

West Bay Athletic League Athletic Directors Handbook

This handbook has been prepared as a guide to the organization, rules and operation of the West Bay Athletic League. The League provides separate boys and girls' sports programs for elementary and private schools. The handbook also is intended as a help to those persons responsible for directing individual school programs.

The League hopes each Athletic Director will become familiar with the contents and pass along pertinent information to individual coaches who must abide by the rules and regulations set forth. Should you have any questions or need further elaboration, you are urged to contact the WBAL President for Boys or Girls who will assist you in any way possible.

Prepared, Spring 2008

Philosophy of WBAL Athletics

The value of athletics has long been an accepted tenant of elementary school education which strives to develop each individual in a manner fostering growth of spiritual, intellectual, emotional, social and physical characteristics.

The WBAL's mission is to develop-in mind, body and spirit-student athletes and school teams, who act with integrity and character, and compete with sportsmanship, purpose and pride; and to safely and responsibly administer league contests conscientiously with respect for the games, teams, officials and member schools.

Compliance with League policies and consistent enforcement of sports policies and procedures are essential components for a successful league. League school model behaviors and standards for conduct for their student athletes, and should be consistent and accountable by strict adherence to this document.

The WBAL was organized to provide inter-scholastic competition for schools in the Mid-Peninsula area. Through its existence, the league members subscribe to and provide:

- an opportunity for all students who wish to participate, to be members of a team organized wherever possible to the ability level of the individual participant;
- uphold as prime importance the student athlete's health, welfare and safety;
- a full selection of sports for both boys and girls so that each may participate, learn the game, strive to excel at their level by gaining the skills and abilities involved;
- an opportunity for all participants to enjoy athletics and provide their parents, friends and peers the enjoyment of seeing them compete;
- to provide quality interscholastic athletic competition;
- for each team member to play in all games whenever possible;
- for coaches to always realize the importance of their role as teacher, not only of sports, but of conduct and deportment in the field and floor at all times, good sportsmanship regardless of the game's outcome and show appreciation and respect for opponents as individuals of equal value;
- to cultivate cordial and friendly relations among school through standards of sportsmanship;
- for each player to use every opportunity to gain and increase self esteem, respect for all teammates, opponents, coaches and officials, and compete in a sportsmanlike manner;
- an opportunity to use athletics as an important means of furthering school and team spirit;
- an opportunity for all parents to demonstrate their endorsement of athletic co-education by exhibiting good sportsmanship, positive support and acceptable conduct without interference at all times;

WEST BAY ATHLETIC LEAGUE CONSTITUTION

Article 1 – Name of the League

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

Article II – 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, Secretary and Treasurer.

SECTION 3 : Election of Officers – The election of officers of the WBAL shall take place bi-annually at the last regular meeting of the school year. The terms of office will be for two years and shall begin at the close of that meeting.

Article III – Leadership/Officers

COMMISSIONER –

- A. The Commissioner shall be present at all WBAL League meetings.
- B. The Commissioner shall facilitate all WBAL League meetings.
- C. The Commissioner shall represent the WBAL League constitution and its by-laws.
- D. The Commissioner shall interpret league rules, and by-laws.
- E. The Commissioner shall organize and maintain communications with the WBAL Athletic Directors when League rules and/or by-laws are changed.
- F. The Commissioner shall prepare and circulate each meeting agenda to the WBAL Athletic Directors.
- G. The Commissioner shall maintain communication with WBAL Athletic Directors.
- H. The Commissioner shall maintain communication with WBAL Webmaster.
- I. The Commissioner shall review and revise, on an annual basis all WBAL By-Laws for presentation to membership.

VICE COMMISSIONER –

- A. The Vice-Commissioner shall be present at all WBAL League meetings.
- B. The Vice Commissioner shall represent the League Commissioner in their absence.
- C. The Vice Commissioner shall be responsible for all League Tournament seeding and bracketing.
- D. The Vice-Commission shall maintain an ongoing archive of WBAL individual and team sports.
- E. The Vice-Commissioner, in conjunction with the Commissioner shall purchase, distribute and maintain medals, ribbons and awards for all WBAL Middle School Sports.
- F. The Vice-Commissioner shall review and revise, on an annual basis all WBAL By-Laws for presentation to membership.

TREASURER –

- A. The Treasurer shall be present at all WBAL League meetings.
- B. The Treasurer shall keep a detailed account of the finances of the League.
- C. The Treasurer shall give a financial report at every WBAL League Meeting.
- D. The Treasurer shall review and revise, on an annual basis all WBAL By-Laws for presentation to membership.

SECRETARY –

- A. The Secretary shall be present at all WBAL League meetings.
- B. The Secretary shall record and publish minutes from all WBAL League Meetings.
- C. The Secretary shall update the WBAL Constitution and distribute to Athletic Directors and Member Schools.
- D. The Secretary shall maintain, update and distribute WBAL Athletic Director rosters and league rules.
- E. The Secretary shall review and revise, on an annual basis all WBAL By-Laws for presentation to membership.

SCHEDULER –

- A. The Secretary shall be responsible for the scheduling of all league contests for league sponsored sports.
- B. The Secretary shall be responsible for collecting and maintaining all League contest results and standings.

SECTION 1: Schools wishing to become members of the WBAL must make an informational presentation to the League Athletic Directors Monthly Meeting.

SECTION 2: The WBAL does not discriminate against any school based in color, creed, race or religion.

SECTION 3: Any violation of the WBAL Constitution or By-Laws or of any mandate by the WBAL Board of Directors may result in suspension or expulsion of a member from the WBAL after a two-thirds vote of the entire membership.

Article V – 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 \$ per team. Such sports 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 (i.e.: JV and Varsity Basketball teams equal \$)

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 VI – Meetings

SECTION 1: Regular meeting of the member schools shall be held normally during the months of September, October, November, December, January, February, March, April and May. Specific date, time and place shall be determined at preceding meeting.

SECTION 2: Representative from two thirds of the member schools constitute a quorum for the purpose of voting on any measure.

SECTION 3; Subject matter to be discussed at meetings should be known to the President or Secretary in advance of the meeting whenever possible so any necessary study can be completed in an effort to save the time of all concerned

Article VII – Finances

SECTION 1; There shall be dues levied against all member schools for the maintenance of the league.

SECTION 2; For interscholastic competition, the home team is responsible for paying officiating fees. The visiting team shall be responsible for its own traveling expenses.

SECTION 3; The WBAL shall not make loans or incur any expenses beyond its means.

SECTION 4; In the event of the dissolution of the league all monies held by the league shall be deemed to belong in equal shares to the member schools.

SECTION 5; Administrative fees

a) Dues will be set in the spring of each year for the following year by the Board of Managers.

b) Administrative Stipend to the Board of Managers – the officers of the Board of Managers will receive an Administrative Stipend for volunteering their services to the WBAL. Amount of the Administrative Stipend as follows:

Commissioner: \$2000.00

Vice-Commissioner: \$1500.00

Treasurer: \$1000.00

Secretary: \$500.00

Article VIII – Amendments and By Laws

SECTION 1; Amendments to the constitution and the sports by-laws may be submitted at any regular meeting. Amendments will become effective immediately if approved by a two-thirds majority of the present voting members.

SECTION 2; All rules and regulations adopted by the membership 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.

Article IX – Certification of Athletes

SECTION 1; All students participating in interscholastic competition must be an official member of a specific team on the prescribed WBAL roster form. The roster form must be submitted to the Secretary prior to the first league contest. Failure to do so may result in the forfeiture of all league contests played until the roster form is submitted.

SECTION 2; A player may be moved to a higher level team at any time during the season. Once league play has begun, no player may be moved from a higher level to a lower level team. Elevations of players must be filed with the league Secretary prior to the student's participation on that team in a league contest. Failure to do so may result in the team in violation forfeiting all league contests in which the ineligible athlete played.

SECTION 3; For individual sports (Cross Country, Swimming, Golf, Tennis, Track and Field) participants may be moved from one level to another (both up and down) during the league season however, may NOT participate on different levels on the same day. It is not necessary to notify the league Secretary of such roster changes. However, if it is found that a player was not included on the roster form for their particular sport, the team(s) in violation may forfeit all points earned by that athlete in all league contests in which they participated before adding the athlete to the roster form.

Article X – By Law Violations

When a two thirds vote of the membership 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 or any post season participation in the sport under question.

Article XI – Special Rulings

SECTION 1; A game or 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 provide sufficient official(s), 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.
- 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.
- h) Any team not able to field the designated number of participants by 10 minutes beyond game time shall forfeit the game.
- i) An official appointed or hired by the League has the right to forfeit a game, when in his or her judgment, such action is necessary. Such sanction will be reviewed by the board if formally protested.

SECTION 2; A scheduled game or contest may be postponed for the following reasons:

- a) Inclement weather
- b) A sudden loss of facilities, due to causes beyond the schools control
- c) The school is closed due to an epidemic
- d) Mutual consent of the Athletic Directors of the schools involved whenever the best interest of the students are to be served
- e) Failure of the assigned official(s) to appear or the unavailability of qualified officials

SECTION 3; League games or contests may be cancelled when the Athletic Directors of the competing schools, by mutual consent, decide a cancellation is in the best interest of the competing schools and has no bearing on the final standings involving play-off teams.

SECTION 4; Protests

- a) All protests must be filed in writing to the Board Secretary within three (3) days after said protested event. Holidays are disregarded (Sunday is not considered a holiday). Mailed protests will be governed by the postmark date.
- b) Protests must concern an interpretation of a rule or eligibility of a player. In matters of judgment, the decision of an umpire or referee is final.

c) Protests must be made to the umpire or referee verbally at the time of the alleged infraction(s) or the protest will not be considered, except in the case of a player's eligibility.

d) Protests must contain the day, time, division, teams, place of game, names of officials and the rule and action violated

e) Each individual protest must be accompanied by a protest fee of \$25.00. This amount is refundable if the protest is upheld.

Article X11 – Game Reporting

Procedures have been established for reporting game results and must be followed by coaches. In basketball, reports sheets are available at the scorer's table and must be filled in by each team following the conclusion of the game; in flag football, baseball, soccer, softball and volleyball, the final score is emailed to the schedule commissioner. In soccer, officials are to note goals as scored and the final score of the game and give these signed sheets to the athletic director in charge of the site. Winning AD's must email the schedule commissioner with the final game results.

Article XIII – Player and Coach Conduct

SECTION 1; Players and coaches will be ejected from games according to the rules specific to each sport. An automatic one game suspension will be administered as a result of the ejection. Further measures may be taken by the SJCAL Board of Directors if the situation warrants additional review. These measures could include season suspension for serious or reoccurring offenses.

SECTION 2; The expectation of good behavior also applies to fans at WBAL events. Taunting of, or demeaning opposing players will not be tolerated at anytime and could result in ejection from a game site. Officials will also be treated with courtesy and respect. Any failure to do so could lead to being asked to vacate the field or gym. The aforementioned scenario would result in a one game suspension and/or review by the Board of Directors to designate further penalties.

Article XIIV – Ties and Regular Season Standings

SECTION 1; If four Division teams are tied at the end of regular season play, the team with the best win-loss record against the teams involved in the tie will be declared champion. If all four teams are equal (versus one another) each will declared champion. If two of the four teams have better records against one another than the other two, the two with the best records will playoff for the championship.

SECTION 2; In ties for second place, no playoff is held. Both receive second place awards and there is no third place award. In ties for third place, each team is given a third place award.

SECTION 3; In basketball ties, if two teams, the one that won during regular season is awarded the higher place position in post season tournament. If three teams are tied and none has a better record against the other two, numbers are pulled from a hat to determine post-season tournament position.