

# South Central Athletic Conference

## Standard Operating Procedures

## Amendments and Policies



Revision Date: January, 2015

## INDEX

Article I-IX .....	3-8
By-Laws .....	9-10
All League Voting Format.....	11
Host School Guidelines .....	12
Play-offs .....	13-14
Baseball .....	15-16
Basketball .....	17-18
Cheerleading.....	19
Cross Country.....	20
Football.....	21-22
Ties .....	23-24
Golf.....	25-26
Soccer .....	27-28
Softball .....	29-30
Tennis .....	31-32
Track.....	33-34
Order of Events .....	35
Protest/Appeal Form .....	36
Volleyball .....	37-38
Wrestling .....	39-40
Sportsmanship .....	41
Etiquette .....	42
Awards .....	43
Event Announcer Sheet.....	44
Conference Participants.....	45
Ejection Appeal Form .....	46
Interim Severe Weather Policy .....	47

# **SOUTH CENTRAL ATHLETIC CONFERENCE**

**Revision Date: June 17, 2009**

## **CONSTITUTION**

### **ARTICLE I**

#### **NAME**

The name of this organization shall be the South Central Athletic Conference.

### **ARTICLE II**

#### **PURPOSE**

The purpose of this organization shall be to unite member schools in athletic competition for the betterment of the athletic program in all sports, and to have mutual understandings of all member schools for the improvement of relationships between the member schools.

### **ARTICLE III**

#### **MEMBERSHIP**

##### **Section 1: Member Schools**

The members of the South Central Athletic Conference as formed by action of the member schools on May 17, 2012, shall be; Columbia-Burbank, Cle Elum, Connell, Goldendale, Granger, Highland, Kiona Benton, Mabton, LaSalle, Naches, River View, Royal, Wahluke, Warden, Zillah.

##### **Section 2: Future Members**

In the future, schools within WIAA District 5, which do not have appropriate competition available to them, may petition the conference for membership. Schools are voted in by a two-thirds vote of existing member schools or when YVIAA action places them in the Conference.

##### **Section 3: Dues**

An annual assessment may be charged each member school for the purpose of financing the various conference - sponsored activities; the amount to be determined annually at the first regular meeting of the school year.

##### **Section 4: Sports Commitment**

As members of the South Central Athletic Conference, schools are expected to compete in conference athletic schedules drawn annually. Commitments are made each spring for the following school year.

## Section 5: Scheduled Activities

The Conference will develop standard operating procedures for the following activities: Football, Volleyball, Cross Country, Wrestling, Basketball, Golf, Fast Pitch Softball, Baseball, Track, Tennis, Soccer and Cheerleading.

## **ARTICLE IV**

### **MANAGEMENT AND OFFICERS**

#### Section 1: Management

The management of this organization shall be vested in the officers elected by member schools at a regularly scheduled meeting as described in Article V.

#### Section 2: Officers

The officers of the South Central Athletic Conference shall consist of: President, President Elect, Secretary, Treasurer, and three YVIAA representatives.

- A. Duties of the President: The president shall be a principal or athletic director from one of the member schools. The term of office shall be for one year. He/She shall be responsible for those duties that ordinarily evolve upon the president.
- B. Duties of the President Elect: The president elect shall be a principal or athletic director from a member school. He/She shall perform the duties of the president in his/her absence, serve as the conference representative to any inter-conference meetings and perform such other duties as are generally associated with the office. Term of office is one year.
- C. Duties of the Secretary: The secretary shall be a principal or athletic director of a member school. The secretary shall keep the minutes of all conference meetings, handle all official correspondence, maintain an attendance record by school name, and keep a file of all official conference business and correspondence. Term of office is one year.
- D. Duties of the Treasurer: The treasurer shall be a principal or athletic director of a member school. The treasurer shall have charge of all conference monies, pay all Conference bills when authorized by the Conference, and shall maintain an accurate record of all such funds and expenditures. The treasurer shall have the Conference funds audited as needed. Term of office is one year.
- E. YVIAA Representatives: The YVIAA representatives shall attend the meetings of the YVIAA executive board as called by the board secretary. He/She shall report monthly to the Conference on activities of the YVIAA and represent the concerns and interests of the Conference to the YVIAA. Recommend one representative from the East and one from the West.
- F. Sports Activities Representatives: Develop League schedules, keep League SOP's current and viable for assignment, act as liaison with the League, YVIAA, WIAA and officials associations, and coordinate all post-season play.

### Section 3: Conference Schedules

All Conference schedules are to be approved by a quorum (one more than half) of the Conference members at a regular meeting. On the league master schedule (per sport) all varsity league contests will be counted as varsity competition and count towards the allowable maximum number of contests. Except for mutually acceptable changes by member school, official conference schedules are binding upon member schools. If, for reasons beyond the control of the schools involved, a contest must be cancelled, it is to be either (a) rescheduled for a mutually acceptable date and place or (b) forfeited by the canceling school. Divisional play will take precedence over all other contests.

- A. Conference schedules will be developed, wherever possible, on a two-year basis.
- B. Transportation and time missed from school shall be considered in all conference schedule developments and an emphasis placed on minimizing the time lost from school and conserving transportation requirements.
- C. Unless mutually acceptable to the teams involved, a conference-scheduled contest will take precedence over non-conference events for member schools.
- D. In the event a scheduled conference contest must be postponed or cancelled due to circumstances beyond the control of either participating school, every effort will be made to have direct communications between the administrators or athletic directors of the schools and reschedule the event as quickly as possible.

### Section 4: Conference Play-offs

Play-off games for placement of tied teams in qualification tournaments are to be avoided wherever possible. This is to avoid teams entering tournament play needlessly weakened by injuries or tiredness from a play-off game or games.

- A. A play-off plan will be developed by the conference and adopted for all sports.
- B. Whenever a play-off is necessary, the date and site will be set by conference vote. Whenever possible, conference sites will be used for all play-offs and qualifying tournaments, where such a site and community exists that can properly house the event and is reasonable located to the participants.
- C. Receipts from SCAC funds may be made to member schools only upon action approved by the member schools at a regular meeting. Such action is valid with a majority vote of the members present only if a quorum exists as defined in Article VI.

### Section 5: 2013-2014 Officers and Representatives

President	Don Erickson	LaSalle
President-Elect	Cody Marlow	Wahluke
Secretary	Dave Pearson	Granger
Treasurer	Bill Walker	Naches Valley
YVIAA Board Rep. (3 year)	Rock Winters	Zillah
YVIAA Board Rep. (2 year)	Jay Aune	Columbia
YVIAA Board Rep. (1 year)	Bill Walker	Naches Valley
Volleyball	Lance DenBoer	Kiona-Benton
Football	Rock Winters	Zillah
Cross Country (B&G)	Don Strother	Highland
Soccer – (B&G)	Cody Marlow	Wahluke
Basketball (Girls)	Jay Aune	Columbia (Burbank)
Basketball (Boys)	Chris Hill	Goldendale

Wrestling	Steve Frucci	Connell
Baseball	Bill Walker	Naches Valley
Softball	Don Erickson	LaSalle
Track (B&G)	Cody Marlow	Wahluke
Tennis (B&G)	Dave Pearson	Granger
Golf (B&G)	John Yount	Cle Elum-Roslyn
Officials Liaison	John Doran	River View
Meritorious/Service Awards	Rock Winters	Zillah
Finance	Bill Walker	Naches Valley
Cheerleading	Andrew Perkins	Royal
Eligibility	John Doran	River View
	Chuck Feth	Kiona-Benton
Ejection/Protest Committee	Dave Pearson	Granger
	Andrew Perkins	Royal
	Bill Walker	Naches Valley

## **ARTICLE V**

### **ELECTIONS**

Election of the officers shall be held in the spring of the year, during the March or April meeting. A quorum of members must be present to validate such an election. New officers assume duty at the regular meeting in May of each year. All officers shall be elected annually. There shall be no limit on the number of terms that may be served in office. The officers shall be nominated from the floor.

## **ARTICLE VI**

### **VOTING**

#### **Section 1: Parliamentary Procedures**

Except as listed in this Article, voting on all business shall follow the guidelines of Roberts Rules of Order with a quorum needed to conduct business and a majority vote needed to carry general motions. A quorum shall exist when one more than half of the member schools are officially represented at a regular or special meeting.

#### **Section 2: One-School/One-Vote**

For the purposes of voting on all business of the South Central Athletic Conference, each member school may cast only one vote. When the president is the only representative of his/her school, the president will be allowed to cast the vote for his/her school.

#### **Section 3: Tie Votes**

A tied vote defeats the issue in question.

## **ARTICLE VII**

### **DISPUTES**

#### **Section 1: Procedures**

When disputes arise between schools, the parties involved should make every effort to resolve the problem between them. If the problem cannot be solved, the schools involved should submit the problem to the Conference. The League president will form a dispute committee (if needed). The committee will be composed of at least two neutral members. The Conference's decision is binding on all parties to the dispute, pending appeal to the YVIAA Executive Board.

#### **Section 2: Appeals**

If any school wishes to appeal a decision to the South Central Athletic Conference, the principal of such school must:

- A. Notify the Conference president in writing that they wish to appeal the decision.
- B. Notify the YVIAA Board that they wish to appeal the decision of the South Central Athletic Conference.
- C. Provide the YVIAA Board with complete typed details of the problems, signed by the school principal.
- D. Request that the Conference president or secretary provide the YVIAA with all details of the problem along with the Conference's rationale for the decision that was handed down by the Conference.

#### **Section 3: Final Appeal**

The decision of the YVIAA Board may be appealed to the WIAA Board, under Article 30.1.0 of the WIAA constitution.

## **ARTICLE VIII**

### **EJECTIONS**

#### **Section 1: Order of Appeal Procedure (WIAA Rule 19.13.0)**

- A. Ejections resulting from misinterpretation or misapplication of a rule may be appealed. Verbal notification of appeal must be made prior to resumption in play and must be noted in the official scorebook. The principal/designee must contact the WIAA office to verify the misapplication or misinterpretation of the rule prior to contacting the league (WIAA rule 19.13.3). The school principal or designee who is appealing the ejection will contact the SCAC Conference ejection committee chairman within the designated time frame of twenty-four (24) hours. If the chairman cannot be reached, then the president of the SCAC should be contacted. The president will then either chair the committee or appoint a temporary chair and the appeal process will be completed.
- B. A completed appeal form (page 47) will be faxed to the committee chairman. The appeal information must include:
  - 1. The rule that was misinterpreted or misapplied.
  - 2. A description of the incident that caused the ejection including the rationale for staying the appeal.

3. The names of the officials in charge of the event.
- C. The League chairman will then contact the SCAC ejection committee members.
- D. The appeal committee must hear and reach a decision on an appeal within seven (7) school days after having received the appeal report (if possible). The ejection will be stayed until the committee has ruled on the appeal.
- E. The appealing school and the SCAC ejection committee will follow all procedures as outlined by WIAA rule 29.1.0.
- F. The decision of the SCAC ejection committee will be the decision of the League.
- G. The SCAC ejection committee will report all rulings on appeals to the league during the next regular league meeting.
- H. The SCAC ejection committee will include three standing members, one of which will be the chairman and two other members. The chairman and members will be appointed annually during the first regular meeting of a school year.

## **ARTICLE IX**

### **AMENDING PROCEDURES**

#### **Section 1: Amendments**

The Constitution and By-Laws of the South Central Athletic Conference may be amended by a majority vote of the membership of the Conference.

#### **Section 2: Procedure**

Schools wishing to submit an amendment for consideration by the Conference must:

- A. Submit the proposal, in writing, to the members at a regular meeting at least one meeting prior to asking for a vote on the amendment.
- B. Submit to the president a letter of endorsement for the amendment signed by the principal of the school requesting consideration of the amendment.

#### **Section 3: Operating Procedures**

Review of Constitution, By-Laws, and Amendments will take place in the spring. Revision of Standard Operating Procedures will take place during the spring SOP Meeting, or as necessary throughout the year.



# **SOUTH CENTRAL ATHLETIC CONFERENCE**

## **BY-LAWS**

### **Section 1: Standard Operating Procedures**

Standard Operating Procedures (SOP's) will be developed and reviewed annually by the membership of the South Central Athletic Conference according to Article IX.

### **Section 2: General Operating Guidelines**

Except as amended by specific regulations in a particular sport SOP the following guidelines shall regulate sports activities within South Central Athletic Conference. Members shall adhere to these regulations during the conduct of all events. Warnings, probations, loss of reimbursement revenues, and expulsions from the conference will all include correspondence to: School Boards, Superintendents, Principals, and Athletic Directors.

### **ADMISSION PRICES - ALL SPORTS**

The admission prices for South Central Athletic Conference events will be determined annually by vote of the members in a general meeting. The only sports admission may be charged are: football, volleyball, basketball, soccer and wrestling.

Prices are as follows:

Adult .....	\$5.00
Student without ASB Card .....	\$5.00
Student with ASB Card (Gr. 9-12) .....	\$4.00
Child (Gr. K-8) .....	\$4.00
Pre-school children .....	Free

### **ASB CARDS**

Each school in the conference will honor ASB cards from other member schools for reduced admission prices. Students are required to present their ASB card at the gate to obtain such reduced price consideration.

### **CONFERENCE TROPHIES**

As the YVIAA District 5 Board gives conference trophies, we will follow their guidelines in our awards. To receive a conference trophy, participation in the conference schedule is mandatory.

### **SUPERVISORY PASSES**

Each of the Conference's member school boards agree to honor conference passes for personnel whose responsibility it is to supervise students attending the event and for those who are acting as an athletic scout for their school. Annually each school will be issued 40 permanent supervisory identification cards. Supervisors must show ID card and sign in stating their duties at the gate. The number of passes will be determined annually by vote of the conference members.

### TOWELS

Each visiting school is required to furnish their own towels.

### FORFEITS

If a team is unable to complete a season, all played conference games will count in league standings. Any un-played conference games will count as forfeits. Games may only be re-scheduled by athletic directors for school-related activities, acts of nature, facility conflicts, security issues, and other extenuating circumstances that are mutually agreed upon. Teams may not re-schedule contests based on ineligibility of participants.

### TIMES AND SITES

The starting times established in the SOP's shall be followed in the conduct of all conference events. Times may be changed only by mutual consent of the athletic directors of the schools involved.

### Section 3: Amendments

Only the same process set forth in Article VIII of the Constitution of the South Central Athletic Conference may amend these By-Laws of the South Central Athletic Conference.

### ALL LEAGUE SELECTIONS

The league will call a coaches' meeting after the last regular season game to determine the All-League teams. Players will receive All-League certificates for being named to the 1<sup>st</sup> or 2<sup>nd</sup> teams. For sports that are a single league a third All-League team may be added. There will be one (1) additional member for each team beyond the actual number of players who play at one time on a given team. The format for voting for all sports is explained in the next section entitled "All-League Voting Format", and the number of players to be named to the All-League teams is also defined in that section. The Player of the Year will be selected by the coaches at the All-League Meeting. At most there may be co-MVP's (2). At the All-League selection meeting one coach will be selected to represent the conference for All-State consideration. Release of all league selection will be the day following the meeting.

## ALL-LEAGUE VOTING FORMAT

Coaches should put together their own packet of info on the players they plan to nominate to the meeting with them, which includes statistics and other info that will help them explain the value of the player to the team.

The moderator will start the meeting by asking the coaches to nominate players from their own teams who they believe are potential 1<sup>st</sup> Team All-League players. The moderator will write those players' names and year in school on a white board under the name of the school for whom the athletes play. Then, coaches will vote for 1<sup>st</sup> Team by writing on a piece of paper the names of those players they feel should be 1<sup>st</sup> Team All-League. The number of votes depends on the sport (see below). **Coaches may not vote for their own players.** Coaches hand in their vote sheets to the moderator.

Once the moderator has all the vote sheets, s/he puts a tally mark next to the names on the board for each vote that the player receives. Once all tallies have been put on the board, the moderator adds them up. The player with the most tallies, followed by the next most, and so on down the line until you get the number of players you are seeking, are all 1<sup>st</sup> Teamers. The moderator should ask someone who can print neatly to write those names down on a sheet of paper with the heading, "First-Team All-League" at the top. **Please give first name, last name, school, and year in school, and make sure all spellings are correct.**

Then, the moderator will erase the names of the players who were chosen to the First Team, leaving the other names on the board as potential 2<sup>nd</sup> Team All-League players. Coaches will now nominate more players for the 2<sup>nd</sup> team, and voting will take place like it did for the 1<sup>st</sup> Team.

Once the 1<sup>st</sup> and 2<sup>nd</sup>-teams have been picked, coaches should vote for a "Player of the Year" and a "Coach of the Year." The Player of the Year or Co-Players of the Year must come from the players selected to the 1<sup>st</sup> Team. Each coach writes down who s/he feels should be the Player of the Year and the Coach of the Year on a sheet of paper and hand that in to the moderator. The moderator adds up the votes. **Ties are allowed for Player of the Year, but not for Coach of the Year.** In the event that a tie exists for Coach of the Year, the moderator should call for a re-vote with those coaches in the tie not voting. After a total of three attempts at voting for Coach of the Year, if there is still a tie, the coach of the team with the better league record/finish will be declared the Coach of the Year.

	Number of Votes	
	1 <sup>st</sup> Team	2 <sup>nd</sup> Team
<b>Football</b>	12 offense & Defense Plus one punter, kicker, and return specialist for each team	12 offense & Defense
<b>Volleyball</b>	8	8
<b>Soccer</b>	11 + Goalie	11 + Goalie
<b>Basketball</b>	6	6
<b>Baseball</b>	10	10
<b>Fast Pitch</b>	10	10
<b>CC</b>		
<b>Golf</b>	5	5
<b>Track</b>	1 <sup>st</sup> Place each event	2 <sup>nd</sup> place
<b>Wrestling</b>	1 <sup>st</sup> place each weight	2 <sup>nd</sup> place
<b>Tennis</b>	1 <sup>st</sup> /2 <sup>nd</sup> @ Sub-District	3 <sup>rd</sup> /4 <sup>th</sup> @Sub-District

## COACH OF THE YEAR

Each sport (**male & female**) will select one Coach of the Year. There will be no ties in the Coach of the Year voting. The league will purchase a plaque for Coach of the Year recipient.

## HOST SCHOOL GUIDELINES

The following procedures are to be followed by all member schools of the South Central Athletic Conference. The emphasis of the Conference is for the home school to act as hosts and visiting school to act as guest.

- A. The host school should have a representative who identifies himself/herself to visiting coaches and/or student supervisors. Visiting coaches and/or supervisors should seek out host school representatives and introduce themselves.
- B. Separate cheering sections should be provided for visiting schools when possible. Schools may allow continuous standing for indoor events in a designated standing section (approx 50 students) only.
- C. Artificial noisemakers will not be permitted. Band instruments are not to be used as noisemakers. Only uniformed cheerleaders may use megaphones.
- D. Negative or derogatory cheers are not permitted.
- E. Throwing of any objects into the playing areas will not be permitted.
- F. SIGNS – Official school banners, welcome signs, and hand held signs that are positive, directed only toward the school's team, promote good sportsmanship, and do not block the view of the spectators are allowed. Run through signs are not permitted. Signs should not be at the ends of the gym.
- G. The host school representative will make sure locker rooms are open and clean for visiting school teams. Supervision of student behavior in locker rooms is the responsibility of the visiting team coach. Visiting team schools will be responsible for any damage or vandalism to host school locker rooms. The host school shall provide a key, upon request, for use by visiting coaches or make appropriate arrangements for locking visiting team lockers. Under such conditions the visiting team is responsible for any loss of visiting team property. Each school will provide at least one locker room for the visiting teams. In basketball it may be the same locker room for both boys and girls.
- H. The host school should make certain that playing and operational conditions are available and equal for both schools including areas to film, if any, for both schools and areas to spot, if any, for both schools.
- I. Each school is responsible for its own communications system whether home or away.
- J. Mascots may be used at home events only. Mascots will be limited to one official mascot. No live animals will be permitted as mascots. Mascots may attend post-season.
- K. Host school will provide a phone for the visiting team to call their home paper.
- L. Host school is responsible for emergency service plan.

The spirit of the South Central Athletic Conference should be to create a healthy atmosphere for athletic competition such that the opportunities are equal for all. To this end, it is the desire of the conference that young men and women will be afforded the opportunity to take part in a positive, competitive, interscholastic experience.

## **SOUTH CENTRAL ATHLETIC CONFERENCE**

### **PLAY-OFFS**

#### **Section 1: General Guidelines**

The purpose of this section is to provide a standard guide for the resolution of tie situations within the South Central Athletic Conference. Except as specifically referenced within the SOP for an individual sport, this section shall be binding upon the member schools for the resolution of tie situations at the conclusion of season play within any given sport.

- A. In all tie situations the winner of the head to head conference competition will determine placement or elimination. To use head to head as a criteria in multi-tie situations, one team must have swept all other teams in the tie. For seeding purposes in multi-tie situations, team records against the other teams involved in the tie will be the first criteria for placing, followed by the number draw.
- B. All play-off games will be held at a neutral conference site when at all possible.
- C. Number Draws for tie situations will be at the first conference meeting of the current sports season.
  - 1. Fall Season            September Meeting
  - 2. Winter Season        November Meeting
  - 3. Spring Season        February Meeting
- D. If a tie still exists the following guidelines will be followed:

#### **TWO WAY TIE**

- 1. No one out of the tournament: Team drawing the lowest number gets the highest seed into the tournament. No play-off.
- 2. One team out of the tournament: The two teams play for the open spot in the tournament.

#### **THREE WAY TIE**

- 1. No one out of the tournament: Draw for positions with the lowest number getting the highest seed into the tournament.
- 2. One team out of the tournament: Number 1 and Number 2 (best number draw) will play in the first playoff game. The winner of the first play-off contest qualifies for district. The loser of the first play-off contest would then play the Number 3 team for the final district spot. The winner of the first playoff game gets the higher seed into districts.
- 3. Two teams out of the tournament: Lowest number gets the Bye and the other two teams play. The winner then plays the Bye for the spot into the tournament.

#### **FOUR WAY TIE**

- 1. Three places into tournament: Number 1 and Number 2 (best number draw) play for the highest seed. Number 3 and Number 4 play for the next highest seed into the tournament. The two losers play for the remaining seed.
- 2. Two places into tournament: Number 1 and Number 2 (best number draw) play for one seed in the tournament and Number 3 and Number 4 play for one seed in the tournament. Seeding is first determined by head to head and then by lowest number draw.

3. One place into tournament: Number 1 and Number 2 (best number draw) play and Number 3 and Number 4 play losers out. Winners play for the place in the tournament.

FIVE WAY TIE

1. Three places into tournament: Number 1 gets the Bye and last spot into tournament. Number 2 and Number 3 play for the highest seed and Number 4 and Number 5 play for the next highest seed.
  2. Two places into tournament: Number 1 gets Bye, Number 2 and Number 3 play, Number 4 and Number 5 play. Bye then plays the winner of Number 2 and Number 3, if Number 2 or Number 3 beats Bye team then they get the highest seed and the winner of Number 4 and Number 5 gets the lowest seed. If Bye team wins then the winner of Number 4 and Number 5 get the highest seed.
- F. For basketball, in tie situations of three or more teams, Tuesday “high seed home” district game will be moved to Friday. First tiebreaker game will be played on Monday and second tiebreaker game will be played on Tuesday.
- G. If any other conditions exist than described above a special meeting will be called to determine the criteria.

# BASEBALL

## STANDARD OPERATING PROCEDURES

1. Official Rule Book: The National Federation Rule book applies.
2. Number of Innings: The baseball games in conference are seven innings, unless the game goes into extra innings or is called because of weather or lack of daylight.
3. Speeding Up Games: Ten (10) run rule -- Any team ten (10) runs ahead by the end of five (5) innings, shall be declared the winner of the game. A game called at the end of four and one half (4 1/2) if the home team is ahead or five (5) innings because of weather or lack of daylight shall be considered a complete game.
4. Baseball Pitcher Limitations: When a pitcher pitches four (4) innings or more in a game or day, the pitcher shall not pitch again until two (2) calendar days (Monday-Thursday, Tuesday-Friday, Wednesday-Saturday, Thursday-Monday, Friday-Monday, Saturday-Tuesday) have elapsed.
  - A. One pitch constitutes an inning.
  - B. The same rule applies to playoffs, as well as regular season play, and to tied and discontinued games.
5. Umpires: Two (2) association umpires are recommended for Varsity conference games.
6. Game Ball: The host school shall provide official high school balls.
7. Warm-up: Home team shall take infield first ten (10) minutes and shall make the field available to the visiting team at least ten (10) minutes before start of game. Flexibility is permitted if visiting team is ready for infield before home team. For weekday games, whatever facilities and machines that the home team has and uses will be available for the same amount of time for both teams one hour before game time. Neither team may use the batting cages prior to one hour before game time. On Saturdays, there is no restriction on pre-game warm-ups prior to the one hour before game time. Coaches need to communicate upon arrival or earlier about times, logistics, and availability of facilities.
8. Protests: Protests will follow WIAA policy.
9. Starting Times: All Saturday games will start at 11:00 am. Weekday double headers will start at 3:00 pm. All weekday single games will start at 4:00 pm. Times may be changed by mutual agreement.
10. Line-Up Cards: Two cards should be made up; one for the umpire and one for the other team. A team roster with player's full names and numbers should be exchanged at the start of each game.
11. Pitching Rules: No limit as far as the number of innings a pitcher can throw in any given week, but they must follow the pitcher limitations set by the WIAA. If a scheduled game is rained out or postponed the pitcher limitation rule will apply from the original scheduled date of the game.
  - A. Example -- Pitcher A throws the first game of a double header and the second game is rained out or postponed; therefore, when the second game is made up Pitcher A is not eligible to throw.
  - B. Example -- If conference double headers are rescheduled as single games Pitcher A can only pitch one of those two games.

12. Games Called Off: The home team shall call the visiting school as soon as possible if the field is unfit for play. The coach/athletic director of the host school should make the call to the coach/athletic director of the visiting school.
13. Make-up Games: It is recommended a called-off game be made up on the earliest available date.
14. Suspended Game: In case of a suspended game, the game shall continue from the point of suspension at a later mutually agreed upon time. The line up and batting order of each team will remain exactly the same as the line up and batting order was when the game was suspended, subject to the rules governing the game. Suspended games may be forfeited by league approval.
15. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged only between league schools.
16. Music Systems: Music only before games, between games, after games and between innings; none during an inning.
17. Time between games: Twenty (20) minutes unless mutually agreed upon between coaches
18. Courtesy Runner: Courtesy runner is allowed for the pitcher and catcher at any time. A courtesy runner may only run for the same position.
19. Post Season:
  - A. Highest seed will determine home team in first round.
  - B. Subsequent rounds will be determined by coin flip.
  - C. Dugout will be determined by tournament manager.
20. Reporting: Each school is responsible to report to their own newspapers.



# BASKETBALL

## STANDARD OPERATING PROCEDURES

### 1. Starting Times:

- a. For games with **more than 4 games**. JV games will start at 4:15, with a 6:00 start time for the varsity girl's game. Varsity girls warm ups will not start prior to 5:40 to allow for 15 minute warm up and 5 minute player introductions. Varsity boy's games start 20 minutes (15 minute warmup & 5 minute introductions) after girls' varsity game. The alternate gyms, first game starts at 4:15 and remaining games 15 minutes after completion.
- b. For below, JV Boys and Girls will swap nights in main gym at the end of each 2 year cycle.

#### Weeknights:

	<u>Main Gym</u>	<u>Alternate Gym</u>
4:15	<b>JV Girls</b>	<b>JV Boys</b>
6:00	Varsity Girls	"C" Boys
7:30	Varsity Boys	"C" Girls

#### Saturdays:

	<u>Main Gym</u>	<u>Alternate Gym</u>
4:15	<b>JV Boys</b>	<b>JV Girls</b>
6:00	Varsity Girls	"C" Boys
7:30	Varsity Boys	"C" Girls

2. Visiting Lockers: Visiting team lockers shall be open one hour prior to the start of the first scheduled contest. For additional information, refer to home school guidelines item G.
3. Scoring: Scoring will be as described in the National Federation Rule Book.
4. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged only between league schools.
5. Uniforms: All uniform regulations will conform to the state and National rulebooks. Home team wears white uniforms and the visiting team wears dark uniforms unless previous arrangements have been made.
6. Program Information: The following information shall be sent to each school two days prior to the game.
  - A. A complete schedule for scouting purposes.
  - B. A team roster in numerical order showing number, name, height, position and year in school.  
(Use State Guidelines)
7. Ball: An official high school basketball will be used.
8. Timer and Scorekeeper: Whenever possible, adult help should be used for these positions. For Varsity contests, home and away score keepers shall be seated together at the scorer's table.
9. Officials: Officials for the varsity game must be registered. Apprentice officials may be used for the "C" squad and JV game unless an emergency exists in the officials association.

10. Game Introductions: The following order will be used: Non Starters from visiting school, Non-starters from host school, Alternate Visitor-Home starting five. Coaches Visitor-Home, Officials. Team huddles may not take place in center court.
11. Sportsmanship: Shake hands after game and encourage improved sportsmanship.
12. Reporting: Each school is responsible to report to their own newspapers.
13. Conference Ties: Refer to Section 1, General Guidelines (Playoffs). Preferred position is not considered.
14. Districts: Official state ball to be used at District tournament

## CHEERLEADING

### STANDARD OPERATING PROCEDURES

1. Host School Rules:
  - A. Have a space available for visiting cheerleaders for stretching.
  - B. Have a person available to show visiting school where they are to cheer.
  - C. Coaches introduce themselves before game begins
  - D. Mascots allowed only at home school events and must stay on own side and uphold all sportsmanlike conduct.
2. Visiting School Rules:
  - A. No mascots may travel to visiting schools in uniform.
3. General Guidelines:
  - A. Limit of eight cheerleaders at one time standing on sideline during basketball.
  - B. Less than eight cheerleaders may be on the sideline during a basketball game if the home school Athletic Director deems the gym unsafe. The number of cheerleaders on sidelines is left to the discretion of the Athletic Director. Athletic Director will give number of safe cheerleaders for BOTH teams at their gyms at the November SCAC meeting.
  - C. All WIAA rules are to be followed with no exceptions.
  - D. A coach or other school appointed adult representative shall be in attendance and accessible at all events. Coaches need to supervise their squads at all times.
  - E. Pom-poms or silent promotions (without writing) of spirit held by the fans are permissible as long as it is not offensive to opponent.
  - F. SIGNS – Official school banners, welcome signs, and hand held signs that are positive, directed only toward the school's team, promote good sportsmanship, and do not block the view of the spectators are allowed. Run through signs are not permitted.
  - G. Visiting school is given first time-out or break to perform. After this, alternate between schools.
  - H. Cheerleaders are encouraged to learn crowd control techniques.
  - I. Pom-poms should not be left on the floor for storage.
  - J. Do not interrupt opponent's cheers in progress.
  - K. Stay back from the playing area to prevent interference with the game/officials.
  - L. Cheerleaders must refrain from cheering and stomping on the floor during free throws in basketball.
  - M. Cheerleaders should help instruct student body on what good sportsmanship is.
  - N. General rules: NO noisemakers, NO stomping/pounding on bleachers, NO negative activity during player introductions, NO booing of officials/opponents.

## CROSS COUNTRY

### STANDARD OPERATING PROCEDURES

1. Teams: Varsity teams will be made up of seven (7) members. A team may qualify as a full team with only five (5) runners.
2. Junior Varsity: Junior Varsity will run with Varsity.
3. Course Length: Length of course shall not exceed five (5) kilometers (3.1 miles).
4. Starting Times: The following starting times shall be observed unless changed by mutual consent of teams involved. Girls run first.
  - A. Weekdays 4:00 pm
  - B. Saturdays 11:00 am
5. Scoring and Ties: Scoring and ties will be as described in the National Federation Rule Book.
6. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged **only** between league schools.
7. Uniforms: All uniform regulations will conform to the state and national rulebooks.
8. Conference Champion: The conference championship will be determined by head to head team record. If teams meet more than once, the last meeting is the league contest.
9. Reporting: Each school is responsible to report to their own newspapers.

# FOOTBALL

## STANDARD OPERATING PROCEDURES

1. Starting Times: The following starting times shall be observed unless changed by mutual consent of teams involved.
  - A. JV and C – 5:30 pm
  - B. Varsity – 7:00 pm
  - C. Half Times – Varsity 15 minutes, JV and C 10 minutes
2. Visiting Lockers: Visiting team lockers shall be open by 5:30 pm for a Varsity game and 4:30 for a JV/C game. For additional information, refer to host school guidelines item G. For long trips schools may call ahead to see if a locker room is available.
3. Scoring: Scoring will be described in the National Federation Rule Book.
4. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged only between league schools.
5. Filming Teams will exchange the game film of the game played 2 weeks prior to the scheduled game date. Film exchange film must be from an elevated position on the side of the field, not the end zone. End zone filming will be allowed only for teams that are playing in the game, not for teams scouting the game. End zone film will not be used for the film exchange.
6. Uniforms: All uniform regulations will conform to the state and national rulebooks. Home teams wear dark colored uniforms and the visiting team wears light colored uniforms.
7. Ball: Individual team's choice of ball, if the visiting school wishes to use their own ball, they are responsible to furnish a ball holder/cleaner. During inclement weather, two balls and a ball cleaner are to be furnished by the host school.
8. Schedule: Complete schedules will be exchanged at the August Conference meeting prior to the first game of the year.
9. Program Information: A state roster in numerical order showing number, name, weight, position, and year in school will be supplied to host school by Wednesday preceding the Friday game. (Use State Guidelines)
10. Sidelines: The home team is responsible to keep spectators or other unauthorized personnel away from the sidelines. It shall be their responsibility to keep spectators in the stand or behind ropes.
11. Scouts: Visiting scouts will be admitted with appropriate pass. Scouts are to remain in designated spectator areas only.
12. Tie Games: JV and C squad games will not go into a tiebreaker. Varsity contests ending in ties will be settled by using the Kansas Tie Breaker according to current WIAA guidelines.
13. Officials: Four (4) registered officials are to be requested for Varsity conference games. Schools are to request not less than three officials for each JV and C Squad contests.

14. Game Length: Varsity, JV, & C contests will be four (4) twelve minute quarters.
15. Reporting: Each school is responsible to report to their own newspapers.
16. Possible Ties: If tie possibilities exist in determining league standings that require a playoff, the playoff will be a modified Kansas City Tie Breaker (Three Possessions Guaranteed for each team). The playoff will also be on the Monday immediately following the Week 9 Regular Season game.

## SOUTH CENTRAL ATHLETIC CONFERENCE

### FOOTBALL TIES

#### TWO WAY TIE

1. Winner of head to head takes top seed.

#### THREE WAY TIE NO TEAM ELIMINATED

1. Winner of head to head takes top seed.
2. Fall number draw will determine seeds.

#### THREE WAY TIE ONE TEAM ELIMINATED

1. Winner of head to head takes top seed.
2. If no winner of head to head, then a play-off will take place using the modified Kansas City tiebreaker. The modified Kansas City tiebreaker guarantees each team three possessions. Teams A, B, C lowest number draw gets the Bye. Game number 1: B vs. C (A=Bye) Game number 2: A vs. winner of game number 1, if "A" wins then "A" is 1<sup>st</sup>, and the loser of number 2 is 2<sup>nd</sup>. If "A" loses, the winner of number 2 is 1<sup>st</sup>. Game number 3: "A" vs. loser of game number 1, winner is 2<sup>nd</sup> and the loser is out.

#### THREE WAY TIE TWO TEAMS ELIMINATED

1. Winner of head to head takes top seed.
2. If no winner of head to head, then a play-off will take place using the state tiebreaker. Seeding will be determined by the football tie criteria. The top seed gets the Bye. The loser of the other two play-off teams is eliminated. The winner of the play-off would then play the Bye team for the remaining tournament spot.

#### FOUR WAY TIE NO TEAM ELIMINATED

1. Winner of head to head takes top seed.
2. Fall number draw will determine seeds.

#### FOUR WAY TIE ONE TEAM ELIMINATED

1. Winner of head to head takes top seed.
2. If no winner of head to head, then a play-off will take place using the state tiebreaker. Seeding will be determined by the football tie criteria. Number 1 will play number 4 and number 2 will play number 3. Winners qualify for the tournament. Losers play for the remaining tournament spot.

#### FOUR WAY TIE TWO TEAM ELIMINATED

1. Winner of head to head takes top seed.
2. If no winner of head to head, then a play-off will take place using the modified Kansas City tiebreaker. Seeding will be determined by the football tie criteria. Number 1 will play number 4 and number 2 will play number 3. Winners qualify for the tournament. Losers are eliminated.

#### FOUR WAY TIE THREE TEAMS ELIMINATED

1. Winner of head to head takes top seed.
2. If no winner of head to head, then a play-off will take place using the modified Kansas City tiebreaker. Seeding will be determined by the fall number draw. One will play 4 and 2 will play 3. Losers are eliminated. Winners will play for the **remaining** tournament spot.

## STATE SEEDING

1. **League Playoffs** will be the week 10 game in the regular season schedule. Winner of each game gets the designated seed based upon odd and even years. All week 10 playoff games are winner to state – loser out.

- Four STATE Berths:

	<u>Even Year Seed</u>	<u>Odd Year Seed</u>
○ West #4 at East #1	#1	#2
○ East #4 at West #1	#2	#1
○ West #3 at East #2	Opposite Seed #1	Opposite Seed #2
○ East #3 at West #2	Opposite Seed #2	Opposite Seed #1

- Three STATE Berths:

	<u>Even Year Seed</u>	<u>Odd Year Seed</u>
○ West #3 at East #1	#1	#2
○ East #3 at West #1	#2	#1
○ West #2 vs East #2	#3 (at east)	#3 (at west)

2. **Non-Playoff Teams –**

- Week 10 games will be crossover games between all teams that do not make playoffs.
- We will match seeds (ie East #6 vs West #6)
- If possible changes will be made to ensure teams who have already played are not playing each other in week 10.
- EVEN years EAST will host.
- ODD years WEST will host.

3. **Finances/Money Split of Week 10 Games**

- Playoff games
  - 40% to home team
  - 40% to visiting team
  - 20% to league
    - League pays for officials and game workers (follow YVIAA procedures)
    - \$5 Adults - \$4 Students/Seniors
    - School Board Passes - SCAC Passes Accepted
    - Submit Supervisor Pass List.
- Non-playoff games
  - 50% to home team
    - Home team pays for officials and game personnel
  - 50% to visiting team
    - Home team will send check to visitors for 50% of gate
    - Visiting team pays travel costs to get to game
    - \$5 Adults - \$4 Students/Seniors
    - Home ASB Passes - School Board Passes - SCAC Passes – State Coaches Association Passes Accepted



# GOLF

## STANDARD OPERATING PROCEDURES

1. Rules: USGA rules will govern except in cases of local ground rule changes.
2. Disputes: The course professional will serve as final arbiter in all questions involving rules. Coaches should be instructed to list the golfers in the order of their ability with the best golfer listed as number one, etc.
  - A. Contestant will keep each other's score within the foursome. The match official scorer will not accept scorecards unless they are signed by both the individual player and his/her scorer. Penalty for unsigned scorecards is automatic disqualification.
  - B. All putts must be holed out according to USGA rules. Failure to do so will disqualify the player.
  - C. Club throwing shall be a two (2) stroke penalty. Should a second offense occur, the individual would automatically be disqualified from further play.
  - D. On the day of the match, practice is restricted to the putting green and the practice range area only.
  - E. No caddies will be permitted. It is permissible for a player to pull his own golf cart.
  - F. During the match, spectators will be allowed to observe teams or individual players from a distance of seventy-five (75) feet. No coaching from spectators. Spectators will be given one warning. A second violation will result in player disqualification.
3. Starting Times and Length of Play: Matches between South Central Athletic Conference teams will use the following starting time. Conference matches will be eighteen (18) holes and start at 2:30 when possible. The pre-match designated one thru four team members will play sudden death, (total strokes) starting on the first tee. To break team score ties, goes to lowest score of 5<sup>th</sup> golfers, then 6<sup>th</sup> golfers, then sudden death, (total strokes) starting on first tee with two golfers from each team. League will work with individual courses at to date and times of matches. To keep an acceptable pace of play double par X is maximum allowable score on any hole. For example once a player reaches a score of 6 on a par 3 hole and has not completed the hole. The player must stop playing the hole and take a 7 for the hole.
4. Team Membership: The starting members of each team (**6**) MUST be identified prior to the tee time.
5. Contest Winner: Contest winner will be determined by counting the best four out of six scores. Total score of four person team. To be considered a team, there must be at least 4 and not more than 6 members. The best 4 scores will determine the team score. To break team score ties, go to lowest score of 5<sup>th</sup> golfers, then 6<sup>th</sup> golfers, then sudden death, (total strokes) starting on first tee with two golfers chosen by coach from each team.
6. Conference Champion: The conference standing will determine the conference champion. Head to Head matchups will determine conference standings. If teams meet more than once in the league schedules, the last time two teams meet will be the match of record for conference standings.
7. District Qualification: All Varsity teams (maximum of 6 golfers) will qualify for district tournament and League schools without enough golfers to field a team for league matches may bring up to 3 boy and 3 girl golfers to the district tournament.
8. Reporting: Each school is responsible to report to their own newspapers.

9. Dress Code: For the entire match, participants will wear collared shirts and slacks/hemmed shorts. No denim shorts allowed. Player will be disqualified if dress code is violated at any time during the match.

# SOCCKER

## STANDARD OPERATING PROCEDURES

1. Rules: National Federation Rulebook and WIAA handbook will be as followed:
  - A. All games -- Varsity or Junior Varsity will consist of two 40-minute halves with a 10-minute halftime as recommended in the National Federation Rules.
  - B. Coaches Box -- Coaches must remain on the sidelines of the field between the offside lines. The coach may only come onto the field to attend to an injured player or during an unsportsmanlike incident.
  - C. Timing and Scoring -- Official time is kept on the field by the referee and only the score should be kept on the scoreboard.
  - D. Substitutions -- National Federation rules pertaining to substitution will apply.
2. Officials: Three registered officials should be used for each match whenever possible. However, a two-man system may be used if necessary.
3. Starting Time: Afternoon games will start at 4:00 pm and Saturday games will start at 11:00 am. Prior to daylight savings time, Varsity games will be played first followed by the JV game unless mutually agreed upon by both schools.
4. Contest Format: The game will consist of two 40-minute halves.
  - A. Ties – Regular season league contests (west vs. west or east vs. east) which are tied at the end of 80 minutes of play will be followed by two (2) five minute sudden death overtime periods. A coin shall be flipped prior to the first overtime period. If the game remains tied at the end of the second overtime period, a shootout will be held which follows the State shootout format.
  - B. Regular season non-league contests which are tied at the end of 80 minutes of play will end in a tie unless mutually agreed upon to play off the tie. If mutually agreed upon to play off the tie, the tie-breaker procedure will be the same as in letter A.
  - C. The interval between the second half and the first overtime period shall be five (5) minutes. The interval between the first overtime period and a second overtime period shall also be five (5) minutes. The overtime periods are sudden death formats; first team to score wins the game.
  - D. All Sub-Varsity soccer contests shall end at the end of regulation time, even if the score is tied.
5. Reporting Game Results: Each school is responsible to report to their own newspapers.
6. Filming/Taping: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other conference schools is permissible. Films may be exchanged between league schools. No scouting from the end zone. No filming of any kind from the end zone, including home games.
7. Team Rosters: Both teams must provide 3 team rosters, that include players full name, number, position and year in school, to be exchanged before the game.
8. All-League Team Selection: Following the season, coaches will be polled for an All-League Team. All-League will be determined based on the All-League format in the SCAC SOP's.
9. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged only between league schools.

10. Uniforms: Follow WIAA and National Federation Rules.
11. Scoring and League Standings: League standings will be based upon win-loss record. There will be one league standing for boys soccer. In case of a championship tie, each team will receive a trophy. There will be East-West leagues for girls soccer and two league champions.
12. Equipment: The home team must provide three (3) National Federation approved soccer balls for each conference game.

# FAST PITCH SOFTBALL

## STANDARD OPERATING PROCEDURES

1. Official Rules: WIAA and National Federation Rules.
2. Make-Up Games: The home team shall call the visiting school as soon as possible if the field is unfit for play. The call should be made by the coach/athletic director of the host school to the coach/athletic director of the visiting school. Any game postponed or rescheduled must be made up as soon as possible.
3. Officials: Two (2) association umpires are recommended for Varsity games.
4. Game Ball: The host school shall provide official high school softballs.
5. Post Season:
  - A. Highest seed will determine home team in first round.
    1. Subsequent rounds will be determined by coin flip.
    2. Dug-out will be determined by tournament manager.
  - B. Ten-run rule is in effect.
6. Game Length: Contests are scheduled for seven (7) innings.
  - A. 10-run rule is in effect.
  - B. Tie Breaker – Same as state game ending procedures.
7. Suspended Game: In case of a suspended game, the game shall continue from the point of suspension at a later, mutually agreed upon time. The line up and batting order of each team will remain exactly the same as the line-up and batting order was when the game was suspended, subject to the rules governing the game.
8. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged only between league schools.
9. Starting Times: All Saturday games will start at 11:00 am. Weekday double headers will start at 3:00 pm. All weekday single games will start at 4:00 pm. Times may be changed by mutual agreement.
10. Line-up Cards: Two cards should be made up; one for the umpire and one for the other team. A team roster with player's full names and numbers should be exchanged at the start of each game.
11. Reporting: Each school is responsible to report to their own newspapers.
12. Uniforms: All uniform regulations will conform to State and National Rule book. Junior Varsity uniforms do not have to meet all regulations.
13. Warm-ups: Home team shall take infield first ten (10) minutes and shall make the field available to the visiting team at least ten (10) minutes before start of game. Flexibility is permitted if visiting team is ready for infield before home team. For weekday games, whatever facilities and machines that the home team has and uses will be available for the same amount of time for both teams one

hour before game time. Neither team may use the batting cages prior to one hour before game time. On Saturdays, there is no restriction on pre-game warm-ups prior to the one hour before game time. Coaches need to communicate upon arrival or earlier about times, logistics, and availability of facilities. Pitcher and catcher may warm-up in front of their own dugout.

14. Conference Champion: The division standings will determine each conference champion. Resolution of ties will be determined by the adopted conference policy for playoffs.
15. Speed Up Rule: The speed up rule may be used by either or both teams, but each team must decide prior to the start of each game. The speed up rule allows for a pinch runner for the pitcher and/or catcher.
16. Music Systems: Music only before games, between games after games and between innings; none during an inning.
17. Time Between Games: Twenty (20) minutes unless mutually agreed upon between coaches.
18. Protests: Protests will follow WIAA policy.

## TENNIS

### STANDARD OPERATING PROCEDURES

1. Rules: USTA and WIAA rules will govern play.
2. Starting Times: The following starting times will be observed for all conference matches:  

A. Single Matches: Weekdays.....	3:30 pm	Saturday.....	11:00 am
B. Double Duel Matches:		Saturday.....	10:00 am

Scheduled matches canceled due to inclement weather shall be made up at the next playable date.
3. Matches: Team matches shall consist of three doubles and two singles, using a minimum of eight different players. Matches will be two out of three sets; 12-point tiebreaker will be used at 6-6 set score. When weather, darkness or time limits interfere, matches may be shortened. By mutual consent of coaches a pro-set may be substituted for a regular match or in lieu of a third set a 12-point tiebreaker may be used at the end of the 2<sup>nd</sup> set. No ad may be used if mutually agreed upon.
4. Coaches: No coaching during play other than the ten (10) minute break between the second and third sets, and two minutes between the first and second sets.
5. Balls: Home team to provide new balls for all matches; not for third set unless coaches agree that new balls are necessary.
6. Lines: Players are to call their own lines. In case of disputes and only at the request of a player, both coaches or an agreed upon designee will monitor play.
7. Conference Champion: The conference standing will determine the conference champion.
8. Player Break: During conference play and District Tournament play, boys and girls may take a ten minute break between sets two and three.
9. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged only between league schools.
10. Line up Cards: Lineups cards are due 15 minutes prior match start time and lineups are announced 10 minutes prior to match start time. First positions will be filled first, followed by second positions. No forfeiting of earlier positions in order to obtain a favorable matchup.
11. Order of Events: "Firsts" play "Firsts" and "Seconds" play "Seconds" etc. with other designated matches to follow at the option of the home team. Visiting team shall be notified in advance if the "Firsts" are not going to be played first during any given match.
12. Sportsmanship: The point-penalty system will be used whenever needed. This includes after the match is over and enforced in the next match.
13. Reporting: Host school is responsible to report to newspapers.

14. Sub-District and District Tournament: Entries into the sub-district tournament will be into a 16 man bracket with pig tails as needed to get to 16. Starting with the round of 8, it will be a modified double elimination tournament. Alternate matches at sub districts and districts will be a pro set.
- 14a. Seeding for Sub-District:
  - A. Tournament Director will run the meeting.
  - B. The following will be considered in the following order:
    - i. Head to Head
    - ii. Common Opponents
    - iii. Overall Record
    - iv. Previous year's placement (district, regionals, & state)
    - v. Coaches vote if no agreement is reached (One school, one vote)
15. Forfeit: Tennis players must be present and announced in order for that team to accept a forfeit.



## TRACK

### STANDARD OPERATING PROCEDURES

1. Rules: WIAA and National Federation rules will apply in conjunction with the following South Central Athletic Conference rules.
  - A. Non-participants or persons displaying inappropriate behavior will be kept away from the finish line areas in all meets.
  - B. Host schools may request visiting teams to provide their own starting blocks. The host school is to call each school in the meet to remind them to bring starting blocks on the day before the meet.
  - C. Discus and Javelin safety includes:
    - i. Participants must at all times be under direct supervision.
    - ii. Chasers are to be used to return discuses and javelin.
    - iii. Participants are not to throw until given the proper signal by meet officials.
  - D. The triangular and quadrangular will be scored as per federation rules.
  - E. In all conference meets (except pole vault and high jumps) field events will consist of exactly four throws or jumps.
2. Officials: The host school is responsible for officials of all conference meets held on their facility.
3. Starting Times: The following starting times will be followed in all conference meets.
  - A. Recommended start time - 3:30 (schools may start running events after field events but no later than 4:00).
4. Order of Events: The order of events for all South Central Athletic Conference meets is appended to the end of the track SOP's in a form for reproduction and distribution at official conference meets.
5. Uniforms: All participants will wear the proper track attire as stated in rule 4 section 3 of the Track Rule Book. In dual meets if different uniforms must be worn by some team members, opponents should be notified prior to the start of the meet.
6. League Meets: Only league schools will be scored in SCAC league meets.
7. Conference Champion: The conference champions will be determined by dual meet results during the season. The 'scoring' dual meet will be the last time the schools meet during the league schedule. There will be two conference champions (East and West, Boy and Girl).
8. Sub District Meet: The following regulations will apply during the sub district meet:
  - A. There will be two divisions for sub-districts. The sub-district team alignments will be determined by geography and combined boys and girls numbers annually and combined the availability of a suitable facility for sub-districts among the member schools.
  - B. Each school may enter an unlimited number of entrants or state qualification standard, per event. One relay team may be entered per school. No additions after initial entries have been made. Entries must be entered by Monday preceding the sub-district meet.
  - C. The first place finisher of heats at sub-districts will, on the basis of time, be placed into preferred lanes for district. Second place finishers will then be placed in the same manner.
  - D. The number of entrants and places into district are to be determined each year based on membership in participating conference within YVIAA District V.

- E. Sub-district managers will list qualifiers for districts as 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, in all events up to the number of participants who qualify. An alternate will be listed in each event.
  - F. Starting heights for sub-district high jump and pole vault will be decided at the seeding meeting.
  - G. Participating schools are expected to provide officials to assist in running the sub-district meet.
  - H. Name, grade in school, and school of the entrant needs to be provided for the sub-district and district programs.
  - I. Any seeding request to YVIAA board for district must be in accordance with YVIAA guidelines.
  - J. It is recommended that at least two watches be used in the last potential qualifying position at sub district.
  - K. Lane assignments for all running events, including relays, will be seeded at the sub- district seeding meeting.
  - L. There will be two divisions for sub-district.
  - M. Qualifiers for District meet from sub-district will be:  
Top four times in sprints, hurdles and relays,  
Top eight in the unlaned (1600 and 3200) running events and field events.
  - N. Pole Vault - if the sub district or district Track Meet hosts do not have pole vault, those schools with pole vault will meet at an approved site the day prior to the sub district or district meet.
9. Pass Throughs: A contestant who is injured and unable to compete in a sub-district meet may petition for direct entry into the District meet, provided all of the following conditions are met:
- A. A written petition signed by the principal is in the hands of the Executive Secretary 3 days prior to the meet.
  - B. The contestant's season record as attested to by the principal is clearly of District-level quality.
  - C. A doctor's statement accompanies the petition stating that the contestant should not compete in the sub-district meet.
  - D. The placement of the contestant in the district meet would not cause the displacement of any contestant who qualified through the sub-district meet. (This generally means that direct entries will not be allowed in the lane events unless there is an open or extra lane.
  - E. The student may participate in an individual event in the District Meet even though the athlete did not qualify in the sub-district meet if the YVIAA Executive Board, or the delegated committee involved give consent, providing that the student has been a member of the school's athletic squad and has been included on a school's eligibility list for at least 50% of the regular season.
  - F. Pole Vault - 5'0" minimum height (girls) and 6'0" minimum height (boys) to advance to Districts. Pole-Vault at Sub-Districts is not required.
10. Games Committee: (3 to 5 adults knowledgeable in track from different schools, neutral to the situation) will be appointed by the meet manager to assist him as needed and to resolve all disputes and protests. DECISIONS BY THE GAMES COMMITTEE ARE FINAL, and may not be appealed, except where it can be shown that the committee's decision violated or ignored a WIAA or National Federation rule. Protests/Appeals should be made by head coach in writing and must include the competitor's name, school, event involved, and specific rule in question along with a brief description of what is being protested. Protest form is located at the end of this SCAC SOP Handbook.
11. Rules on Relay Team Members: The WIAA rule on relay team membership is as follows: Schools may list 4, 5, or 6 members for each relay team, and only these can run, but any 4 are eligible for each race. Schools should always list more than 4 because, unless you have done so, a last minute injury to one relay member would mean your team could not compete. District qualifying relay team members must be submitted to the sub-district meet manager prior to the sub-district meet.
12. Reporting: Host school is responsible to report to newspapers.

## **South Central Athletic Conference**

### **Track Order of Events**

Girls 800 meter Relay

Girls 3200 meter Run

Boys 110 meter High Hurdles

Girls 100 meter High Hurdles

Boys 100 meter Dash

Girls 100 meter Dash

Boys 1600 meter Run

Girls 1600 meter Run

Boys 400 meter Relay

Girls 400 meter Relay

Boys 400 meter Dash

Girls 400 meter Dash

Boys 300 meter Low Hurdles

Girls 300 meter Low Hurdles

Boys 800 meter Run

Girls 800 meter Run

Boys 200 meter Dash

Girls 200 meter Dash

Boys 3200 meter Run

Girls 1600 meter Relay

Boys 1600 meter Relay

South Central Athletic Conference  
Track & Field

**PROTEST/APPEAL FORM**

EVENT \_\_\_\_\_ LANE \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_ SCHOOL \_\_\_\_\_

RULE REFERENCE \_\_\_\_\_

DESCRIPTION OF APPEAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Coach

***RETURN COMPLETED FROM TO MEET DIRECTOR WITH IN 30 MINUTES OF VIOLATION  
BEING PROTESTED/RULING BEING APPEALED***

.....

South Central Athletic Conference  
Track & Field

**PROTEST/APPEAL FORM**

EVENT \_\_\_\_\_ LANE \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_ SCHOOL \_\_\_\_\_

RULE REFERENCE \_\_\_\_\_

DESCRIPTION OF APPEAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Coach

***RETURN COMPLETED FROM TO MEET DIRECTOR WITH IN 30 MINUTES OF VIOLATION  
BEING PROTESTED/RULING BEING APPEALED***

# VOLLEYBALL

## STANDARD OPERATING PROCEDURES

1. Starting Times: The following starting times shall be observed unless changed by mutual consent of teams involved.  
Weekday matches JV/C 5:30 pm; V 6:30. If no JV, varsity game will be at 6:00 or at a time that is mutually agreed upon by both schools. Saturday matches will be JV/C at 11:00 am; V 12:00 pm
2. Visiting Lockers: Visiting team lockers shall be open by 6:00 pm for Varsity team. For additional information, refer to host school guidelines item G.
3. Scoring: Scoring will be as described in the National Federation Rule Book.
4. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged only between league schools.
5. Uniforms: All uniform regulations will conform to the state and National rulebooks.
6. Play-off/Ties: Play-offs and ties will be settled according to the guidelines in the South Central Athletic Conference By-Laws.
7. Rules: WIAA approved Standard Operating Procedures will be followed. The following South Central Athletic Conference rules will also apply to all conference contests
  - A. Player substitution same as state.
  - B. All members of the bench may participate during a time out.
  - C. Each team will follow the 5-5-2 warm-up procedure after the pre-warm-up period of 8 minutes. The first five minutes goes to the first serving team (on the court alone). The second five minutes goes to the receiving team (on the court alone). The two remaining minutes can be used by both teams or either team for serving or final instruction from coach. Coaches will handle the warm-up for JV and C squads starting at 5:10.
8. Games: Varsity will play 3 out of 5 matches. JV and C squad matches will be 3 of 3, with the third game being to 25 points.
9. Officials: Two (2) rated officials should be used for each Varsity match. At least one official must be rated if two are not available. Home school will provide line judges. Varsity line judges should be adults whenever possible adults.
10. Ball: Official balls will be used in all matches.
11. Reporting: Each school is responsible to report to their own newspapers.
12. Program Information: A roster in numerical order showing ***in order:*** number, name, position, and year in school will be supplied to host school at least two days preceding game day. (Use State Guidelines)
13. District Tournament – First round games will be played at the high seed home site. Officials will be from the home site's association. All other games will be at a pre-determined location.

14. Warm-up Balls: The home team shall provide minimum of 12 balls per court for use by both the home and visiting team. Recommended to use both 12 ball baskets for Varsity warm ups or as many as possible.

# WRESTLING

## STANDARD OPERATING PROCEDURES

1. Rules: WIAA and National Federation rules will apply for all wrestling contests in the South Central Athletic Conference.
2. Officials: Both the timer and scorekeeper should be adults whenever possible. Registered officials must be used for all conference matches.
3. Starting times: The following starting times will be observed for all varsity conference matches: JV matches may be before or after Varsity matches.
  - A. Weekdays Double Dual meets 6:00 pm
  - B. Weekdays Dual meets 6:00 pm
  - C. Saturday meets (all) 11:00 am
4. 3-Way Matches: The team with the first round bye may weigh in following the start of the match between the other two teams. i.e.: Teams A and B weigh in at 10:00 and begin wrestling at 11:00. The team that travels the farthest will get the bye.
5. Scouting Reports: No school in our conference will send or give a scouting report to an outside opponent. This holds true to play-offs as well as during the season. Oral communication with other schools is permissible. Videotapes may be exchanged only between league schools.
6. Seeding for District:
  - A. Tournament Director will run the meeting.
  - B. The following will be considered in the following order:
    - i. Head to Head
    - ii. Common Opponents
    - iii. Overall Record
    - iv. Previous year's placement (district, regionals, & state)
    - v. Coaches vote if no agreement is reached (One school, one vote)
7. Program Information: Host coach's responsibility to call the visiting team the day before the match. A roster in weight order showing name, weight, and year in school will be supplied to host school the day preceding the match. (Use State Guidelines). Introduction of wrestlers will be equal for all teams.
8. JV Matches: Coaches call ahead.
9. Reporting: Each school is responsible to report to their own newspapers.
10. Handshake: Wrestlers will shake hands during face-offs. Wrestlers may shake hands with opposing coaches following their individual match. Teams will line up and "slap hands" following completion of all matches.
11. Divisions: League championship will be awarded for each division. There will be an East and West District Tournament.
  - A. East: Columbia, Connell, Kiona Benton, River View, Royal, Wahluke, ~~Warden~~
  - B. West: Cle Elum, Granger, Highland, ~~Malton~~, Naches, Zillah, Goldendale

12. Weighing In: In accordance with NFHS rule book rules.
- A. "Contestants of the same gender shall have the opportunity to weigh in, shoulder-to-shoulder, a maximum of 1 hour before the time a dual meet, or a team's first competition in a multiple dual-meet event is scheduled to begin. When a preliminary meet is followed by a varsity meet weigh-ins may, by mutual consent, precede the preliminary meet. Contestants in an individual tournament shall weigh in at the tournament site a maximum of 2 hours before the first session of each day."
  - B. "For any event, all contestants shall be present in and remain in the designated weigh-in area at the time established by the meet administration. Contestants shall not leave the designated weigh-in area unless permission is granted by the meet administration. The weigh-in area shall proceed through the weight classes beginning with the lowest weight class and end immediately upon the completion of the highest weight class. A contestant shall weigh in for only one weight class during the weigh-in period. If only one scale is available, a contestant may step on and off that scale two times to allow for mechanical inconsistencies in the scale. If multiple scales are available, a contestant may step on and off the first scale two times to allow for mechanical inconsistencies in that scale. If the contestant fails to make weight on the first scale, the contestant shall immediately step on each available scale one time in an attempt to make weight. During time off the scale(s), activities that promote dehydration are prohibited."
  - C. "The referee, or other authorized person of the same gender, shall supervise the weigh-ins."
13. State weight management guidelines will be followed.



## SPORTSMANSHIP

### STANDARD OPERATING PROCEDURES

1. The Fans:
  - A. Recommended parent night for each sport season. One of the items covered would be spectator etiquette.
  - B. Spectator information required at event.
    - i. PA system
    - ii. Handouts
    - iii. Information included in programs
  - C. Game introductions are to be equal for both teams
  - D. Encourage coaches not to incite fans
  - E. Instruct student body on what good sportsmanship is.
  - F. General rules: NO noisemakers, NO signs, NO stomping/pounding on bleachers, NO negative activity during player introductions, NO booing of officials/opponents.
  - G. Continuous standing at indoor events will only be allowed in designated areas.
2. The Teams:
  - A. Coaches will coach proper attitude/behavior toward opponents and officials.
  - B. Coaches will discipline/temporarily remove players from contest who display poor sportsmanship.
  - C. Have a pre-game handshake during introductions.
  - D. Have a post-game hand slap, immediately following the game.
  - E. All non-spontaneous celebrations and/or post-game rituals will not be held at center court or mid-field. Coaches will, in a timely manner, direct their teams to the appropriate sideline/locker room after the post-game hand slap.
  - F. Recommend pre/post game social interaction.
3. The Bands
  - A. Play only at home contests.
  - B. Play the National Anthem before a varsity contest.
  - C. No playing during free throws.
  - D. Instruments are not to be used as noisemakers.
  - E. Play at breaks/time outs only, all music is to end when play resumes.
  - F. Volume should be at a safe level for amplified instruments.

## SOUTH CENTRAL ATHLETIC CONFERENCE SPORTSMANSHIP MOTTO

"A general way of thinking and behaving"

Definition: "Sportsmanship is more than a series of behaviors - it is an attitude. It is based on honesty, fairness, and humanity toward others."

### SPORTSMANSHIP/FAN ETIQUETTE

1. Welcome visitors to your gym and treat them as guests!
2. Do not "boo" opponents or officials!
3. No chanting in poor taste or distractions during opposing introductions and free throw situations!
4. Always display appreciation for good performance, even if it is by the opposing team!
5. Exercise self control and permit only POSITIVE sportsmanlike behavior - Don't accept swearing or negative comments about players or coaches in your rooting section!
6. Avoid stomping on the bleachers - This is very destructive!
7. Make an effort to know the rules of the contest!
8. Be supportive to all and this will greatly enhance your enjoyment of the contest!
9. Bands will refrain from inappropriate songs such as:  
*NaNaNaNa Hey Hey, Goodbye*  
*Another One Bites The Dust*  
*Hit The Road Jack*
10. General rules: NO noisemakers, NO signs, NO stomping/pounding on bleachers, NO negative activity during player introductions, NO booing of officials/opponents.

**Sportsmanship is Good Citizenship in Action**

### **SCAC Sportsmanship Awards**

In order to emphasize the importance of good sportsmanship, the SCAC will recognize the teams that display the best sportsmanship in each season. Criteria for voting on the sportsmanship award should include, but not be limited to, behavior of coaches, athletes, administrators, game workers, and fans that promotes positive sportsmanship and good will. This includes all varsity and sub-varsity contests.

Each varsity coach will vote for the schools on his or her side of the league that he or she believes best exemplify these attributes. Each voter will give a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place vote to the top three teams in their sport in terms of their sportsmanship. Voting will be done by sending votes to the league secretary through email by the established date for each season. Those voting point totals will be tallied and a winner for each sport for each side of the league will be declared based on those totals. The team that receives the most points in the voting for each sport will receive a certificate. In case of ties, the team with the most first place votes will receive the certificate. If that does not solve the tie, the team with the most votes overall will receive the certificate. If that still does not break the tie, a vote-off between the teams that are tied will occur among all the varsity coaches for that sport.

# EVENT ANNOUNCER

Date\_\_\_\_\_

- I. **WELCOME:** "Good evening ladies and gentlemen and welcome to today's ..... between the ..... and the ..... Today's event is a non-conference contest. May we take this opportunity to express our appreciation to you for your support of the interscholastic theme and the positive endeavors of our youth, as will be shown in today's event."
- II. **SPORTSMANSHIP:** "On behalf of the faculty, staff and student body of ..... High School we wish to remind you that the ideals of good sportsmanship are a major part of this contest and that each of us should make every effort to promote this goal."
- III. **THE COLORS:** "Now we are about to honor the colors of our country, please stand at attention, remove your hats, and give the proper salute while our band plays the National Anthem (while we say together the flag salute). Thank you!"
- IV. **TEAM INTRODUCTIONS AND OFFICIALS:**  
(conference standard operating procedures)
- V. **MISCELLANEOUS ANNOUNCEMENTS:**  
Concessions are offered by .....  
Future events (see schedules).....  
Please, smoking and alcoholic beverages are prohibited on campus.  
Sportsmanship.....  
Weather conditions if applicable.  
Other Announcements.....
- VI. **CONCLUSION:** "We wish to thank you for your attendance and support of this interscholastic event. Please drive safely on your trip home and join us again on ..... when the ..... play the ....."

**SOUTH CENTRAL ATHLETIC CONFERENCE  
PARTICIPANTS**

<u>CLE-ELUM/ROSLYN</u>	Warriors	Maroon and Gold
<u>COLUMBIA-BURBANK</u>	Coyotes	Purple and Vegas Gold
<u>CONNELL</u>	Eagles	Purple and Gold
<u>GOLDENDALE</u>	Timberwolves	Purple and Gold
<u>GRANGER</u>	Spartans	Red, White and Black
<u>HIGHLAND</u>	Scotties	Crimson and Grey
<u>KIONA BENTON</u>	Bears	Blue and White
<u>LA SALLE</u>	Lightning	Royal Blue & Silver
<u>NACHES VALLEY</u>	Rangers	Blue and Gold
<u>RIVER VIEW</u>	Panthers	Red and Black
<u>ROYAL</u>	Knights	Black and Gold
<u>WAHLUKE</u>	Warriors	Maroon and Grey
<u>ZILLAH</u>	Leopards	Black and Orange

# SCAC League Appeal Form For WIAA Ejection Policy

Date and time appeal form was received \_\_\_\_\_

Date of Ejection \_\_\_\_\_

Game Time \_\_\_\_\_ Game Site \_\_\_\_\_

Schools/Teams \_\_\_\_\_ vs. \_\_\_\_\_

Person Ejected \_\_\_\_\_

Was the ejection properly protested before play resumed? \_\_\_\_\_

If yes, the appeal was made by \_\_\_\_\_

The appeal was made to \_\_\_\_\_

Officials' association working the contest \_\_\_\_\_

Name and Phone Number of official involved with the ejection \_\_\_\_\_

\_\_\_\_\_

Name the rule (with rule number and page number) that was misapplied or misinterpreted

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain the rationale used for "staying" the appeal. (If needed, use backside or attach additional page.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person submitting appeal \_\_\_\_\_

Title \_\_\_\_\_

# **Severe Weather Policy**

In severe weather conditions affecting the tournament or participation in the tournament, the tournament director in consultation with the games committee, will make the final decision concerning tournament rescheduling.

If severe weather conditions affect a participating school, but not the tournament, the Principal will notify the tournament director.

17.11.8 Participation on Sunday in any athletic contest or other WIAA sanctioned event cannot be expected or required of any school (without prior permission and approval of each participating school's local school board), nor can any penalty or forfeiture be imposed for not participating on Sunday.

Play will resume the next playable date (Monday).

The intent of this policy is that the tournament director will accommodate the affected school(s) by rescheduling if possible.

**FINAL DECISION RESTS WITH THE TOURNAMENT DIRECTOR AND GAMES COMMITTEE.**