

**West Bay  
Athletic League**

**Athletic Directors'  
Handbook**

**2016-2017**

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## Commissioner's Greeting

August 2016

Dear West Bay Athletic League Athletic Directors and Coaches,

On behalf of the West Bay Athletic League I would like to welcome you the 2016-2017 school year and athletic seasons. It is my goal as the League Commissioner to make the West Bay Athletic League one of the top leagues in the Central Coast Section. Your responsibilities as a coach play a substantial role in making this happen. You and your team are representatives of not only your school, but you are ambassadors of the league. I know that you give of yourself in making your team and your program the best it can be for your school and I encourage you to always do the same for the WBAL. I commend the outstanding accomplishments of our student athletes and teams last year in both the Central Coast Section Championships and the State Championships. Your success as a coach in your program is a success for each one of us as a league mate.

The West Bay Athletic League supports the principals of the Pursuing Victory with Honor Program while we promote important life skills and the development of good character in our student-athletes. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship.

Our website [www.wbalsports.org](http://www.wbalsports.org) has all forms, schedules, standings, bylaws, and other pertinent information on it.

Good luck to all of you and I look forward to working with you all in the coming year.

Sincerely,

Dan Molin  
Commissioner

Mary Jo Pruitt  
Assistant Commissioner

## **West Bay Athletic League**

The West Bay Athletic League was established in 2002 and expanded in 2008 and is comprised of the following private schools: Castilleja, Crystal Springs, Eastside College Prep, Harker, Menlo, Mercy Burlingame, Mercy San Francisco, Notre Dame Belmont, Notre Dame San Jose, Pinewood, Priory, Sacred Heart Prep, and The King's Academy.

The WBAL was originally formed during a realignment period when the Private School Athletic League was getting too large. The WBAL sought schools that were geographically desirable, with consistent philosophies for athletics and academics, with similar sport offerings and athletically competitive. The new structure of the WBAL is very exciting and we have expanded our league to a coed league with two divisions.

The ultimate goal of the WBAL is to provide and administer interscholastic competition for young men and women by means of a constitution, by-laws, and an efficient organization while recognizing the importance of fair play and good sportsmanship. The schools associated with the West Bay Athletic League subscribe to the following basic principles:

- 1) That the student athletes' health, welfare, and safety shall always be of prime importance;
- 2) To provide quality interscholastic athletic competition;
- 3) To direct and control WBAL interscholastic athletics at the highest level of integrity so to insure their value as educational resources to be encouraged and fostered;
- 4) To cultivate cordial and friendly relations among schools through good standards of sportsmanship.

## Athletic Directors

### **Castilleja School**

Mary Jo Pruitt  
1310 Bryant St.  
Palo Alto, CA 94301  
650-470-7830  
[mpruitt@castilleja.org](mailto:mpruitt@castilleja.org)

### **Eastside College Prep**

Chris Bischof  
1041 Myrtle St  
East Palo Alto, CA 94303  
650-688-0850  
[chrisb@eastside.org](mailto:chrisb@eastside.org)

### **Menlo School**

Kris Weems  
50 Valparaiso Ave  
Atherton, CA 94027  
650-330-2001 x2346  
[kweems@menloschool.org](mailto:kweems@menloschool.org)

### **Mercy High School (San Francisco)**

Michael Gutierrez  
3250 19<sup>th</sup> Ave.  
San Francisco, CA 94132  
415-334-0525  
[mgutierrez@mercyhs.org](mailto:mgutierrez@mercyhs.org)

### **Notre Dame Belmont High School**

Jason Levine  
1540 Ralston Ave  
Belmont, CA 94002  
650-595-1913 x255  
[jlevine@ndhsb.org](mailto:jlevine@ndhsb.org)

### **Crystal Springs Uplands School**

Michael Flynn  
Rob Cannone - Assistant  
400 Uplands Drive  
Hillsborough, CA 94010  
650-342-4175 x524  
[mflynn@crystal.csus.org](mailto:mflynn@crystal.csus.org)  
[rcannone@crystal.csus.org](mailto:rcannone@crystal.csus.org)

### **The Harker School**

Dan Molin, CAA  
500 Saratoga Ave.  
San Jose, CA 95129  
408-345-9627  
[danm@harker.org](mailto:danm@harker.org)

### **Mercy High School (Burlingame)**

Charles Dougherty  
2750 Adeline Dr.  
Burlingame, CA 94010  
650-762-1107  
[cdougherty@mercyhsb.com](mailto:cdougherty@mercyhsb.com)

### **Notre Dame San Jose High School**

Denise Fernandes  
596 2<sup>nd</sup> St.  
San Jose, CA 95112  
408-294-1113 x2108  
[dfernandes@ndsj.org](mailto:dfernandes@ndsj.org)

**Nueva School**

Amrit Chima  
6565 Skyline Blvd.  
Hillsborough, CA 94010  
[achima@nuevaschool.org](mailto:achima@nuevaschool.org)

**Priory**

Mark Stogner, CAA  
302 Portola Rd  
Portola Valley, CA 94025  
650-851-6107  
[mstogner@woodsidepriory.com](mailto:mstogner@woodsidepriory.com)

**The King's Academy**

Joe Maemone  
Kevin Johnson  
562 Britton St  
Sunnyvale, CA 94085  
408-481-0158  
408-887-0967 Joe's cell  
[joe.maemone@tka.org](mailto:joe.maemone@tka.org)  
[kevin.johnson@tka.org](mailto:kevin.johnson@tka.org)

**Pinewood School**

Matt Stimson  
26800 Fremont Road  
Los Altos Hills, CA 94024  
650-941-6044  
[mstimson@pinewood.edu](mailto:mstimson@pinewood.edu)

**Sacred Heart Prep**

Frank Rodriguez  
150 Valparaiso Ave  
Atherton, CA 94027  
650-473-4031  
[frrodriguez@shschools.org](mailto:frrodriguez@shschools.org)

**Affiliations****Section**

Central Coast Section (CCS)  
Duane Morgan  
Commissioner  
6830 Via Del Oro, Suite 103  
San Jose, CA 95118  
phone 408-224-2889  
fax 408-224-0476  
[www.cifccs.org](http://www.cifccs.org)

**State**

California Interscholastic Federation (CIF)  
Roger Blake  
Executive Director  
4658 Duckhorn Drive  
Sacramento, CA 95834  
phone: 916-239-4477  
fax: 916-239-4478  
[www.cifstate.org](http://www.cifstate.org)

## Sports and Levels

Fall	Cross Country (G, B)	Varsity and Junior Varsity
	Golf (G)	Varsity
	Tennis (G)	Varsity and Junior Varsity
	Volleyball (G)	Varsity, Junior Varsity and Freshman
Winter	Basketball (G, B)	Varsity, Junior Varsity and Freshman
	Soccer (G, B)	Varsity and Junior Varsity
Spring	Golf (B)	Varsity
	Lacrosse (G)	Varsity and Junior Varsity
	Softball (G)	Varsity
	Swimming (G, B)	Varsity and Junior Varsity
	Tennis (B)	Varsity and Junior Varsity
	Track and Field (G, B)	Varsity

## Past WBAL Champions

	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-2008</b>
Volleyball	Castilleja	Castilleja	Castilleja	Harker/ Castilleja	Mercy SF	Harker
Cross country	NDSJ	Castilleja	Castilleja	Castilleja	Castilleja	Castilleja
Golf	Castilleja	Harker	Harker	Castilleja	Harker	Castilleja
Tennis	NDSJ	Castilleja	NDSJ	NDSJ	NDSJ/Harker	Notre Dame
Water Polo	Castilleja	---	---	---	---	---
Basketball	Mercy SF	Castilleja/ Mercy SF	NDSJ	Mercy SF	Mercy SF/ Castilleja	Castilleja
Soccer	Mercy B	Mercy B	Mercy B	Mercy B	Woodside PRIORITY	Woodside PRIORITY
Softball	Mercy B	Mercy B	Castilleja	Castilleja	Castilleja	Castilleja
Swimming	Castilleja	Castilleja	NDSJ	Castilleja	Castilleja	Castilleja
Track and Field	NDSJ	Mercy B	NDSJ	Castilleja	Castilleja	Mercy B



## Past WBAL Champions Continued

	2008-2009	2009-2010	2010-2011
B. Cross Country	Harker	Menlo	Menlo
G. Cross country	Harker	Priory	Sacred Heart Prep
G. Golf	Castilleja	Castilleja	Castilleja/ Sacred Heart Prep
B. Golf	Sacred Heart Prep	Sacred Heart Prep	Menlo
G. Tennis	Menlo (F), The King's Academy (S)	Menlo (F), Priory (S)	Menlo (F), Crystal Springs Uplands (S)
B. Tennis	Sacred Heart Prep	Menlo	Menlo
G. Volleyball	Menlo (F), The King's Academy/Mercy SF (S)	Mercy B (F), The King's Academy (S)	Mercy B (F), Mercy SF (S)
B. Basketball	Menlo	Sacred Heart Prep	Sacred Heart Prep
G. Basketball	Pinewood (F), Menlo (S)	Eastside Prep/ Pinewood (F)/ Notre Dame (S)	Eastside Prep/ Pinewood (F), Notre Dame (S)
B. Soccer	Sacred Heart Prep	Sacred Heart Prep	Sacred Heart Prep
G. Soccer	Sacred Heart Prep (F), Crystal Springs Uplands (S)	Sacred Heart Prep (F), The King's Academy (S)	Sacred Heart Prep (F), Notre Dame (S)
B. Swimming	Menlo	Sacred Heart Prep Sacred Heart Prep	Sacred Heart Prep Sacred Heart Prep
G. Swimming	Harker		
G. Lacrosse	Menlo (F), Burlingame, Palo Alto (S)	Menlo (F), Notre Dame (S)	Menlo (F), Notre Dame (S)
Softball	Castilleja/Mercy B	Castilleja/ The King's Academy	Castilleja/Menlo (F), Alma Heights (S)
B. Track and Field	The King's Academy	Sacred Heart Prep	Sacred Heart Prep
G. Track and Field	Mercy B	Mercy B	Mercy B
Baseball	---	Sacred Heart Prep/Menlo	Sacred Heart Prep/ Menlo

F = Foothill, S = Skyline

## Past WBAL Champions Continued

	2011-2012	2012-2013	2013-2014
B. Cross Country	Sacred Heart Prep	Crystal Springs Uplands	Sacred Heart Prep
G. Cross country	Sacred Heart Prep	Crystal Springs Uplands	Menlo
G. Golf	Castilleja	Castilleja	Castilleja
B. Golf	Menlo	Menlo	Harker/ Sacred Heart Prep
G. Tennis	Menlo (F), The King's Academy (S)	Menlo (F), Castilleja (S)	Menlo (F), Castilleja (S)
B. Tennis	Menlo	Menlo	Menlo
G. Volleyball	Sacred Heart Prep (F), Priory (S)	Menlo/ Sacred Heart Prep (F), Crystal Springs Uplands/ Harker/ Mercy Burlingame (S)	Menlo (F), Mercy Burlingame/ Notre Dame (S)
B. Basketball	Pinewood	Menlo	Pinewood/ Sacred Heart Prep
G. Basketball	Mercy San Francisco (F), Castilleja (S)	Eastside Prep (F), Notre Dame (S)	Pinewood (F), Castilleja (S)
B. Soccer	Sacred Heart Prep	Sacred Heart Prep	Sacred Heart Prep
G. Soccer	Menlo (F), Crystal Springs Uplands (S)	Menlo (F), Pinewood (S)	Menlo (F), Harker (S)
B. Swimming	Sacred Heart Prep	Sacred Heart Prep	Sacred Heart Prep
G. Swimming	Sacred Heart Prep	Sacred Heart Prep	Sacred Heart Prep
G. Lacrosse	Menlo (F), Mercy Burlingame (S)	Menlo/ Sacred Heart Prep (F), Notre Dame (S)	Sacred Heart Prep (F), Notre Dame (S)
Softball	Castilleja/ Mercy Burlingame/ Notre Dame (F), Mercy San Francisco/ Pinewood (S)	Harker (F), Crystal Springs Uplands/ Mercy San Francisco (S)	The King's Academy (F), Pinewood (S)
B. Track and Field	Menlo	Sacred Heart Prep	Sacred Heart Prep
G. Track and Field	Menlo	Menlo	Notre Dame
Baseball	Menlo	Menlo/ Sacred Heart Prep	

F = Foothill, S = Skyline

## Past WBAL Champions Continued

	2014-2015	2015-2016	2016-2017
B. Cross Country	Sacred Heart Prep	Crystal Springs Uplands/ Sacred Heart Prep	
G. Cross Country	Crystal Springs Uplands	Castilleja/ The King's Academy	
G. Golf	Castilleja/ Menlo	Castilleja	
B. Golf	Harker	Harker	
G. Tennis	Menlo (F), Pinewood (S)	Menlo (F), Notre Dame/Priory(S)	
B. Tennis	Menlo	Menlo	
G. Volleyball	Harker/ Menlo(F), Mercy Burlingame (S)	Harker/ Menlo (F), Crystal Springs Uplands (S)	
B. Basketball	Sacred Heart Prep	Pinewood/ Sacred Heart Prep	
G. Basketball	Pinewood (F), The King's Academy (S)	Pinewood (F), Priory/ Mercy San Francisco (S)	
B. Soccer	Sacred Heart Prep/ The King's Academy	The King's Academy	
G. Soccer	Sacred Heart Prep (F), Castilleja (S)	Menlo/ Sacred Heart Prep (F), Crystal Springs Uplands(S)	
B. Swimming	Sacred Heart Prep	Sacred Heart Prep	
G. Swimming	Sacred Heart Prep	Sacred Heart Prep	
G. Lacrosse	Menlo (F), Sequoia (S)	Sacred Heart Prep (F), Woodside (S)	
Softball	The King's Academy (F), Crystal Springs Uplands/ Priory (S)	The King's Academy (F), Mercy San Francisco (S)	
B. Track and Field	The King's Academy	The King's Academy	
G. Track and Field	Menlo	Menlo	

F = Foothill, S = Skyline

## WBAL Representatives 2016-2017

WBAL Board	Commissioner	Dan Molin - Harker
	Asst. Comm.	Mary Jo Pruitt - Castilleja
	Treasurer	Frank Rodriguez - SHP
CCS Board of Managers	Michael Flynn	Crystal Springs Uplands
	Michael Gutierrez	Mercy San Francisco
	Kevin Johnson	The King's Academy
	Frank Rodriguez	Sacred Heart Prep
	Mark Stogner	Priory
ADAC for CCS	Denise Fernandez	Notre Dame San Jose
	Kevin Johnson	The King's Academy

### FALL

Cross Country	<b>Sport Representatives</b>	<b>AD Representative</b>
G. Golf	Albert Caruana - CSU	Mark Stogner - Priory
Tennis – Foothill	Mark Dowdy - SHP	Dan Molin - Harker
Tennis – Skyline	Bill Shine - Menlo	Michael Flynn - CSU
Volleyball – Foothill	Janice O'Brien - Mercy B	Matt Stimson - Pinewood
Volleyball – Skyline	Theresa Smith - Harker	Dan Molin - Harker
	Rick Reibhoff - Priory	Chris Bischof - Eastside

### WINTER

B. Basketball	Drew Petiti - TKA	Frank Rodriguez - SHP
G. Basketball - Foothill	Doc Scheppler - Pinewood	Matt Stimson - Pinewood
G. Basketball - Skyline	Michael Gutierrez - Mercy SF	Dan Molin - Harker
B. Soccer	Mark Kerrest - Menlo	Kris Weems - Menlo
G. Soccer - Foothill	Donoson Fitzgerald - Menlo	Kevin Johnson - TKA
G. Soccer - Skyline	Joel Snyder - Mercy B	Michael Flynn - CSU

### SPRING

B. Golf	Mark Dowdy - SHP	Mark Stogner - Priory
G. Lacrosse - Foothill	Jen Lee – Menlo	Frank Rodriguez - SHP
G. Lacrosse - Skyline	Stacey Myers - Woodside	Charlie Dougherty - Mercy B
Softball - Foothill	Robert Burley - Castilleja	Kevin Johnson - TKA
Softball - Skyline	Kara Sargent - CSU	Michael Gutierrez - MSF
Swimming	Kevin Morris - SHP	Denise Fernandez - NDSJB.
Tennis	Bill Shine - Menlo	Matt Stimson - Pinewood
Track & Field	Ken Wilner – SHP	Mary Jo Pruitt – Castilleja

## **Expectations of Sports Representative:**

### **Preseason**

1. Represent the WBAL at CCS preseason meetings in your sport
2. Facilitate WBAL Sport Committee preseason meetings in your sport
3. Collect contact information for coaches in your sport
4. Review bylaws with coaches and follow system to change a bylaw
5. Record any recommendations on Report Form

### **During Season**

1. Keep up to date standings and communicate to other coaches.
2. Check website weekly to make sure that results are posted. Work with webmaster to get missing results.
3. Be the go to person for any issues of the coaches during the season.

### **Postseason**

1. Represent the WBAL at CCS postseason meetings in your sport, or make sure that someone represents the league.
2. Facilitate WBAL Sport Committee postseason meetings in your sport
3. Review bylaws with coaches and follow system to change a bylaw, review how league champion is determined, how automatic bids are given out and how at large are entered at CCS
4. Record All League and Final Standings to give to Athletic Director Representative
5. Record any recommendations on Report Form
6. Record division movement decisions for next season if applicable.
7. Record recommendations for CCS Meetings including League Classification

## **Responsibilities of WBAL Board Officers:**

1. Commissioner
  - a. Attend all CCS Commissioners Meetings
  - b. Facilitate WBAL Board of Managers Meeting
  - c. Interpret league, CCS, and CIF Constitution and Bylaws
  - d. Collect eligibility rosters for all WBAL teams
2. Assistant Commissioner
  - a. Attend all WBAL meetings, record and publish minutes
  - b. Send Athletic Directors and coaches reminders of meetings
  - c. Arrange all league schedules
  - d. Update WBAL Constitution as needed
  - e. Other duties as required by commissioner.
3. Treasurer
  - a. Keep a detailed account of finances of league
  - b. Give financial report at each meeting
  - c. Order and purchase all league awards

## **CCS Board of Managers**

- a. Determine procedures, rules and policies, and take such action as authorized by the CIF Constitution and Bylaws.
- b. Define CCS Championships.
- c. Have control over the CCS Finances

## **Athletic Director Advisory Council**

- a. Shall be a representative from each basic league
- b. Shall be an advisory committee to the Board of Managers and Executive Committee
- c. Shall select a member to serve on each sport committee to assist in communication, development and adherence to existing section policies and practice.

## **2016-2017 Athletic Directors Meeting Dates**

### **AUGUST**

<b>Day</b>	<b>Date</b>	<b>Description</b>
<b>Friday</b>	<b>5</b>	<b>CCS Fall Practice Start Date</b>
<b>Monday</b>	<b>15</b>	<b>WBAL Fall Coaches Preseason Meeting @ Menlo (7PM)</b>  <b>* Preseason sport meetings/information will be held via email unless a coach proposes an urgent WBAL bylaw change request for implementation for the immediate season or if the coach/AD rep feels a face-to-face meeting is necessary. Coach and AD reps will communicate pertinent preseason information regarding responsibilities at least one week prior.</b>
<b>Thursday</b>	<b>18</b>	<b>League Commissioners at CCS Office (9AM - Noon)</b>
<b>Friday</b>	<b>19</b>	<b>CCS Fall Scrimmage Start Date</b>
<b>Monday</b>	<b>22</b>	<b>CCS GVB Sportsmanship Games</b>
<b>Wednesday</b>	<b>24</b>	<b>Administrators Workshop @ SMCOE, Redwood City</b>

**(7:30AM - 11:30AM)**

**Thursday 25 Fall-1st Day of Contests**

## **SEPTEMBER**

<b>Day</b>	<b>Date</b>	<b>Description</b>
<b>Thursday</b>	<b>8</b>	<b>ADAC @ CCS Office (8AM - 11AM)</b>
<b>Thursday</b>	<b>15</b>	<b>League Commissioners @ CCS Office (9AM - Noon)</b>
<b>Wednesday</b>	<b>21</b>	<b>Executive Committee @ CCS Office (8AM -Noon)</b>
<b>Wednesday</b>	<b>28</b>	<b>WBAL Board of Managers (BOM) @ Harker (9AM) - CCS Issues, Fall Preseason Notes &amp; Sports Reports</b>

## **OCTOBER**

<b>Day</b>	<b>Date</b>	<b>Description</b>
<b>Wednesday</b>	<b>5</b>	<b>CCS Board of Managers Meeting @ Campbell UHSD Board Room (8AM - Noon)</b>
<b>Monday</b>	<b>17</b>	<b>Winter Coaches Preseason Meeting @ Menlo (7PM)</b>  <b>* Preseason sport meetings/information will be held via email unless a coach proposes an urgent WBAL bylaw change request for implementation for the immediate season or if the coach/AD rep feels a face-to-face meeting is necessary. Coach and AD reps will communicate pertinent preseason information regarding responsibilities at least one week prior.</b>
<b>Thursday</b>	<b>27</b>	<b>Fall-End of Season: Girls Golf</b>
<b>Friday</b>	<b>28</b>	<b>Fall-End of Season: Girls Volleyball</b>
<b>Saturday</b>	<b>29</b>	<b>Fall-End of Season: Girls Water Polo</b>

Monday 31 Winter 1st Day of Practice

## NOVEMBER

Day	Date	Description
Friday	4	Fall-End of Season: Girls Tennis
Saturday	5	Fall-End of Season: Cross Country and Football
Monday	7	WBAL Fall Post Season Coaches Meeting @ Menlo @ 7PM
Wednesday	9	WBAL Board of Managers (BOM) @ Harker (9AM)
Monday	14	Winter 1st Day of Scrimmage
Monday	21	Winter 1st Day of Contests

## DECEMBER

Day	Date	Description
Thursday	8	ADAC @ CCS Office (8AM - 11AM)
Saturday - Tuesday	9th - 13th	NIAAA National Conference in Nashville, TN
Thursday	15	League Commissioners @ CCS Office (9AM - Noon)

## JANUARY

Day	Date	Description
Thursday	12	Executive Committee @ CCS Office (8AM)
Tuesday	17	Spring Coaches Preseason Meeting @ Menlo (7pm)

\* Preseason sport meetings/information will be held via



email unless a coach proposes an urgent WBAL bylaw change request for implementation for the immediate season or if the coach/AD rep feels a face-to-face meeting is necessary. Coach and AD reps will communicate pertinent preseason information regarding responsibilities at least one week prior.

<b>Wednesday or Thursday</b>	<b>18 or 19</b>	<b>WBAL Board of Managers Meeting @ Harker (9AM) - CCS Issues&amp; Spring Season</b>
<b>Wednesday</b>	<b>25</b>	<b>CCS Board of Managers Meeting @ Campbell UHSD Board Room (8AM)</b>
<b>Monday</b>	<b>30</b>	<b>Spring 1st Day of Practice</b>

## **FEBRUARY**

<b>Day</b>	<b>Date</b>	<b>Description</b>
<b>Monday</b>	<b>13</b>	<b>Spring 1st Day of Scrimmage</b>
<b>Saturday</b>	<b>18</b>	<b>Winter-End of Season: Basketball and Soccer</b>
<b>Monday</b>	<b>20</b>	<b>Spring 1st Day of Contests</b>
		<b>Winter Coaches Postseason Meeting @ Menlo (7PM)</b>
<b>Wednesday</b>	<b>22</b>	<b>WBAL Board of Managers Meeting - Sports Reports @ Harker (9AM) - 2017-2018 WBAL Sports Commitments Due</b>

## **MARCH**

<b>Day</b>	<b>Date</b>	<b>Description</b>
<b>Thursday</b>	<b>16</b>	<b>ADAC @ CCS Meeting Office (8AM - 11AM)</b>
<b>Tuesday</b>	<b>21</b>	<b>League Commissioners @ CCS Office (9AM)</b>

<b>Thursday</b>	<b>23</b>	<b>Executive Committee @ CCS Office (8AM)</b>
<b>Wednesday</b>	<b>29</b>	<b>WBAL Board of Managers Meeting - Sports Reports @ Harker (9AM)</b>

**APRIL**

<b>Day</b>	<b>Date</b>	<b>Description</b>
<b>Wednesday</b>	<b>5</b>	<b>CCS Board of Managers @ Campbell UHSD Board Room (8AM)</b>

**MAY**

<b>Day</b>	<b>Date</b>	<b>Description</b>
<b>Monday</b>	<b>1</b>	<b>Spring-End of Season: Boys Tennis</b>
<b>Thursday</b>	<b>4</b>	<b>Spring-End of Season: Boys Golf</b>
<b>Friday</b>	<b>5</b>	<b>Spring-End of Season: Boys Volleyball</b>
<b>Saturday</b>	<b>13</b>	<b>Spring-End of Season: Baseball, Lacrosse, Softball, Track &amp; Field</b>
<b>Monday</b>	<b>15</b>	<b>Spring Coaches Postseason Meeting @ Menlo (7PM)</b>
<b>Wednesday</b>	<b>17</b>	<b>WBAL Board Of Managers Meeting - Sports Reports @ Harker, (10AM Luncheon to follow)</b>

**JUNE**

<b>Day</b>	<b>Date</b>	<b>Description</b>
<b>Saturday</b>	<b>3</b>	<b>Beginning of Summer</b>

# **Central Coast Section Policies**

# Central Coast Section/CIF Sportsmanship Policy

(Revised: 1/11/79; 1992; 1994; 2006; 2007; 2009; 2010)

The Board recognizes that individual school administrators retain primary responsibility for the conduct of all inter-scholastic athletic activities in which Section schools participate. Such responsibility includes the behavior of all participants: players, coaches, representative student groups and spectators.

The Board recognizes that each League within the Section, through the several League Boards of Managers, has undertaken leadership in the matter of upgrading the atmosphere in which all interscholastic athletic contests are conducted. The Board is appreciative and supportive of such leadership and programs initiated at the League level.

The member-schools of the CIF/Central Coast Section are committed to providing a sportsmanlike environment for students, coaches and spectators. To that end, the CIF/Central Coast Section has adopted the following sportsmanship and crowd control recommendations.

Each member-school is requested to commit itself to implementing these recommendations and completing the sportsmanship contract.

## **SPORTSMANSHIP DEFINITION:**

A person who can take a loss or defeat without complaint or victory without gloating, and who treats his/her opponents with fairness, courtesy and respect.

1. The Principal and Athletic Director, or his/her designee, of each school shall complete and sign the current CCS Sportsmanship Contract and submit to the CCS office so that it is received by the CCS no later than September 15 of each school year.

**A.** If the sportsmanship Contract for the current school year is received by the CCS after the September 15 deadline, but not later than October 15 of that same year, it must be accompanied with a check made out to the CIF/Central Coast Section for a \$250 late fee.

**B.** If either the Sportsmanship Contract or the late fee is not submitted on or before October 15, then the school shall forfeit all athletic contests played prior to or on October 15 in that school year in all sports and shall be unable to participate in any further contests until such time as the Contract and the check for \$250 are received by the CCS office.

2. The following are expected to be role models demonstrating sportsmanship at all times:

- a. Principal / Administrative staff;
- b. Athletic Directors;
- c. Coaches, players and cheerleaders;
- d. Faculty members;
- e. Booster club members; and
- f. Band members and Band Directors.

**3.** Coaches, players and spectators will respect the integrity and judgment of sports officials.

a. No coach, player or spectator shall enter the playing area, or delay the normal continuation of play, of any contest to question an official's decision without first employing the appropriate procedure for such action, as outlined in the pertinent National Federation Rule Book. If such procedure is not followed, the offender shall be considered to have exhibited "Unsportsmanlike Conduct," and will therefore be subject to the appropriate portions of the aforesaid-mentioned Rule Book that address such conduct, which may include possible ejection from the contest and contest site.

**4.** The conduct of coaches, players and cheerleaders generally sets the tone for CIF/CCS school contests. They will be expected to maintain the highest level of decorum at all CIF/CCS school contests.

a. Players are expected to conduct themselves in a manner which shall bring credit to themselves, their schools, communities, coaches and families. They shall refrain from all conduct which tends to degrade, bait, intimidate and/or otherwise discredit their opponent, officials and/or inter-scholastic athletics.

b. Coaches are expected to maintain decorum consistent with the educational values of interscholastic athletics. By personal example, coaches are expected to demonstrate their awareness of these values by showing restraint and composure in the emotional climate of an athletic contest and to insist that players in their charge conduct themselves in a sportsmanlike manner.

c. Responsible member-school personnel are expected to instruct and supervise the conduct of student spirit-leaders, rooting sections, bands and other student groups in order to achieve an atmosphere consistent with good sportsmanship. School administrators are expected to control, or cause to be controlled, spectators in such a manner that all athletic contests are conducted in an atmosphere which is consistent with the educational values of inter-scholastic athletics.

**5.** The following behavior is unacceptable at all CIF/CCS high school contests:

- a. Berating an opponent's school or mascot;
- b. Berating opposing players;
- c. Obscene cheers or gestures;
- d. Negative signs;
- e. Artificial noise-makers;
- f. Complaining about officials' calls (either verbally or by gestures);

**g.** Removal, or partial removal, of what a reasonable person would consider to be normal clothing; and,

**h.** “Body-painting” that either would or would not necessitate the removal, or partial removal, of what a reasonable person would consider to be normal clothing (this prohibition does not include “face-painting”).

**6.** At any CCS Playoff Event, Charging the “Field of Play” by spectators, or other unauthorized persons, during or after the contest is an unacceptable behavior and will not be tolerated. This unsportsmanlike act carries the following possible penalties because we insist that:

- safety of the competitors, fans and personnel conducting the event is a priority at all our events;
- respect for the game and the championship playoffs is part of our pursuing victory with honor sportsmanship program and the behavior of all involved at our events should reflect that respect;
- the focus of our events should be primarily on the participants in the competition and not on the crowd, out of respect for the competitors and their efforts.

Therefore. The following sanctions may be imposed for such a violation:

1. Only do award presentation for non violating team and other team can make arrangements with the CCS office
2. Violating team apology letters to other school and CCS
3. Formulate plan of how to communicate to their fans and students the inappropriateness of this. Share with league and CCS
4. Loss of home field advantage for that sport
5. Loss of home field advantage for all sports
6. Specific sport team put on probation
7. All sports teams put on probation
8. Specific sport team not allowed to participate in CCS Playoffs
9. All sports teams not allowed to participate in CCS Playoffs.

**7.** In order that all persons may experience maximum enjoyment at CCS athletic events, and to enhance and encourage good public order, it is the policy of the CCS that all persons wishing to audibly cheer or support a particular team be seated in an area designated for, or most closely identified with, the team in question. Seating of persons audibly cheering for a particular team in the cheering section, or areas most closely identified with the opposing team, is to be avoided whenever possible, and such persons shall be directed by staff to the appropriate seating location for their team.

**8.** The following action plans are recommended for implementation at all CIF/CCS school contests:

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a. A script should be provided to the announcer, including:

1. Welcoming statement;
2. Sportsmanship expectations;
3. Acknowledgment & introduction of game officials;

**NOTE:** There should be a short statement endorsing the officials as neutral persons who have been certified as officials by the appropriate officials association.

4. Introduction of players;
5. Sportsmanship recognition (when appropriate).

b. Include the “*CIF Six Pillars of Character*” and/or the “*CIF16 Operating Principles*” of *Pursuing Victory with Honor* (found in the *CIF Constitution & Bylaws*, or on the CCS web page, [www.cifccs.org](http://www.cifccs.org)) in the game programs.

c. Each participating school's administration is expected to emphasize sportsmanlike behavior at all CIF/CCS school contests:

This shall be directed to coaches, players, cheerleaders and spectators on the day(s) prior to the contest.

Rallies, team meetings, faculty meetings and spirit club meetings, school bulletins and P.A. announcements are all appropriate venues.

Contact the principal or administrator-in-charge of the opponent's school at least one (1) day prior to contests, as appropriate, to promote practical applications of sportsmanship, and to ensure the proper environment for the contest.

d. It is the responsibility of the administration of each participating school to designate an administrative representative who will:

Check in with the site manager 30 minutes prior to the game time and establish where he/she will be throughout the contest;

Enforce the highest standards of sportsmanship within his/her own student body;

Contact the administrative representative of the opponent's school to report any violations of sportsmanship by either school's supporters.

9. Flagrant instances of unsportsmanlike behavior on the part of players, coaches and/or fans should be reported by the school principal(s) to the Board of Managers, through the Section Commissioner, together with a description of action taken by member-schools.

# **PRINCIPLES OF PURSUING VICTORY WITH HONOR**

## *The Operating Beliefs and Principles of the California Interscholastic Federation*

At its' best, athletic competition can hold intrinsic values for our society. It is a symbol of a great ideal: pursuing victory with honor. The love of sports is deeply embedded in our nation's consciousness. The value of millions of participants and spectators are directly and dramatically influenced by the values and actions conveyed by organized sports. In the belief that the impact of sports can and should enhance the character and uplift the ethics of our students across the state, we have established a framework of principles and a set of common values that must be adopted and practiced widely.

On November 5, 1999 nearly 50 interscholastic sports and educational leaders representing California's 1263 high schools voted as part of the CIF Federated Council, to unanimously adopt and endorse "Pursuing Victory With Honor" as operating beliefs and principles of the California Interscholastic Federation (CIF). "Pursuing Victory With Honor" is the result of a conference convened May 12-14, 1999 in Scottsdale, Arizona by the Josephson Institute of Ethics, CHARACTER COUNTS! Coalition and the United States Olympic Committee.

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents and school sport leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.



5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athlete is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a social responsibility to model respectful behavior and the duty to demand that their student-athlete refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) The physical capabilities

and limitations of the age group coached as well as first aid; 3) Coaching principles and the rules and strategies of the sport.

13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

# CIF – WEST BAY ATHLETIC LEAGUE

## CODE OF CONDUCT FOR INTERSCHOLASTIC COACHES

### PREFACE

*We, in the California Interscholastic Federation, believe that high school athletic competition should be fun, but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs promote important life skills and the development of good character. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Character”). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.*

*I understand that in my position as a coach, I must act in accord with the following code:*

### TRUSTWORTHINESS

1. *Trustworthiness* – be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
  - *Integrity* – model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing, even when it’s unpopular or personally costly.
  - *Honesty* – don’t lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
  - *Reliability* – fulfill commitments; I will do what I say I will do; be on time.
  - *Loyalty* – be loyal to my school and team; put the team above personal glory.
  
2. *Primacy of Educational Goals* - be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic,

emotional, physical and moral well being of athletes above desires and pressures to win.

3. *Counseling* – Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
4. *College Recruiters* – be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

### RESPECT

5. *Respect* – treat all people with respect all the time and require the same of student-athletes.
6. *Class* – be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
7. *Taunting* – don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
8. *Respect Officials* – treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
9. *Respect Parents* – treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. *Profanity* – don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
11. *Positive Coaching* – use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
12. *Effort and Teamwork* – encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

13. *Professional Relationships* – maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

## RESPONSIBILITY

14. *Life Skills* – always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. *Advocate Education* – advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
16. *Advocate Honor* – prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
17. *Good Character* – foster the development of good character by teaching enforcing, advocating and modeling (T.E.A.M) high standards of ethics and sportsmanship and the six pillars of character.
18. *Role-Modeling* – be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
19. *Personal Conduct* – refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
20. *Competence* – strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
21. *Knowledge of Rules* – maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
22. *Positive Environment* – strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
23. *Safety and Health* – be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.

24. *Unhealthy Substances* – educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco, and recreational or performance-enhancing drugs.
25. *Eating Disorders* – counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. *Physician's Advice* – seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
27. *Privilege to Compete* – assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
28. *Self-Control* – control my ego and emotions; avoid displays of anger and frustration; don't retaliate.
29. *Integrity of the Game* – protect the integrity of the game; don't gamble. Play the game according to the rules.
30. *Enforcing Rule* – enforce this Code of conduct consistently in all sports-related activities and venues, even when the consequences are high.
31. *Protect Athletes* – put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
32. *Access* – help make your sport accessible to all diverse communities.
33. *Improper Commercialism* – be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

#### FAIRNESS

34. *Fair and Open* – be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

#### CARING

35. *Safe Competition* – put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.

36. *Caring Environment* – consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

#### CITIZENSHIP

37. *Honor the Spirit of Rules* – observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
38. *Improper Gamesmanship* – promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

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## **PURSUING VICTORY WITH HONOR** **CIF EXPECTATIONS FOR COACHES**

1. Sign and follow the district's or CIF's coaches' code of conduct.
2. Use "teachable moments" on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship.
3. Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six principles above.
4. Ensure that their program enhances the academic, emotional, social, physical and ethical development of the student-athletes.
5. Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.
6. Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
7. Enforce, with student-athletes, the district-approved codes of conduct for student-athletes.
8. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting, the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.
9. Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.



10. Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.
11. Whether paid or voluntary, gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.
12. Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.
13. Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation. This should include avoiding undue financial dependency on particular companies or sponsors.
14. Always remember that profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall, through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.
15. Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director, and if possible, the principal wherein the values and expectations of the district and the school principal are spelled out as they relate to athletics, its' place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

## *Coach and Play With Class*

## **Coaches' Code of Ethics**

According to Section 5596 of Title V, California Administrative Code, any person employed to supervise or provide instructional services in interscholastic athletic programs and/or activities shall adhere to the following Code of Ethical Conduct:

1. Show respect for players, officials and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide proper supervision of students at all times.
6. Use discretion when providing constructive criticism and reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a pupil's decision to enroll in an athletic program at a public or private post-secondary educational institution.
10. Avoid exerting influence on pupils to take lighter academic courses in order to be eligible to participate in athletics.
11. Denounce the use of non-prescriptive drugs, anabolic steroids or substances to increase physical development or performance that are not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
12. Educate athletes on the harmful effects of non-prescription drugs, anabolic steroids or any substance that may be used to increase the physical development or performance that are not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
13. Avoid recruitment of athletes from other schools.
14. Follow the rules of behavior and the procedures for crowd control as established by the Board of Education and the league in which each school in the district participates.

**WEST BAY  
ATHLETIC LEAGUE  
CONSTITUTION AND  
SPORT BY-LAWS**

## **PREFACE**

The purpose of the West Bay Athletic League Constitution and By-Laws is to provide an organizational structure and guidelines for the administering of high school athletics.

## **INTRODUCTION**

The West Bay Athletic League will be comprised of the following private schools:

Castilleja School	Palo Alto
Crystal Springs Uplands	Hillsborough
Eastside College Prep	East Palo Alto
Harker School	San Jose
Menlo School	Atherton
Mercy High School	Burlingame
Mercy High School	San Francisco
Notre Dame High School	San Jose
Pinewood School	Los Altos
Priory	Portola Valley
Sacred Heart Prep	Atherton
The King's Academy	Sunnyvale

The ultimate goal of the West Bay Athletic League is to provide and administer interscholastic competition by means of a constitution, by-laws and an efficient organization while recognizing the importance of fair play and good sportsmanship.

The West Bay Athletic League will adhere to National Federation of State High School Associations policies as well as other rules set forth by the California Interscholastic Federation and the Central Coast Section.

The following abbreviations may be used and are defined here:

- NFHS - National Federation of State High School Associations
- CIF - California Interscholastic Federation
- CCS - Central Coast Section
- WBAL - West Bay Athletic League

## **STATEMENT OF BASIC PRINCIPLES**

The schools associated with the West Bay Athletic League subscribe to the following basic principles:

1. That the student athlete's health, welfare, and safety shall always be of prime importance;
2. To provide quality interscholastic athletic competition;

3. To direct and control WBAL interscholastic athletics at the highest level of integrity so to insure their value as educational resources to be encouraged and fostered;
4. To cultivate cordial and friendly relations among schools through good standards of sportsmanship.

## **WEST BAY ATHLETIC LEAGUE CONSTITUTION**

### **Article I - Name of League**

The name of the league shall be the West Bay Athletic League.

### **Article II - Authority**

The West Bay Athletic League is a member of the Central Coast Section of the California Interscholastic Federation and is bound by the constitution and by-laws of both organizations.

### **Article III - Representation on the Board of Managers**

Section 1 GOVERNMENT - The government of the WBAL shall be vested in the Board of Managers which will be composed of the athletic directors of each member school. Each member school shall be represented by their athletic director or an appointed representative and have one vote.

Section 2 OFFICERS - The officers of the Board of Managers shall be: Commissioner, Assistant Commissioner, and Treasurer.

Section 3 ELECTION OF OFFICERS - The election of officers of the WBAL shall take place bi-annually at the last regular league meeting of the school year. The terms of office will be for two years and shall begin at the close of that meeting.

Section 4 CCS REPRESENTATION - The WBAL Representatives to the CCS shall be designated for a two (2) year term.

### **Article IV - Leadership**

Section 1 COMMISSIONER

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- A. The commissioner shall interpret the league constitution and its by-laws and the constitutions of the CCS and CIF.
  - B. The commissioner shall prepare and circulate each meeting agenda to the WBAL Board of Managers.
  - C. The commissioner shall communicate to the sports committee chairpersons when sport by-laws are changed.
  - D. The commissioner shall obtain and keep all CCS eligibility rosters for all WBAL teams.

Section 2 ASSISTANT COMMISSIONER

- A. The assistant commissioner shall be responsible for the scheduling of all league contests for league sponsored sports.
- B. The assistant commissioner shall record and publish minutes from all WBAL Board of Managers meetings.
- C. The assistant commissioner shall organize and maintain communications between league schools.
- D. The assistant commissioner shall update the WBAL Constitution and give to new Athletic Directors to the Board of Managers.
- E. The assistant commissioner shall act as the league commissioner in the absence of the league commissioner.

Section 3 TREASURER

- A. The treasurer shall keep a detailed account of the finances of the league.
- B. The treasurer shall give a financial report at every WBAL Board of Managers meetings.
- C. The treasurer shall order and purchase all league awards.

Section 4 SPORT COMMITTEE CHAIRPERSONS (COACH)

- A. The sport committee chairpersons are responsible for their sports as stated in their by-laws as well as leading the preseason and postseason meetings and recording those meeting reports.
- B. The sport committee chairpersons are responsible for representing the WBAL at all CCS pre and postseason meetings.

Section 5 ATHLETIC DIRECTOR REPRESENTATIVE

- A. The athletic director representative shall attend all preseason and postseason meetings, making sure that bylaws are followed.
- B. The athletic director representative will communicate back to the BOM the report from the preseason and postseason meeting.
- C. The athletic director shall be the liaison and go to person for any issues and concerns of the coaches during the season.

## **Article V - Membership**

Section 1 Procedures for obtaining full membership begins when a school desiring full membership into the WBAL requests such affiliation by letter to the commissioner by November of the preceding year.

Section 2 Criteria for league membership: In order to be a member of the WBAL, a school must:

- a) Field four (4) of the ten (10) varsity girls' sports or four (4) of the nine (9) varsity boys' sports.
- b) Participate in at least one varsity sport in each season.

Section 3 The WBAL does not discriminate against any school based on color, creed, race or religion.

Section 4 Any violation of the WBAL Constitution or By-Laws or of any mandate by the WBAL Board of Managers may result in suspension or expulsion of a member from the WBAL. A two-thirds vote of the entire membership of the Board of Managers is required for suspension or expulsion.

## **Article VI –Supplemental Membership**

Section 1 Non WBAL schools may apply for supplemental membership by requesting such affiliation by letter to the commissioner by January of the preceding year.

Section 2 Membership fees for supplemental members will be \$400 per team. Sports such as swimming, track and field, golf and cross country are considered single team sports. Baseball, basketball, volleyball, soccer, softball, tennis, and lacrosse could be multi-team sports (ie, JV and Varsity basketball teams equal \$700).

Section 3 To constitute a team as a supplemental member the school must have at least a minimum number of athletes on the team: swimming 5, golf 3 girls or 4 boys, cross country 5, tennis 8, and track and field 5.

## **Article VII - Meetings**

Section 1 Regular meeting of the Board of Managers shall be held normally during the months of September, October, November, January, February, April, and May. The date, time and place will be determined at the yearly scheduling meeting.

Section 2 Representatives from two thirds of the member schools constitute a quorum for the purpose of voting on any measure.

Section 3 The coaches shall meet two times per year, once for a preseason meeting and once for a postseason meeting. These meetings will be at a central location school.

### **Article VIII - Finances**

Section 1 For interscholastic competition, the home team is responsible for paying officiating fee. The visiting team shall be responsible for its own traveling expenses.

Section 2 The WBAL shall not make loans, or incur any expenses beyond its means.

Section 3 In the event of the dissolution of the league all moneys held by the league shall be deemed to belong in equal shared to member schools.

Section 4 Administrative fees

- a) There shall be dues levied against all member schools for maintenance of the league. Dues will be set in the spring of each year for the following year by the Board of Managers.
- b) Annual dues for single gender schools is \$4300 and for coed schools is \$5200, due in September every year.
- c) Monetary Gift to the Board of Managers - The officers of the Board of Managers will receive a monetary gift for volunteering their services to the WBAL. Amount of gift to be determined at the final Board of Managers Meeting each school year. Currently the gifts are \$7500 for each position.

### **Article IX - Amendments and By-Laws**

Section 1 Amendments to the constitution and the sport by-laws may be submitted at any regular meeting of the Board of Managers. Amendments will be come effective immediately if approved by a two-thirds majority of the present voting members.

Section 2 All rules and regulations adopted by the Board of Managers but not stated in this constitution shall be classified as by-laws of the WBAL and these by-laws are binding upon all member schools.



Section 3 All recommendations for changes in the bylaws will be generated by the coaches at the preseason or postseason meetings. The idea must be approved by the Athletic Director of the presenting school and presented on the Bylaw Change Form at the Sports Committee Preseason or Postseason Meeting.

### **Article X - Certification of Athletes**

Section 1 ATHLETIC ELIGIBILITY FORMS - All students participating in interscholastic competition must be registered as an official member of a specific team on the prescribed WBAL eligibility form. The eligibility form must include level of competition (Varsity, Junior Varsity, or Freshmen) and certification of the eligibility of the athletes listed (scholastic, age, academic standing, etc.). The completed eligibility form must be sent to the league commissioner before the first league contest online or via email. Failure to do so may result in the forfeiture of all league contests played until the eligibility list is submitted.

Section 2 ADDITIONS AND DELETIONS FOR TEAM SPORTS (Basketball, Soccer, Softball, Volleyball, Baseball, and Lacrosse)

A) The West Bay Athletic League is an “open roster” league. Athletes may move between rosters throughout the season of sport. Athletes may not exceed the CCS match limit of the respective sport being played and may participate in two levels of play on the same day.

If a senior would like to play on the JV team; the respective school's Athletic Director must receive prior approval from the WBAL Commissioner.

B) Notification of additions to an eligibility list must be filed with the league commissioner prior to the student's participation on that team in a league contest. Failure to do so will result in the following penalty: the team in violation may forfeit all league contests in which the ineligible athlete played.

Section 3 ADDITIONS AND DELETIONS FOR INDIVIDUAL SPORTS (Cross Country, Swimming, Diving, Tennis, Golf, Track and Field,) Players may be moved from one level to another (both up and down) during the league season, but may not participate on different levels on the same day. It is not necessary to notify the league commissioner of such roster changes. However, if it found that a player was not included on any eligibility list for her particular sport, the

team(s) in violation may forfeit all points earned by that athlete in all league contests in which she participated before being added to the eligibility list.

### **Article XI - By-Law Violations**

Penalties - When a two-thirds vote of the entire Board of Managers determines that a member school has violated any of the rules governing a specific sport or is in violation of the league constitution or by-laws, the school will forfeit the contest under question and be ineligible for the league championship, playoffs or any post-season (CCS) participation in the sport under question.

### **Article XII - Special Rulings**

- Section 1 Forfeitures - A game of contest shall be forfeited for the following reasons:
- a) Failure to play a scheduled opponent at the appointed time and place and/or failure to complete a scheduled game or contest.
  - b) Failure to schedule sufficient and certified (Association) officials, proper facilities, and proper supervision and control which are necessary for the particular sport being played.
  - c) Failure to give proper notice in the case of a proper postponement of a scheduled game or contest (see Postponements).
  - d) Failure to provide for the rescheduling of a postponed contest during the regular League season or on League scheduled make-up dates.
  - e) Unauthorized cancellations of a scheduled game or contest (see Cancellations).
  - f) The falsification or misrepresentation of the reasons which were submitted for the postponement and/or cancellation of a scheduled game or contest.
  - g) A school shall be subject to forfeiture of any contest in which an ineligible athlete participates for the school. Mitigating circumstances shall be considered in determining whether a forfeit shall be declared.
  - h) Definition of mitigation circumstances:  
Mitigating circumstances do not constitute justification or excuse of the offense. They are circumstances which in fairness and mercy, may be considered as extenuating or reducing the degree of moral culpability. Mitigating circumstances show that damages are not as great as might be claimed.  
Example 1. Team using ineligible player did not gain significant advantage.  
Example 2. School did not know and had no reason to know that the player was ineligible.

Note: The policy of mitigating circumstances allows for a forfeit if mitigating circumstances are present. The Eligibility Committee, made up of members of the Executive Board, must decide whether in basic fairness a forfeit should be imposed. Mitigating circumstances must be considered in the decision.

## Section 2 Postponements

Scheduled game or contest - A scheduled game or contest may be postponed for the following reasons:

1. Inclement weather
2. The sudden loss of facilities, due to causes beyond the school's control.
3. The school is closed due to an epidemic.
4. Mutual consent of the athletic directors of the schools involved whenever the best interest of the students are to be served.
5. Failure of assigned officials to appear or the unavailability of qualified officials.

Procedure in case of postponement - The school seeking the postponement should notify the other school by noon of the scheduled day, if possible.

Scheduled Playoffs and League Meets - Only the league commissioner can postpone a league playoff and/or league meet. (S)He will do so only after consultation with the playoff director. (Within forty-eight (48) hours of the scheduled event or contest.)

If a team is late to a contest due to transportation or weather problems the host team will attempt to postpone the start time of the contest to give adequate warm up for the arriving team. Communication between coaches or Athletic Directors should have taken place to notify the host team regarding the conflicts of the traveling team. If same day postponement is not an option, the contest should attempt to be rescheduled.

## Section 3 Cancellations

- a) Only the league commissioner can cancel a scheduled game or contest, a league playoff or league meet.
- b) The athletic directors of the competing schools, by mutual consent may request a cancellation whenever the best interest of the students are concerned.
- c) Requests for a cancellation, along with the reasons for same, must be submitted to the league commissioner.
- d) A postponed game or contest, approved by the league commissioner, may be canceled by the league commissioner and/or by the mutual consent of

both schools, if such game or contest has no bearing on the final standings involving play-off teams.

### **Article XIII - Practice and participation**

In compliance with the CCS Participation Rules, each student shall be limited to one season of a particular sport for each school year. All competition and/or practice in which any CIF/CCS member school team and/or individual(s) representing that school participate, during the school year (August 1 through the 2nd Friday in June) and outside of summer as defined immediately below, must be played during the CCS established season of sport as outlined herein. Summer is defined as beginning the 2nd Saturday in June and ending on July 31st each year.

Student-athletes or coaches shall not represent their high school in practice or competition during the school year in any sports activity that does not fall between the start dates and the end of the season as defined herein and that is not part of the regular season activities as approved by the high school principal.

Starting dates for official sports practices will comply with the CCS Start Date Policy. No competition or practice as described herein may be held before or after the designated season of sport as established by the CCS.

	Start Dates		
Season	Practice	Scrimmages	Contests
Fall	NFHS Week 6	NFHS Week 8	NFHS Week 9
Winter	NFHS Week 18	NFHS Week 21	NFHS Week 22
Spring	NFHS Week 31	NFHS Week 33	NFHS Week 34

1. Interscholastic practice during the school year is defined as:
  - a. any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - b. any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - c. any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - d. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.

2. Any single practice session shall be no longer than 3 hours in length.
3. There shall be a minimum of 2 hours between any two practice sessions in a single day.
4. Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development:  
Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### **Article XIV - Officials**

Section 1 Member schools shall secure all officials from a WBAL recognized association. It is understood that no official may officiate if he or she is not a member of a recognized officials association or is a student, alumni, parent or staff member of either school.

Section 2 Procurement and payment of officials shall be the responsibility of the home team.

Section 3 The minimum number of officials should be as follows, unless mutually agreed upon by both schools.

Volleyball	Varsity	2
	Junior Varsity/Frosh	1
Basketball	All Levels	2
	Soccer	3
Softball	Varsity	2
	Junior Varsity	1
Baseball	Varsity	2
	Lacrosse	2

### **Article XV - Awards/All League**

Section 1 The following awards shall be given out to Varsity & JV Teams

<u>Sport</u>	<u>Plaque</u>	<u>Plaques</u>
G. Volleyball (F&S)	1 Team	15 individual
JV G. Volleyball (F&S)	1 Team	
Frosh Volleyball	1 Team	
G. Tennis (F&S)	1 Team	10 individual
JV G. Tennis (F&S)	1 Team	
B. Tennis	1 Team	10 individual
JV B. Tennis	1 Team	

G. Cross Country	1 Team	7 individual, 10 medals
JV G. Cross Country	1 Team	
B. Cross Country	1 Team	7 individual, 10 medals
JV B. Cross Country	1 Team	
G. Golf	1 Team	6 individual
B. Golf	1 Team	6 individual
G. Basketball (F&S)	1 Team	15 individual
JV G. Basketball (F&S)	1 Team	
B. Basketball	1 Team	15 individual
JV B Basketball	1 Team	
G. Soccer (F&S)	1 Team	20 individual
JV G. Soccer	1 Team	
B. Soccer	1 Team	20 individual
JV B. Soccer	1 Team	
G. Softball	1 Team	15 individual
B. Baseball	1 Team	18 individual
JV B Baseball	1 Team	
G. Track	1 Team	30 individual,
Individual event medals (G, S, B, & ribbons for 4-6 place)		
JV G. Track	1 Team	
B. Track	1 Team	30 individual,
Individual event medals (G, S, B & ribbons for 4-6 place)		
JV B. Track	1 Team	
G. Swimming	1 Team	20 individual
Individual event medals (G, S, B & ribbons for 4-6 place)		
B. Swimming	1 Team	20 individual
Individual event medals (G, S, B & ribbons for 4-6 place)		

Section 2 Commissioners Cup

The Commissioner's Cup will be awarded to the school that has accumulated the most points through varsity league play. There will be one cup per gender. The points will be awarded based on the final league standings at the Varsity Level. The points will be awarded as follows:

<u>Girls</u>		<u>Boys</u>	
1 <sup>st</sup> Place Foothill	12 points	1 <sup>st</sup> Place	8 points
2 <sup>nd</sup> Place Foothill	11 points	2 <sup>nd</sup> Place	7 points
3 <sup>rd</sup> Place Foothill	10 points	3 <sup>rd</sup> Place	6 points
4 <sup>th</sup> Place Foothill	9 points	4 <sup>th</sup> Place	5 points
5 <sup>th</sup> Place Foothill	8 points	5 <sup>th</sup> Place	4 points
6 <sup>th</sup> Place Foothill	7 points	6 <sup>th</sup> Place	3 points
1 <sup>st</sup> Place Skyline	6 points*	7 <sup>th</sup> Place	2 points
2 <sup>nd</sup> Place Skyline	5 points	8 <sup>th</sup> Place	1 point
3 <sup>rd</sup> Place Skyline	4 points		

4 <sup>th</sup> Place Skyline	3 points
5 <sup>th</sup> Place Skyline	2 points
6 <sup>th</sup> Place Skyline	1 point

\* if 5 teams in Foothill, then Skyline 1<sup>st</sup> place will get 7 points and everyone will move up one spot.

If there are less than twelve (girls) or eight (boys) league teams, then the seventh place (or sixth, fifth, etc.) points will not be distributed. Point total for ties will be awarded by combining the total number of points earned by those schools and dividing by the number of teams that tied. If there is a tie at the end of the season, the team with the most Varsity League Championships will be awarded the Cup. The Cup will be awarded in May

### Section 3 All League Selection

GOAL: Get top x number of players on 1<sup>st</sup> team

There no limit on nominations per school

If coach or school rep is not present then another school could nominate another team's player

Total honors equals 2 times number of starters + MVP

Volleyball = MVP + 7 First Team + 7 Second Team + undetermined number of Honorable Mention

There is flexibility as to number on 1<sup>st</sup> team. Goal is number of starters, but if a tie then could be x+1 or x-1.

### Section 4 League Recommended Process

Each sport, with the approval of the Board of Managers can come up with their own process. See each individual sport bylaws for procedures.

1. All coaches come in with nominations of their players. Chairperson asks for nominations regarding any team not present.
2. Put up nominations for 1<sup>st</sup> team from any school.
3. Choose MVP from that list (MVP will not be part of 1<sup>st</sup> team).
4. Whoever is left, determine who is weakest, does not belong on 1<sup>st</sup> team. Chairperson starts this discussion by saying who should be off. If no consensus then go to a vote. All voting will be done by a show of hands – no secret ballots.
5. Keep weeding out until get to number of starters.
6. Those crossed off 1<sup>st</sup> team will be placed as nominations for second team.
7. Fill in with nominations for 2<sup>nd</sup> team.

8. Weed out until get to number of starters. Those who were originally on 1<sup>st</sup> team nominations are not automatic 2<sup>nd</sup> team winners.
9. Honorable Mention is anyone who is nominated by their coach.
10. Any statistics used will only be from league play.
11. There will be a separate MVP and All League for each division.

#### Section 5 Senior Flowers

Flowers will be presented to the seniors from all league schools at the Championship Meet in Swimming, Track and Field and Cross Country.

### **Article XVI - General Rulings**

- Section 1 Any official league communications with or to CCS or State CIF office shall be sent through the League Commissioner with their approval.
- Section 2 The penalty for the intentional violation of a WBAL By-Law shall be a one year suspension from the sport in which the violation occurred.
- Section 3 Sport Commitment - Member schools shall commit themselves in writing to participation in specific sports (level and type) at the February Board of Managers. Any team added after the Scheduling Meeting in April will be considered a nonleague team and their games will be nonleague games and will not count in league standings or be eligible for the league championship.
- Section 4 League Championships - The league will recognize League Champions in the Varsity level, by division, and on the JV Level as appropriate.
- a) The League Champion in soccer, tennis, volleyball, basketball, golf and softball, baseball, and lacrosse shall be determined by the results of the League round robin play.
  - b) The League Champion in track and swimming shall be determined by the result of the League meet.
  - c) The League Champion in cross country will be determined by the results of the combined score of the three meets (25/25/50).
  - d) In the event of a tie for first place, co-champions will be declared.
  - e) A Junior Varsity and Freshman League Champion will be awarded if there are a minimum of 5 JV teams. A team plaque will be the only award for JV and Freshman.



- Section 5 Schedules - Schedules shall be prepared by the Assistant Commissioner and will be presented to the Board of Managers for board discussion and final approval.
- Section 6 Schedule Changes
- a) Schedule changes are coordinated/approved by school athletic director at the April Board of Managers Meeting. After that point, changes should be kept to a minimum.
  - b) Any changes must be agreed upon by all involved schools.
  - c) Any change must be made as far in advance as possible.
- Section 7 League Meets and CCS Qualifying Tournaments
- a) There shall be a League Championship meet in the following sports:  
Track and Field, Swimming
  - b) There shall be a CCS Qualifying Tournament in the following sports:  
Tennis, Golf, Cross Country
- Section 8 Host responsibility for any necessary league tournament shall be determined by the Board of Managers.
- Section 9 Central Coast Section Meets and Playoffs
- a) Each school (rather than the league) shall be responsible to see that its qualifying individuals and/or teams maintain eligibility in Regional, Sectional and State Competition. Proper paperwork, meetings, and deadlines are the responsibility of individual schools.
  - b) CCS Entries for Cross Country, Golf, Track and Field, Swimming (only results from League Championships) will be submitted by the Sport Chairperson.
  - c) An individual and/or team shall not be withdrawn from such competition without the approval of the principal. Such competition shall have priority over any other sport activity. Schools should encourage their athletes to continue in CCS Playoffs for the educational and athletic benefits.
  - d) Any school that wants to be considered for the CCS playoffs under a "special circumstance" provision must get board approval on a case by case basis. The school must contact the commissioner, then bring the request to the BOM for approval.
- Section 10 All League Teams shall be selected by the processes outlined within the All-League Selection Guidelines in the Appendix of the Constitution.
- Section 11 A school representative (non coach of the contest) must be present at all home basketball games to control and to report to the commissioner any

transgressions by either team. In accordance with this, the home team has the right to ask any spectator to leave due to inappropriate behavior. If an incident does occur, use the CCS Incident Report, and send it to the League Commissioner within three (3) days.

Section 12 A player/coach ejection from a contest will automatically result in a one game suspension. (Individual sports that have stricter rules will supersede this rule.) The WBAL has an appeal process for players or coaches who are ejected from any contest.

- a) The Athletic Director appeals to the commissioner and officers (or Appeals Committee – Athletic Directors from three non involved schools) within 24 hours of the incident.
- b) Committee will convene and make a ruling on the case
- c) There are no appeals of the Appeals Committee/Officers decision.

Section 13 Eligibility - A player is eligible who meets the eligibility requirements set forth on the WBAL Sports Eligibility Form:

- a) Players listed on the WBAL Sports Eligibility Form as Freshman, Junior Varsity, or Varsity. Movement from level to level of a sport is determined by the requirements stated on the Eligibility Form.
- b) Any player violating WBAL eligibility rules becomes immediately ineligible at the point the violation occurred. All contests in which the ineligible player participated shall be subject to forfeiture, or loss of points earned by that player.
- c) All eligibility forms must be submitted by email to the commissioner by the first league contest.

# SPORT BY-LAWS

Baseball (Boys)  
Basketball (Boys & Girls)  
Cross Country (Coed)  
Golf (Boys & Girls)  
Lacrosse (Boys & Girls)  
Soccer (Boys & Girls)  
Softball (Girls)  
Swimming (Coed)  
Track and Field (Coed)  
Tennis (Boys & Girls)  
Volleyball (Girls)

**Article I – Baseball**  
**(not sponsored by WBAL 2016-2017)**

100. Practice

- a) Interscholastic practice during the school year is defined as:
  - a. any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - b. any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - c. any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - d. any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 2 hours between any two practice sessions in a single day.
- d) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

101. Schedule

- a) A double round robin schedule shall be played each year by the varsity team.
- b) Teams are allowed a maximum of 27 contests (game for game, including tournaments), not including CCS and League Play-offs
- c) Two scrimmages are allowed, they do not apply to the 27 game limit
- d) Individual schools have the option of fielding a Junior Varsity team.
- e) All games shall be played according to the current official baseball rulebook of the National Federation.

102. Games

- a) Starting Time for league games will be 4 pm.
- b) All games will be 7 innings; there will be no 10 run rule, except for contests involving teams that are only playing a single round of league play.
- c) In the event of weather, darkness or some other event that does not allow the game to be a complete 7 innings, the contest is considered a suspended game and must be completed in its entirety, unless both teams mutually agree to call it a completed game. If a suspended game happens in the first round it will be

completed on the same day as the second round game, with the suspended game to be completed before the regularly scheduled game. If such a situation occurs during the second round the teams will schedule a date and time to complete the game at the earliest possible mutually agreeable date.

- d) Games that are rained out will be made up in the same week or during the following week if possible. No more than three league games should take place in one week
- e) There shall be two umpires. When there is only one umpire he shall work behind the plate. If there is only one umpire for a varsity game, the game shall proceed as scheduled.
- f) There will be no live on field batting practice before games.
- g) The visiting shall have no less than 15 minutes of pre game infield practice. The home team should begin infield practice no later than 30 minutes before the scheduled start time. The visiting team should begin infield practice no later than 15 minutes before the scheduled start time. By mutual consent the visiting team may take infield first.
- h) The WBAL will **not** use the speed up rules. (i.e. – **no** courtesy runners for the pitcher and or catcher)
- i) Pitchers are limited to 30 outs in a week, Monday through Saturday. (double and triple plays which take a pitcher over the limit are not penalized) – CIF rule.
- j) Protests are allowed and must be filed with the league commissioner with 24 hours of the completion of the protested game. The league commissioner has the final say in all protests.

### 103. Equipment

- a) Any National Federation High School ball may be used in league play although it is recommended that the CCS tournament ball be used (Rawlings)

### 104. Score keeping

- a) The Home Team is the official book.

### 105. Crowd control

- a) The home school has every right to ask any home or visiting spectator to leave due to inappropriate behavior.
- b) If an incident does occur, fill out the CCS incident form and send it to the League Commissioner.

### 106. Tie Breaking Procedure (**For CCS Advancement only**):

- a) Head to Head competition
- b) Second round record
- c) Head to Head competition with the next highest finishing team (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)

- etc.)
- d) Fewest Runs allowed in League Contests
- e) Coin toss

## Article II - Basketball

### 200. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### 201. Games

- a) All games shall be played according to the current National Federation Basketball Rule Book published by the National Federation of State High School Association including California Modifications.
- b) The length of quarters for League games shall be
  - Varsity 8 minutes
  - Junior Varsity, Frosh 7 minutes
- c) The official game ball for league games shall be any ball accepted in the National Federation Rule Book.
- d) Artificial noise makers are not permitted at league games.
- e) Recommended start times 3:30 Frosh/ 5:00 JV/ 6:30 Varsity, recommended unless mutually agreed upon by both schools.
- f) If a quad game then game times 3:00 JV Boys/ 4:30 JV Girls/ 6:00 Var Girls/ 7:30 Var Boys. JV Boys and girls will flip time slots each year.

202. Officials

- a) There should be two referees, an official timer and an official scorer for all games.
- b) Referees for all varsity and junior varsity games shall be members of a recognized officials association.
- c) If a home team would like to use three officials they must first get permission from their opponent.
- c) Game officials shall be secured by the home team.
- d) The official scorer and timer should be qualified and experienced in their respective duties.

203. Determination of League Champion

- a) Head to head competition
- b) Record vs next highest finisher (tie for first place then look at record vs second place team. If tie for second place then look at record vs first place team, then go to third place team).
- c) 2<sup>nd</sup> half of league overall record
- d) winner of originally scheduled 2<sup>nd</sup> half head to head game

204. CCS Advancement

- a) The four automatic qualifying girls berths will go to the top four place finishers in the Foothill Division
- b) First and second place boys teams will receive automatic berths.
- c) CCS at large qualifiers .500 record in league, .500 record out of league, .500 overall record

205. Methods for breaking ties in league standings (for CCS Advancement only)

- a) Head to Head competition (win vs loss)
- b) Second Round Record
- c) Head to Head competition with the next highest finishing team (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>).
- d) Winner of originally scheduled second round game
- e) Coin toss

206. All League Process

- a) Each coach can nominate (put on the board) their team members who they believe have earned all league consideration. There is no limit on the number of team members each coach can nominate.
- b) Each coach will discuss the merit of their respective nominations. If schools are not represented at the meeting, other league coaches can propose players from that missing school.
- c) A silent vote will take place and coaches will vote for eleven nominated



players. They will weigh those votes as follows: 11-10-9-8-7-6-5-4-3-2-1. Coaches can vote for their own players.

- d) Player earning the most points will be league MVP...next six players receiving the most points will first team all league recipients...next five players receiving the most points will be second team all league.
- e) In case of a tie for first team all league, there will be a vote off (silent vote, 1 point for each player, coaches can vote for their own player). If there is still a tie, then both players are awarded first team and there will be one less spot on the second team. If there is a tie for the last spot on the second team, the same vote off procedure will take place until the coaches can agree on the last recipient.

207. Division Movement (Girls Basketball) – at the conclusion of the season the highest finishing Skyline team will switch divisions with the lowest finishing Foothill team – unless both teams decide that they do not want to switch divisions.

208. Crowd Control

- a) The home school has every right to ask any home or visiting spectator to leave due to inappropriate behavior.
- b) If an incident does occur, fill out the CCS incident form and send it to the league commissioner.

### Article III - Cross Country

300. Official Rules - The current issue of the National Federation rule book will be used.

301. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. Any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. Any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

302. Team Make-Up

- a) Varsity teams shall be composed of not less than five runners and not more than seven runners; a team unable to field a minimum of five runners will forfeit to the other team or teams, but those runners can run as individuals.
- b) Any runners beyond the 7th runner must enter the JV race.
- c) Teams should run their fastest 7 as the varsity, however coaches will have flexibility to not fill a varsity team in the first two races, but must be filled in the CCS Qualifier.
- d) A JV team race will be composed of teams with a minimum of 5 runners per team with no maximum.

303. Scoring

- a) Only the first 5 finishers for each school shall be scored for team points, but a school's 6th and 7th runners may displace another school's finishers to a lower placing.
- b) In the event of a tie, National Federation Rules will apply. Compare the 6<sup>th</sup> place finishers from the tying teams. The team with the best sixth place finisher shall prevail. If one team does not have a sixth place finisher, the team with the sixth place finisher shall prevail. If only five competitors of tying teams finish, the tie shall be resolved by totaling the scores of the first four finishers.
- c) Varsity and JV Runners will be scored separately in separate races.

304. League Meets

- a) There shall be three meets involving all of the participating schools. The first two meets count 25% toward deciding the league champions, and the last meet counting 50%. Teams not finishing at least five runners will be considered in last place for that race. If multiple teams do not finish at least 5 runners, then the team with the higher number of athletes finishing will place ahead of the other incomplete teams. If there are incomplete teams that finish with the same number of athletes, those athletes' places will be added to determine a "score" and the team with the lowest score will place ahead for that race in the team standings. Below is a sample of the scoring used for determining league standings:

<u>Team Finish</u>	<u>Points Awarded for League Standings</u>		
First Place Team	1 x 25%	=	0.25
Second Place Team	2 x 25%	=	0.50
Third Place Team	3 x 25%	=	0.75
Fourth Place Team	4 x 25%	=	1.00
Fifth Place Team	5 x 25%	=	1.25
Sixth Place Team	6 x 25%	=	1.50
Etc.			

- b) The location and dates of the three meets will be decided on by the Board of Managers, usually upon the advice of the Cross Country committee.
- c) All of the schools in the league will run together as one league – no divisions.
- d) At league meets there will be four races – JV Girls, JV Boys, Varsity Girls, Varsity Boys.
- e) Starting order for the races will rotate each year based on CCS Championships race order.
- f) Suggested start times for races 3:00/3:30/4:00/4:30. The Final meet will start 2:00/2:30/3:00/3:30 if the date is after daylight savings or 2:30/3:00/3:30/4:00 before daylight savings.

- g) If an athlete does not finish a race, the coach needs to indicate this status to the official timer.

305. WBAL Final Meet

- a) The teams and individuals who advance to the CCS Championships will be determined by the results of the third meet only. The top half of the league (rounded up) will advance to CCS.
- b) Schools must run their 5 fastest runners in the CCS Qualifying race.
- c) There will be a team JV Champion award based on the same scoring criteria as Varsity – 25/25/50.
- d) Runners must have participated in one of the two preliminary league meets in order to participate in the finals. Extenuating circumstances may petition to BOM to allow participation.
  - i. Prior to each league meet, coaches are mandated to send their medical or family emergency roster to the coach rep. All Petitions for the league Championship Final Meet for athletes who have not competed in the two league meets, must submit their petition to the Coach Rep before the League Entry Deadline; the Coach Rep will follow up with the Board of Managers for approval to compete.
- e) Top 10 runners will receive medals.

306. CCS Advancement (from the CCS Cross Country bylaws)

- a) Team Advancement
  - i. Half (rounding up) of the teams competing in each League Meet advance to the Sectional Meet.
  - ii. All Leagues are guaranteed at least one (1) team in each Division that they have represented in their league.
  - iii. If a team does not automatically qualify for the Section Meet at its League Championship Meet, it will qualify as an At-Large Entry if it meets the qualifying condition:
    - 1. The combined time for a team's top five (5) runners (team time) at its League Finals is less than the average of the median team for 1997 and subsequent years at the Section Meet for the Division in which the team competes.
  - iv. If there is a tie in the standings for CCS Advancement then the results of meet #3 will be used to break the tie.
- b) Individual Advancement
  - i. Each league qualifies the top three (3) individuals (not on a qualifying team.)
- c) When two (2) or more basic Leagues join together to form supplemental Leagues, the following shall apply:

- i. When supplemental Leagues are formed, and each of the two (2) or more leagues currently have Automatic Qualifiers for the CCS Tournament, the new supplemental leagues shall retain the total of their previous Automatic Qualifiers (e.g. League A and B each have three (3) Automatic Qualifiers. When the new supplemental leagues are formed, combining A and B they will have a total of six (6) Automatic Qualifiers).
- ii. The League Board of Managers having governance authority over the supplemental Leagues shall determine in its bylaws how those Automatic Qualifiers shall be allocated from the supplemental Leagues. In the absence of a basic league tournament to determine Section qualifiers, the basic league MUST allocate an automatic berth to each of the supplemental League Champions.

307. Course Lengths

- a) The course length shall be fall with NFHS rules for all WBAL competitions.

308. Awards

- a) A League MVP and First and Second Team All League will be chosen at the post season meeting for the varsity team only.
- b) League Championship will be determined by the results of the three league races at a percentage of 25/25/50.
- c) In case of a tie, co-Champs or ties in standings will not be broken.

309. Crowd control

- a) The home school has every right to ask someone from the home or visiting school to leave due to inappropriate behavior.
- b) If an incident does occur, fill out the CCS incident form and send it to the league commissioner.

310. League Representative

- a) The stipend for the League Rep will be \$500.

## Article IV - Golf

### 400. Practice

"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."

a) Interscholastic practice during the school year is defined as:

- i. Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
- ii. Any school team or individual activity that includes skill drills, game situation drills, inter-squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
- iii. Any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
- iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR
- v. Tryouts.

b) Any single practice session shall be no longer than 3 hours in length

c) There shall be a minimum of 3 hours between any two practice sessions in a single day.

d) Double days should not be consecutive days.

e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### 401. Number of Contests

a) There shall be a limit of 18 matches played per season, including league matches, practice matches and tournaments. Any tournament lasting up to two consecutive days will be counted as one (1) contest, regardless of how many holes are played. Additional days of competition in that same tournament, whether or not they are consecutive, will count at the rate of one (1) contest per day, regardless of the number of holes played.

- b) League finals, district, CCS sectional, CCS regional, Northern California and State Tournaments do not count as part of the 18 match limit.
- c) Competition in league is authorized on the varsity level only, schools may have a JV team that competes as non-league.
- d) All players will be limited to 18 total matches per season.

#### 402. Rules

- a) Except as modified by these by-laws, the current edition of *The Rules of Golf* from the United States Golf Association shall govern all play.
- b) There shall be one (1) recognized team, consisting of a maximum of six (6) players for all WBAL matches.
- c) A coach (or representative of the school) must be present and remain at the course for the entire match.
- d) Summer rules shall be played, unless the home coach and/or course decide to play winter rules.
- e) There shall be a mandatory Rules and Etiquette Clinic arranged by the chairperson before the beginning of the league season, but after school starts. All teams and coaches must be present.
- f) For WBAL dual match contests, the following scoring rules shall apply:
  - i. Matches shall be played over nine (9) holes.
  - ii. All play shall be stroke play, with no handicap.
  - iii. Team scores shall be the total aggregate score of the best 5 out of 6 scores; the highest score will not count in the team total.
  - iv. Matches can end in a tie.
  - v. The maximum score on any hole is double par plus one (1).
  - vi. Embedded ball rule – A ball embedded in its own pitch mark through the green may be lifted, cleaned and dropped.
  - vii. If a team has four players, they may use a score of double par plus nine for the fifth score.
  - viii. If a team has fewer than four players, they will forfeit the match.
- g) All dual matches will be played from the regular women's tees for the girls season (Fall) and the men's regular tees for the boys season (Spring).
- h) For league won/loss records, no more than four wins can count without at least five players physically playing.
- i) League play will consist of a double round robin schedule, with a home and home format.

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- j) In all league matches, a player may obtain distance information using a device that measures distance only. If during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect his or her play (e.g. gradient, windspeed, temperature, etc.) the player is in breach of Rule 14-3 for which the penalty is disqualification, regardless of whether any such additional function is actually used.
    - 1. iPhones and most other smartphones contain a compass and other applications that make them non-conforming distance measuring devices, distance measuring applications on cell phones are not permitted under penalty of disqualification.
    - 2. If any player in a group uses a distance measuring device then all players in the group, shall have access to the distance information. Failure to share distance information with other players will be considered a serious breach of etiquette under Rule 33-7 and will result in disqualification.

#### 403. Match Management

- a) The host school is responsible for greens fees.
- b) Coaches will travel with groups 2s and 3s to keep play moving and scoring honest.
- c) A player must pick up his/her ball as soon as double par is reached. A ball picked up at double par is indicated by a circle on the scorecard . The score for a hole in which a ball is picked up at double par will count as double par plus one (1).
- d) Play ready golf. This should be encouraged by each team.
- e) Any group that falls one hole behind for a 3 hole period will be assessed a two stroke penalty.
- f) In case of inclement weather or darkness, in order to count as an official match, the final group must have completed a minimum of five (5) holes. Any holes unplayed will be scored as a double par.
- g) Caddies are not permitted in league play. The use of pull carts is permitted if allowed by the golf course. The use of motorized golf cars is prohibited.
- h) If allowed by the golf course, spectators are allowed but must remain 30 yards from the players, must not speak to players or assist the players regarding pace of play or rules questions, and may not walk on the fairways.



- i) Coaches are allowed to give advice to players. Each team may appoint up to two coaches to give advice to their players during the match. If one team only has one coach present at the match, the opposing team may only appoint one coach to give advice. Except to prevent injury from occurring, advice may only be given after a player has left the green and prior to the player entering the teeing ground, provided such advice is given in a private manner and does not unduly delay play. Advice is any counsel or suggestion that could influence a player in determining her play, the choice of club or the method of making a stroke. Information on rules, distance or matter of public information, such as position of hazards or the flagstick on the putting green, is not advice.
- j) Uniform scoring sheets shall be used by each league school.
- k) Any dispute over rules interpretations among players are to be settled, if possible, immediately by the players. If there is any doubt, an optional ball is to be played along with the original, and coaches are to settle the dispute before score cards are signed. Coaches are encouraged to ask for help from the golf course professional when possible or necessary.
- l) All players must wear appropriate length shorts (if allowed by the course), pants, skirts, and shirt with collars or turtlenecks. Jeans of any kind are never allowed. Coaches may not allow any of their own players to break this rule, and a player will not be allowed to play until properly attired.
- m) Each coach will send to the other coaches, a list of their local course rules pertaining to dress, conduct, expected behavior, directions to the course and where to park, prior to the start of the season.
- n) At each dual meet site, the home team coach will be designated as the match director and will have the following duties: prepare scorecards, instruct players concerning local course rules, identify regular tees for play, oversee the match and announce the results.
- o) Once score cards are signed and the home team coach announces results, the results shall be final and there can be no changing of scores.

#### 404. Team League Champion

- a) The WBAL team champion will be determined based on the winner of the double round robin play. In the case of a tie for first place following the completion of round robin play, teams tied for first will be declared co-champions.

- b) For Boys CCS advancement only, the following criteria shall be used to break ties:
- i. If there are two co-champions at the end of the round robin play, the co-champions shall receive both automatic entries to the CCS tournament.
  - ii. If there are more than two co-champions at the end of round robin play, the two co-champions that return the lowest scores in the league tournament shall receive the two automatic entries into the CCS tournament.

#### 405. Section Tournament Automatic Qualification

##### a) Girls

- i. The automatic entry into the Section Tournament will be based on points awarded for the result of the round robin match schedule and the League Tournament result.
- ii. Points for the round robin match schedule carry double weight and are awarded based on how teams finish in the round robin standing and the number of teams participating in the league. If six teams play the round robin match schedule, the winner receives 12 points for first place (number of participating teams times 2), second place receives 10 points, third place 8 points, etc.
  1. Teams that tie for a position in the final standings split the points for all the places that are tied. For example, if two teams tie for second place, those teams split the 10 points for second place and 8 points for third place giving each team 9 points.
- iii. Points for the League Tournament carry single weight and are awarded based on how teams finish in the tournament and the number of teams participating in the league. Using the same six team league as above, the team that returns the lowest team score (play six, count five) in the League Tournament receives 6 points, second place 5 points, third place 4 points, etc.
  1. Teams that finish with the same score in the League Tournament split the points for all places that are tied. For example, if two teams tie for second place, those teams split the 5 points for second and 4 points for third place giving each team  $4\frac{1}{2}$  points.
  2. If a team does not participate in the League Tournament, they receive 0 League Tournament points.

- iv. The team with the highest combined point total from the round robin match schedule and the League Tournament receives the automatic entry into the Section Tournament.
  - v. If two or more teams have the same highest combined point total following the League Tournament, the tie will be resolved by:
    - 1. lowest team score in the League Tournament
    - 2. score of the 6th player in the League Tournament
    - 3. head to head win/loss record in the round robin schedule
    - 4. lowest combined score in head to head league matches
    - 5. coin toss
  - vi. If the League Tournament is cancelled due to inclement weather or other unforeseen circumstances, the automatic entry into the Section Tournament will be determined based on the result of the round robin schedule.
    - 1. If the round robin result is used to determine the automatic entry into the Section Tournament and there is a tie for first place in the round robin result, the tie will be resolved by:
      - a. head to head win/loss record in the round robin schedule
      - b. lowest combined score in head to head league matches
      - c. lowest combined score in head to head league matches including the 6th player
      - d. coin toss
  - vii. The points awarded for the round robin match schedule and League Tournament are only used to determine the league's automatic team entrant into the Section Tournament; the scores from the League Tournament, and only the scores from the League Tournament are used when determining the order for at-large team entrants in the Section Tournament.
- b) Boys
- i. The round robin team champion will receive the first automatic entry into the Regional Tournament. In the case where more than one league champion exists, the tie-breaker described in section 404 shall be used to determine which team receives the first automatic entry.

#### 406. League Tournament

- a) There will be a League tournament, played over 18 holes, at the end of the season. In the League Tournament, there will be no maximum score per hole

(i.e. no maximum double par plus one); the ball must be holed out on every hole.

- b) All teams are mandated to participate in the League Tournament
- c) The League Tournament must be played on a public course so all teams have equal access for practice.
- d) League Tournament eligibility and advancement:
  - i. Girls
    - 1. Criteria to participate in the League Tournament:
      - a. A player must have played in at least half of her team's league matches and have a league scoring average of 60 or below, or
      - b. Be on the League Championship Team (that is going to the Section Tournament)
    - 2. Teams
      - a. Teams will qualify as at-large entries into the Section Tournament if they return one of the five (5) lowest League Tournament team scoring differentials for non-league champions (see CCS Girls Golf Bylaw B.1.).
    - 3. Individuals
      - a. Individuals that are not members of a qualifying team will qualify for the Section Tournament if they are the League Tournament winner, or if they return one of the eleven (11) lowest individual League Tournament scoring differentials (see CCS Girls Golf Bylaw B.2.).
  - ii. Boys
    - 1. Criteria to participate in the League Tournament:
      - a. A player must have played in at least half of his team's league matches and have a league scoring average of 50 or below, or
      - b. Be on the League Championship Team (that is going to Regional Tournament)
    - 2. Teams
      - a. Using the best five (5) scores of a six (6) player team, the team that returns the lowest aggregate score, that did not receive the first automatic entry as league champion, will receive the second automatic entry into the Regional Tournament.
      - b. If there is a tie for the second automatic entry into the Regional Tournament, the tie will be decided immediately following the

completion of play by a hole-by-hole play-off between the five (5) best scoring players on the tied teams. If daylight, or the golf course, does not permit a play-off, the tie will be decided by adding the 6th player's score to the team total. If the teams are still tied, the USGA recommended method of matching score cards shall be used to break the tie. If matching score cards, the winner shall be determined by the lowest aggregate total score of the tied teams' top five players for holes 10 through 18. If the teams have the same score for the second nine, the aggregate scores for holes 13 through 18 will be used, then holes 16 through 18 and finally the 18<sup>th</sup> hole. If multiple players on a team have the same 5<sup>th</sup> best score, the coach must designate which of the players' scores will be used in the tie-breaking process. Once the tie-breaking process has begun, the selection of players cannot be changed. If the tie-breaking procedure involving the top five scores for each team fails to resolve the tie, the USGA recommended method of matching score cards shall be used with six players. If the event that a tie still exists after matching score cards with six players, the tie shall be broken by coin toss.

### 3. Individuals

- a. The top three male finishers that are not members of a qualifying team will qualify for the Regional Individual Tournament.
- b. A tie for the last individual qualifier's place will be decided immediately following the completion of play by a hole-by-hole play-off. If daylight, or the golf course, does not permit a play-off, the tie will be broken using the USGA recommended method of matching score cards. If matching score cards is used to break the tie, the winner will be determined based on the best score returned for holes 10 through 18. If the tying players have the same score for the last nine, the winner will be determined using holes 13-18, 16-18 and finally the 18<sup>th</sup> hole. If matching score cards fails to break the tie, the winner shall be determined by coin toss (two players) or blind draw (three or more players).
- c. Individuals not on a qualifying team may also qualify the Regional Tournament as an at-large individual if they return one of the six (6) low individual differentials from the league tournaments (see CCS Boys Golf Bylaw C.2.b.)

407. Awards

- a) The league's team champion will receive a WBAL plaque and six (6) small plaques for team members.

408. Special Rulings

- a) Canceled matches will be rescheduled when possible. Coaches involved are responsible for rescheduling and must notify the league chairperson of the change. Matches necessary to determine the team League Champion or runner up will have first priority.
- b) If a player is forced to retire because of an illness or injury, he/she will be given a score of double par plus one for all unfinished holes. The withdrawing player must inform his/her coach of the illness/injury and officially withdraw from the match prior to leaving the area.
- c) Any reckless, dangerous, and/or impulsive action such as throwing a club, hitting a ball or any other object in anger, burying a club head in the ground, loud swearing, or any other action not conducive to the game of golf will immediately disqualify a player from the match and suspend the player from the next league match.
- d) Any player that quits during a match, or knowingly breaks a disqualifying rule, will receive a score 10 strokes higher than the highest score returned in the match.
- e) Boys forfeit rule – any stats earned during a match do not count.

409. All-League Selection Guidelines

- a) The goal is to have six First Team, six Second Team and one Player of the Year. If there is a tie for First or Second Team, team size could be adjusted +/- 1.
- b) Players must have returned a score in at least 75% of their team's contested league matches (forfeits excluded) in order to be considered for Player of the Year or First Team; players must have returned a score in at least 50% of their team's contested league matches to be considered for Second Team.
- c) There is no limit on the number of players per school on First Team or Second Team.
- d) Honorable Mention is anyone who is nominated by their coach.

- e) Selection is based on league play only; post-season is not considered. The primary criteria is season long differential scoring average.
- f) Any voting will be done by show of hands (public voting, not private voting).

## Article IV – Lacrosse

### 500. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### 501. Rules

The US Lacrosse Rules Book for girls' lacrosse shall govern.

### 502. Host school responsibilities

Host responsibilities are outlined in the US Lacrosse Rule Book. The home team is the official book. Home team is responsible for providing qualified and experienced scorer and timer. There should be two officials, a timer and a scorer for each game. If a playing field is non-conforming to standards in Rule Book,



then school/coach must inform all other school opponents and procure agreement from all opponents that they accept to play on described nonconforming field.

#### 503. Length of Contests

- a) The game time for girls is in accordance with the US Lacrosse Rule Book.
- b) For girl's junior varsity level contests, the game time may be negotiated by the coaches and is often based upon anticipated remaining daylight.
- c) Varsity games will precede junior varsity competitions scheduled for the same day and field.

Note: If there are emergency situations, which warrant an alternate game time, changes may be made by mutual agreement of the coaches with the permissions of the athletic directors. Further, game officials reserve the right to use an alternative game time if they believe safety is an issue.

#### 504. Tie Game

Girl's games will follow US Lacrosse Rule Book procedures.

#### 505A. League Championship Designation

- a) Both varsity and junior varsity league team championships shall be awarded to the winner of respective regular season league schedules. If there is a first place tie, tied teams will be considered league champions but will use tie-breaker procedure to seed teams for league championship tournament.
- b) The varsity girls' championship will have two tournaments, a Foothill tournament consisting of the 6 Foothill teams and a Skyline tournament which will consist of the top eight teams based on the final league standing and the tiebreaker procedures. The Championship Games will play back to back, with the Skyline Championship game happening first, followed by the Foothill Championship game. The Championship site is predetermined at conclusion of prior season when possible.
  - i) Foothill Division:
    - Top two teams get 1st round byes
    - 3 vs. 6
    - 4 vs. 5
    - #1 seed gets lowest seed in the Semi-Finals
  - ii) Skyline Division:
    - Top eight teams compete

- 1 vs. 8, 2 Vs. 7, 3 vs. 6, 4 vs. 5 in the First Round
- Semi-Finals features four winners and Finals features the two winners of the semi-finals

505B. The Round Robin Champ is determined league champions. If there is a tie for the league championship after the round robin, they are declared co-champs and the tie break is used to seed the tournament.

\*\*\* The winner of the League Tournament will be deemed the “Tournament Champion” and receive a team trophy/plaque.

#### 506. League Standings-Tiebreaker Procedures

All ties must be broken and standing set prior to the playoffs. The procedures listed below will be followed in order until the tie situation is resolved.

- a) Head to head Win-Loss.
- b) Won-Lost versus teams above in the standing in order of finish.
- c) Won-Lost versus team(s) below in the standing in order of finish.
- d) Goals allowed with teams tied.
- e) Goals allowed between teams above in standings.
- f) Coin flip by commissioner.

#### 507. Uniforms

The home team must wear white colored jerseys; the visiting team must wear dark colored jerseys. Schools with a single jersey color must have vests available. It is the coaches' responsibility to confirm uniform colors for the teams prior to the game.

#### 508. Officials

A minimum of two officials are required per game. Girls' officials will be assigned by Peninsula Sports Management (PSI).

#### 509. All League Selection Procedure

The all league selection process shall be followed as presented below. This example depicts a six team division...the allocation of all league representatives will change if the number of league team participants changes (as an example, either five or seven teams make up the league).

- a) The first part of the All-League selection process will be the determination of the “Most Valuable” position players in the league. The coaches will vote on the league’s Most Valuable Goalkeeper, Defender, Midfielder, and Attacker, respectively. These will be presented/voted by position (meaning GK will be discussed/voted upon prior to putting names on the board for Defender which will be presented/voted upon prior to putting names on the board for Midfielder, etc.) The position “order” can rotate from year to year.
- b) Each team may submit one nominee for each “Most Valuable” position but are not mandated to submit a nominee. After the names are posted, the nominating coaches can discuss the merits of their candidates (brief and to the point, please). A silent, written vote will take place to determine these award winner (one vote for each coach present...you may vote for your own player). If there is a tie, there will be a “vote off” with just the two finalists...if a tie remains after the vote off; both will be considered “Co-Players of the Year”.
- c) After the players of the year are awarded in each category, the table below (based on league standings at the end of the regular season) will be used by the coaches to determine all-league selection. Each coach will select his/her players accordingly. If there is a tie in the league standings, each team will receive that allocation of all league selections (as an example, if there is a tie for third place, each team will receive six all league selections as charted below). These selections are on top of the “Most Valuable” players of the year in each position. **Teams can/should give up spots that he/she doesn’t have a deserving player for the particular all-league team.**

Place	# of First Team Players	# of Second Team Players	# of Honorable Mention Players	Total
1	5	2	1	8
2	3	3	1	7
3	2	3	1	6
4	1	2	2	5
5	1	1	1	3
6	0	1	2	3
<b>Total</b>	<b>12</b>	<b>12</b>	<b>8</b>	

## Article VI - Soccer

### 600. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### 601. Officials

- a) Boys:
  - i. All varsity and junior varsity boys' soccer games shall be officiated using a three person, dual system of control (DSC).
- b) Girls:
  - i. All varsity soccer games shall be officiated using a three person, dual system of control (DSC).
  - ii. All jv soccer games shall be officiated by a 2-person referee system.

- c) Officials shall be secured by the home team from a recognized soccer officials association.

602. Matches

- a) All matches shall be played according to the current National Federation Soccer Rule Book, except for special WBAL rulings.
- b) League standings shall be decided based upon the following scoring system
  - i. Win            3 Points
  - ii. Tie            1 Point
  - iii. Loss          0 Points
- c) League Matches
  - i. Boys League Matches will be conducted on Wednesdays and Fridays using an arrangement where junior varsity and varsity matches on the same day will be conducted at different school sites.
  - ii. Girls League Matches will be conducted on Tuesday and Thursdays using an arrangement where junior varsity and varsity matches on the same day will be conducted as double headers.
- d) League play will consist of a double round robin schedule, with a home and home format.
- e) All league results must be provided to Soccer League Chairperson via email by the home coach within twelve hours of the completion of the game.

603. Length of games

- a) All Varsity games will be two 40 minute halves with a 10 minute intermission for half time.
- b) Junior Varsity: First half - 35 Minutes. Second half 30 minutes (or until darkness) with a 5 minute intermission for half time.
- c) If the score is tied at the end of regulation it will be recorded as a tie.
- d) For games that are doubleheaders, Varsity/JV time will be:
  - i. Boys: 3:00pm for Varsity and 4:15 for Junior Varsity.
  - ii. Girls: 3:00pm for Varsity and 4:30pm for Junior Varsity.
- e) League playoffs will be two 40 minute halves with a 5 minute intermission for halftime.

604. Section Tournament Automatic Qualification

- a) Boys

- i. The league champion and second place team will receive the two automatic qualifications for the section tournament. In the case where there is a tie in league standings for second place league champion exists, the following tiebreaker process will be used to determine the first automatic qualification:
    1. Head-to-head record
    2. Head-to-head Goal differential
    3. Fewest goals against for all league contests
    4. Second round total points
    5. Coin flip
  - ii. In cases where three or more league champions exist, the tiebreaking structure used in Section 6702.2(a) will be enforced. If a particular tie breaking procedure eliminates one or more teams from contention but a tie still exists, the remaining tied teams will revert back to the first tiebreaker.
  - iii. Placement on CCS Seeding board – higher finisher in league will be placed on seeding board first, but does not necessarily be a higher seed (that is based on points).
- b) Girls
- i. There will be a total of four CCS Berths for all girls soccer teams. Three will automatically go to the winner, second, and third place of the Foothill Division.
  - ii. In case of a tie for one of the berths the following tiebreaker process will be used to determine the placements:
    1. Head-to-head record
    2. Head-to-head Goal differential
    3. Fewest goals against for all league contests
    4. Second round total points
    5. Coin flip
  - iii. There will be a one game playoff game for the final berth between the Foothill fourth place team and the Winner of the Skyline Division on the Friday before the seeding meeting. This game will be at the Skyline winner site.
    1. If a match is still tied at the end of regulation, two mandatory ten-minute overtimes will take place.

2. If a match is still tied at the end of two mandatory ten-minute overtimes, the official result will stand as a tie for both teams, and kicks from the mark will be used to determine who advances.

605. Crowd Control

- a) The home school has every right to ask someone from the visiting school to leave due to inappropriate behavior.
- b) If an incident does occur, the home school site manager must fill out a CCS Incident Form and send it to the league commissioner.

606. Conduct

- a) Any player or coach sent off shall be suspended for a minimum of one league game. Any player or coach sent off for violent conduct as a result of fighting shall be suspended for a minimum of two league games.
- b) Any player receiving a yellow card must immediately be removed from the contest, to be reinstated at a later time at the coach's discretion.
- c) The League Commissioner shall be notified for all situations involving Red or Double Yellow cards.
- d) Any player who receives a two game suspension will be eliminated from All League Selection.

607. All League Selections

- a) The league will award the following all league awards in soccer
  - i. Offensive MVP
  - ii. Defensive MVP
  - iii. 11 First Team
  - iv. 11 Second Team
  - v. Honorable Mention – not to exceed 2 per school

## Article VII - Softball

### 700. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. Any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. Any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### 701. Schedule

- a) A double round robin schedule shall be played each year by the varsity team.
- b) Individual schools have the option of fielding a Junior Varsity team.
- c) All games shall be played according to the current official softball rule book of the National Federation.

### 702. Length of game

- a) A ten run rule will be enforced after the 5<sup>th</sup> inning.



- b) A fifteen run rule will be enforced after the 3<sup>rd</sup> inning. At this time the game is officially over, but by mutual consent of the two coaches play can continue for the benefit of the athletes.
- c) If there is a loss of facilities, the score shall revert back to the last full inning to determine the winner.
- d) If the game is tied at the end of the 8<sup>th</sup> inning, the international tiebreaker will be implemented at the beginning of the 9<sup>th</sup> inning..
- e) In the international tie-breaker, the batter who immediately precedes the lead off batter for that inning shall be placed at 2<sup>nd</sup> base to start the inning.

703. Equipment

- a) The ball to be used will be the same ball used in the CCS Tournament.

704. Score keeping

- a) The visiting team has the option to have their scorebook keeper sit next to the home scorebook keeper.
- b) Score books shall reflect the same entries at the end of the game.

705. Crowd control

- a) The home school has every right to ask any home or visiting spectator to leave due to inappropriate behavior.
- b) If an incident does occur, fill out the CCS incident form and send it to the League Commissioner.

706. Section playoff advancement

- a) #1, #2, & #3 seeds from the Foothill Division are automatic qualifiers for CCS.
- b) Method for breaking ties in League standings (for CCS Advancement only):
  - i. Head to Head competition
  - ii. Second round record
  - iii. Head to Head competition with the next highest finishing team (2nd, 3rd, 4<sup>th</sup>)
  - iv. Winner of originally scheduled second round game
  - v. Coin toss

## Article VIII - Swimming

### 800. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. Any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. Any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### 801. Meets

- a) All meets shall be run according to the current National Federation of State High Schools Association Swimming & Diving Rule Book.
  - i. Each swimmer will be allowed to swim in no more than 4 events, only two of which can be individual events.
  - ii. For dual meets, individual events are scored 6-4-3-2-1-0, and relays are scored 8-4-2-0. A school can have unlimited entries in an event. However, a school can only have three scorers in an individual event and two scorers in a relay event.
- b. The order of events as listed in the rule book shall be used for all meets unless changed by mutual consent of all the coaches and meet director.
  - i. JV events will be same as Varsity with the exception of:
    1. 100 Individual Medley
    2. 50 Butterfly

3. 50 Backstroke
  4. 50 Breaststroke
- c. The league meets will not count towards the league championship. However, these meets should be scored, and the scores should be reported to the league website.
    - i. Any meets between only two schools will be scored as a dual meet.
    - ii. The “Jamboree” meets and any meet with three or more schools will be scored as a “double dual”, so scores will be computed between each possible permutation of two schools.
  - d. Meets will begin at 4:00 pm, unless otherwise agreed by the all schools.
  - e. Schools may be asked to provide timers for away meets.
  - f. All entries for meets are due to the meet manager as requested, usually via HyTek software. The meet manager should require these entries a reasonable amount of time before the meet, perhaps a day or two before. These entries make the meet logistics much easier; according to the rule book, a school may change an entry until the event is called to the blocks. Thus, while changes may happen, they should be kept to a minimum, as it makes the meet administration unwieldy.

#### 802. League Championship Meet

- a) The WBAL Swimming Championship shall be determined solely by the final results of the WBAL Swim Meet. The meet shall be held no later than one week prior to the CCS region competition and earlier than two weeks prior to the CCS region competition.
- b) The meet will be held at a site, which has a minimum of 6 lanes and meets with the approval of a majority of the swim coaches.
  - i. The meet may be a two day event with preliminaries on day one, and consolation finals (9-16 place) and finals (1-8 place) on day two.
  - ii. Starting time for the league meet will be determined by the Swim Committee, depending on the number of swimmers competing.
  - iii. Each school will be asked to provide timers for the meet.
  - iv. There will be stroke and turn referees at the championship meet. The host school will be responsible for providing the referees.
  - v. The order of events will follow the high school rule book.
- c) Entries are due to the meet director as requested, usually via Hytek software. The meet manager should require these entries a reasonable amount of time before the meet, perhaps five days before. All times must be of the current season.
  - i. Late entries will have a 24 hour window to be received and that school will be fined \$100 in order for the athletes to participate. No entries received after the 24 hour window will be accepted.
  - ii. Entries may not be changed at all after the deadline, except in cases

involving data entry error.

- iii. A swimmer must compete in at least 50% of the WBAL swim meets to qualify to compete in the WBAL championship meet, unless due to injury, illness, death in the family, academic eligibility, or other situation. These athletes must petition to the BOM to be eligible to compete.
- d) Entries for individual events are unlimited for each school. Entries for relays are limited to three per school: an “A”, “B”, and “C” relay, although note that only the designated “A” relay may score. Each swimmer will be allowed to swim in no more than four events, only two of which can be individual events.
- e) The preliminaries (day one) will be seeded by times, with the last three heats circle seeded.
  - i. Relay events are not contested at preliminaries (day one), and will be seeded at finals (day two) based on entry times.
- f) The top 16 times from the preliminaries will be invited back for the finals (day two).
  - i. There will only be four scorers from each school per event. If one school has more than four of the top sixteen finishers in an event, the extra swimmers will be “bumped” and replaced by the next highest finishers from other schools.
  - ii. The meet will be scored as follows:
    - 1. Individual events:
      - a. 20-17-16-15-14-13-12-11-9-7-6-5-4-3 -2-1
    - 2. Relay events score double the points of individual events, although only the designated “A” relay can score.
    - 3. The top six individuals will receive honors. (Place 1-3 medals, Place 4-6 ribbons).
- g) Scratches in the finals will be filled at the coaches meeting before finals (day two).

#### 803. Host School Responsibilities for Meets

- a) A host school must provide starter, starting system stroke and turn referees, lap counters, recorder of times, and timers for each lane with watches.

#### 804. All League Process

- a) The all league process will follow the WBAL suggested process. The MVP will be called the Most Outstanding Swimmer.

#### 805. Crowd Control

- a) The home school has every right to ask any home or visiting spectator to leave due to inappropriate behavior.
- b) If an incident does occur, fill out the CCS incident form and send it to the League Commissioner.

## Article IX – Tennis

900. Competition shall be in accordance with USTA rules (The Friends at Court) and as amended by the Board of Managers.

901. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. Any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. Any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

902. Students may play singles or doubles, but not both in a particular league dual match or the WBAL CCS Post Season Qualifying Tournament.

903. A league match will consist of seven matches; 4 singles and 3 doubles.

- a) Suggested pre-match schedule: 3:00 team warm up, 3:05 coaches exchange lineups, 3:15 ladder introductions, 3:20 match warm up, 3:30 match starts

- b) Ten minutes prior to introductions, coaches will exchange lineup sheets that will include current lineup and previous match lineup. If a conflict arises, it must be addressed at this time.
- c) Each individual match will consist of the best 2 out of 3 sets, no ad.
- d) A set that is tied at 6 games each will use the 12 point tiebreaker as written in the USTA Rule Book.
- e) For dual matches, home team will provide new USTA approved tennis balls & score cards for each court. A new can of balls should be provided for the third set.
- f) For league matches, a full 3rd set set will be played unless a school has less than 7 courts or both coaches agree to an alternate format.

#### 904. Team ladders

- a) Definition: a team ladder is the arrangement of a team's players in rank order so as to determine the line-up of a team on any given day for match purposes.
  - i. Team competition involves a format in which players play either singles or doubles, but not both on the same day.
  - ii. The line up must be in descending order of ability (1-10).
  - iii. Singles players shall be selected from among the six (6) strongest players on the team
  - iv. Singles players shall be placed on a ladder in order of their strength as determined by head-to-head competition "using at least an 8 game pro set. (The #1 player shall have beaten the #2 player, the #2 player shall have beaten the #3 player, etc.)
- b) Maintaining the ladder
  - i. Coaches will submit a fixed ladder to the League Commissioner before the first league contest and an updated ladder before the first match of the second round.
  - ii. Teams must go with the best available players on that day in proper descending order. Moving players to positions they do not belong in is not permitted.
  - iii. In the event a player can not play a match due to illness or injury, the coach must move everyone up one position. When a #1 person is unavailable, she should be replaced by the #2 player, and the rest of the singles ladder must move up one position. The #4 single spot can be forfeited or a JV player can fill in that spot. The doubles team can be kept intact.

iv. At each match each coach will fill out at line up sheet indicating that day's lineup as well as bringing lineups of the previous match.

905. **BOYS ONLY:** Head to head challenge matches on the ladder - All varsity head to head matches will be a minimum of an 8 game pro set.

- a) Each player or doubles team on the varsity squad may challenge only the player or team that is one spot or ranking ahead on the ladder. Ex #3 can only challenge #2.
- b) During the league season, players shall make no more than one challenge per week.
- c) Any player or team being challenged by the player or team one spot below must accept the challenge.
- d) The challenge must be held during a regularly scheduled weekday practice in the presence of the coach.
- e) Coaches shall have recorded evidence of every challenge match on the team. They shall be prepared to show these records at any time (ex. match, coaches' meeting, etc.)
- f) After a successful challenge, all players shall play at least one match at their new spots prior to challenging or being challenged again.
- g) A new player joining the team after initial season ladder is set:
  - i. is not limited to one challenge per week.
  - ii. shall have at least one win and one loss in team challenges prior to representing the team in a league match. (Exception: the player who challenges at #1 singles and wins.)

906. The round robin league winners will represent the league in the team CCS tournament.

907. General Rulings

- a) Foot faults are common in matches so the following procedure needs to be adopted formally. If a foot fault is spotted by the opposing player or either coach, the player tells the coach on his/her own team and the coach tells the opposing player's coach, who in turn, issues a warning to his/her player. A coach can warn the other coach as well. If the problem is a chronic one, line judges will be called on to officiate.

- b) Each player is required to call out the score before each serve and the set score at the beginning of each game.
- c) Each coach should notify the other coach to verify each match and be sure of the proper location. Practice games with other girls not on the varsity ladder should be played as time and numbers allow.

908. Coaching during a match

- a) A coach may coach a player anytime during the match so long as the coach does not interfere with play.
- b) Coaches may go on the court at an agree location to coach.
- c) A coach determined by any coach listed on the roster, or any school sanctioned personnel. (no teammates, parents, outside coaches, etc.)
- d) A warning will be called on the player/players of a team if parent of another member of the team interferes (coaching, questioning calls, scoring, etc.)

909. Time limits

- a) There is a 90-second time limit when players are switching sides between games, except after game
- b) There is a 20 second time limit between points.
- c) Players have a 10-minute break between sets when they split sets.

910. Dress Code

Same color tops with school representation and same color shorts/skirts shall be worn by all playing team members. There shall be no exposed midriffs. All players not in uniform are not eligible to play.

911. Crowd control

- a) The home school has every right to ask someone from the home or visiting school to leave due to inappropriate behavior.
- b) If an incident does occur, fill out the CCS incident form and send it to the league commissioner.

912. Tiebreaking Procedure (for CCS Advancement/League Standing only):

- a) Head-to-head competition
- b) Final score (between teams in question), e.g. 4-3, 2-5, Team #2 wins TB by score of 8-6



- c) Total number of sets won (between teams in question)
- d) Total number of games won (between teams in question)
- e) Coin flip

### 913. WBAL CCS Qualifiers

#### a) Team Qualifiers

- i. The automatic qualifier is winner of Foothill division of double round robin

#### b) Individual Qualifiers

##### i. Individual Tournament Schedule

1. Thursday night (immediately after last league contest) Tournament Seeding Meeting and Coaches Postseason Meeting
2. Monday (week after league play) 1<sup>st</sup> Round of Individual Qualifier, beginning at 1:30pm
3. Tuesday 2<sup>nd</sup> Round of Individual Qualifier, beginning at noon

##### ii. Seeding

1. The individual tournament will be a 16 player/team tournament. League dual match records are used to place the top 12 players.
2. Higher seed will go to the winner of the last head to head match.
3. Players are eligible to compete in the tournament as singles or doubles players, regardless of their standing during the regular season.
4. When filling out the tournament bracket, a coin flip will be used to determine the placement position of seeds #3 and #4.
5. Once the seeding meeting has taken place, lineups cannot be changed unless there is an injury or illness. In an event a seeded player misses the tournament, a substitute may play, but no reseeding attempt will be made and substitute player will not gain the predesignated seed.
6. Teams should arrive ½ hour before the tournament begins.

##### 7. Girl's Tournament

- |                                     |           |                               |
|-------------------------------------|-----------|-------------------------------|
| a. 1st place (Foothill)             | 4 singles | 3 doubles teams (entire team) |
| b. 2 <sup>nd</sup> place (Foothill) | 3 singles | 2 doubles teams               |
| c. 3 <sup>rd</sup> place (Foothill) | 2 singles | 2 doubles teams               |
| d. 4 <sup>th</sup> place (Foothill) | 1 single  | 2 doubles teams               |
| e. 5 <sup>th</sup> place (Foothill) | 1 single  | 2 doubles teams               |
| f. 6 <sup>th</sup> place (Foothill) | 1 single  | 1 doubles team                |
| g. Skyline Division (total)         | 4 singles | 4 doubles teams               |

- i. Skyline Division four players are based on coaches vote, singles and doubles teams can come from any of the Skyline Division teams.
  - ii. These will be voted on by the Skyline coaches prior to the seeding meeting, or at the Seeding Meeting, and shall be included in any seeding discussion.
8. Byes will be given as needed to top seeded players and the rest will be by blind draw. All other players will also be placed on the ladder using the blind draw, except, such that players from the same school would not meet each other until the semi-finals (flip-flop).
- iii. The tournament shall be played as scheduled by the WBAL Board of Managers. The WBAL League Representatives shall serve as the Tournament Director, or as designated by the WBAL BOM.
- iv. The penalty point system used by the CCS shall be followed.
- v. The tournament champions will represent the league in the CCS Individual Tournament. The 2<sup>nd</sup> and 3<sup>rd</sup> place finishers will be nominated as At Large Qualifiers for CCS. In case of illness or hardship, a replacement shall be the next higher available individual player or next highest available doubles team, and it shall be the responsibility of the replacement school coach to insure the replacement is entered and present at the tournament.
- vi. A player may be given a 40 minute maximum rest period between matches but they may start earlier if both are ready.

#### 914. All League Procedure

- a. Before the all-league teams are picked, coaches from each team need to submit their choices and hopefully objective reasons for their league player of the year.
- b. Each team may submit one nominee for the player of the year but are not mandated to submit a nominee. After the names are posted, the nominating coaches can discuss the merits of their candidates (brief and to the point, please). A silent, written vote will take place to determine these award winners (one vote for each coach present...you may vote for your own player). If there is a tie, there will be a "vote off" with just the two finalists...if a tie remains after the vote off, both will be considered "Co-Players of the Year".
- c. After the players of the year are awarded in each category, the following table will be used to determine all-league selection. Each coach will select his/her

players accordingly. These selections are in addition to the player of the year. **Teams can/should give up sports that he/she doesn't have a deserving player for the particular all-league team.**

<b>Place</b>	<b># of 1st Team Players</b>	<b># of 2nd Team Players</b>	<b># of Honorable Mention Players</b>	<b>Total</b>
1	4	2	1	7
2	3	2	1	6
3	2	2	1	5
4	1	2	1	4
5	1	2	1	4
6	0	1	2	3
<b>Total</b>	<b>11</b>	<b>11</b>	<b>7</b>	

- d. By using this table, there will no longer be the need to vote for All League, just the respective position "Players of the Year".

## Article X - Track and Field

### 1000. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. Any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. Any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### 1001. Meets

- a) All meets shall be run according to the current California Interscholastic Federation guidelines and National Federation of State High Schools Association Track and Field Rule Book.
- b) Meet times: Coaches Meeting 3:00, Field events 3:30, Running events 3:45.
- c) Entries for meets will be due by Monday at noon before the meet. Scratches are due to the timer by the night before the meet.

- d) There will be a maximum of 8 entries in running events of 100 and 200, and 6 athletes in the 400 and hurdles. There will be unlimited entries in field events, running events of 800 and above and the relays.
- e) The league will have a paid person to run the meet: starter, official and a requirement of one representative from each school to assist in events (preferably not the head coach)
- f) Games Committee of 3 coaches, plus 1 alternate for league trials & finals to be called by meet referee in response to meet format differences
- g) At the preseason meeting each school will sign up/choose an event to oversee for the season.
- h) League meets will be scored to determine cluster meet winner; but will have no bearing on the Team League Champion.
- i) CIF rules such as uniform, electronic devices and check in/out procedures must be consistently followed through the course of the season.
- j) The boys JV events will be modified to include 10 lb shot put and 70 yard (65 meter) hurdles.
- k) All meet events shall be run according to the CIF guidelines.
  - \*\*\* The order of events as listed in the Track and Field rulebook may be adjusted by the meet director when necessary because of the number of pits and physical layout where the meet is held. Any other changes must follow proper procedure as prescribed by the Track and Field rulebook.

#### 1002. WBAL Championship Track meet

- a) The WBAL Track Champion shall be determined by the final results of the WBAL Championship Track Meet.
- b) The site of the meet shall be determined by the meet director with approval of the Track Committee. JV and Varsity Trials will take place on the first Saturday of May and the JV and Varsity Finals will take place on the following week.
- c) There will be 8 athletes qualify for the finals in most events, regardless of the number of lanes at the facility.
- d) Coaches meeting will be one hour prior to beginning of meet.
- e) Each school is responsible for two timers per meet and hurdle set up and take down.
- f) Each school is responsible for supervision and running of different events as assigned at preseason meeting.

- g) The league will be responsible for using a FAT timing system for the Championships.
- h) Athletes will be disqualified from an event for infraction of National Federation rule 6.2.12, 7.2.9 for practicing in the events of high jump, discus and shotput without an official or coach present. Athletes may get their mark in their event without a coach supervising. (This does not include long jump or triple jump)
- i) The top six places in the finals will be scored and those six individuals will receive honors (Place 1-3 medals, Place 4-6 ribbons).
- j) Teams may only enter one relay in each relay event at the League Championship Meet.
- k) If there are 12 or fewer athletes signed up for a field event, the event will go straight to finals (except high jump and pole vault). In this case, all 12 (or fewer) will get the first 3 attempts of finals. The order will be reseeded and only the top 9 will get the last 3 attempts for the championships.
- l) If the JV is a one day event JV field events will have 4 attempts at the events and the results will be the final result. There will be no reseeding and having a finals flight.

#### 1003. Qualifying Entries for WBAL Championship Track meet

- a) Each WBAL member school is allowed to enter a maximum of three athletes per event.
- b) All entries must be received by the deadline stated by the Meet Director. The deadline will be the Monday prior to the scheduled League Championships meet, by noon to the WBAL Championship Track meet director.
- c) Late entries will have a 24 hour window to be received and that school will be fined \$100 in order for the athletes to participate. No entries received after the 24 hours window will be accepted.
- d) An athlete must participate in at least 2 WBAL track meets to compete in the league meet. If an athlete has been unable to compete due to extenuating circumstances (injury, illness, death in family), the school may petition the BOM to allow the athlete to compete in the League Championships.

#### 1004. Awards

- a) All League selection will follow the league suggested process. There will be a Most Valuable Player Track Athlete and Most Valuable Field Athlete and first

- team, second team and honorable mention. There may also be a Most Outstanding Track Athlete and Most Outstanding Field Athlete, if necessary
- b) There must be at least 4 schools participating in track in order to receive any awards.

1005. League Chairperson

- a) The Track and Field League Chairperson will be paid an annual \$500 stipend for facilitating the organization of the league meets and finals.

1006. Crowd control

- a) The home school has every right to ask any home or visiting spectator to leave due to inappropriate behavior.
- b) If an incident does occur, fill out the CCS incident form and send it to the League Commissioner.

1007. All-League Award Procedures:

## Article XI - Volleyball

### 1100. Practice

**"The WBAL will reflect the CCS By-Laws (Article V, Section 3, F-Practices) regarding practices."**

- a) Interscholastic practice during the school year is defined as:
  - i. Any school team or individual activity organized by the coach that is intended to maintain or improve a student-athlete's skill proficiency in a sport AND/OR
  - ii. Any school team or individual activity that includes skill drills, game situation drills, inter- squad scrimmages or games, weight training, chalk talks, film review, meetings outside of school time (excluding parent meetings). AND/OR
  - iii. Any other coach-directed or supervised school team or individual activity or instruction for a specific sport AND/OR
  - iv. Any other team or individual instruction for a specific sport organized or supervised by any team member, or anyone else associated with the team or the school AND/OR tryouts.
- b) Any single practice session shall be no longer than 3 hours in length, and no more than 18 hours in a week. Double days shall not be held on consecutive days.
- c) There shall be a minimum of 3 hours between any two practice sessions in a single day.
- d) Double day practices shall not be held on consecutive days.
- e) Conditions for Optional, Non-Mandatory Off Season Individual & Small Groups Skill Development: Coaches are allowed to work with their athletes in a designated off season 8 week program individually or in a small group of no more than 4 athletes, no more than one hour a day and no more than twice a week for an athlete.

### 1101. Games

- a) All games shall be played according to the rules and regulations as stated in the current National Federation Volleyball Rulebook.
- b) All varsity matches shall be best three out of five games, non varsity matches are best two out of three. Games shall be played to 25 points, and the winning



team must win by two points. A team which has scored 25 points and has a least a two point advantage is the winner. If the leading team does not have a two point advantage, play shall continue until one team has a two point advantage. The fifth and deciding game shall be played to 15 points, and the winning team must win by two points with no cap on play.

- c) The official game ball for league play shall be any of the balls approved by the National Federation. The WBAL volleyball committee recommends the Spalding TF-VB5 volleyball for use in league play.
- d) There shall be a minimum of 28 minutes between the junior varsity and varsity matches. Time will not start until after the captains/coaches coin toss. Matches cannot begin before their scheduled time. There should be no more than an hour and fifteen minutes between scheduled start of JV game and varsity game. Suggested start times- Freshman 3:30, Junior Varsity 4:30, Varsity 5:45.
- e) Pre-game warm-ups for varsity shall be 16 min shared, 6 min. each team separate. Pregame warm ups for JV and Frosh shall be 6 minutes shared, 6 minutes each team separate.
- f) Two line judges will be provided by the home team.
- g) Home team will provide 12 warm up balls and a cart for the visiting team. If the home team has less than 24 balls, then the visiting team still gets 12 and the home team gets the remaining.
- h) Only trained and experienced people may act as scorekeeper.
- i) The home team selects home court. The winner of the toss may elect to serve or receive.
- j) In rally scoring, a point is awarded upon the completion of every play.
- k) The let serve shall be incorporated. If the ball is served, makes contact with the net and lands on the serving team's side, the receiving team receives a point and the serve. If the ball is served, makes contact with the net and lands on the receiving team's side, the ball is in play.
- l) Substitutions shall be limited to 18 per game.
- m) Each team is limited to two time-outs per game.
- n) Teams may elect to utilize the libero player.
- o) During the fifth game of the match at the varsity level, or the third game of the match at the JV or freshman level, a coin toss between the captains and the coaches of each team shall be conducted. The visiting captain shall call the

toss. The winner of the toss shall choose either to serve/receive or the playing area. The loser of the toss shall be given the remaining choice.

1102. CCS Advancement – (from CCS Volleyball bylaws)

- a) The five (5) Division Tournament brackets shall be comprised of the following:
  - i. League Champion from each league
  - ii. Plus one (1) additional Automatic Qualifier from every League
  - iii. Plus, selected At-Large entries
  - iv. Plus, At-Large “floater” teams (No division’s brackets may exceed a total of 16 teams.)
- b) At Large Entries – League may designate teams to apply for At-Large consideration if they meet one of the following criteria:
  - i. have a league record of at least .500
  - ii. have an out of League record of at least .500
  - iii. waiver will be granted for league not meeting the two above criteria.
- c) WBAL automatic qualifiers
  - i. Top three places from Foothill Division and winner of Skyline Division will receive CCS berths.
- d) Method for breaking ties in League standings (For CCS Advancement only):
  - i. Head to Head competition (versus tied teams only)
  - ii. Games won vs game lost – differential (versus tied teams only)
  - iii. Points won vs points lost – differential (versus tied teams only)
  - iv. Coin toss

1103. General

- a) Where facilities or net equipment do not meet the rule requirements, matches may be conducted by prior mutual consent of competing schools. If consent is not obtained, the school violating these rules shall forfeit the match or reschedule at the convenience of the other team.

1104. Crowd control

- a) The home school has every right to ask someone from the home or visiting school to leave due to inappropriate behavior.
- b) If an incident does occur, fill out the CCS incident form and send it to the league commissioner.

1105. All League Selections

- a) Each coach can nominate (put on the board) their team members who they believe have earned all league consideration. Depending on round robin league finish, each team will be able to nominate up to the following maximum for all league consideration:
  - i. If there are seven teams in the division: 1st place (5); 2nd place (4); 3rd place (4); 4th place (3); 5th place (2); 6th place (2); 7th place (2).
  - ii. If there are six teams in the division: 1st place (5); 2nd place (4); 3rd place (4); 4th place (3); 5th place (2); 6th place (2).
  - iii. If there is a tie in any placement, go to the highest maximum (as an example, if there is a tie for second, both teams would have 4 nominations).
  - iv. Coaches are not required to nominate the maximum.
- b. Each coach will take a few minutes and discuss the merit of their respective nominations. If schools are not represented at the meeting, other league coaches can propose players from that missing school. Only statistics pertaining to league contests will be discussed.
- c. It is strongly suggested/encouraged that the league MVP come from the round robin champion team.
- d. A silent (written and submitted) vote will take place and coaches will vote for fifteen nominated players. They will weight those votes as follows: 15-14-13-12-11-10-9-8-7-6-5-4-3-2-1. The fifteen points would go to who you consider to be the best player in the league. Coaches can vote for their own players.
- e. Player earning the most points will be league MVP ... next seven players receiving the most points will be first team all league recipients ... next seven players receiving the most points will be second team all league.
- f. In case of a two way tie for the last spot on the 1st team all-league team, both players will receive 1st team recognition. If there is a three way tie for the last spot, there will be a silent vote off (1 vote for each player, coach can vote for his own player) to determine who is a first team selection. If this vote results in a two way tie, both players will receive 1st team recognition. If there is still a three way tie, another vote off will take place until there is a maximum of two players selected. The same process will take place to break ties for 2nd team all-league as well.
- g. If there is an additional member selected to the 1st team due to a tie, it will reduce the amount of 2nd team all-league selections by one (meaning if there

are eight first team all-league selections made due to a tie for the last spot, there will be six second team all-league recipients selected instead of seven).

- h. Those players on the board but not selected as a first or second team all-league recipient will make up the honorable mention list. No additional HM recipients will be considered.

# WBAL APPENDIX

WBAL Eligibility Forms  
Guidelines for Sport Committee Chairperson  
Sport Committee Report Form  
All-League Selection Reporting Forms  
Final Team Standings Form  
Bylaw Change Request Form

# West Bay Athletic League

## Athletic Eligibility Form

### TEAM SPORTS

Must be submitted via email to the League Commissioner by the first LEAGUE contest

School Name \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_

The following athletes are eligible to compete in the sport and classification listed below in accordance with the rules of the West Bay Athletic League, the Central Coast Section, and the California Interscholastic Federation, with regard to grade in school, physical examination, age, academic standing, semesters elapsed, residence, and (if applicable) transfer status.

#### **ADDITIONS AND DELETIONS FOR TEAM SPORTS (Basketball, Soccer, Softball, Volleyball, Baseball, Lacrosse)**

- A. A player may be moved to a higher-level team at any time during the season. Once league play has begun, no player on a higher level team may be moved to a lower-level team, except by consent of the Board of Managers.
- B. Notification of additions to an eligibility list must be filed with the league commissioner prior to the student's participation on that team in a league contest. Failure to do so will result in the following penalty: the team in violation may forfeit all league contests in which the ineligible athlete played.
- C. Once a player has officially entered into a higher level league contest (not just on the roster or sitting on the bench) they will no longer be eligible for lower level play, unless by prior permission by the BOM.
- D. EXCEPTION to C – If a team is significantly short of fielding both a varsity and junior varsity team, the teams may have floater players that move up and down as reserve players for each team. These individuals must abide by the individual contest limits and may not play more than one full game in a day. These floaters should be designated on this form.

**NAME**

**LEVEL**

# West Bay Athletic League

## Athletic Eligibility Form

### INDIVIDUAL SPORTS

Must be submitted via email to the League Commissioner by the first LEAGUE contest

School Name \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_

The following athletes are eligible to compete in the sport and classification listed below in accordance with the rules of the West Bay Athletic League, the Central Coast Section, and the California Interscholastic Federation, with regard to grade in school, physical examination, age, academic standing, semesters elapsed, residence, and (if applicable) transfer status.

ADDITIONS AND DELETIONS FOR INDIVIDUAL SPORTS (Cross Country, Swimming, Diving, Tennis, Golf, Track and Field,) Players may be moved from one level to another (both up and down) during the league season, but may not participate on different levels on the same day. It is not necessary to notify the league commissioner of such roster changes. However, if it found that a player was not included on any eligibility list for her particular sport, the team(s) in violation may forfeit all points earned by that athlete in all league contests in which she participated before being added to the eligibility list.

**NAME**

# West Bay Athletic League

## Guidelines for Sport Committee Chairperson

### Pre-Season Responsibilities/Sports Meeting

- Bring to or get at Preseason meeting – league bylaws, All League Selection Guidelines, Preseason Sports Committee Meeting Form, Coach Directory form
- Coaches introduce themselves & school representing
- Encourage coaches to exchange updated schedules
- Go through League By-laws and All-League Selection Guidelines
- Give an email address and cell phone number for coaches to contact you after each league game so league standings are up to date. Report JV & Varsity scores. Send a list around and get coaches' cell phone number and email so that you can call them during the season.
- Explain your role and each coach's role for the CCS Seeding Meeting.
- Remind coaches they need to keep track of the JV league record for post-season meeting.
- Review bylaws with coaches and follow system to change a bylaw
- Represent the league at the CCS preseason meeting

### In-Season Responsibilities

- Check website weekly to make sure that results are posted. Work with webmaster to get missing results.
- Be the go to person for any issues of the coaches during the season.
- Solicit recommendations for bylaw changes before one week before Post-Season meeting

### Post-Season Responsibilities

- Bring to or get at meeting – Post Season Sports Committee forms (Report form, All-League Teams Form (1<sup>st</sup>, 2<sup>nd</sup>, HM), League Standings for JV & Varsity Teams Form)
- Any recommendations to the WBAL Board of Managers, all recommendations must be on Request for Bylaw Change Form, signed by coach, Athletic Director, and chairperson before meeting. All approved recommendations will be voted on by the coaches and listed on the post-season meeting form.
- **Conduct the Post-Season Meeting which includes:**
  - Final Junior Varsity & Varsity Standings
  - Report results of CCS Seeding Meeting to all coaches
  - Ask for recommendations for WBAL Board of Manager - need vote of coaches recorded
  - Ask for recommendations to CCS Sports Evaluation Committee
  - Assist AD in running All-League Selection Process - List full name & positions of winners
- Submit Committee report to Athletic Director
- Record division movement decisions for next season if applicable.
- Record recommendations for CCS Evaluation Meeting including League Classification.
- Represent WBAL at the end-of-season CCS Sports Evaluation Meeting
- Contact coaches with results of the CCS Seed Meeting (who and where each team plays and if they are an alternate)



# West Bay Athletic League

## Sports Committee Report

Sport \_\_\_\_\_ Check one Pre-Season \_\_\_\_\_ Post-Season \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

**Schools Present:** Place name of representative next to school name, write absent if not present.

Castilleja \_\_\_\_\_ Mercy, SF \_\_\_\_\_

Crystal Springs Uplands \_\_\_\_\_ Notre Dame \_\_\_\_\_

Eastside Prep \_\_\_\_\_ Pinewood \_\_\_\_\_

Harker \_\_\_\_\_ Priory \_\_\_\_\_

Menlo \_\_\_\_\_ Sacred Heart Prep \_\_\_\_\_

Mercy, Burl. \_\_\_\_\_ The King's Academy \_\_\_\_\_

Nueva School \_\_\_\_\_ Supplemental \_\_\_\_\_

Supplemental \_\_\_\_\_ Supplemental \_\_\_\_\_

**Guests:** \_\_\_\_\_

### **Old Business**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

### **New Business**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**Recommendations to WBAL Board of Managers** Must be voted on by coaches and vote count must be on the sheet

A. \_\_\_\_\_  
\_\_\_\_\_ Coaches Vote \_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_ Coaches Vote \_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_ Coaches Vote \_\_\_\_\_





# West Bay Athletic League

## Final Team Standings

Sport \_\_\_\_\_ Division \_\_\_\_\_ Date \_\_\_\_\_

**Varsity Team Standings**

**Record**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_

**Junior Varsity Team Standings**

**Record**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_

**Freshman Team Standings**

**Record**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

# West Bay Athletic League

## Division Placement Form

**Sport** \_\_\_\_\_

**Season(year)** \_\_\_\_\_

**Foothill**

**Skyline**

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# West Bay Athletic League

## Bylaw Change Request Form

Sport \_\_\_\_\_

Date \_\_\_\_\_

Coach \_\_\_\_\_

School \_\_\_\_\_

Bylaw to change \_\_\_\_\_

Recommendation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rational \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What impact will this change have? Financial, safety, etc? \_\_\_\_\_

\_\_\_\_\_

Approval:

\_\_\_\_\_

Athletic Director

\_\_\_\_\_

Date

\_\_\_\_\_

League Commissioner

\_\_\_\_\_

Date

\*\*\* Must be submitted to Athletic Director one week before postseason meeting.