

Coastal B LEAGUE

CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I

Name. The name of this organization shall be called the Coastal B League.

ARTICLE II

Objective. The objective of this organization shall be to regulate and further the interscholastic relations of its member schools, each with the others; to promote fair play and sportsmanship; to provide a basis for addressing disputes among member schools; and to regulate activities among the members of the organization.

ARTICLE III

Membership.

1. The IB schools holding membership in the Coastal B League shall be:
Lake Quinault Oakville
Mary M. Knight Taholah
North River Wishkah Valley
Naselle-Grays River
2. All schools in the Coastal B League shall pay a membership fee for high school and for junior high as determined by the Coastal B League, unless voted on by the Athletic Directors.
3. Membership into the Coastal B League will be allowed upon formal application by the new school and by a majority vote of the existing Coastal B League members. Applications to join the Coastal B League must be received by February 1 of the year previous to a school's participation. Schools may be added for a specific sport.
4. All member schools shall be members of and subject to the rules of the Southwest Washington Activities Association (District IV) and the Washington Interscholastic Activities Association (WIAA), and shall otherwise comply with all applicable Federal and Washington State laws.

ARTICLE IV

Voting.

1. Each member school shall have one vote in all league matters, to be cast by the member school's **athletic director**, principal or other designated representative. Combined programs have a single vote, but only as to issues concerning the combined programs.

2. All decisions shall be determined by a majority vote, provided a quorum of representatives is present. A quorum shall consist of representatives from one more than one-half of the member schools in the Coastal B League- Notwithstanding the foregoing, if a vote is called to dissolve the Coastal 1 B League, the vote must take place at a meeting where all member schools are present and the decision shall be determined by a majority vote.
3. Each school should be represented at each meeting by the athletic director, or other designated representative, who shall be prepared to cast votes on Coastal B League matters.

ARTICLE V

Officers and Duties.

1. The following officers shall be elected annually by a majority vote of the membership at the regular May meeting: president, vice president, secretary, and treasurer. Officers shall be elected for a one-year term. All new officers of the league will assume office at the regular June meeting.
2. The President shall chair meetings, prepare meeting agendas, call special meetings, and appoint task forces and committees. Meetings shall be conducted according to Robert's Rules of Order. After the first election, the presidency shall rotate annually, alphabetically by school name with the President appointed by that school; exceptions may be made for special situations, as approved by a majority vote of the members. Any person so appointed shall have the right to refuse the appointment.
3. The Vice-President shall serve in the President's absence.
4. The Secretary shall record minutes of the meetings and distribute the meeting minutes to members and handle all correspondence as directed by the President. The minutes from the previous meeting and the agenda for the next meeting are to be mailed or e-mailed directly to each principal and/or athletic director or other designated represented one week before - the next scheduled meeting.
5. The Treasurer manage moneys made available to the Coastal B League for the support of the league programs; collect, account for, deposit, and disburse league monies; and keep and maintain records of all league monies and report same to the membership at each meeting. The Treasurer shall bill each school the amount owed in membership fees by December 1 of the current year.
6. Sport Commissioners shall be selected for every sport. The commissioner is responsible for league schedules, all league selections, liaison for all District playoffs.

ARTICLE VI

Meetings.

1. There shall be one regular Athletic Director meeting the first Tuesday of each month during the school year. No business shall be conducted at a meeting where there is not a quorum present.
2. Special meetings shall be called by the President or by a majority vote of the members as may be needed. No meeting shall be called on less than five business days' notice to ensure that due process is provided and respected for all member schools.
3. The President will ascertain a mutually convenient place and time for all meetings. Monthly meetings shall be scheduled at a centrally-located site.
4. Committees and task forces will meet as needed to complete their assigned tasks.

ARTICLE VII

Amendments to Constitution.

1. This Constitution may be amended at a regular meeting by a vote of two-thirds of the member schools in attendance.
2. Written copies of all proposed amendments must be presented at least one meeting before a vote may be taken on the amendment.

ARTICLE VIII

Amendments to By-Laws.

1. By-Laws of this Constitution may be added, deleted, or changed by a majority vote of members present and voting at a regular meeting.
2. Written copies of all proposed By-Laws must be presented at least one meeting before a vote may be taken on the proposal.

ARTICLE IX

Cooperative Agreement. In order to meet the requirements of WAC 392-138-085, League and Other Joint Activities, the Board of Directors of each member school district will adopt a resolution agreeing to authorize its school/s to continue membership in and to accept the Constitution and By-Laws of the Coastal B League.

ARTICLE X

Behavior Expectations of Crowds at League Contests. Athletic contest between teams and individuals should reflect sportsmanship and mutual respect by both the participants and the spectators. Care must be taken that the schools in our league continue to be friendly rivals, not enemies. Booing, throwing objects, use of noisemakers or harassment of players in any way shall not be allowed at any athletic event. The Coastal B League adopts and follows the rules for WIAA state events at all league events.

ARTICLE XI

Non-Discrimination.

1. It is the policy of the Coastal B League that no person may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional, or learning disability as required by Washington State law, Title IX of the Education Amendments of 1972 (sex), Title IV of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

2. The Coastal B League affirms that no person shall, on the basis of age, handicap, national origin, race, marital status, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any activity. FURTHER, no person shall, on the basis of age, handicap, national origin, race, marital status, religion, or sex be discriminated against in term of recruitment or selection. FURTHER, the Coastal B League shall provide students an opportunity in which rights and responsibilities are equally protected and emphasized.

For the purposes of this policy statement of non-discrimination, "discrimination" means any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on age, handicap, national origin, race, marital status, religion, or sex.

3. The Superintendents of the members of Coastal B League shall meet on a biannual basis (twice per year) to conduct League business and facilitate the League's continued commitment to its Constitution and By-Laws and Policy Statement of Non-Discrimination. At least one of these two meetings per year shall also include the Athletic Directors, and contain training for all League Superintendents and Athletic Directors on non-discrimination in accordance with the League's policy statement of non-discrimination. These trainings shall continue for a period of 3 years and may be administered by the Office of Superintendent of Public Instruction, the U.S. Department of Education, the Department of Justice, or a similar entity of the League's choosing.

ARTICLE XII

League Championship Awards. A first place trophy only will be given to member schools of the league by this association. Ties for first will be labeled co-champions and trophies given to each school.

BY-LAWS

SECTION 1. RULES AND REGULATIONS

The Rules and Regulations of the Washington Interscholastic Activities Association and the Southwest Washington Activities Association shall take precedence over the By-Laws of this league in case of conflict between provisions. Principals, Athletic Directors, and Coaches are to be aware of regulations in WIAA Handbook governing athletics. All member schools shall be members of and subject to the rules of the Southwest Washington District IV and the WIAA.

SECTION 2. DUES

The amount of the membership dues for League schools shall be determined by a majority vote of the schools. This assessment must be paid by December 1st of the current year. Until otherwise amended, High School fees will be \$100.00 and Middle School fees will be \$50.00

SECTION 3. DISTRIBUTION OF MINUTES AND AGENDAS

One copy of the minutes of each meeting will be e-mailed directly to the league representative of each member school for distribution. Agendas for up-coming meetings should be received as a reminder at least one week prior to the scheduled meetings.

SECTION 4. REIMBURSEMENT FOR LEAGUE EXPENSES

Actual expenses of officers or committees, in active and faithful discharge of duty shall be paid by the Association. The league is to pay for mileage (at the WIAA approved amount) and meals upon presentation of a bill whenever necessary in conducting league business.

SECTION 5. SCHOOL CLOSURE

In case of school closure due to unforeseen circumstances, the Athletic Director, principal or his designee of that school must contact the other school as early as possible with information regarding possible cancellation or postponement of a scheduled league contest.

SECTION 6. SCHEDULING

Schools may, by mutual consent, change the time and/or date of a league scheduled game. If agreement cannot be reached the decision may be made by the league. Eligibility lists shall be the same as those adopted by the WIAA. Each school is responsible for setting up their own eligibility requirements if different from those of the WIAA. All eligibility lists must be on file in their respective schools.

SECTION 7. ADMISSION PRICES

Admission prices for the following year will be set at the regular May meeting of the league and sent to each member school included in the May minutes.

SECTION 8. INTER-SCHOOL DISPUTES

When disputes concerning League activities arise between schools in the League, staff members are to immediately notify their principal. Officials from the schools will work together to solve the problem. Parties involved will issue no press releases concerning matters in dispute between the schools.

If the schools involved in a dispute are unable to reach an agreement they will immediately refer the issue to the President, who will work with the league members to settle the dispute. Any dispute and/or protest must be sent to the President within 24 hours of the incident or on the next school business day after the incident. Should the school represented by the president be involved, the next officer shall conduct the meeting. Both schools involved in a dispute will not have a vote on that issue.

The League agrees to follow and adopts the Due Process Procedures of the WIAA, as provided in WIAA Handbook Section 30.2 for the resolution of disputes.

To the extent any issues arise between the schools that cannot be resolved among themselves, the schools agree to submit such dispute in writing directly to the Executive Director of the Washington Interscholastic Activities Association ("WIAA"), with a copy to Southwest Washington District IV, for resolution, consistent with WIAA rules and regulations. The Parties agree to abide by the decision of the W I A A .

For violation of its Constitution or SOPs, the League will impose penalties, probation, or other sanctions deemed reasonable and appropriate by members of the League. Such penalties may include forfeiture of game(s), or forfeiture of the season record, a financial assessment, or denial of a play-off berth. *See also* WIAA Handbook Section 28.

SECTION 9. PROCEDURES FOR PROCESSING A COMPLAINT OF DISCRIMINATION

An administrator, coach, athlete, parent, or student may bring a complaint of discrimination. Complaints must be made in writing to an Athletic Director, Principal, or Coach with such person charged with communicating said complaint to the League member's superintendent. The Complaint shall specify the allegation, and shall be submitted within 14 calendar days of the alleged incident. Complaints shall be submitted by the Superintendent for processing in accordance with WIAA Appendix 11 - Procedure for WIAA Fact-Finding, attached hereto as Exhibit "1". Filing a complaint shall not act as a waiver of the individual's right to seek remedies as may be provided by State or Federal law. Retaliation for filing a complaint or participating in the investigation of a complaint is strictly prohibited.

SECTION 10. CHAMPIONSHIPS

Varsity League Champions will be determined by the final won-lost standing of league schedules. In case of tie, schools involved will be co-champions.

SECTION 11. MANAGEMENT OF ATHLETIC CONTESTS

SUPERVISION: Each participating school should have an administrator or **their** designated faculty representative (other than the coach involved) present for all major home ~~and away~~ spectator sports events, particularly the varsity sports of football and basketball or any other sports event considered to be major by the administrators of the schools involved. It is the responsibility of the home school to provide adequate crowd control and security provisions.

FACILITIES: The home school should provide the following for the visitor's locker room: chalkboard, benches, showers, toilet facilities. Locker rooms shall be open well in advance for visiting teams.

VISITOR RESPONSIBILITIES: Visiting teams will supply their own towels. The visiting coach shall leave the locker-room in good; -orderly condition (no tape, towels, socks, food, etc., on floor or benches). The visiting school is responsible for the replacement or repair of facilities or equipment that are damaged or removed.

NOISEMAKERS: Unusual noisemakers, such as whistles, air horns, duck calls, etc., are not to be used at athletic contest. Drums should be used for no purpose other than accompanying the band.

SIGNS: No hand held signs will be permitted at contests. Home school can have signs attached to the walls.

ADMITTING PEP STAFF: Visiting pep staff with uniform or accompanied by an advisor will be admitted without charge at the gate.

STUDENTS LEAVING DURING CONTESTS: Students will not be allowed to leave and return during athletic contest.

SECTION 12. OFFICIALS

It will be the responsibility of the host school to arrange officials for league contests. All league contests must be officiated by WIAA approved officials. For play-off games, officials will be selected from league participating associations, unless agreed upon by the competing schools.

Non-WOA officials will be allowed at middle school games, provided schools submit a request to the WIAA Executive Director and WOA Commissioner requesting this waiver. These officials cannot be a member of the WOA in the respective sport.

SECTION 13. RESPONSIBILITIES OF COACHES AT LEAGUE CONTESTS

A coach is to properly educate students through participation in interscholastic competition. Coaches shall actively use their influence to enhance sportsmanship and citizenship. It will be the responsibility of coaches to:

1. Know the rules of the game.
2. Set an example of good sportsmanship and citizenship for officials, players, and fans.
3. Be responsible for his/her participants before, during, the after the contest.
4. Meet all commitments pertaining to the contest.
5. Establish communication of a positive manner with opposing coaches and officials.
6. Have available at the site a medical release treatment form for each participant.

SECTION 14. BEHAVIOR EXPECTATIONS OF ATHLETES AT LEAGUE CONTESTS

It will be the responsibility of participants to:

1. Abide by the rules of good sportsmanship at all time.
2. Have respect for all facilities, personnel, opposing players, and fans before, during and after contests.
3. Respect the rights and beliefs of others and will treat others with courtesy and consideration.
4. Respect and obey the rules of my school and the laws of my community, state and country.

SECTION 15. COASTAL B LEAGUE STANDARD OPERATING PROCEDURES

High School

1. All WIAA/National Federation rules apply.
2. All ties will follow league constitution guidelines.
3. When playoff games occur, officials will be selected from the game site association unless mutually agreed upon by-the schools involved.
4. Rosters should be entered and updated into Maxpreps for athletic directors to get the information for home games.

Junior High

1. All WIAA/National Federation roles for junior high competition apply.

SECTION 16. COASTAL B LEAGUE TIE-BREAKING METHODS

1. Ties – seeding (place) to the District Tournament

A. Two-way tie

1. The schools with the most wins in head to head competition between the two schools is the higher seed
2. A coin flip will determine the place if head to head is equal. The winner of the flip will get the higher position.
3. Teams cannot be eliminated from the playoffs with a coin flip. Schools may mutually agree to play on a neutral site, unless agreed on by Athletic Directors.

B. Three-way tie

1. The school(s) with the most wins in the overall head to head competition will get the highest position available.
2. Schools may play off for positions if all mutually agree, at a neutral site.
3. A coin flip will determine the positions if the overall head-to head competition is equal. The first winner of the flip will get the highest position available, etc. down to the last position.

SECTION 17. BASEBALL/FASTPITCH SOP'S

Cancellation Policy

1. All games that are cancelled due to weather will be made up on the next playable date. You must play 80% of league games in order to qualify for the playoffs.
2. The next playable date is defined as the next date that both teams do not have a league game and the visiting team has available transportation. League games take preference over non-league games.
3. Saturday may be used if mutually agreed upon by the two schools.
4. If the visiting team arrives at the home team's site and the game gets cancelled and there is still a game to be played at the visiting team's site, then the game will be rescheduled as a doubleheader at the visiting team's site. Home and away will be rotated. Home team will supply the balls.

General Rules

1. If it is possible to complete the league schedule, then a team must do so in order to be eligible for the league championship and district tournament. This includes non-league games that are scheduled with league opponents.
2. Teams will not be forced to play games during their Spring Break, but may play if they mutually agree.
3. Schools will use and hire registered umpires. It is understood that sometimes the local umpire association may only be able to send one umpire.
4. All league games are to be scheduled for 7 innings. Federation rules apply to games that are called because of darkness or weather.
5. Tie games of five (5) or more innings will be continued from the point of the tie, first at the next scheduled meeting of the two teams. If it is the last meeting, it will be continued at the same site. Games called during the first round will be completed at the second round location.
6. WIAA and National Federation rules apply.
7. The home school will be responsible to schedule registered umpires for all league games.
8. If the home field is not playable, the home team will contact the visitors by 12:00 noon. If the visitors field is playable, the game will be moved to that field. The home team shall be the same as that on the schedule, unless agreed upon by both coaches. If rained out, the game will be played on the next available date; league games will take priority over non-league games.
9. Batting practice is not allowed before a game.
10. The visiting team will take infield 20 minutes prior to the start of the game. The home team will start infield 10 minutes prior to the start of the game.
11. Games are 7 innings. There is a 15 run rule after 3 innings, fastpitch only and a 10 run rule after 5 innings, for fastpitch and baseball. There will be a 10 minute break between games.

12. In case of a suspended game, the game will be played from the point of suspension, subject to Federation rules.
13. The league schedule will be adopted no later than the October meeting.
14. Resolution of ties will determine by the league policy for tie breakers.
15. Coaches, players, and umpires shall do everything possible to speed up the play of the game.

AU-League Voting

The All-League team will consist of:

- 1 Most Valuable Player
- 9 1st Team Players

Honorable Mention: Anyone nominated for All-league will be considered by coaches.

Procedure: Coaches will nominate their own players to be considered for All-League. Coaches will e-mail the names to the sport commissioner. The commissioner will make a ballot and bring it to the All-League meeting to be voted on at the end of the season.

SECTION 18. BASKETBALL SOP'S

- 1) All WIAA and National Federation rules apply.
- 2) Use of WOA registered officials in all varsity and JV contests is required.
 - a) At the Middle School level each school has the option of using non-certified officials.
- 3) Each school shall enter their roster in MaxPreps/WPA at the beginning of the season and keep them updated. These rosters can be accessed by all schools for program information.
- 4) White or light colored jerseys are to be worn by the home team; dark or contrasting jerseys are to be worn by the visiting team.
- 5) All schools will use a NFHS/WIAA approved leather or composite basketball.
- 6) All ties will be handled as stipulated by Coastal B League Constitution guidelines.
- 7) A league trophy will be presented to the boy's and girl's championship trophy.
- 8) Players are not allowed on the court to shoot or warm up during the half time of JV and varsity games.
- 9) When league playoff games occur, officials will be selected from each schools association, unless mutually agreed upon by the schools involved.
- 10) If game night has both boys and girls varsity games playing, a rotation schedule shall be in effect.
 - a) First half of the season, the boys will play the early game and the girls the late game
 - b) Second half of the season this will be switched girls will play early and boys late.
 - c) Each year the order will alternate as to who begins the league season playing first.
- 11) Game times
 - a) Early game 5:30 pm
 - b) Late game, 7:00 pm
 - c) If the early game is over quickly the late game will not start until 7:00 pm
 - d) If there are three games, with only one gym, the first game will start at 4:00 pm
 - e) If there are four games, with only one gym, the first game will start at 2:30 pm
 - f) If there is only one game to be played between the two schools, start time will be 6:00 pm
- 12) There will be no less than 15 minutes and no more than 20 minutes for warm-up prior to the start of a contest.
- 13) League standings will be determined after schools complete a home-and home schedule.
- 14) If you cannot field a team n the date of a league contest, the game is considered a forfeit. If special circumstances warrant an appeal, the league AD's will hear the appeal and rule on a case by case situation.

SECTION 19. FOOTBALL SOP'S

1. All WIAA and NFHS
2. A copy of each roster shall be sent to each school before the scheduled first league game and the roster shall include the following information: Name, number, weight, year in school, and position of players. Name of coaches and athletic directors. Program roster listed in numerical order.
3. Varsity Game times will be 7:00 pm on Friday or 1:00 on Saturday. Game time may be changed if both schools agree and the change in time is forwarded to all Athletic Directors.
4. Coastal B League varsity games will be officiated by members of the certified officials association. Four officials are to be used for each league game. It is recommended that JV and junior high use no less than three certified officials for each game.
5. One coach from each school involved in the contest may be allowed into the press box or on the roof of the grandstands, if space is available. Each school shall provide their own coaching phones and are responsible for their maintenance. If one set malfunctions, it shall not affect the other team.
6. Colored jerseys are worn by the home team. White jerseys are worn by the visiting team.
7. A regulation football shall be used. They must meet current state guidelines.
8. The filming of games shall be arranged with the host school. The host school may deny other schools the right to film, but in doing so, must give a copy of their film of that game.
9. All tie-breakers will be handled as stipulated by the Coastal B constitution guidelines (modified Kansas Plan).
10. To assist in scheduling tie-breakers and to allow playoff bound teams to scout their first round opponents, the last game for teams that MAY be involved in a tie breaker have the option of playing their game on Thursday, rather than Friday, if agreed upon by both school

All-League Voting Every team will receive 3 nominations, plus 1 more for each league win.

The All-League team will consist of:

- | | | | |
|---|---|---|-------------|
| 1 | Overall Most Valuable Player. | | |
| 1 | Offensive Most Valuable Player | | |
| 1 | Defensive Most Valuable Player | | |
| 4 | Offensive Lineman (1 Center, 3 Lineman) | | |
| 1 | Quarterback | 1 | Kicker |
| 2 | Running Backs | 2 | Tight Ends |
| 1 | Fullback | 2 | Receivers |
| 4 | Defensive Lineman | 3 | Linebackers |
| 2 | Comerbacks | 2 | Safeties |
| 1 | Kicker | | |

Honorable Mention: Anyone nominated for All-league will be considered by coaches.

The commissioner will make a ballot and bring it to the All-League meeting to be voted on at the end of the season.

SECTION 20. TRACK SOP'S

1. Track schedule shall be adopted by the 2B League for the following school year. Schools will be free to schedule additional meets and invites.
2. All meets will be governed by the rules and regulations of the WIAA and the National Federation.
3. If a regularly scheduled meet is cancelled due to bad weather, it will not be made up unless participating schools can agree upon another date.
4. Times for regular league meets:
 - Field events start at 3:30
 - Girls 3200 start at 3:45
 - Other running events follow the completion of the girls 3200
 - Schools that arrive late may participate in the field events that are in progress, but missed running events may not be made up.
5. Host school is responsible for officials for all events.
6. Administration and coaching staff of all participating schools must take precautions that will ensure the safety of all concerned. This includes participants in the throwing events, who must be under direct supervision at all times.
7. District meets treated as sub-districts with open and infinite entries.

SECTION 21. VOLLEYBALL SOP'S

1. National Federation rulebook and scorebook shall be used.
2. One registered official from a WIAA officials association must be used.
3. The JV match format will begin at 5:45 p.m. with the varsity match to follow. If a C-squad match is scheduled, it will begin at 5:00 p.m.
4. The JV format will be best 2 out of 3 with a three game guarantee. The varsity match will be a best 3 games out of 5. There will be three minutes between games.
5. Warm up time for JV and varsity matches will be a 5-5-2 minutes. There will be 8 minutes of warm-up prior to the 5-5-2 for a total of 20 minutes.
6. When a game is in progress, there will be no warm-up or ball playing on the court.
7. Notification of the local media shall be the responsibility of the coaches involved in the contest.
8. Host school shall provide suitable seating for players, coaches, and fans.
9. An accurate schedule and roster shall be sent to each school before the league match. The roster must include the following:
 - Name, number, year in school, and position of each player
 - Name of coach and athletic director
10. Participation is limited to girls only.
11. League tie-breaking procedures: (only if we have to)
 - a. 2-way tie – Head to Head
 - b. 3-way tie – Pool Play (2 out of 3). This applies if a district tournament is at stake and a school is to be eliminated. First round matches will be decided by the following criteria:
 1. Matches won
 2. Head to Head
 3. Games won
 4. Games lost
 - c. Neutral site and travel to be as fair as possible

All-League Voting

The All-League team will consist of:

- 1 Most Valuable Player
- 6 1st Team Players
- 6 2nd Team Players

Honorable Mention: Anyone nominated for AU-league will be considered by coaches.

Procedure: Coaches will nominate their own players that s/he wishes to be considered for All-League. Coaches will e-mail the names to the sport commissioner. The commissioner will make a ballot and bring it to the All-League meeting to be voted on at the end of the season.

SECTION 22. JUNIOR HIGH TRACK SOP'S

1. A individual must have at least ten (10) days of practice before competing.
2. Seventh (7th) grade and eighth (8th) grade boys and girls teams shall be scored separately.
3. A track squad or squad member shall not participate in more than two (2) meets per week with a season of seven (7) meets. The seven meets shall consist of six (6) regular season meets and one sub-league/league meet. One (1) event is considered participation. The sub-league meet shall not be scored.
4. An individual may compete in a total of four (4) events.
5. (64.64.1 WIAA Handbook) "If four (4) events are entered, the competitor may enter no more than three (3) track events or three (3) field events." Relays counts as track events.
6. A coach must be physically in attendance at all times during the meet.
7. In the shot put and discus throw, each contestant will receive three (3) throws. The best of the throws will count. The contestant must enter and exit from the back of the ring. The shot for boys is four (4) kilograms; the shot for girls is six (6) pounds; and the discus is 2 lb. 3.27 oz. in weight and 7" or 7.25" in diameter.
8. Long and Triple Jump, each contestant will receive 3 jumps. The best jump will count.
9. High Jump, the bar will be set at 4' 0" for the boys and 3' 6" for the girls, the bar will be raised 3" at a time until 4' 6".

APPENDIX 9 - CODE OF ETHICS

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game - not a matter of life or death for player, coach, school, official, fan, community, state or nation.

APPENDIX 1.0 - PHILOSOPHY OF DANCE/DRILL TEAMS AS ACTIVITY SQUADS

Interscholastic athletics shall supplement the secondary curricular program and provide students with educational experiences and learning outcomes that contribute toward the development of attributes of good citizenship. This can be accomplished only when emphasis is placed upon teaching "through school athletics". Interscholastic athletics can be justified only when this is the primary philosophy and purpose.

Being one of the most recognizable representatives of a school, Dance/Drill Team members are in a position of Influence; therefore high standards of conduct are essential. Positive personal behavior and team cohesiveness demonstrate these standards. Appropriate behavior will help earn the respect of the student body which is the core of developing effective school spirit and student involvement.

THE PURPOSE OF DANCE/DRILL TEAMS:

- A. Dance/Drill sports teams compete as athletes. Members must condition, practice and warm up the same as other athletes in preparation for a performance.
- B. Dance/Drill team competition requires the development of physical skills, performed in a choreographed routine. During a competition the team's performance is judged, Dance/Drill Team competition is a part of the total educational program. Dance/Drill Team competition serves to develop leadership, confidence and skill.
- C. Dance/Drill activities teams serve as support groups for the interscholastic athletic program within the school. Each team strives to boost school spirit, promote good sportsmanship and help student participants achieve the most worthwhile educational objectives of the Interscholastic program.
- D. The role of Dance/Drill Teams as an activity is one of entertainment. Dance/Drill activity teams focus on creating a cooperative spirit among members and other groups within the schools, contributing to school spirit through performances and promoting good sportsmanship.

APPENDIX 1.1-PROCEDURE FOR WIAA FACT-FINDING

I. Introduction

This is intended as a guideline for cases where the WIAA Executive Director/District Director has determined the need to appoint a WIAA Fact-Finder. The purpose is to clearly outline WIAA fact-finding procedures and expectations. Fact-finding investigations can proceed to either a Review Hearing before the WIAA Executive Board/District Board, to a Summary Disposition, where the member school admits the violation, or to an Expedited Hearing. The formal investigation process involving a WIAA Fact-Finder will occur in the following manner:

- A. Initial Investigation - Information is received and verified by the WIAA State/District Office indicating that a potential violation has occurred.
- B. Letter of Inquiry - Superintendent and principal of the member school are put on notice that a WIAA rule violation has been alleged and that a WIAA Fact-Finder may be conducting an investigation.
- C. Member School Response - Member school responds to the official Inquiry, and if the allegations are admitted, the member school indicates what corrective action has been taken.
- D. Fact-finding investigation - Fact-finding Investigation is conducted by the WIAA Fact-Finder.
- E. Case Summary - Written summary prepared by the Fact-Finder pertaining to alleged WIAA violations.
- F. Review Hearing - Formal presentation to the WIAA Executive Board/District Board of all information gathered by the WIAA Fact-Finder.

- G. Infraction Report - Written findings and penalties are submitted to the superintendent of the member school subject to the official inquiry.
- H. Reconsideration The member school subject to the official Inquiry may appeal the WIAA Executive Board's/District Board's findings, penalties, or both.

II. Initial investigation

When information is received (either written or oral) by the WIAA State/District Office, which indicates that a violation of WIAA rules has occurred, a WIAA Director/District Representative conducts an initial Investigation. This Initial investigation Is conducted to determine If the information is from responsible sources, appears to be reasonably reliable and Indicates that a violation of WIAA rules has actually occurred.

When this Initial Investigation indicates that a violation of WIAA rules has occurred and that the allegation comes from responsible sources and appears to be reasonably reliable, the matter may be assigned to a WIAA Fact-Finder by the WIAA Executive Director/District Director. The Fact-Finder conducts the Interviews necessary to further verify, substantiate or corroborate the Initial Information.

III. Letter of Inquiry

When Information has been developed to Indicate that a violation of the WIAA rules may have occurred that will require further in-person investigation, the WIAA State/District Office submits a letter to the superintendent and principal of the member school to notify them of the preliminary Inquiry into that member school's athletic policies and practices.

The letter of inquiry advises the superintendent and principal that a Fact-Finder may be undertaking an investigation, that the investigation will be conducted under the direction of the WIAA Executive Director/District Director and that the Fact-Finder will want to meet with the superintendent or principal to discuss the nature of the violation. The member school will also be advised that, If the allegations are not confirmed, the matter will be closed. The letter of Inquiry shall contain the following Information:

- A. Specify the WIAA rules or regulations alleged to have been violated and in substantial detail each allegation which, if supported by sufficient Information, can be expected to support a finding of a rules violation;
- B. The involved activity;
- C. The approximate time period during which the alleged violations occurred;
- D. The identity of the individuals involved;
- E. An approximate time frame for the investigation; and
- F. A statement regarding the obligation of the institution to cooperate in the case.

The purpose of the letter of inquiry is to advise the member school as soon as possible that an Investigation has been started and to provide the member school an opportunity to address the situation In lieu of a formal fact-finding investigation.

IV. Member School Response

After the member school receives the letter of inquiry, it will prepare its response. The member school's response may deny the facts on which the alleged violations are based; admit the facts but deny that those facts, as alleged, led to a violation of WIAA rules; or admit the violations and provide reasons why they occurred; or provide other Information In mitigation of the admitted violations. In the response, the member school will provide, where appropriate, documented evidence relevant to the allegations.

If the member school admits that violations of WIAA rules or regulations have occurred, the member school's response should focus on the corrective actions that the member school has taken to prevent a reoccurrence of the violations and any penalties that It has self-imposed upon Its program as a result of the violation. The member school is required to file its response to the letter of Inquiry within ten (10) school business days of receiving the letter of Inquiry. For good cause, the WIAA Executive Director/District Director may extend this time period.

V. Fact-Finding Investigation

The fact-finding procedures provide that the WIAA Fact-Finder and the involved member school(s) should conduct separate Investigations of specific allegations. This is done In order to develop as much information as possible concerning the issues in question. This procedure is designed to place responsibility for investigating the facts on all parties in an effort to assist the WIAA State/District Office in making the appropriate decision, If a violation has occurred. While there are usually separate Investigations, it is also normal for there to be total cooperation between the WIAA Fact-Finder and the involved member school(s). Even though the member school(s) Is required to assist in the Investigation, the burden of proof to show that the violations of WIAA regulations have occurred still rests with the WIAA Fact-Finder.

Any and all information, which the Fact-Finder has available concerning the member school violation(s), will be made available to the member school Involved.

VI. Fact-Finding Guidelines

The sole purpose of the Fact-Finder Is to act In an Independent and unbiased manner and gather all relevant and pertinent information relative to an alleged violation. This information will enable the WIAA Executive Board/District Board to make a decision on whether a rule violation has occurred, and If so, what appropriate penalty should be imposed. To accomplish this goal the Fact-Finder should:

1. Meet with the WIAA Executive Director/District Director or Board President to obtain a written summary of the alleged violation(s) and any other materials accumulated by that date;
2. Contact the superintendent of the school district in question to schedule a pre-Investigation meeting. At the meeting with the superintendent, the Fact-Finder should provide copies of all materials previously accumulated for his/her review and ask for any additional material that the superintendent may have. The Fact-Finder should review with the superintendent those individuals who are to be interviewed and seek prior approval from the superintendent to interview those individuals who are school district employees;
3. Prior to any interview, the Fact-Finder should outline those facts or circumstances that the Fact-Finder hopes to obtain through the interview. During any interview, the Fact-Finder should avoid using leading questions (questions that suggest an answer, usually questions that can be answered with a yes or no).
4. Interview only those individuals who have first-hand information or may lead to other individuals with first-hand information relative to the alleged violation. The Fact-Finder should always introduce him/herself prior to any interview, identifying who he/she is, who he/she represents, and the purpose of the investigation. The interview may be taped, but only with prior knowledge and approval of the person being interviewed. In addition, parental approval must be obtained, if the individual being interviewed is under eighteen years of age. At the conclusion of the interview, the Fact-Finder should reduce the interview to a typed, written report that accurately reflects the interview. To ensure accuracy, the person interviewed should review the written report.
5. Once all interviews have been completed, the Fact-Finder should have all the written reports compiled for presentation to the WIAA Executive Board/District Board. Each written report should contain a brief summary from the Fact-Finder as to believability of the person interviewed and any corroborating witnesses or evidence reviewed pertinent to the specific interview. The Fact-Finder should review for accuracy all reports and relevant material that have been compiled. This matter is then submitted to the WIAA Executive Board/District Board for a formal review and/or hearing. These reports are known as the Case Summary.
6. The Fact-Finder is not to make a determination as to whether a rule violation has occurred but rather to provide as much credible evidence as possible to the WIAA Executive Board/District Board to make such a determination.

VII. Case Summary

The WIAA Fact-Finder will submit a written summary of the issues remaining in each case to all parties and the WIAA Executive Board/District Board. This is referred to as the "case summary." It will contain a brief history of the investigation, a statement of all the alleged violations and a detailed summary of all the evidence and the identity of all individuals whom the Fact-Finder will rely upon in presenting each allegation. The Fact-Finder will provide no additional information to the WIAA Executive Board/District Board until the review hearing.

VIII. Fact-Finder's Review Hearing by the WIAA Executive Board/District Board

During the presentation of information regarding a potential rules violation, the WIAA Executive Board/District Board will review all information from individuals who have been interviewed by the Fact-Finder or the member school. During the Fact-Finder's presentation to the WIAA Executive Board/District Board, the Fact-Finder will indicate whether, and to what extent, the information being considered has been corroborated or verified. The Fact-Finder should also provide any mitigating facts that exist. A full description of all information available is presented for the WIAA Executive Board's/District Board's review. The member school involved may present any evidence it may desire that is relevant to the inquiry. This may be presented in the form of oral testimony, written statements or other documented evidence.

In reviewing information during a fact-finding review hearing, the WIAA Executive Board/District Board may question the representatives of the member institution and the Fact-Finder, as well as any other persons appearing before it, in order to determine the facts of the case.

Following a hearing, the WIAA Executive Board/District Board is responsible for determining if a violation of WIAA rules occurred. The Board's decision must be based upon information that is credible, persuasive and of a kind upon which reasonably prudent persons rely in the conduct of serious affairs.

IX. Infraction Report

Following a fact-finding hearing, the WIAA Executive Board/District Board submits an infraction report, which sets forth its findings and penalties to be imposed, if any, to the superintendent and principal of the member school that has been subject of the official inquiry.

If the WIAA Executive Board/District Board determines that there have been violations of WIAA rules, the infraction report must contain a consolidated statement of all of the violations of WIAA rules found by the WIAA Executive Board/District Board, its penalties, corrective actions, requirements, and other conditions imposed upon a member institution. The infraction report will contain a summary of the case, the findings of fact and violations, and the penalties imposed upon the member school. It may also include eligibility rules to be applied, applicable rules and regulations, the adjustment of individual and team standings in WIAA championship events, and the request for the return of any awards and net receipts received for participation in WIAA postseason play. The hearing board's infraction report is forwarded to the involved member school.

X. Summary Disposition

There is one other type of procedure that may be used, instead of the regular hearing before the WIAA Executive Board/District Board. This is referred to as "summary disposition."

Before a case has proceeded to a Fact-Finding hearing for an alleged rule violation, the member school may elect to dispose of the case through the "summary disposition" process. This procedure is utilized when the institution is willing to admit the alleged violations have, in fact, occurred.

Under this procedure, the WIAA Executive Board/District Board must be satisfied that there has been a complete and thorough investigation. The WIAA Executive Board/District Board must agree with the member school that there was a complete and thorough investigation and report this to the Fact-Finder. The WIAA Executive Board/District Board must also report that there has been full and complete cooperation by the member school in the investigation.

The report by the Fact-Finder will usually be contained in the summary disposition report, which is prepared jointly by the institution, any involved individuals, and the Fact-Finder. This report will contain the following information:

- A. The proposed findings of fact;
- B. The summary of information on which the findings are based;
- C. A stipulation that the proposed findings are substantially correct;
- D. The findings that represent violations of WIAA rules; and
- E. A statement of unresolved issues that are not considered substantial enough to affect the outcome of the case.

In addition to these findings of fact and admitted violations, the member school will also propose the penalties to be imposed. The penalties proposed must be included in those set forth in the WIAA rules and regulations for penalties for violations. In this report, the member school may also submit any evidence of mitigation that it wants the hearing board to consider.

Under the summary disposition procedure, the WIAA Executive Board/District Board considers only the written record in the form of the summary disposition report. Neither the member school nor the Fact-Finder makes any personal appearance.

If the WIAA Executive Board/District Board accepts and approves the proposed findings of fact, admitted violations, and the proposed penalties, the WIAA Executive Board/District Board prepares an infractions report in similar form to the one prepared following a hearing. The report is sent to the superintendent of the member school. In the event that the WIAA Executive Board/District Board does not approve the findings of fact and admitted violations, the case is then scheduled for a regular hearing before the WIAA Executive Board/District Board.

If the WIAA Executive Board/District Board accepts the findings of fact and the admitted violations, but does not approve the penalties, then one of two procedures can be followed. The member school may elect to follow the normal hearing procedure, and the WIAA Executive Board/District Board will hear the entire case at a regular hearing and then determine penalties. The member school may also elect to utilize what is referred to as an "expedited hearing" on penalties. This is an option available solely at the discretion of the member school. The member school will present evidence why it believes the proposed penalties were appropriate. Specifically, it may present additional information concerning the uniqueness of the case and any mitigating factors that may exist to justify the proposed penalties.

Following the "expedited hearing," the WIAA Executive Board/District Board will release its report in the same format as a regular infraction report that will include the findings of fact, admitted violations, and the penalties actually imposed by the WIAA Executive Board/District Board following the expedited hearing.

While a case decided on a summary disposition, in which the WIAA Executive Board/District Board accepts the findings and the penalties, cannot be appealed, a case decided following an expedited hearing can be appealed, since the institution may never have agreed to the penalties imposed by the WIAA Executive Board/District Board.

XII. Reconsideration

A member school may appeal the WIAA Executive Board's/District Board's findings or the penalty, or both, through a request for reconsideration, which must be received by the WIAA Executive Director/District Director within five (5) school business days after the member school has received the infraction report.

