

**BCL WEST
SPORTS
HANDBOOK**

2010-2011

BCL WEST

SPORTS HANDBOOK

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BAY AREA CONFERENCE

BCL West 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 WEST Sports Handbook** serves as an additional reference guide for regulations and procedures that are specific to the Bay Area Conference (BAC) BCL WEST interscholastic competition. It is the responsibility of all Athletic Directors to read and understand the materials in the BCL East, BCL Central, BCL, 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]
 - 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: Junior Varsity contests and 4:00p.m. and Varsity for 5:30pm. [3/08]
 - a. Exception: Cross Country: Starting time for all league meets will be 4:00 girls and 4:30 boys. Host team and all visiting teams may meet for walk-through of course at 3:30pm.
 - b. Exception: Boys Volleyball: When there is no J.V. league, varsity games will begin at 4:30 pm.

- c. Exception: Baseball: All games scheduled during standard time will begin at 3:30pm and games scheduled during daylight savings time will begin at 4:00pm.
- d. 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.

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 first be approved by the Commissioner of the BAC.
- 7. Neutral site for the semi-finals and finals is not mandatory. [**Exception: Basketball – finals at neutral site. Preliminary contests at higher seed**]
- 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 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 /bcl 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. If, for some reason, a team drops after league play begins, and the league consists of three (3) or less teams, the remaining teams will complete their league schedule.

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

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, parents 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, which 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 (CO-ED)

[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 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 Championship Tournament and vice-versa. A player who is eliminated in one event at the League Championship 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. 1st and 2nd place for boys in both singles and doubles
 - ii. 1st and 2nd place for girls in both singles and doubles
 - iii. 1st and 2nd place for mixed doubles
 - iv. 1st place for boys singles consolations
 - v. 1st 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. League Playoffs will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm.
5. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
6. Awards:
 - a. Perpetual Trophy for Varsity League Champion
7. 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 games consist of eight (8) minute quarters and Junior Varsity games consist of seven (7) minute quarters.
3. Unless agreed upon by both schools, start times for games when there is a JV and Varsity doubleheader will be: JV @ 4p.m. and Varsity @ 5:30p.m. Courtesy of flexibility can be implemented. [3/07]
4. JV and 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 Bylaw Section 5, B, prohibits noise or distractions during free throws.
6. The J.V. and Frosh/Soph League Champions are determined by round robin play.
7. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
8. Playoff Guidelines/Criteria:
 - a. Officials for all semi-finals and finals should be drawn from a neutral association, if possible.
 - b. Both teams should be accompanied by a designated Administrator-in-charge to address fan behavior.
 - c. Fan seating should be clearly designated/assigned with equity.
 - d. 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. 1st seed plays in the late game unless the 1st criterion prohibits playing in the late game. Commissioner to work closely with the tournament director. [3/08]
 - e. The host team shall provide Tournament Programs with brackets and all team rosters listed.
 - f. Both teams have the right to seat a representative at the scorer's table. The higher seed will provide an experienced scorer to keep the official scorebook.

The host school will provide an experienced scoreboard operator, and a shot clock operator.

- g. Announcer, if present, should be factual and impartial, announcing only line-ups, foul designations, and time-outs.
 - h. The higher seed is the “home team”, which establishes the following:
 - i. Which teams wears “home” uniforms,
 - ii. Which team has first choice in selecting any pre-game instrumental music,
 - iii. Which team is designated “home” team on the scoreboard, except in the case of a host team’s participation, in which case they will be designated “home” team on scoreboard;
 - iv. Which team has first choice in selecting team bench, except in the case of a host team’s participation, in which case they can choose to keep their “home bench”.
9. Awards:
- a. Perpetual trophy for Varsity League Champion
9. All League Selection Process/Form: Appendix A

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. A team will score against another team the first time they race in the league schedule. League races will use dual meet scoring.
- 6. Group pairings will change each year.
- 7. The J.V. League Champion is determined in the League Championship Meet and will be awarded a trophy. (Round robin in record does not count) [5/07]
- 8. The Varsity League Champion is determined by the total points from the round robin results, the League Championship Meet, and placement of each team. [5/07]
- 9. The Varsity League Champions will be awarded the perpetual trophy. If a tie occurs after round robin play, the winner in the League Championship Meet shall prevail.
- 10. Formula for 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

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. Both teams and individual runners who will represent the BCL West in post-season activity will be determined by area qualifying meets.
13. The Bay Area Conference will pay for scoring and timing equipment.
14. Awards to be given out at the conclusion of the LCM:
- a. Trophies:
 - i. Perpetual trophy for Varsity League Champion
 - ii. Trophy for J.V. League Champion
 - b. Varsity Medals:
 - i. Gold for 1st
 - ii. Silver for 2nd
 - iii. Bronze for 3rd through 7th
 - c. J.V. Medals:
 - i. Gold for 1st
 - ii. Silver for 2nd
 - iii. Bronze for 3rd through 7th
15. 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. 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, it will count as a tie. Teams that qualify for NCS competition must enter a minimum of five players.
5. 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.
6. Each foursome will receive two scorecards. The "home team" and one by the "opponents" keep one card. 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.
7. Team partners in the same foursome may not provide advice to one another during the match.
8. No coach may give advice to a player during the match. Spectators must maintain a minimum of 30 yards from players at all times.
9. Proper attire shall consist of collared shirts and slacks. Shorts may be worn no higher than 3 inches above the knee if allowed by host club. No blue jeans, designer jeans, tank tops or tee shirts are allowed. Soft spikes must be worn. If a player shows up in inappropriate attire, that player will be disqualified (approved 12/04).
10. Girls who compete as individuals in the fall may compete as team members in the spring.
11. Participating schools are responsible for payment of green fees for their players. Depending on circumstances, green fees for the BCL West League Tournament will be paid partially or in full by the BAC..
12. **Format for determine the League Champion is as follows:**
1 point is awarded for each league round robin win and ½ point for each tie. At the BCL West league tournament, 4 points are awarded for first, 3 points for second, and 2 points for third and 1 point for fourth. Ties at the league

tournament points will be broken by USGA recommended scorecard match to determine final place in league tournament. Combined round robin and league tournament points will determine league champion. Ties for overall league place will be broken by 1) head to head result in league tournament, 2) head to head result in round robin. 3) USGA recommended card match of the tournament scores. [9/08]

13. The league champion will be awarded a team berth to the North Coast Section Tournament of Champions. Second Place team will be awarded a berth to the NCS North Regional Qualifier. Top three individuals not on a qualified team will be awarded individual berths to the NCS North Regional Qualifier. If possible, a sudden victory playoff will be held to determine ties for individual berths. If a playoff is not possible, then a USGA recommended card match would be used to determine the individual NCS berth. [9/08]

14 Awards (approved 12/04):

- d. Perpetual Trophy and six medals for Varsity League Champion
- e. Medals for 1st, 2nd and 3rd place finishers from the BCL West League Tournament

15. All League Selection Process/Form: Appendix A

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:
 - a. Perpetual Trophy to Varsity League Champion
4. All League Selection Process/Form: Appendix A

J. 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. 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. Coin flip (approved 3/05)
7. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
 8. Awards:
 - a. Perpetual Trophy to Varsity League Champion
 9. All League Selection Process/Form: Appendix A

K. SOFTBALL

[SEE SECTION 22, NCS HANDBOOK]

4. The NFHS Softball Rule Book is the governing authority.
5. The official ball will be National Federation approved high school softball.
6. Fast pitch rules are in effect for league play.
7. **A game shall end when:**
 - after 3 innings of a 7 inning game a team is behind by 15 runs and has a completed its turn at bat.
 - after 5 innings of a 7 inning game when a team is behind by 10 runs and has completed its turn at bat. [10/08]
8. **When a league game is tied at the completion of the 7th inning the NCS tie breaker rule is in effect beginning in the 8th inning. [10/08]**
9. **All regular season games will have a two-hour time limit. No new inning shall start after two hours from the first pitch of the game. A tied game will finish tied if the two-hour time limit has expired. (Ties = 1 point, Wins = 3 points). Exception: All games played on SF Rec. and Park fields will have a 1 ½ hour time limit due to field constraints, unless agreed upon by coaches prior to the start of the game. [10/08]**
10. **League Playoffs:**
 - Will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm.
 - There is no time limit.
 - First 1st round and semi final games shall end after five innings of a seven inning game when a team is behind by ten runs and has completed its turn at bat.
 - Championship game will have no run rule.
 - The NCS tie breaker rule is in effect beginning in the tenth inning. [10/08]
11. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
12. Awards:
 - a. Perpetual Trophy to Varsity League Champion
12. 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. **3 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.
1. A swimmer may participate in only one athletic level during a meet but may change levels from meet to meet.
2. 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.
3. 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.
4. The J.V. League Champion is determined by round robin play and will be awarded a trophy.
5. Points from round robin results and the League Championship Meet will be totaled to decide the Varsity League Champion and placement of each team.
6. Formula for 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

- 7. The Varsity League Champion will be awarded the perpetual trophy. If a tie occurs, Co-champions will be declared.
- 10. Awards to be given out at the conclusion of the League Championship Meet:
 - a. Trophy:
 - i. Perpetual Trophy for Varsity League Champion
 - ii. Trophy for J.V. League Champion
 - b. Varsity Medals:
 - i. 1st, 2nd, and 3rd for each event in League Championship Meet
 - c. Varsity Ribbons:
 - i. 4th, 5th and 6th for each event in League Championship Meet
 - ii. **1st, 2nd and 3rd 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 (3) singles and two (2) doubles matches. The Team Tournament matches will consist of four (4) singles and three (3) doubles. (Approved 12/04)
- 5. A player may enter in only one event in each match.
- 6. The best two (2) out of three (3) 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. 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 #11 below) to determine the winner of the league round robin play. (Approved 3/05)

11. Tie-break procedures: (approved 9/04)
 - 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 drawing
12. A "SUPER TIE-BREAK" (10 points, win by 2) may be played in LIEU OF A THIRD SET. Both coaches have to agree to 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 West – "Tie Breaking Procedures") is put into use. (Approved 3/05)
13. 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.
14. 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)
15. 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.

16. The League Singles/Doubles Tournament determines which singles' players and doubles' team will represent the league at the NCS Tournament. Players who played singles during the league schedule may play doubles in the League Championship Tournament and vice-versa. A player may play in only one (1) event. Each school may enter two (2) singles players and/or two (2) doubles teams into the League Singles/Doubles Tournament. When 8 courts are available, tennis matches may not begin prior to 1:00p.m. (Approved 9/05).

This tournament will be renamed the BAC individual and team handicap tournament. The team handicap component will be a competition between schools with each team accruing one point for each match won in the single and doubles portions of the event. The team with the most accrued points will be declared the team handicap champion.

The handicap portion of the event will provide that teams are awarded $\frac{3}{4}$ of a point at the start of the tournament for each place they finish out of 1st in the final league standings (i.e. 9th place team receives $8 \times .75 = 6.0$ points).

This tournament will include both a main draw (the winner of which will be the league's entrant into the NCS tournament) and a back draw for players who lose prior to the quarterfinals. Back draw matches will be an 8 game pro set.

Trophies will be awarded to the top three teams in the handicap tournament. (11/06)

17. Awards:

a. Trophies

i. Perpetual Trophy for Varsity League Champion

ii. Individual Trophy for 1st and 2nd place Singles and Doubles winners at the League Championship Tournament

b. Medals

i. 1st and 2nd place Singles and Doubles winners in the Consolation portion of the League Championship Tournament.

18. 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.
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 2nd 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 2nd 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. **1st, 2nd and 3rd place medals for each event, including one for each member of a relay team. [10/08]**
- c. **Ribbons:**
 - i. **4th, 5th, and 6th place ribbons for each event, including one for each member of relay team. [10/08]**

7. All League Selection Process/Form: Appendix A

O. VOLLEYBALL (BOYS AND GIRLS)

[SEE SECTION 26, NCS HANDBOOK]

1. The NFHS Rule Book is the governing authority.
2. The official ball will be National Federation approved high school volleyball.
3. League matches for girls 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 two (2) minutes 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, prohibit noise or distraction after the whistle to signal for the serve.
7. Varsity games will begin at 4:30pm when there is no JV team.
8. In the event that a JV volleyball match is decided after two games, the teams will play a 3rd game to 15 points provided that it is not yet within 30 minutes of the scheduled varsity start time and the home team has been able to arrange officials (11/06)
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. Awards
 - a. Perpetual trophy to Varsity League Champion
12. Playoffs: 1 official, 1 umpire and 2 linesmen shall be scheduled for all playoff Games. (Approved 6/06)
- 13 Admission is required: Adults \$7, Students \$2 for the semi and final rounds. Proceeds go to the BAC.
- 14 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. 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. Selection takes place at end-of-season coaches meeting.
2. The All-League 1st team will consist of MVP, two pitchers, three outfielders, four infielders, one catcher & one utility player
3. The All-League 2nd team will consist of two pitchers, three outfielders, four infielders, one catcher & one utility player
4. Selection process for 1st team is as follows:
 - a. Each coach will nominate players for each position.
 - b. Nominations and voting will start with MVP and end with Utility Player.
 - c. Coaches cannot vote for their own players.
 - d. Coaches will vote for players by ranking them in the following scale:
 - i. 1- 1st --best, 2 - 2nd-second best, 3-third best, 4-4th best, 5-5th best, so on.
5. Selection process for 2nd team is as follows:
 - a. Each coach will nominate players for each position.
 - b. Nominations and voting will start with pitcher and end with Utility Player.
 - c. Coaches cannot vote for their own players.
 - d. Coaches will vote for players by ranking them in the following scale:
 - i. 1-best, 2-second best, 3-third best, 4-fourth best, 5-fifth best, and so on. [3/07]

BASKETBALL

1. Selection takes place at the end-of-season coaches meeting.
2. Coaches nominate a maximum of three players for 1st Team
3. Coaches cannot vote for their own players.
4. Rating system for voting (example 1st choice = 8 pts)

1 st = 8 pts	5 th = 4 pts
2 nd = 7 pts	6 th = 3 pts
3 rd = 6 pts	7 th = 2 pts
4 th = 5 pts	8 th = 1 pt
5. Scores are totaled and top eight (8) vote getters are named to 1st Team. In case of a tie for the 8th spot, a head-to-head vote-off will occur. The winner will be placed on the 1st Team; the other(s) will be on the 2nd Team.
6. Repeat process to fill remaining 8 spots on 2nd Team

CROSS COUNTRY

1. 1st Team All-League is the 1st through 7th place finishers at the LCM.
2. 2ND teams All-League are the 8th through 14 place finishers at the LCM.
 - Each head coach may propose one additional male runner and one female runner for consideration.
 - The head coaches will vote on each proposed runner.
 - Each head coach may nominate one male and/or female runner to be added to the 7 member All League Team. All coaches present will vote each of the nominated runners. If there is a majority vote for one male and/or female runner, that runner will be added to the 7 member All League team. If there is a tie for either the male and/or female nominee, a second vote will be taken to break the tie. If, the tie cannot be broken for either the male and/or female nominee's, then there will be no addition to the All League team(s). [3/07]

GOLF

Each coach will submit the top four players' stroke averages. If a coach feels that their fifth (5th) or sixth (6th) 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 1st Team All-League recognition and the next six (6) stroke averages will receive 2nd Team All-League recognition.

LACROSSE (approved 9/04)

1. Coaches must be present.
2. First Team All-League Selection Process:
 - a. Coaches nominate and place names on board for the given position.
 - b. Each coach has 30 seconds to speak on each nominee
 - c. Questions/discussion will follow
 - d. Each coach will rank five (5) nominees (5 being the best)
 - e. Discussion of rankings
 - f. Coaches may change their vote
 - g. The 3 players with the most votes are First Team All League. If a tie for the 3rd spot, a re-vote will be taken for only 3rd place. If still a tie, players will share 3rd place spot, meaning 4 players will be chosen for that position.
3. Second Team All-League Selection
 - a. All names not chosen First Team 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 the best)
 - f. Discussion of rankings

- g. Coaches may change their vote
 - h. 3 players with most votes are Second Team All League. If a tie for the 3rd spot, a re-vote will be taken for only the 3rd place spot. If still a tie, players will share 3rd place spot, meaning 4 players will be chosen for that position.
4. Honorable Mention
 - a. All names not Second Team All-League are left on the board
 - b. Any player who received at least two Second Team votes earns Honorable Mention (no certificate for this award)
 5. Position will be chosen in this order:
 - a. Attack
 - b. Midfield
 - c. Long Stick
 - d. Defense
 - e. Goalie
 6. Notes/Clarification
 - a. Once the First Team, Second Team and Honorable Mention selections have been made for one position, nominations will begin for the next position.
 - b. It is understood that coaches will only nominate players who legitimately warrant consideration for each award.
 - c. Coaches are allowed to vote for their own players.

SOCCER (approved 3/05)

1. Representative of School must be present at season ending league meeting (which is when all league selection takes place) for said school's student athletes to be nominated for all league.
2. MVP is selected by majority vote of school representatives.
3. If a tie occurs in the MVP voting then an anonymous vote will take place. Each representative will rank the players. When the vote is tallied the top player from each ballot will be awarded 3 points; the 2nd player will be awarded 2 points and the 3rd player will be awarded 1 point. The player receiving the most points will be declared MVP.
4. Players are nominated for all league selection by representatives from any school present (including their own school).
5. Once player nomination has concluded representatives will then vote as to who is selected for 1st team all league and who is selected to 2nd team all league by majority vote from the pool of nominated players.

SOFTBALL (approved 9/04)

The MVP, 1st team, and 2nd team all league selections will be determined regardless of their playing positions on the team.

MVP Selections - coaches will nominate players for the league MVP. Coaches will not vote for their own players. In the event of a tie, coaches will re-vote until the tie is broken.

All League Selections – *Coaches can not vote for their own players.* Coaches will nominate for Nine (9) 1st team selections and then vote. After the nine (9) 1st team selections are approved, any player who didn't make 1st team will automatically be nominated for 2nd team. Coaches will then nominate additional players for the 2nd team. Nine players will be selected for 2nd team all league. In the event of a tie, coaches will re-vote until the tie is broken. [10/08]

SWIMMING

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

TENNIS (approved 11/06)

1. The top 8 seeds in single and the top 4 seeds in doubles in the league individual tournament will automatically earn at least 2nd team all league honors
2. Any unseeded player who makes it to the quarterfinals in singles or semi-finals in doubles will also earn at least 2nd team all league honors.
3. 1st team all league honors will go to the players who make it to the semi-finals in singles or the finals in doubles
4. To be eligible for all league selection, a player must have competed in at least half of their team's round robin matches.
5. If a player/team is not able to compete in the league individual tournament for reason of injury or other compelling reason and the player/team had one of the two best round robin records, then that player can be selected to all league by a vote of 2/3 or more of the league coaches
6. If the league individual tournament is not held, then the coaches would vote on the top 8 singles players and top 4 doubles teams to make all league with half on 1st team and half on send team (regular season record).

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 2nd in one meet, 3rd in two, and 1st 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 2nd in two meets, 3rd in one, and 1st 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 1st through 6th) 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.

If there is no process listed below, the following format is to be used:

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

APPENDIX B: LEAGUE & PLAYOFF FORMATS

League schedule shall be a double round robin (Exceptions must be approved by a majority vote by the athletic directors). [10/08]

The winner of the Playoffs is declared the League Champion, automatic NCS representative, and is awarded the perpetual league trophy. *Note: Volleyball – Association line officials must be provided for the 1st round of the playoffs.*

- First Criteria: 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.
- Second Criteria: 1st seed plays in the late game unless the 1st criteria prohibits playing in the late game.

Commissioner to work closely with the tournament director. [3/08]

(6 or less teams) – 4 team playoff

rev. 3/2010

Semi-Finals (at host site)	1 st place vs 4 th place	(Game 1)
	2 nd place vs 3 rd place	(Game 2)
Finals (at host site)	Winner of Game 1 vs Winner of Game 2	(Game 3)

(7 or 8 league teams) – 6 team playoff

rev. 11/27/07

1 st Round (at higher seed)	1 st place & 2 nd place	(BYE)
	5 th place @ 4 th place	(Game 1)
	6 th place @ 3 rd place	(Game 2)
Semi-Finals (at host site)	1 st place vs Winner of Game 1	(Game 3)
	2 nd place vs Winner of Game 2	(Game 4)
Finals (at host site)	Winner of Game 3 vs Winner of Game 4	(Game 5)

(9-11 league teams) – 6 team playoff

rev. 10/08

1 st Round (at higher seed)	Div I - 1 st place & 2 nd place	(BYE)
	Div 1 - 3 rd place vs Div II - 3 rd place	(Game 1)
	Div II - 1 st place vs Div II 2 nd place	(Game 2)
Semi-Finals (at host site)	Winner of Game 1 @ Div 1 – 2 nd place	(Game 3)
	Winner of Game 2 @ Div 1 – 1 st place	(Game 4)
Finals (at host site)	Winner of Game 3 vs Winner of Game 4	(Game 5)

Time of Play: No league semi-final game may start prior to 3:30p.m. Exceptions approval of League Athletic Directors/Commissioner. [11/07]

APPENDIX C: CHAMPIONSHIP DIRECTOR ROTATION

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 PROCEDURE

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.

Copies: A.D. of Opposing School
BAC Commissioner

APPENDIX E: **PROTEST PROCEDURES**

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. **NO PROTESTS MAY BE SUBMITTED REGARDING JUDGMENT CALLS BY GAME OFFICIALS.**

Failure to follow Steps 1, 2 and 3 listed below will result in the protest being disallowed and no action being taken.

1. **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.)

Payee: Name: _____
 Address: _____

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 West Sports Handbook, Sport _____ Rule # _____
- BAC Bylaw and Constitution, Article _____ Section # _____

Current Rule: _____

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

Pros:

1. _____
2. _____
3. _____

Cons:

1. _____
2. _____

3. _____

—