coach or representative does not attend, no All-League players will be selected from that school. Coaches nominate however many players they want from their own team.
2. The coach gets a specified amount of time to talk about their players – 2 minutes total.
  - i. After all coaches present their players there will be a discussion time. Coaches may ask specific questions of other coaches regarding players and stats.
3. Coaches vote via secret ballot for the league MVP.
4. Top vote getter(s) is (are) the MVP (Co-MVP).
5. Each coach then votes for the First Team All-League players. They vote for 6 players from any team.
6. If there is a tie for 6<sup>th</sup>, there is a re-vote between the tied players.
7. After the MVP and First Team are selected, the voting process repeats for Second Team (six players).
8. Each coach then nominates one player from his or her team for Honorable Mention and no vote is taken.

IF NO PROCESS IS IN PLACE PLEASE FOLLOW THIS  
FORMAT FOR ALL LEAGUE SELECTION

Place after League Champ.	# of 1 <sup>st</sup> Team Players	# of 2 <sup>nd</sup> Team Players
First	3	2
Second	2	2
Third	2	1
Fourth	2	1
Fifth	1	2
Sixth	1	1
Seventh		
Eighth		

# ALL-LEAGUE SELECTION FORM

LEAGUE: \_\_\_\_\_ SPORT: \_\_\_\_\_

## 1<sup>ST</sup> TEAM

NAME	GRADE	POSITION (if applicable)	SCHOOL

## 2<sup>ND</sup> TEAM

NAME	GRADE	POSITION (if applicable)	SCHOOL

## APPENDIX B: PLAYOFF FORMATS

If a school has both boys and girls team in the tournament, then every effort is to be made to put those teams in back to back games to encourage fans to stay and support both teams. 1<sup>st</sup> seed plays in the late game unless the 1<sup>st</sup> criterion prohibits playing in the late game. Commissioner to work closely with the tournament director. [3/08]

### **One Division (up to 8 teams) - 4 Team Playoffs**

(Rev/approved 3/14/06)

The Varsity League Champion is determined by a single or double round robin play and will be awarded the perpetual trophy. If there is:

- a three way tie for first place, the league playoff tournament will determine the league champion.
- a two way tie for first place, head to head results between both teams will determine the league champion.
- a tie for first place and both teams are split with each other (head to head), a league co-championship will be award to both schools.

*Note: Volleyball - Association line officials must be provided for the Semi/Finals of the playoffs.*

Semi Finals (at host site):	1 <sup>st</sup> place vs 4 <sup>th</sup> place	(Game 1)
	2 <sup>nd</sup> place vs 3 <sup>rd</sup> place	(Game 2)

Finals (at host site):	Game 1 Winner vs. Game 2 Winner	(Game 3)
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### **Two Divisions (9-10 teams) – (rev/approved 3/14/06)**

Each division will play double round robin within its division and single round robin in the other division. Home and away competition will alternate each year between divisions. The winner of the playoffs is declared the League Champion, is awarded the perpetual trophy, and becomes the automatic NCS Representative.

Quarter Final (@ higher seed):	3 <sup>rd</sup> place Div II @ 1 <sup>st</sup> place Div. I	(Game 1)
	2 <sup>nd</sup> place Div II @ 2 <sup>nd</sup> place Div. I	(Game 2)
	1 <sup>st</sup> place Div II @ 3 <sup>rd</sup> place Div. I	(Game 3)
	5 <sup>th</sup> place Div I @ 4 <sup>th</sup> place Div. I	(Game 4)

Semi-finals (at host site):	Winner Game 2 vs Winner Game 3	(Game 5)
	Winner Game 1 vs Winner Game 4	(Game 6)

Finals (at host site):	Winner Game 5 vs Winner Game 6	(Game 7)
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**One Division (11+ teams)** – (rev/approved 3/14/06)

League shall be single round robin play. League champion determined at end of league play. Exception: when 3 or more teams are tied for 1<sup>st</sup> place at the end of the league single round robin play, the playoffs will determine league champion and automatic birth to NCS. Home and away games will be alternating every year.

**League champion is determined by round robin league play.**

Top (8) schools at the completion of the single round robin play will enter into the single elimination playoffs. Playoffs determine automatic birth to NCS

Quarter Final (at higher seed):	8 <sup>th</sup> place @ 1 <sup>st</sup> place	(Game 1)
	5 <sup>th</sup> place @ 4 <sup>th</sup> place	(Game 2)
	7 <sup>th</sup> place @ 2 <sup>nd</sup> place	(Game 3)
	6 <sup>th</sup> place @ 3 <sup>rd</sup> place	(Game 4)
Semi-finals (at host site):	Winner Game 3 vs. Winner Game 4	(Game 5)
	Winner Game 1 vs. Winner Game 2	(Game 6)
Finals (at host site):	Winner Game 5 vs. Winner Game 6	(Game 7)

# APPENDIX C: CHAMPIONSHIP/TOURNAMENT DIRECTOR

## 2009-2013

	08-09	09-10	10-11	11-12	12-13
XCountry-REG E/BCL	AS	VC	RC	CSD	CCS
XCountry-REG C/W	SH	I.H.S.	URB	BAY	MA
Boys Soccer-East	HRS	CPS	VC	AS	ST.LIZ
Boys Soccer - BCL	CCC	CCS	FC	OMI	ESS
Boys Soccer-West	UHS	URB	MA	DS	UHS
Boys Soccer-Central	BAY	PHS	LHS	SFW	I.H.S.
Girls Tennis - Reg C/W	MA	LW	BAY	CSH	URB
Girls Tennis- Reg E/BCL	BS	FC	VC	RC	CPS
Girls Volleyball- East	CPS	AS	ST.LIZ	BS	HRS
Girls Volleyball- West	CSH	MA	DS	URB	LW
Girls Volleyball-Central	LHS	GHS	I.H.S.	LHS	PHS
Girls Volleyball - BCL	CCS	CCC	CSD	FC	OMI
Basketball-East	St.Liz	VC	CPS	HRS	RC
Basketball-West	MA	LW	URB	UHS	CSH/SH
Basketball-Central	SFW	BAY	SDS	PHS	GHS
Basketball - BCL	ESS	FC	CC	CCS	CSD
Badminton - CONF	SDS	LW	I.H.S.	AS	UHS
Baseball-East	----	---	---	---	---
Baseball-West	LW	DS	SH	LW	MA
Baseball-Central	PHS	I.H.S.	SFW	GHS	LHS
Baseball- BCL	CSD	FC	ESS	OMI	CSD
Golf-East	BS	VC	FC	CPS	AS
Golf-West	SH	UHS	MA	URB	BAY
Lacrosse -CONF	MA	SA	LW	UHS	URB
Girls Soccer-East	AS	BS	ST.LIZ	HRS	CPS
Girls Soccer-West	UHS	URB	CSH	MA	DS
Girls Soccer-Central	GHS	SDS	BAY	I.H.S.	PHS
Softball - East	RC	HRS	CPS	FC	BS
Softball - REG C/W	SDS	MA	PHS	UHS	SDS
Swimming -CONF	I.H.S./CCC	AS/SH	UHS/HRS	CSH/BS	AS/LW
Boys Tennis-Reg C/W	SH	BAY	DS	URB	I.H.S.
Boys Tennis-Reg E/BCL	HRS	RC	VC	CCS	BS
Track & Field-CONF	CPS/URB	HRS/LW	I.H.S./AS	ST.LIZ/ BAY	VC/SH/ CSH
Boys Volleyball-CONF	CCS	CCC	CC	DS	HRS
Girls Soccer - BCL	CCC	CC	CCS	ESS	CCC

## APPENDIX D: SPORTSMANSHIP COMPLAINT PROCEDURES

The purpose of the Sportsmanship Complaint Form is to formalize the lines of communication when dealing with incidents involving sportsmanship. Hopefully, any problems can be dealt with “on the spot” between coaches. The form, however, provides a means to inform all the involved parties of any breaches of conduct by players, coaches or fans. It is important that the incidents be handled within the proper “chain of command.”

1. If a coach feels that an unsportsmanlike act has taken place in a contest, he or she should communicate with his/her Athletic Director. The A.D. will determine whether to have a Sportsmanship Complaint Form filled out in order to proceed with the complaint. The completed form will then be forwarded to the Head of School for review. At that point, the Head may determine that the complaint should not be lodged with the opposing school.
2. If the Head of School decides to go forward with the complaint, a copy of the Sportsmanship Complaint Form will be sent to the Athletic Director of the opposing school and the BAC Commissioner. It is incumbent that the opposing school’s A.D. takes the form to his/her Head. The two Heads may decide to resolve the matter at their level, or have their A.D.s find a resolution. The Commissioner should receive a copy of the form with the resolution section completed.
3. If no satisfactory resolution can be achieved between the schools, the matter will be brought to the BAC Board of Governors.

APPENDIX D: SPORTSMANSHIP COMPLAINT PROCEDURES – continued

Must be filed within three working days of incident

Contestants: \_\_\_\_\_ vs. \_\_\_\_\_

Visitor

Home

Date of Contest: \_\_\_\_\_ Sport: \_\_\_\_\_

Nature of Complaint:

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Action Taken to-Date:

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\_\_\_\_\_  
A.D. Signature

\_\_\_\_\_  
Date

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Commissioner's Use Only

Final Action Taken:

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Original: Head of Complainant's School

Copies: A.D. of Opposing School

BAC Commissioner

## APPENDIX E: PROTEST PROCEDURE

ALL PROTESTS PERTAINING TO ELIGIBILITY, VIOLATIONS OF THE LEAGUE AND/OR NCS AND CIF CODE OF ETHICS, IMPROPER FACILITIES, OFFICIALS, OR ANY OTHER VIOLATION OF LEAGUE, NCS, CIF, OR NFHS SPORT RULES MUST BE FILED ACCORDING TO THE FOLLOWING PROCEDURES. **GAME OFFICIALS MAY SUBMIT NO PROTESTS REGARDING JUDGMENT CALLS.**

1. 

<b>Failure to follow Steps 1, 2 and 3 listed below will result in the protest being disallowed and no action being taken.</b>
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The protesting school must inform the opposing school and game officials immediately following the incident about which the protest may be filed. The contest must be completed. All efforts should be made to reach a satisfactory conclusion of the difficulty. If a satisfactory conclusion cannot be reached, or if specific League prohibitions and sanctions are involved, proceed to Step 2.
2. **A written protest must be filed with the opposing school and game officials within 24 hours.** The protest must include:
  - a. A complete accounting of what occurred
  - b. The rule that has been violated.
  - c. The names and address of game officials.
3. **A copy of the written protest must be sent to the BAC Commissioner, the Head/Principal and Athletic Director of the opposing school within five (5) days of the initial protest.**
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.
5. At this point a resolution may occur between the two parties.
6. If a resolution cannot be made, the Commissioner will investigate and hold a hearing within one (1) week and will render a decision within two (2) days of the hearing. The decision will be in writing and will be mailed to all parties involved, and to the Heads/Principals of all League schools.
7. Either side of the dispute may appeal the decision of the League to the NCS Appeals committee.
8. If the protest is up held, the contest shall resume at the point and time, the protest was made.

## APPENDIX F: CHECK REQUEST/REIMBURSEMENT FORM

1. Attach bills, receipts, invoice, etc. to this form

2. Complete this form and mail to BAC office:

**Bay Area Conference  
18724 Center Street  
Castro Valley, CA 94546**

Requested by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Description -- specify league, sport (if applicable) and category (facility rental, officials, etc.)

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Payee:     Name: \_\_\_\_\_  
           Address: \_\_\_\_\_  
                          \_\_\_\_\_  
                          \_\_\_\_\_

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### FOR OFFICE USE ONLY

Check # \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Date Mailed: \_\_\_\_\_

# APPENDIX G: PROPOSAL FORM

Submitted by (name and school): \_\_\_\_\_ Date: \_\_\_\_\_

Sport: \_\_\_\_\_ Who Voted: \_\_\_\_\_ Vote Count: \_\_\_\_\_

Requested Implementation Date: \_\_\_\_\_

Change to the following:

- BCL Sports Handbook, Sport \_\_\_\_\_ Rule # \_\_\_\_\_
- BAC Bylaw and Constitution, Article \_\_\_\_\_ Section # \_\_\_\_\_

Current Rule:

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Proposed change/addition/deletion (circle one). Please write the exact wording you want used.

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Pros:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Cons:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_