

Berks County Interscholastic Athletic Association

Policy Manual

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Policy Manual

PERSONNEL AND CONFERENCE EXPECTATIONS

All BCIAA Officers, Sport Chair, Officials Assigners and Board members must be approved by a majority of the general membership. The following are personnel and job descriptions necessary for the function of the Conference.

1. Executive Director – The Executive Director is employed on a one-year contract. This position is hired by the general membership and the annual salary will be determined by the Board. An initial interview will be conducted by a search committee consisting of Athletic Directors, Principals and Board members. A final round interview will be conducted by the Board. The successful candidate will be approved by the general membership. If an individual in the Executive Director position receives a needs improvement, the board will meet with the Executive Director, discuss areas of concern and provide an improvement plan.

The job description for the Executive Director is as follows:

- Oversee the daily functions of the Conference;
 - In conjunction with the Sport Chairs, set dates, times and obtain sites for all Conference play-off games;
 - Ensure that play-off information is communicated to all competing schools;
 - Oversee the Official Assignor to ensure that officials are functioning in an effective and efficient manner by maintaining open lines of communication ;
 - Serve as a liaison for District III to ensure that the proper schools are entered into District III tournaments;
 - Serve as custodian of properties and records for the Conference;
 - Research and disseminate data as requested by member schools or the Board;
 - Assist the President and Secretary in the preparation of the agenda for the Board and general membership meetings. This can be accomplished by a pre-board meeting of the aforementioned individuals;
 - Serve as the public relations officer for the Conference;
 - Recommend adjustments of annual dues to the Board and ensure that dues notices are sent to schools;
 - Update and maintain the BCIAA policy manual
 - Arrange and coordinate all facets of the Golf Leaf recognition program, including the annual banquet
 - Attend all Board and general membership meetings
 - Ensure that the Conference schedule-maker has accurate information regarding new teams, withdrawal teams, requests, division alignments and black-out dates;
 - Tabulate the evaluations of the Official Assignors and prepare a report for the Board. Individual evaluations shall be available for Board member review at any time following the evaluation process;
 - Oversee the function of sport chairs. When a chair position becomes available, advertise the position and form an interview committee to make recommendations to the Board;
 - Serve on the Inter-League Council and serve as a liaison for the Conference in relation to District III Committee nomination and membership;
 - Distribute 5 BCIAA Administrator/Board/Coach passes to member schools;
 - Compile an annual personnel directory for member schools and Board members which shall be sent electronically. Update the directory when personnel change in member schools.
2. Assistant Executive Director – The Assistant Executive Director is employed on a one-year contract. This position is hired by the general membership and the annual salary will be determined by the Board. If an individual in the Treasurer position receives a needs improvement or unsatisfactory overall evaluation from the Board and member schools, the position will be advertised by the Board. An initial interview will be

conducted by a search committee consisting of Athletic Directors, Principals and Board members. A final round interview will be conducted by the Board. The successful candidate will be approved by the general membership. The position reports to the Executive Director and BCIAA Board.

- Accurately account for all financial records of the Conference;
- Receive and deposit all money for the Conference;
- Prepare and submit a detailed Treasurer Report including all deposits and checks for approval by the Board and the general membership at each meeting;
- Generate all checks and ensure that all Conference obligations are paid. Checks will require the signature of at least two different individuals (preferably the Treasurer and Executive Director/Board Officer);
- Prepare a game report for each sport including debits and credits;
- Store and distribute all tickets for Conference play-off games. Collect all unsold tickets and reconcile them as may be appropriate;
- Attend all meetings of the Board and the general membership;
- With prior approval from the Board, maintain Conference investments and ensure appropriate savings;
- Make recommendations concerning the financial structure of the BCIAA;
- Secure a CPA firm to develop a financial plan for the BCIAA to become fiscally compliant including IRS compliance, employment compliance, tax-exempt status and insurance.
- Research and secure auditing services for the Conference on an annual basis. The firm and the cost for the audit shall be approved by the Board in advance of the audit occurring;
- File all appropriate tax forms as required by the Internal Revenue Service (IRS), the state of Pennsylvania and Berks County;
- In conjunction with a Financial Committee, create a yearly budget for approval at the final general membership meeting of the school year;
- Generate all 1099s or any other tax forms as may be appropriate and necessary for contracted employees and officials following the rules and regulations of the IRS.
- Shadow the Executive and become involved with all facets of the Conference
- Ensure that the Conference Constitution and Policy Manual are updated as may be necessary
- Perform other duties as assigned by the Executive Director and/or Board

3. Officials' Assignor – An officials' assignor should be a present official, former official or a person with an athletic background and knowledge in the sport being assigned. Each assignor reports to the Executive Director and the Board. This position is hired by the general membership and the annual salary will be determined through the salary committee proposal. If an individual serving as an officials' assignor receives a needs improvement in the overall evaluation, the Executive Director and or board will discuss the areas of concern and provide an improvement plan. If an overall evaluation of unsatisfactory is received from the Board and member schools, the position will be opened and advertised by the Board. An initial interview will be conducted by a search committee led by the Executive Director and consisting of Athletic Directors, Principals and Board members. A final round interview will be conducted by the Board. The successful candidate will be approved by the general membership.

The job description for an officials' assignor is as follows:

- Request and obtain each school's complete schedules for all levels of competition utilizing a reasonable deadline for schools. Assigner should notify the Executive Director for schools not complying with the deadline;
- Request and obtain the availability for each official with a reasonable deadline;
- Assign officials for all varsity, junior varsity and junior high contests (all Conference games plus requested non-league, scrimmage and tournament dates). Play-off games will be assigned jointly with the Executive Director using the adopted Conference policies. Assignments must be done utilizing the league-mandated software package;

- When applicable, officials should be assigned a prescribed number of games in accordance with the adopted policies of the official's chapter and the Conference. Officials should be limited to two (2) home and two (2) away games for each school at the varsity level;
- Re-assign all official turn backs and school schedule changes;
- Provide either written or online contracts for all officials;
- Work with the officials' chapter to ensure that the list of officials on the league-mandated assigning software is accurate for all officials including email address, mailing address and phone numbers. Ensure that all clearances are on file with the Berks County Intermediate Unit and that all officials are members of the PIAA;
- Other than issues with the play-off assignments, all assignments will be determined by the assignor who shall be responsible for dealing with questions, concerns, clarifications, etc.
- The assigner shall be responsible for sending out and ensuring that electronic contracts are signed by all officials. The contract should contain the nature of game (game, scrimmage, tournament), location, schools involved and fee.
- In a situation where a conflict arises, the assignor should talk directly with the individuals or entities involved. If this does not provide a resolution, the parties involved (Schools, Officials Chapter, individual official or Executive Director) may submit a written complaint and provide such to all parties involved. Assignor will be responsible for working with the Executive Director and Board to resolve the conflict.

4. Sports Liaison Chairpersons

Sports Chairpersons will act as liaisons between the Conference and the individual sport's coaches association. Individuals serving in these positions will be selected by the Board and the Executive Director of the Conference. Individuals who may be considered for these positions may be a Superintendent, Building Principal or Assistant Principal, Athletic Director, Board member or a person with experience and expertise in the sport. The Sports Chairperson will be responsible to the Executive Director who will assist and guide them in their shared responsibilities. Each sport chair is responsible for providing an oral or written report to the Board at the conclusion of the season.

The job description for a Sports Liaison Chairperson is as follows:

- Position/s reports directly to the Executive Director and Board;
- Administer the Conference-mandated pre-season meeting with the head varsity coach in the sport from each school (may align with PIAA Rules Interpretation Meeting). The purpose of the meeting is to discuss Conference issues, communicate changes and gather information needed by the BCADA or Board. Report to the Executive Director any school/s missing the meeting for the purpose of the fine imposed on non-attendance.; Administer the post-season mandatory meeting with the head varsity coach for selecting Conference all-stars. Report to the Executive Director any school/s missing the meeting for the purpose of the fine imposed on non-attendance
- Work with the Executive Director to administer league playoffs. Arrange sites, programs, officials and facility set up. Communicate all information to teams involved in the playoffs as well as appropriate media sources;
- Sport chairperson will be the first party to resolve grievances among Principals and Athletic Directors. If unresolved, he/she will present conflicts to the Executive Director for assistance with a resolution;
- Review reports from coaches' association for changes regarding playoff format or Conference rules and regulations before presenting them to the BCADA;
- Recommend rule changes and/or playoff format changes to the Conference and BCADA;
- In conjunction with the Executive Director, ensure that District III receives the Conference entries for the District III playoffs;
- Keep records of all teams during the season and post-season while consulting with schools and the Reading Eagle;
- Attend designated meetings with the Board to present a season summary. Discuss the state of the sport within the Conference with the Board;

- Attend Inter-District meetings if appropriate.

5. Officials

All officials working Conference competitions must conform to all PIAA rules and regulations. All new officials are required to submit their state-required clearances (PA State Criminal Check, Child Abuse Check, FBI Fingerprints) to the Berks County Intermediate Unit (BCIU) before any chapter should give them any league assignments. It shall be the responsibility of the host school to ensure that officials have the appropriate clearances on file with the Berks County Intermediate Unit and request an alternative official if they are assigned an official not on the BCIU approved list. The host school is responsible for making sure that officials are safe and protected both during and after competitions. All sports shall have their games officiated by a minimum of two (2) qualified officials for varsity-level competitions (with the exception of wrestling and football). It is preferable to have a minimum of two (2) officials for all sub-varsity competitions as well; however, if not enough officials are available, a sub-varsity competition may be played with one (1) official. For female sports, female officials shall be encouraged; however, qualified men may also be used.

All official's chapters may present, in writing, any request for changes to the working conditions, fees, etc. prior to December 1. These should be submitted to the Executive Director or Secretary. A vote on these requests will be taken. Salary fees will be considered every two (2) years in conjunction with the salary committee recommendations.

Officials are expected to follow the PIAA requirements regarding game ejections. In addition to submitting the required paperwork and notification to the PIAA when ejections occur, if an ejection occurs during a Conference contest, the official must also send an email or written copy of the ejection to the Conference Executive Director.

All officials shall make themselves familiar with the Conference Conflict of Interest Statement as well as the Memorandum of Understanding concerning scrimmage regulations. This information is contained in the Appendix section.

6. Technology Director – The position reports directly to the Board and the Executive Director and is responsible to effectively run the Conference website, Arbiter for assigning and for the Conference evaluation program utilizing Arbiter.
 - Maintain BCIAA website with updates on Conference standings and play-offs;
 - Increase public relations through the BCIAA Twitter account. Manage account settings and personnel involved in the process;
 - With the assistance from the Executive Director, develop a BCIAA play-off calendar which will be posted on the website and Twitter;
 - Oversee utilization of Arbiter for officials' assigning. Ensure that all schools and assigners can effectively manage the program;
 - Oversee the effective management of the BCIAA evaluation program through the use of Arbiter. In conjunction with the Executive Director, ensure that all participants actively engage in the process;
 - Ensure that benefits of the BCIAA corporate sponsorship program impacting technology are properly implemented;
 - Attend BCIAA Board of Directors meetings and prepare reports as may be necessary and appropriate.

SPORTS CHAIRPERSONS**2014-2015**

Tennis (Girls in Fall, Boys in Spring)
 Golf (Boys & Girls)
 Cross Country (Boys & Girls)
 Girls Field Hockey
 Boys Soccer
 Girls Soccer
 Volleyball (Girls in Fall, Boys in Spring)
 Football
 Basketball (Boys & Girls)
 Wrestling
 Bowling (Boys & Girls)
 Cheerleading
 Baseball
 Softball
 Track & Field (Boys & Girls)
 Webmaster
 Schedule Maker
 Sportsmanship
 Lacrosse (Boys and Girls)

Bill Cain and Tom Legath, Exeter Township
 Mick O'Neil, Kutztown
 Matt Diehl, Fleetwood
 Aaron Menapace, Hamburg
 Charlie Messner, retired
 Tim Kier, Antietam
 Tom Legath, Exeter & Matt Hoffmaster, Muhl
 Bill Hess, Berks Catholic
 Tom Legath, Exeter Township
 Dane Miller, Daniel Boone
 John Guisepppe, Twin Valley
 Stephanie Deibler, SV & Michelle Goss, DB
 Patrick Tulley, Governor Mifflin
 Mick O'Neil, Kutztown
 TBD
 Tim Rhoads, Oley Valley
 Jen Motze
 Jen Motze
 Tom Legath, Exeter

OFFICIALS' ASSIGNOR**2014-2015**

Field Hockey
 Cross Country/ Track & Field
 Soccer (Boys & Girls)
 Volleyball (Boys & Girls)
 Basketball (Boys & Girls)
 Wrestling
 Baseball, Football, Swimming
 Softball
 Boys Lacrosse
 Girls Lacrosse

Heather Matz
 Barry Smith
 Dick Oswald
 Phil Hornberger
 William Nigrini
 Steve Schell
 Dave Cummings
 Gerry Orlando
 Terry Farrell
 Roberta Butler

CONFERENCE BOARD MEMBERS**2014-2015***** 3 year term expiration dates**

<u>Principals (4)</u>	Darryl Markley	2014-2015 *	
	Michael Mish	2015-2016 *	
	Tony Baliestere	2014-2015 *	
	Michael Mitchell, Jr. (JH rep)	2016-2017 *	
<u>Athletic Directors (4)</u>	Bobby Kurzweg	2015-2016	BCADA President
	Tim Rhoads	2014-2015	BCADA Vice-President
	Mick O'Neil	2014-2015	BCADA Treasurer
	Tom Legath	2015-2016 *	AD Rep for Secretary Position
<u>Women's Reps (2 or 3)</u>	Janet Trate	2015-2016 *	
	Jenny Rexroad	2015-2016 *	
	Betsy Adams	2016-2017 *	
<u>Officials Rep (1)</u>	Dave Cummings	2016-2017*	
<u>District III Rep</u>	Patrick Tulley		
	Steph Deibler		BCADA Secretary

CONFERENCE POLICIES

1. Standing Committees – For the proper operation of the Conference, the following standing committees will be in place:
 - Officials' Salary Committee – This committee shall receive all requests for officials' salary increase by December 1st and shall make recommendations to the membership at the March meeting;
 - Board of Directors Nomination Committee – The nominating committee is responsible for presenting a slate of candidates, by April 1st each year, to the President of the Board of Directors prior to being placed on the agenda for the spring meeting. All candidates for the Board of Directors must receive a majority vote of the total membership. The nominating committee shall be composed of one women's representative, one athletic director and one principal;
 - Sportsmanship Committee – The sportsmanship committee shall develop a format (approved by the general membership) for an award covering all sports sponsored by the Conference;
 - Conference Alignment Committee – All Conference alignments of high school-sponsored sports shall be done by enrollment figures as of the date set by the Conference. The Conference alignments will stand for at least a two (2)-year period coinciding with the PIAA schedule cycle. A school may request to move up to a higher enrollment division and will be allowed to do so if approved by the general membership. Junior high leagues will have their alignment recommended by the alignment committee composed of at least three (3) athletic directors and the Executive Director;
 - Awards Committee – the awards committee will recommend proper recognition of varsity team success. The awards committee will purchase all awards approved by the Conference and submit invoices to the Treasurer for payment;
 - Schedule Committee – The Executive Director and the Board shall hire a schedule maker to oversee the preparation of all Conference schedules. The schedule maker will work with a committee to ensure accurate and objective schedules which are created for a two (2)-year period (or longer if approved by the Board).

High school schedules shall be prepared using the October 1st enrollment numbers of even-numbered years. Schools must report their October 1st enrollment to the Executive Director by October 15 using grades 8, 9, & 10. Junior high schedules shall be prepared using alignments set by member schools in May 1st of odd numbered years. Once the junior high alignments are finalized in May, member schools may not request to change divisions until the next two (2)-year cycle.

 - Intra-District Council – The Executive Director and an officer of the BCADA will represent the Conference on this board. The purpose of this group, which features Executive Directors and representatives from all District III leagues, is to promote understanding and foster an exchange of ideas. The Intra-League Council also produces scouting passes which can be utilized for free admission to all regular-season events. These passes are good for two (2)-years and may be purchased through the Intra-League. The Executive Director will oversee this program on behalf of the Conference.
 - Problem-Solving Committee – This committee will consist of the Executive Director, Board President, Board Vice-President, Secretary and Sports Chairperson of the particular sport in question. The purpose of this committee is to solve problems in a timely manner.
2. Gold Leaf – The Conference oversees the Gold Leaf awards, which recognize individuals who have served the Conference for at least twenty (20) years. Individuals for consideration must have been a coach, administrator or athletic department employee. Individuals who meet the criteria for inclusion will be inducted into the Gold Leaf during an induction ceremony organized and run by the Conference under the direction of the Executive Director. Upon induction, members will receive a gold metallic card which allows the member to attend all Conference events (including playoff games) for the rest of their lives.

3. Death Disbursement – The Conference will recognize contributors to the Conference upon their passing. The Executive Director will oversee this program with the help and information provided by member schools.

The death disbursement is for any coach, athletic director or administrator who is in active service to member schools, as well as all active or retired Gold Leaf members. The remembrance amount will be \$50 per person.

The Executive Director will contact the school of the deceased or locate a contact person who will:

- Determine the wishes of the family in the event of death (flowers, donation, etc.);
- Determine whether fruit or flowers should be sent during a confining illness;
- Help notify all member schools of the situation so that each school may send an appropriate correspondence.

4. Passes – The Conference will issue 5 passes for Administrators/Board/Coaches. These passes will be issued by the Executive Director and provide free admission to all Conference games including playoffs.

CONFERENCE PLAY-OFFS

One of the primary reasons for the Conference to exist is to run varsity championships among the membership. For this reason, the following guidelines are in place so the Conference can effectively run these events.

1. Play-Off Event Management

- There will be no county championship competitions for junior high or junior varsity sports.
- All leagues will have a singular structure rather than separate halves.
- The Game Manager or Meet Director for all Conference playoffs will be selected by the Executive Director and the play-off committee. These people will have the responsibility of overall control of that event under the auspices of the Executive Director. Note – If a Conference member school facility is used as a championship site, it is strongly recommended that the Athletic Director of the host school be used in the position of Game Manager.
- It is the responsibility of the Sports Chairperson to notify teams competing in a Conference Tournament which team will serve as the HOME team and which team will serve as the AWAY team. The home team will be the higher seeded team in each game. Schools are encouraged to bring two different set of uniforms during Conference play-off games to avoid confusion.
- Dates and sites of all playoff games will be set by the Executive Director in conjunction with the sport chair.
- PIAA, District III and Conference regulations regarding signs, banners, noisemakers, sirens, whistles, props and artificial noise makers will be in effect at Conference playoff games. A player entry hoop, utilized by the cheerleaders, may be used at the start of the game.
- Game Managers, in cooperation with the sport chairperson, should always ensure that there is certified host trainer available (see trainer information).
- The Conference will supply balls for baseball and softball play-offs only. In all other sports, competing teams should bring appropriate game balls for competition.
- In the event that a Conference championship game is postponed due to inclement weather or extenuating circumstances which forces the game to be played on Sunday, the competition will not begin before 1:00 pm.
- All schools must conclude their regular-season Conference schedule by the Conference cut-off sport for each individual sport.
- The dates and sites of all Conference playoff games will be set by the Sport Chairperson and the Executive Director. Schools are strongly encouraged not to charge a rental fee for their facility when hosting Conference playoff games. Sports Chairpersons should take overall costs into consideration when determining sites.

2. Play-Off Officials

- Officials will be chosen by each school participating in the championships. The Executive Director will forward member schools a list of all eligible officials (with input from the officials' chapters). Schools will respond by ranking officials in order of preference. Schools must meet minimum and maximum numbers of ranked officials. If a school fails to meet this duty, officials will be assigned at the discretion of the Executive Director and Officials' Assigner.
- The lists of officials from schools competing against one another will be matched so that the top officials from both schools are selected for the contest.
- In almost all sports during the quarterfinal level of competition, every attempt will be made to match three officials from the lists of the competing schools. If three do not match, each school is guaranteed two officials from their list, with the Executive Director and Officials' Assigner assigning the third. If there is a problem with meeting these objectives, the impacted schools will be contacted.

- For semifinal and championship competitions, three matching officials will be selected from each school's list. If this cannot be accomplished, the Executive Director will contact the schools involved and mutually develop a solution.
- The top officials available under the aforementioned guidelines shall be assigned for every round (e.g. – one official could work in the same round for both a boys and a girls tournament).
- The number of officials used in Conference play-offs, including ties for division championship, will match the number used in District III and PIAA games. Officials for any division tie competitions will be selected by the Officials' Assignor.
- Officials will be paid the prescribed regular-season salary for all tie-breaking and playoff events.
- In the event of a suspended play-off game, officials' salaries will be commensurate with the policy for regular season events.

3. Play-Off Ticket Policy

- Teams and coaches of competing schools will be admitted without tickets into events in which they are participating. Maximum number of the traveling party will be set for each sport and will be provided to participating teams. This also includes cheerleaders in uniform.
- Each school is entitled to utilize five (5) complimentary tickets for Conference playoff events. Schools should use their own tickets for this purpose and mark them on the back with the date and a signature.
- School-sponsored bands and color guard will be admitted free to Conference championship events provided such admittance and participation does not violate any District III or PIAA rule.
- The admission price for all Conference playoff games will be approved. The current tickets prices are \$6.00 for adults and \$4.00 for students.
- Only PIAA and District III Gold Passes, BCIAA Gold Leaf passes and Conference-issued Head Coach/Administrator passes will be accepted for admittance into Conference championship events.
- Inter-League Council passes will NOT be honored at any Conference play-off game.

4. Play-Off Finances

- Salaries for police and/or security personnel working championship events will be paid their prevailing wage.
- Salaries for other playoff personnel will be set by the Board and are detailed in the Salary section.
- The Game Manager should prepare and sign a financial report for each event. This should be sent to the Treasurer with a copy to the Executive Director.
- The Game Manager should pay all expenses for staff that earn less than \$100 from the cash box. Game managers, officials and any individual or entity making more than \$100 per contest will be paid via check by the Treasurer following the competition.

5. Qualifications for Play-offs

- Specific information about tournament bracketing and qualification for each sport is delineated in the section regarding that sport.
- In sports that can end in a tie – a win is worth 2.5 points and a tie is worth 1 point.
- Two-way ties for division championships will be broken in the following manner:
 - a. Head to Head Record;
 - b. District III Power-Rating (confirmed at the Conference power-rating deadline for each sport);
 - c. Tie-breaking game. This event will be scheduled and run by the Sports Chairperson and Executive Director.
- Three-way ties for division championships will be broken in the following manner
 - a. Head to Head Record;
 - b. A game will be scheduled for the remaining two teams with the winner advancing as the divisional runner-up;
 - c. The team with the best power-rating will be the division champion and the two other teams will have a tie-breaking game with the winner being the division runner-up. If power-rating cannot

break the tie, than a flip of the coin will determine what team is the division champion and what teams play for the runner-up spot.

- Ties other than for division championship (e.g. second place in the division) in all sports, regardless of the number of sections, will be broken according to the following criteria:
 - a. Head to Head Record;
 - b. District III Power-Rating;
 - c. Tie-Breaking Game;
 - d. In the case of a three-way tie, if by using the criteria above one team is eliminated, the remaining two teams will go back to number one of the criteria above and repeat the listed criteria.
- Seeding for District III Play-Offs (when required by District III)
 - a. Seeding will be determined by position of finish in the Conference play-offs.
 - b. If teams are eliminated from the Conference play-offs during the same round, but remain eligible for District III play-offs, preference will be given to the Division Champion.
 - c. If teams are in the same division, the team with the best divisional record will receive the seed.
 - d. If the team met during the regular season, either inside or outside the league scheduled, the winner of that game/s would advance.
 - e. The team with the best winning percentage (%) against all common opponents outside their own division would advance.
 - f. If a tie remains, a game/s will be scheduled by the Sports Chairperson and the Executive Director to break the tie.
 - g. If time or weather makes it impossible to play the necessary tie-breaking contests, the Sports Chairperson and Executive Director, in conjunction with the Board, will select the team/s that advance.
- Seeding for Tennis, Cross-Country, Track & Field and Golf for District III Competition
 - a. The seeding for tennis and golf for individual competitions are determined by the order of finish in the Conference Championship. District III will set a prescribed number of entries per league and the Conference will select the top finishers at the Conference Championship.
 - b. In tennis, a player who attends a member school that does not sponsor tennis shall be eligible to participate in Flight 1 of the Conference championship in an effort to qualify for the District III tournament.
 - c. Qualification for the District III individual cross-country championship is based on times ran throughout the season. District III will set a minimum time that competitors must reach to qualify
 - d. Qualification for the District III Track & Field meet is based on times and distances throughout the season. District III will set a cut-off for each event and individuals reaching that cut-off will be entered.

6. Media Coverage of Conference Championship Events

It is the feeling of the Board that the Conference cannot set policy for radio and television fees for member schools during the regular season. The local Board of Education will set the fees for their individual school. However, the following is a list of guidelines for member schools to follow for regular season games and which will be in effect for all Conference play-off games:

- There shall be no political announcements or advertising of tobacco, liquor or malt spirits during any broadcast;
- No signs or banners of any kind shall be displayed when the game is broadcast;
- The media source shall be responsible for any and all expenses incidental to setting up and broadcasting the game;
- There shall be no negative criticism of officials' decisions either directly or indirectly;
- Reports of accidents, injuries and other similar incidents should be minimized and factual in order to prevent any undue anxiety on the part of the listener;

- The broadcast shall contain no discussion of PIAA or Conference policies which may be of a controversial nature. Also, the broadcast shall contain no discussion of participating school policies which might be of a controversial nature;
- A maximum of three (3) operating personnel will be admitted at the gate for free;
- The host school should have the courtesy of contacting the visiting school for broadcast permission prior to the competition occurring;
- Broadcast fees are contained in the Financial section of this policy manual.

SALARIES

Any and all individuals being paid by the Conference are working as contracted employees and are subject to the rules and regulations regarding that employment status.

1. Officials Fees for 2014-2015

Football

Varsity (5)	\$76
Varsity (6)	\$70
JV (4)	\$62
Junior High (4)	\$55
Pony (4)	\$55
Varsity Scrimmage	\$190 (divided by the total number of officials who work the scrimmage)
JV Scrimmage	\$124 (divided by the total number of officials who work the scrimmage)
Junior High/Pony Scrimmage	\$108 (divided by the total number of officials who work the scrimmage)

Basketball

Varsity (3)	\$64	Two-man crew for non-league games is \$75 per
JV (2)	\$55	
Junior High Varsity only (2)	\$52	
Junior High Varsity and Pony (2)	\$66	
Varsity Only Scrimmage	Per the 2012-2013 agreement with the BCBOA, high school varsity and JV	
Varsity and JV Scrimmage	scrimmages will be done at no charge to the school districts	
JV Scrimmage		
Junior High/Pony Scrimmage	\$66 (divided by the total number of officials who work the scrimmage)	

Swimming (not part of the Conference but information included as a courtesy to member schools)

Varsity w/ Diving (3)	\$72
Varsity w/out Diving (3)	\$62

Lacrosse

Varsity and JV (2)	\$127
Varsity and JV Scrimmage	\$127 (divided by the total number of officials who work the scrimmage)

Field Hockey

Varsity (2)	\$71
JV (2)	\$54
Varsity & JV (2)	\$107
Junior High Varsity (2)	\$51
Junior High Varsity & Pony (2)	\$71
Varsity Scrimmage	\$71 (divided by the total number of officials who work the scrimmage)
JV Scrimmage	\$54 (divided by the total number of officials who work the scrimmage)
Junior High/Pony Scrimmage	\$71 (divided by the total number of officials who work the scrimmage)

Baseball/Softball

Varsity (2)	\$72
JV (2)	\$59
Junior High Varsity or Pony (2)	\$57
Varsity Scrimmage	\$72 (divided by the total number of officials who work the scrimmage)
JV Scrimmage	\$59 (divided by the total number of officials who work the scrimmage)
Junior High Scrimmage	\$57 (divided by the total number of officials who work the scrimmage)
JH Game + 3 additional innings	\$85.50

Cross Country

High School B & G (1)	\$56
High School & Junior High (1)	\$67
Junior High (1)	\$43

Wrestling

Varsity Dual (1)	\$76
JV Dual (1)	\$53 if more than 6 bouts. (If less than 6 bouts, varsity officials gets \$5/bout)
*If a match has more than 6 bouts, schools should hire a JV official	
Junior High Dual (1)	\$60 (If more than 20 bouts in Madison System, varsity official gets \$5/bout)
Junior High Quad	\$150 (2 mats with 2 officials)
Varsity Scrimmage	\$38 (divided by the total number of officials who work the scrimmage)
JV Scrimmage	\$26.50 (divided by the total number of officials who work the scrimmage)
Junior High/Pony Scrimmage	\$30 (divided by the total number of officials who work the scrimmage)

Soccer

Varsity (2)	\$72
Varsity (3)	\$66
JV (2)	\$57
Varsity & JV (2)	\$113
Junior High Varsity only (2)	\$54
Junior High Varsity and Pony (2)	\$69
Varsity Only Scrimmage	\$72 (divided by the total number of officials who work the scrimmage)
Varsity and JV Scrimmage	\$113 (divided by the total number of officials who work the scrimmage)
JV Scrimmage	\$57 (divided by the total number of officials who work the scrimmage)
Junior High/Pony Scrimmage	\$69 (divided by the total number of officials who work the scrimmage)

Track

Varsity Starter	\$75
Varsity Non-Starter	\$52
Junior High Starter	\$66
JH Non-Starter	\$55

Volleyball

Varsity (2)	\$60
JV (2)	\$50
Varsity & JV (2)	\$92
Junior High Varsity (2)	\$54
Junior High Varsity & Pony (2)	\$66
Linesman (play-off usage)	\$51
Varsity Scrimmage	\$60 (divided by the total number of officials who work the scrimmage)
JV Scrimmage	\$50 (divided by the total number of officials who work the scrimmage)

Junior High/Pony Scrimmage \$66 (divided by the total number of officials who work the scrimmage)

*It is the BCIAA recommendation that when tournament are held, each official working the tournament should be paid a \$11.60 game fee for all pool play games and play-off games held during the tournament

Tennis

Varsity (1)

\$60 (for individual tournament championships only)

Official Fee Notes

- Per PIAA rules, schools are limited to two (2) scrimmages per year for a maximum length of 2.5 hours. Scrimmages may be held before the season or within the season as long as the event confirms to PIAA scrimmage rules and the contest has been designated as such for the officials.
- Scrimmage fees are determined by taking the total cost of official's fee for running the same contest during the regular season and dividing in half. That amount is then divided by the number of officials working the scrimmage. All officials should be paid an equal share.
- For post-season scrimmages, officials will be paid the fee comparable to a regular season contest. It is at the school's discretion whether to contract officials for post-season scrimmages.
- For JH quads, the \$150 fee listed is a per mat fee. If two officials are working the quad alone (1 official per mat) they would each get \$150. If more than two officials work a quad, the total cost for the per mat fee (\$300) would be divided by the number of officials working based on the amount each official works according to the following formula - \$18 for each official (2) conducting weigh-ins and \$44 per match. For example, the two officials conducting weigh-ins and working the first match would each receive \$62. Officials working subsequent matches would receive \$44 for any other match they worked during the quad.
- Officials not contacted about a postponed Conference contest who report to the game site shall be paid ½ (half) of the established fee for that competition. In questionable weather, officials should attempt to contact either the Official Assigner or the Athletic Director of the home school.
- If an official is assigned to a game and stays to work a second game (e.g. JV officials work the JV game and stays to work the varsity game), the official gets the fee for both competitions.
- If one official works a game where two are prescribed (sub-varsity), that official should receive 1 ½ fee.
- If a contests begins and only the first half is completed (inclement weather, power outage), each official would receive a ½ fee.
- If an official is not contacted about a postponed contest and reports to the game site, the official should be paid a ½ fee. If the AD informs the assignor about the postponement within an appropriate time frame but the assignor forgets to contact the official, a school does not need to pay the officials any compensation.
- If an official is at the game site and the contest never begins due to inclement weather or field conditions, the officials should each be paid ½ fee.
- Pursuant to PIAA by-laws, schools may negotiate fees for non-league games, shortened games (sub-varsity) and/or tournament.
- If a sub-varsity competition is structured in such a way that officials only work ½ or less the amount of time of a normal competition at that level, the official/s should be paid a ½ fee.
- For Soccer, Basketball, Baseball & Softball Playoff Games – all officials should be paid the 2-person crew rate for the given sport even though the number of officials on the crew increase for playoffs.

2. Play-Off Game Worker Fee Structure

Double-Headers – at one site

Game Manager	\$120
Assistant Game Manager	\$65
Ticket Seller/Ticket Taker	\$47
Announcer	\$47

Professional Staff Security	\$55
Scorer (when needed)	\$55
Timer/Scoreboard Operator	\$55
Trainer (see section on sports medicine)	

Single Game

Game Manager	\$95
Assistant Game Manager	\$50
Ticket Seller/Ticket Taker	\$35
Announcer	\$35
Professional Staff Security	\$40
Scorer (when needed)	\$40
Timer/Scoreboard Operator	\$40
Trainer (see section on sports medicine)	

In all cases, fees for police security and ambulance may be paid at the prevailing rate for these services

Media Fees

Radio/Live Web Streaming	\$85
Delayed Television	\$110
Live Television	\$175

3. Tournament and Meet Directors Salaries (sports offering individual tournament championships)

Golf (Includes Boys & Girls)	\$200
Tennis (Includes Boys & Girls)	\$200
Bowling (Includes Boys & Girls)	\$200
Cross Country	\$200

4. Cross-Country Expenses for Championship Meet

Computerized Scoring	Prevailing rate - not to exceed \$1,000 without Board President approval
PIAA Starter	\$65
Portable Sanitation Units	Prevailing Rate
Kutztown Borough Ambulance	Prevailing Rate
Site Rental Fee (Kutztown Univ)	Prevailing rate

5. Golf and Bowling Tournament

Statistician (1)	\$54
Bowling Scorer	\$10 per match for championship matches
Schools shall pay the cost of entries for the individual tournaments for both bowling and golf	
Individual tournament expenses will be paid by the league with appropriate receipts	

6. Individual Wrestling Tournament Salaries

Individual Tournament Director	\$247
Assistant Director (2)	\$200
Boutmaster	\$200
Timers/Scorers (per session)	\$42
Ticket Sellers/Takers (per session)	\$46
Announcer (per session)	\$50
Trainer (see section on sports medicine)	
Officials (8 for ¼ finals and semi-finals)	\$76/session
Officials (4 for finals)	\$76/session

Computer Operators (2)	\$150
Ambulance/Team Physicians	Prevailing Rate
Hospitality Room Expenses as needed – host school to provide sandwiches and beverages for officials, coaches & workers	
Programs – host school or booster club can/should provide programs	
Site Rental – Prevailing Rate	

7. Annual Dues Assessment

To be determined by the Executive Director and distributed to league members in August.

8. Officials' Assignor Fees

Soccer (Boys & Girls)	\$3,628
Field Hockey	\$1,267
Basketball (Boys & Girls)	\$4,104
Wrestling	\$1,078
Baseball	\$1,732
Softball	\$1,527
Girls Volleyball	\$1,067
Boys Volleyball	\$812
Cross Country	\$755
Track & Field	\$812
Boys Lacrosse	\$915
Girls Lacrosse	\$915
Football	\$1,475

Assignors Expenses – For expenses such as postage, office supplies, etc., assignors may be reimbursed no more than five (5%) percent of their salary.

9. Bill Firing Victory Track & Field Meet

Site Rental – No Rental	
Meet Manager	\$200
Assistant Meet Manager	\$160
Facility Coordinator	\$125
Trainer (see section on sports medicine)	approx. \$340
Announcer	\$70
Ticket Sellers/Takers (6)	\$35
Event Officials (16)	\$20
Timing-Recording Equipment	\$440
Awards Table (2)	\$50
Recorders/Runners (3)	\$70
Tent Rental – Prevailing Rate	
Direct Athletics (computer work)	\$152
BCTFOA – PIAA Track Officials	\$1,400

Schools entering the Firing Meet will be charged \$175 per team (\$350 for B/G). Individual student entries will be \$20/per person.

10. Miscellaneous Positions

Schedule Maker	\$2,000
*\$35 cost for individual schedules to be created or re-done	
*Needed every other year	
BCIAA Secretary	\$667
BCIAA President	\$1,500

Executive Director	\$16,452
Assistant Executive Director/Treasurer	\$5,000 (1 yr. position created in 2013-2014 school year)
Annual Audit – Prevailing Rate	
Sportsmanship	\$150
Sports Chairpersons	\$215
Awards Manager	\$110
Technology Director	\$1,000
Tennis Professional	\$60 – needed to officiate finals of the flight tournament

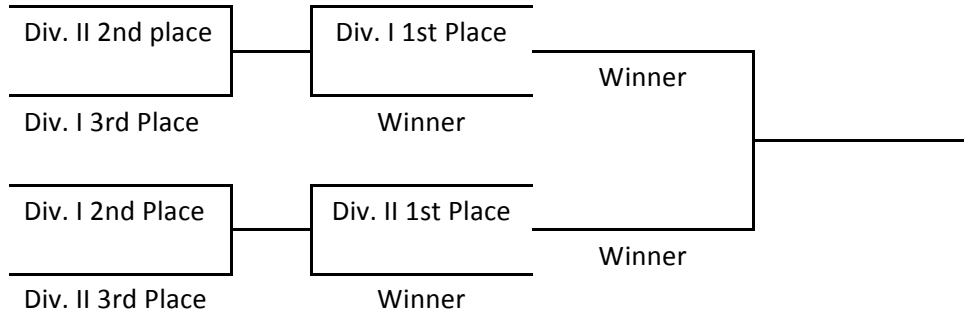
Notes – Any expenses requiring reimbursement must provide the Conference with receipts detailing expenses.

INDIVIDUAL SPORTS

TENNIS – Boys and Girls

- a. Individual Conference matches will start at 3:30 pm unless mutually agreed upon by both teams.
- b. Warm-up time will be ten (10) minutes prior to the match. Both teams shall be on the court 15 minutes before the match.
- c. Regular-season matches will consist of five (5) singles matches and two (2) doubles. In the interest of time, a 10-point tie-breaking game is permissible in place of the third sets upon mutual agreement of both coaches. By USTA rules, the first player to win 10 points by a margin of 2 will be the winner.
- d. The home team will supply balls for the matches. Three (3) new balls shall be used for each singles and each doubles match.
- e. Six (6) games comprise a set. In the event of a tie at six games, the twelve (12) point tie-breaker shall be used to determine the set winner. In the event of split sets, a maximum rest period of ten (10) minutes will be allowed if requested by either player before play is resumed.
 - In doubles, a 10-game pre-set may be played instead of the best-of-three sets format if the team match outcome has already been decided before the doubles matches start OR both coaches agree to use the pro-set 10-game format.
- f. Singles players may participate in doubles. If the No. 1 player plays in doubles, the No. 1 player must play in the first doubles
- g. Before the onset of a match, both coaches must have their 1st four (4) singles players assigned. If more than four (4) courts are available, all five (5) singles must be assigned. Coaches are to exchange these line-ups in writing on formal line-up cards.
- h. Set score, game score and immediate points shall be announced by the server after each set, game and point.
- i. If a playoff is necessary for determining a playoff position in the Conference, it will be held on a neutral court in a single match contest. Since this is considered part of the playoffs, the format will be three (3) singles and two (2) doubles with no repeats; best of three (3) sets.
- j. If a player requests a lineman, each team shall designate one after consultation with both coaches.
- k. Tennis coaches are to play their players according to their ability and not “seed” them in positions facilitating easier victories.
 - On matches held on successive days, the lineup shall not be changed for singles except under unusual circumstances.
 - On consecutive matches, players will not be allowed to change more than one position in the lineup except for unusual circumstances.
 - The absence of a rated player should not be cause for a forfeiture at that particular level; e.g. if the No. 4 player is absent, the No. 5 player shall become No. 4, and a substitute shall move up to be the No. 5 position.
 - Coaches should have challenge competitions within their team to determine singles placement and record the results so they are available for review by other coaches.
- l. During matches, coaches will only be permitted to “coach” during the 90 second change-over and during the 10 minute break after split sets.
- m. League standings will be compiled by a point system with one (1) point for a win.
- n. The Conference will only sponsor and award a championship in flight one singles and doubles. Any other flight tournaments must be sponsored and run by the coaches association.
- o. The coaches association will meet the week of the tournament to determine the draw for the tournament.
- p. In regular-season dual matches, should any unresolved questions arise, formal notification in writing shall be forwarded to the Executive Director and/or Sports Chair.
- q. Format for League Championship events is three (3) singles and two (2) doubles with no repeats; best of three (3) sets.

The top three teams in each division will qualify for the Conference tournament. Each division champion will receive a bye to the semi-finals. Those six (6) teams will be bracketed as follows:



The Individual and Doubles tournament will utilize the following bracket format (assuming seeds hold out):



GOLF

- a. Individual Conference matches will start at 3:30 pm unless mutually agreed upon by both teams. Matches held in October will begin at 3:00 pm.
- b. The home team is responsible for the cost of greens fees, score cards, pencils and local playing rules. In addition, the home team should report the scores to the media and the golf secretary. Each team is responsible for supplying golf balls for team members.
- c. All matches will be played from the white tees with the exception of female competitors who shall play from the red tees as long as the course yardage conforms to PIAA minimum standards.
- d. No caddies or riding carts are permitted to be used by competitors in Conference matches unless the individual has approval from the PIAA. Violation will result in disqualification.
- e. Any practice occurring prior to a match is limited to areas designated by the local course.
- f. For all Conference matches and post-season tournaments, each teams and/or competitor must have a coach or school district staff member present.
- g. High school players shall allow the general public to “play through” during Conference matches to speed up play.
- h. A Secretary will be appointed to compile a cumulative record of league score averages. Positions for players will be determined by this average. Should a question regarding playing position arise, it is the duty of the Secretary to call for an investigation, which may result in a forfeit against a team that does not arrange the line-up according to scoring average. The Sport Chairperson shall conduct the investigation and provide the Executive Director with the findings.
- i. Head-to-Head Stroke Play for Conference Golf (Front, Back, Total)
 - Coaches shall keep a stroke average on members of their team and shall seed the players via stroke average/ability and not seed them in positions to facilitate easier victories.
 - All eight (8) players will be matched with an opponent (s) playing head-to-head stroke play competition. All players count equally in the match and each individual match is worth three (3) points resulting in a combined team match total of 24 points.
 - If any team reaches a minimum of 12.5 point against another team during the match, that team will be declared the match winner and the coaches can decide whether or not to continue any remaining matches. In a quad or tri match, all matches should be completed in order to declare a winner of each team match.
 - The goal of all matches is to ensure that every player completes 18 holes. If a Conference match must be shortened due to inclement weather or loss of daylight, 12 holes may constitute an official match. If all players do not complete 12 holes, the match must be rescheduled. The number of holes is to be determined in sequential order of 12, 14, 16 or 18.
 - Coaches can “shotgun” individual matches and common holes are not required as long as each group plays a minimum of 12 holes.
 - Individual stroke play matches are broken down into front score, back score and total score. Each score is worth one (1) point.
 - E.G. – If Player A shoots 45 on the front nine and 45 on the back nine and Player B shoots 40 on the front nine and 40 on the back nine then Player B wins 1 point for low score on the front, 1 point for low score on the back and 1 point for low total score. Player B wins the individual match with 3 points to 0 and Player B’s team picks up 3 points.
 - If the front nine, back nine or low score is tied, then each player receives ½ a point apiece. If both front and back nine are tied, then the match is considered a tie at 1 ½ points per player.
 - If a team match ends in a tie of 12 – 12 then the match is deemed a tie.
 - If a team does not have all 8 players present at a match, that team will forfeit the points of the position less than 8 at 3 points per player.
 - Coaches are expected to act as marshals during each match.

j. Individual and Team Tournament Information

- The boys' individual tournament and the team golf tournament will be played on the same day and at the same course.
- The girls individual tournament will be held on a separate day due to the course size.
- The team tournament will be played over 18 holes with the top two (2) teams in each division qualifying for the tournament (6 teams x 8 players = 48 team golfers).
- After all competitors involved complete 18 holes, the low 36 individual golfers and ties will play an additional 9 holes where scoring is cumulative to determine places.
- Schools that do not qualify for the team tournament may enter a maximum of four (4) golfers in the individual tournament.
- The Conference will pay four (4) individual greens fees for each of the teams who qualify for the team tournament. The school will pay the remaining fees.
- If there is a tie for a divisional championship, the team will be broken by the results of the team tournament.
- District III allocates a set number of entries for both the individual and team AA and AAA golf tournament. The Conference entries will be decided by position of finish during the individual tournament.

CROSS COUNTRY (Boys & Girls)

League Meets

- a. Junior high races begin at 4:00 pm. The host school may run the JH boys and girls simultaneously or start the girls' race five (5) minutes after the start of the boys' race.
- b. The high school boys' race should begin at 4:30 pm followed by the girls' race at 5:00 pm.
- c. Teams should report to the meet site by 3:00 pm. At 3:15 pm, the host coach will provide a walking tour of the course. Schools that arrive before or after 3:15 pm may preview the course on their own using a map provided by the host school.
- d. If a school has multiple courses, the home school is responsible for notifying the opposing school/s where the meet will be run at least one (1) week prior to the meet.
- e. Any school postponing a meet or changing the scheduled date or time for any reason other than the weather must notify the other school/s participating at least 48 hours before the time of the scheduled meet.
- f. The maximum length of the course shall be 5,000 meters (3.1 miles) and the minimum 4,000 meters (2.48 miles). Any meet run on a course not conforming to these parameters shall be forfeited to the visiting school/s. For junior high races, the maximum course length should be 2 miles and the minimum course length should be 1 ½ miles.
- g. Home courses are to be marked using the state standard of colored flags (red–left, yellow–right, blue–straight). A solid or dashed white line painted on the ground may be used in addition (but not in place of) flags.
- h. The finish line should be perpendicular to the running path and should be bounded by an upright on either side. A line on the ground is also recommended. It is recommended that all schools set up a chute at the finish line. The head judge shall direct runners into the chute in order of finish. If no chute is used, he/she shall hand out numbered tongue depressors (or cards) in order of finish.
- i. Each host school shall provide a PIAA official starter, two judges and a scorer. It is also recommended that the host school provide course marshals along key areas of the course.
- j. Each participating school shall provide the scorer with a list of the starting runners' names before the meet begins.
- k. Ties in team scoring in dual, tri or quad meets are resolved by comparing the 6th place finishers from tying teams – best 6th place will prevail. If both teams only have 5 runners, ties are resolved by totaling 1st 4 runners.
- l. The schedule for junior high cross-country will mirror that of the high school cross country Conference schedule.
- m. The division championship will be determined by using only the standings against teams in ones own division. Division cross-over meet results will not be used in determining the division champion.

Conference Run

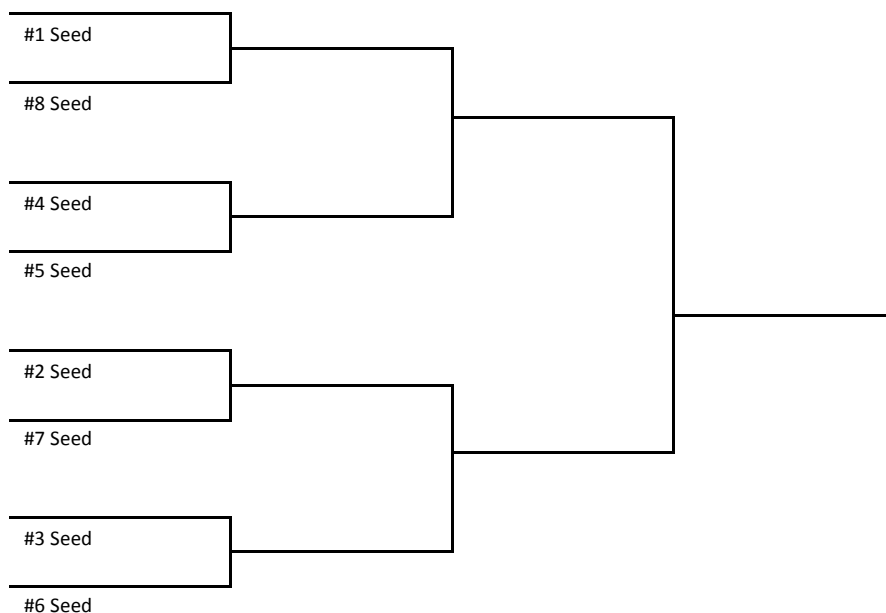
- a. Each school may enter 12 runners in the Conference Varsity Championship meet which is scheduled the week preceding the District III meet.
- b. The Conference run will be managed by a Meet Director and Sports Chairperson. The Meet Director will be selected by the Executive Director and approved by the Board.
- c. The first twenty (20) finishers in both the boys' and girls' races shall receive medals.
- d. The Conference will provide computerized scoring during the race and results will be distributed to head coaches of all participating schools.
- e. Hats and gloves (or other protective gear which complies with PIAA and NFHS regulations) may be worn with prior permission from the Meet Director.

FIELD HOCKEY - Girls

- a. Start time for varsity and junior high games shall be 4:00 pm followed by the JV game unless a change is mutually agreed upon. If playing at night, the JV game will be played first followed by the varsity game. During night games with this format, every effort should be made to secure 4 officials.
- b. The length of each varsity half shall be thirty (30) minutes with a ten (10) minute halftime. Junior Varsity halves shall be twenty-five (25) minutes each.
- c. The home team is responsible for providing first-aid equipment for emergencies and a table for the scorers and timers. This shall be positioned at mid-field.
- d. If a school makes a change on a playing date for the JV game to be played before the varsity game, the contracted officials have the choice (presuming other officials are available) to give up the JV game and only work the varsity game or to work both games.
- e. Junior High rules – The JH varsity game will be contested in two (2) 20 minutes halves. The length of the JH JV (pony) game will be two (2) 15 minute halves.

Field Hockey Conference Play-Off Structure

- The top two teams from each division qualify for play-offs (6).
- The next best two power-rated teams qualify for play-offs (2).
- The three division champions will be seeded 1, 2 and 3 according to power-rating.
- Positions 4 – 8 will be seeded according to their power-ratings.
- A standard eight-team bracket will be utilized as listed below:

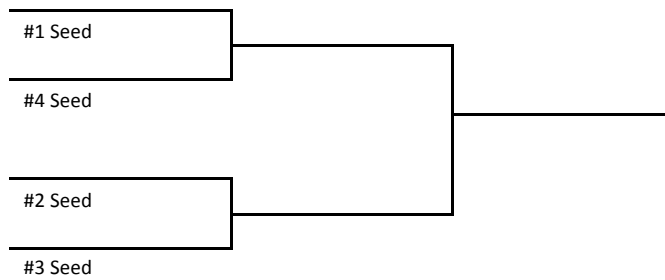


LACROSSE (Boys & Girls)

- a. Varsity game time shall be 4:00 pm for afternoon games and 5:45 pm for evening contests. When games are played in the afternoon, the varsity game will be played first followed by the JV game. For night games, the JV game will be played first followed by the varsity game.
- b. The length of each girls varsity half shall be twenty-five (25) minutes with a ten (10) minute halftime. Girls Junior Varsity halves shall be twenty (20) minutes each.
- c. The length of each boys quarter (4 total) shall be twelve (12) minutes with a ten (10) minute halftime. Boys Junior Varsity quarters (4) shall be ten (10) minutes each.
- d. The home team is responsible for providing first-aid equipment for emergencies and a table for the scorers and timers. This shall be positioned at mid-field.

Lacrosse Conference Play-Off Structure

- The top four teams from each division qualify for play-offs (4).
- A standard four-team bracket will be utilized as listed below:

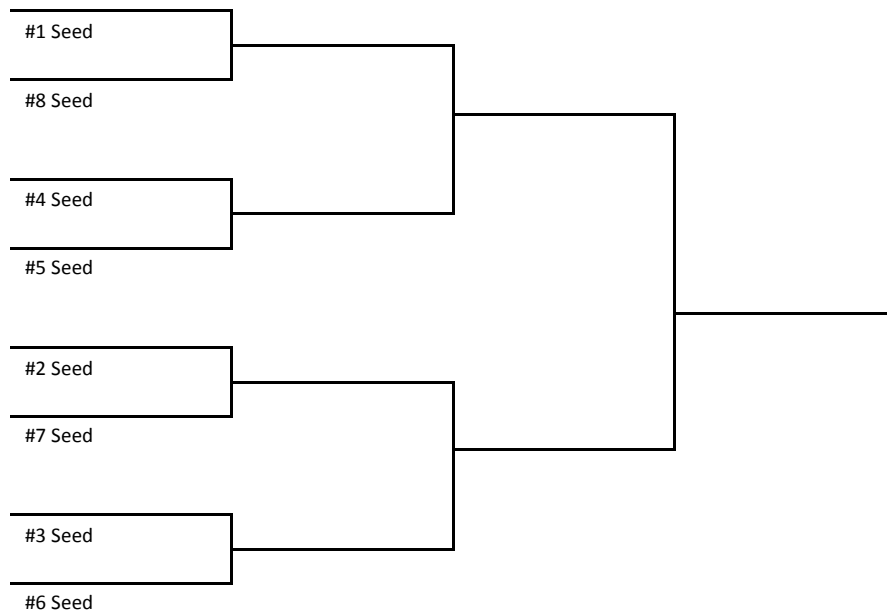


Soccer (Boys & Girls)

- a. Varsity game time shall be 4:00 pm for afternoon games and 5:45 pm for evening contests. When games are played in the afternoon, the varsity game will be played first followed by the JV game. For night games, the JV game will be played first followed by the varsity game.
- b. All schools must utilize corner flags on safety posts not less than five (5) feet high.
- c. The length of each varsity half shall be forty (40) minutes with a ten (10) minute halftime. Junior Varsity halves shall be thirty (30) minutes each. If a tie exists at the end of the regulation league games, two (2) ten (10) minute “sudden victory” periods shall be played, alternating ends of the field before each overtime. If a tie still exists after overtime, the game will remain a tie (regular season only).
- d. JV Games will be two (2) thirty (30) minute halves.
- e. Host schools should provide a timekeeper who shall use an appropriate sounding device (horn or stadium scoreboard horn) to indicate the end of playing periods. The home school timer shall be the official timer and it is recommended that the timer be a faculty member or adult. The timing device may be a clock or the stadium scoreboard; however, schools should provide a back-up timer in case the scoreboard fails.
- f. The timer should inform the opposing coach as to how the end of the half will be sounded (stadium horn, stop stadium clock at 2 mins and end half with a manual horn, etc.).
- g. The home team is responsible for providing first-aid equipment for emergencies and a table for the scorers and timers. This shall be positioned at mid-field. Someone at the scoring table should utilize a horn to signal substitutions.
- h. Junior High rules – The JH varsity game will consist of two (2) 25 minute halves. The JH JV (pony) game will consist of two (2) 25 minute halves.

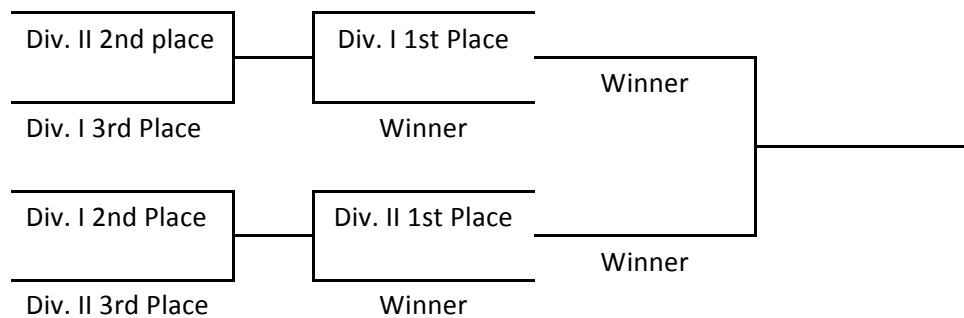
Soccer Conference Play-Off Structure

- The top two teams from each division qualify for play-offs (6).
- The next best two power-rated teams qualify for play-offs (2).
- The three division champions will be seeded 1, 2, 3 according to power-rating.
- Positions 4 – 8 will be seeded according to their power-ratings.
- Three (3) officials will be used to officiate Conference play-off games.
- A standard eight-team bracket will be utilized as listed below:



VOLLEYBALL (Boys & Girls)

- a. Start time for the JV match shall be 6:00 pm followed by the varsity game unless a change is mutually agreed upon.
- b. Following the conclusion of the JV match, 25 minutes will be placed on the clock. During the time, the officials will perform the coin toss and hold a captains meeting. Following those events, the formal warm-up period will begin:
 - 6 minutes for joint warm-up
 - 7 minutes for team hitting and serving
 - 7 minutes for team hitting and serving
- c. Varsity match will consist of best three (3) of five (5) games. The 5th game if needed will be to 15 points. There are no caps in any of the games.
- d. JV match will be best of 3, with the 3rd game only being played if the first two matches are split. The first two games will be to 25 points with no cap. The third games will be to 15 points.
- e. The home team is responsible for providing first-aid equipment for emergencies and a table for the scorers and timers. The home team is also required to supply the official scorekeeper.
- f. Each school must provide one (1) lineman for each game. Coaches should provide appropriate instruction to the lineman in advance of competitions.
- g. Junior High Volleyball match format
 - 3:45 pm Junior Varsity Warm-Up (5-5-5)
 - 5 minutes both teams passing
 - 5 minutes serving team hitting and serving
 - 5 minutes receiving team hits and serves
 - 4:00 pm Start time of JV match – best 2 of 3 games
 - 4:45 pm (approx.) Varsity Warm-Up (5-5-5)
 - 5 minutes both teams passing
 - 5 minutes serving team hitting and serving
 - 5 minutes receiving team hits and serves
 - 5:00 pm Start of varsity match – best 2 of 3 games

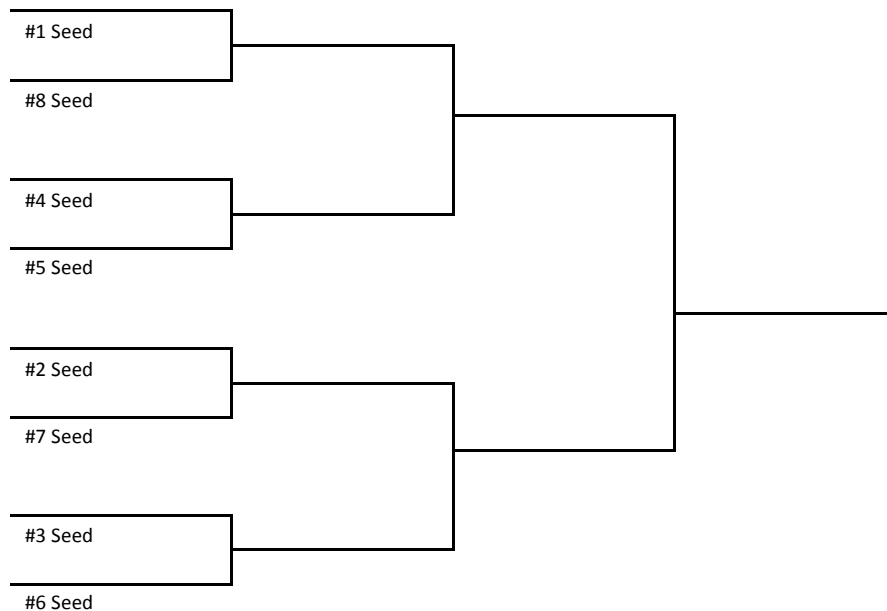


BASKETBALL (Boys & Girls)

- a. Start time for the JV games shall be 6:00 pm followed by the varsity game unless a change is mutually agreed upon. Varsity will follow after a 15 minute warm-up.
- b. JV games will be played in four (4) seven (7) minutes quarters. Varsity games will be played in four (4) eight (8) minute quarters.
- c. Pre-game warm-ups for the JV game shall be a minimum of 15 minutes and a maximum of 30 minutes.
- d. Halftimes shall be 10 minutes. In the case of special events, halftime may be extended to 15 minutes as long as the visiting school and the officials are notified prior to the game. Teams are to be notified when three (3) minutes are remaining during the halftime break.
- e. The home team is responsible for providing first-aid equipment for emergencies and a table for the scorers and timers who should be adults. The home team is also required to supply the official scorekeeper and a timer.
- f. For regular-season Conference games, the home team shall provide warm-up balls for both teams. During the Conference tournament, each team shall provide their own warm-up balls.
- i. Junior High rules - The JH varsity and JV (pony) game will consist of four (4) 6 minute quarters. During the JV (pony) games, teams may utilize a full-court, man-to-man press until one team has a 15-point lead. The team that is losing may still press once the 15-point differential is reached. If the score differential drops below 15 points, both teams may utilize a full court, man-to-man press. There are no zone presses or zone defenses of any kind permitted during the JH JV (pony) game. The time between the varsity and JV game should not exceed five (5) minutes.

Basketball Conference Play-Off Structure

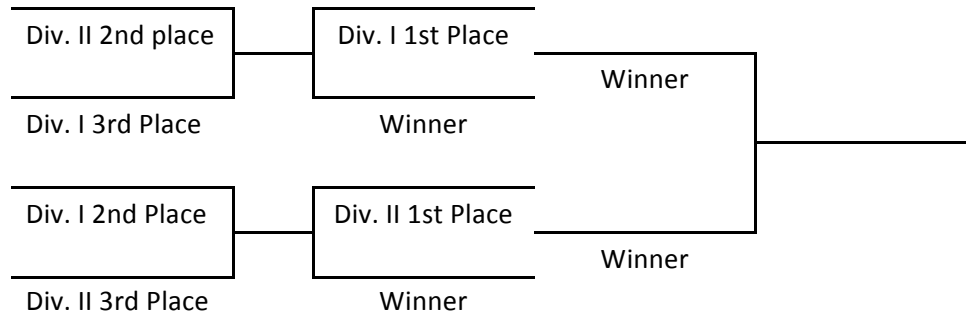
- The top two teams from each division qualify for play-offs (6).
- The next best two power-rated teams qualify for play-offs (2).
- The three division champions will be seeded 1, 2, 3 according to power-rating.
- Positions 4 – 8 will be seeded according to their power-ratings.
- Three (3) officials will be used to referee Conference play-off games.
- A standard eight-team bracket will be utilized as listed below:



WRESTLING

- a. Start time for the varsity games shall be 6:30 pm followed by any JV bouts unless a change is mutually agreed upon.
- b. Contestants shall weigh-in, shoulder to shoulder, one (1) hour before the start time of the dual meet. If a visiting team is late, the home team may weigh-in at the regular time.
- c. The official conducting the weigh-ins shall be a PIAA official. Should the official be unable to make the weigh-ins, an authorized person designated by the host schools may conduct weigh-ins. The authorized person may not be a member of the coaching staff.
- d. To following is the pre-match protocol for Conference matches beginning at 6:30 pm (adjust time accordingly for matches starting at times other than 6:30 pm):
 - 5:30 pm – Weigh-ins for both teams
 - 6:00 pm – Cheerleaders have 10 minutes to perform
 - 6:10 pm – Visiting team warm-up on competition mat
 - 6:20 pm – Home team warm-up on competition mat
 - 6:30 pm – Team introductions and National Anthem, Varsity bouts begin
 - Junior varsity bouts immediately following the conclusion of the varsity match
- e. The home team is responsible for providing first-aid equipment for emergencies and a table for the scorers and timers who should be adults. The home team is also required to supply the official scorekeeper and a timer.
- f. Official weigh-in scales must be certified every year.
- g. The home team is responsible for providing first-aid equipment for emergencies and a table for the scorers and timers who should be adults. The home team is also required to supply the official scorekeeper and a timer.
- h. Host school should contact the visiting school in advance of the match to determine whether a JV official is needed. If there are expected to be more than six (6) JV bouts, the host should employ a JV official.
- i. Junior High rules
 - Conference schedule will involve quad matches and/or dual matches held before high school matches. Schools will decide which format they prefer.
 - Time of three (3) periods will be 2 minutes, 1 minute, 1 minute
 - The Madison System will be utilize for all Conference matches
- j. Madison System
 - At weigh-ins, all wrestlers will be listed from lowest weight to highest weight to match up for a maximum of 20 bouts.
 - Up to 138 pounds, the difference in stripped weight for that day shall not exceed five (5) pounds. For weights above 138 pounds, the difference in stripped weight shall not exceed 10 pounds. Minimum weight class certification shall be done at the traditional weight classes
 - The selection of wrestlers in the 20 scored bouts shall be done by the two schools alternating with the visiting team having first choice.
 - Traditional scoring shall be in effect except forfeits are not permitted.

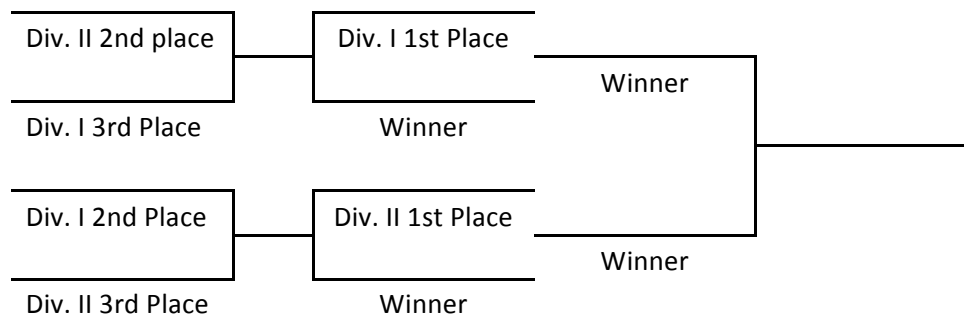
Wrestling Conference Playoff Bracket



BOWLING (Boys & Girls)

- a. Start time for matches shall be 3:45 pm with the option to begin at 3:30 pm if both teams are ready. There will be a brief practice period of ten (10) minutes.
- b. Each team must have a minimum of five (5) members present at the start of a match.
- c. It shall be each coach’s responsibility to submit two (2) copies of a roster containing the full names of the team captain and team members to the Conference statistician at least one week in advance of the Conference starting date.
- d. The Conference statistician shall be appointed annually upon recommendation of the Sports Chairperson and be paid through the Conference. This individual shall compile and distribute weekly standings to the Sports Chairperson for both individual and team standings. The statistician should ensure that weekly copies of this information are sent to all schools and media outlets.
- e. All matches will be bowled on a scratch (actual) pin fall basis.
- f. A total of three (3) points will be accorded each match, one (1) for each game won. In the event of a tie, each of the teams will be given ½ point won and ½ point loss.
- g. League standings will be determined by the total points as determined above.
- h. Absentee score shall be allowed when a team has a legal line-up but less than a full line-up at the start of any games in a series. The blind score/s shall be 110 for girls and 125 for boys.
- i. After a game has started, no substitutions may be made in the order during such games. Coaches may replace any of his/her players by a qualified substitute during the game.
 - When a substitution is made during the game, the score of such game shall be credited to the starting player.
 - A player who is removed from a game cannot return to bowl in the same game.
 - When a player is unable to complete a game due to injury, disability or emergency and a qualified substitute is not available to bowl, the team of the injured player shall count his/her actual score for each of the frames bowled in the game total, plus twelve (12) pins in each remaining frame of the game for boys and eleven (11) pins in each of the remaining frames of the game for girls. The score shall be credited to the starting player.
 - Practice bowling will be allowed by substitutes on one adjoining lane.
 - A coach may change his/her line-up at the end of each game.
- j. The home team will pay for up to two (2) extra players for boys and girls beyond the JV and varsity participants.
- k. On the day of a scheduled match, no open bowling for team members is permitted after 3:00 pm.
- l. The home team will be responsible for providing the official scorer.
- m. During the Conference Individual Tournaments, each player must move one lane to the right following the completion of each game. This ensures that all competitors experience the same alley conditions. All competitors in the individual tournament will bowl four (4) games.

Bowling Conference Team Tournament Bracket



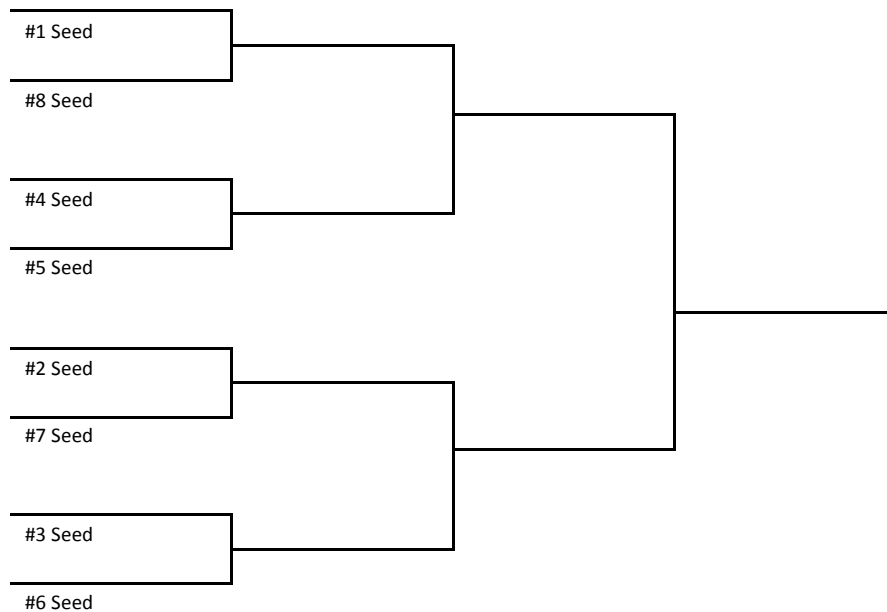
BASEBALL

- a. Start time for games shall be 4:15 unless a change is mutually agreed upon.
- b. The home team is responsible for providing first-aid equipment for emergencies.
- c. Seven (7) innings shall constitute a legal game. If, after 4 ½ innings, the home team is ahead (5 full innings with visiting team ahead) and the game is called by the umpire due to inclement weather or field conditions, it shall be considered a legal game and be so recorded in the Conference statistics.
- d. The NFHS fifteen and ten run rules be in effect. NFHS rules 4-2-1, 4-2-2, 4-2-3 and 4-2-4 will govern all abbreviated games.
- e. It is the responsibility of the home team to ensure that the field is properly marked, lines are correct and the bases are secured.
- f. The home team must vacate the field 40 minutes prior to the start of the game for the visiting team to take batting and fielding practice. The home team will get the infield ten (10) minutes prior to the start of the game.
- g. Junior High rules – There is a time limit for JV (pony) games of two (2) hours. Innings will not be started after that time.

Baseball Conference Play-Off Structure

- The top two teams from each division qualify for play-offs (6).
- The next best two power-rated teams qualify for play-offs (2).
- The three division champions will be seeded 1, 2, 3 according to power-rating.
- Positions 4 – 8 will be seeded according to their power-ratings.
- Three (3) officials will be used to officiate Conference play-off games.
- A standard eight-team bracket will be utilized as listed below:

Baseball Conference Play-Off Bracket



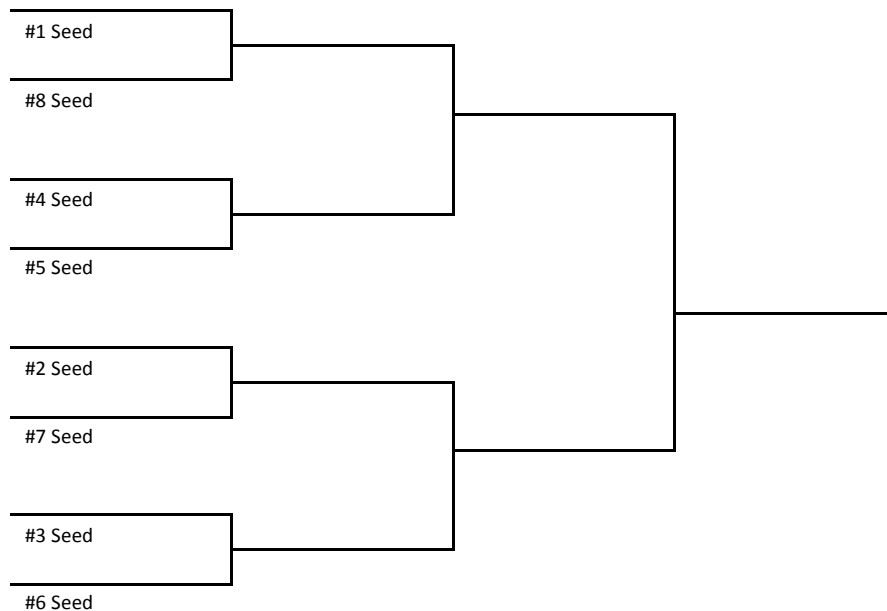
SOFTBALL

- a. Start time for games shall be 4:15 unless a change is mutually agreed upon.
- b. The home team is responsible for providing first-aid equipment for emergencies.
- c. Seven (7) innings shall constitute a legal game. If, after 4 ½ innings, the home team is ahead (5 full innings with visiting team ahead) and the game is called by the umpire due to inclement weather or field conditions, it shall be considered a legal game and be so recorded in the Conference statistics.
- d. Any Conference regular-season game which is suspended by darkness or inclement weather before it is considered a legal contest shall resume on the next playable date at exactly the point where it was suspended.
- e. Any Conference play-off game stopped due to darkness, inclement weather or field conditions will start at exactly the point of interruption on the next playable date unless the game has reached completed status according to NFHS rules.
- f. It is the responsibility of the home team to ensure that the field is properly marked, lines are correct and the bases are secured.
- g. The home team must vacate the field 40 minutes prior to the start of the game for the visiting team to take batting and fielding practice. The home team will get the infield ten (10) minutes prior to the start of the game.
- h. Junior High rules – There is a two (2) hour time limit on Junior High JV (pony) games. No additional innings should be started after that time.

Softball Conference Play-Of Structure

- The top two teams from each division qualify for play-offs (6).
- The next best two power-rated teams qualify for play-offs (2).
- The three division champions will be seeded 1, 2 and 3 according to power-rating.
- Positions 4 – 8 will be seeded according to their power-rating.
- Three (3) officials will be used to officiate Conference play-off games.
- A standard eight-team bracket will be utilized as listed below:

Softball Conference Playoff Bracket



TRACK & FIELD

- a. Start time for Conference meets shall be 3:45 pm unless a change is mutually agreed upon.
- b. The home team is responsible for providing first-aid equipment for emergencies.
- c. Every school is required to have a minimum of one (1) PIAA Track & Field official for each high school and junior high meet. All other officials required to run a meet are expected to be adults who are appointed/hired by the host school.
- d. A competitor may only participate in a maximum of any four (4) events during a meet.
- e. In Conference dual meets, three (3) entries from each school may be entered in the hurdles events, 100 meter dash, 200 meter dash and 400 meter dash. There are unlimited number of entries in the 800 meter run, 1600 meter run and 3200 meter run.
- f. In Conference dual meets, each competing school is limited to five (5) entries in all field events. In the long jump, triple jump, shot put, discus and javelin, four (4) trials will be allowed. There will be no finals.
- g. It is recommended that the host school should permit additional entries in individual events as exhibition competitors. Additional relays teams may also be permitted but they will not be designated as a scoring team.
- h. Rules for tri-meets, quad-meets or other multiple team events are the same as dual meets except for the following:
 - No more than two (2) entries from each school may be entered in the hurdles events, 100 meter dash, 200 meter dash and 400 meter dash.
 - No more than three (3) entries in the 800 meter run, 1600 meter run and 3200 meter run in meets with more than five (5) teams.
 - Each competing school is limited to four (4) entries in all field events. No more than three (3) entries per school in meets with five (5) or more teams. In the long jump, triple jump, shot put, discus and javelin, four (4) trials will be allowed. There will be no finals.
 - In meets with five (5) or more teams, each contestant in the field events shall have three (3) throws or jumps. The seven (7) best contestants shall have three (3) additional throws or jumps and shall be credited with the best of the six (6) attempts.Note – The number of entries/contestants in each event may be modified by participating schools upon mutual agreement at least three (3) days prior to the meet

- i. Scoring for Conference Meets shall be as follows:

<u>No. of Teams</u>	<u>Individual Scoring</u>	<u>Relay Scoring</u>
2	5 – 3 – 1	5
3	5 – 3 – 2 – 1	5 – 3
4	6 – 4 – 3 – 1	6 – 4 – 3
5	6 – 4 – 3 – 2 – 1	6 – 4 – 3 – 2
6	10 – 8 – 6 – 4 – 2 – 1	10 – 8 – 6 – 4 – 2 – 1
8 or more	10 – 8 – 6 – 5 – 4 – 3 – 2 – 1	10 – 8 – 6 – 5 – 4 – 3 – 2 – 1

- j. If ties exist in Conference dual meet standings, division co-champions will be declared.
- k. The county record may only be established at an invitational meet consisting of five (5) or more teams. The event must employ PIAA rules officials and utilize a certified timing system (FAT). All records are governed by NFHS rules.
- l. The Conference Championship will be contested during the final invitational of the year which is the William Firing Victory Meet at Governor Mifflin HS. Qualification standards for this meet will be announced by the Sports Chairperson or Meet Manager. Rules for this event are as follows:
 - Any athlete who places in the top eight (8) at the Stephan Meet or Shaner Meet (or replacement event should one of these invitationals fail to be contested) in an individual event will receive an automatic invitation to the Championship Meet whether his/her mark meets the qualifying standards or not.

- Each school is entitled to one (1) automatic qualifier for individual events and one team for relays.
- A contestant shall not participate in more than four (4) individual events inclusive of relays. If this should occur, all individual points, team points and places earned by that competitor exceeding competition limits shall be forfeited and the competitor disqualified from further competition in that meet. If the competitor participated in a relay event, the relay/s point and place/s earned by the team shall be forfeited.

m. Order of events for Conference meets. The Meet Director may choose whether to run boys events before girls or vice versa. Once that decision is made, the order must be followed for the duration of the meet.

High School Track Events

3200 Meter Relay (Boys)
 3200 Meter Relay (Girls)
 110 Meter High Hurdles (Boys)
 100 Meter Low Hurdles (Girls)
 100 Meter Dash (Boys)
 100 Meter Dash (Girls)
 1600 Meter Run (Boys)
 1600 Meter Run (Girls)
 400 Meter Run (Boys)
 400 Meter Run (Girls)
 400 Meter Relay (Boys)
 400 Meter Relay (Girls)
 300 Meter IM Hurdles (Boys)
 300 Meter IM Hurdles (Girls)
 800 Meter Run (Boys)
 800 Meter Run (Girls)
 200 Meter Dash (Boys)
 200 Meter Dash (Girls)
 3200 Meter Run (Boys)
 3200 Meter Run (Girls)
 1600 Meter Relay (Boys)
 1600 Meter Relay (Girls)

High School Field Events

Pole Vault (Girls)
 Pole Vault (Boys)
 High Jump (Girls)
 High Jump (Boys)
 Discus (Girls)
 Discus (Boys)
 Shot Put (Girls)
 Shot Put (Boys)
 Javelin (Girls)
 Javelin (Boys)
 Long Jump (Girls) **
 Long Jump (Boys) **
 Triple Jump (Girls) **
 Triple Jump (Boys) **

** For these events, boys and girls will have one hour after the start to complete their four (4) trials

Recommended Starting Heights:

High Jump Boys – 4’10”, raise 2” at a time
 Pole Vault Boys – 8’, raise 6” at a time

Girls – 4’, raise 2” to 4’6” then 1” at a time
 Girls – 6’ raise 6” at a time

Junior High Track Events

110 Meter High Hurdles (Boys)
 100 Meter Low Hurdles (Girls)
 100 Meter Dash (Boys)
 100 Meter Dash (Girls)
 1600 Meter Run (Boys)
 1600 Meter Run (Girls)
 400 Meter Run (Boys)
 400 Meter Run (Girls)
 400 Meter Relay (Boys)
 400 Meter Relay (Girls)
 300 Meter IM Hurdles (Boys) – event is optional at the discretion of the Meet Director

Junior High Field Events

Discus (Girls) – 2 lbs. 3.27 oz. (4 kgs)
 Discus (Boys) – 2 lbs. 3.27 oz. (4 kgs)
 Shot Put (Girls) - 8 lbs. (4 kgs)
 Shot Put (Boys) – 8 lbs. (4 kgs)
 Long Jump (Girls) **
 Long Jump (Boys) **
 ** For these events, boys and girls will have one hour after the start to complete their four (4) trials.

300 Meter IM Hurdles (Girls) – event is optional at the discretion of the Meet Director
800 Meter Run (Boys)
800 Meter Run (Girls)
200 Meter Dash (Boys)
200 Meter Dash (Girls)
3200 Meter Run (Boys) – event is optional at the discretion of the Meet Director
3200 Meter Run (Girls) – event is optional at the discretion of the Meet Director
1600 Meter Relay (Boys)

Recommended Starting Heights:

High Jump	Boys – 4', raise 3" to 4'6", then 2" at a time
	Girls – 3'6", raise 3" to 4', then 2" at a time
Pole Vault	Boys – 6', raise 6" at a time
	Girls – 6' raise 6" at a time

NOTES for Junior High Track meets:

- Junior High athletes (grades 7th, 8th & 9th) may compete in a maximum of four (4) events of which only three (3) may be running events (which includes relays).
- By mutual agreement, junior high events may be deleted upon mutual agreement of the schools involved. However, no additional events may be added or modified and coaches may not change the order of track events.

FOOTBALL

- a. Start time for varsity games shall be 7:00 pm on Friday nights unless a change is mutually agreed upon. Junior varsity games will be played on the Monday following the varsity game at the opposite site starting at 4:00 pm (unless mutually agreed upon to play on Saturday and/or vary the time)
- b. The home team is responsible for providing first-aid equipment for emergencies and having a team physician at varsity games.
- c. Schools must have an ambulance at varsity games and it is strongly encouraged that one is available for sub-varsity games as well.
- d. The Conference will play games in weeks four (4) through (10) of the season with a rotating bye week during that time.
- e. The Conference will provide a JH schedule of games which should be played on Thursdays unless a change is mutually agreed upon. Pony or freshman football games must be scheduled independently by each school; however, schools should limit participation to one (1) game per week at each level of play.
- f. All football teams must participate in the Conference mandatory film exchange for all Conference games:
 - Conference schools shall exchange the two previous weeks' games/scrimmages in a minimum of DVD format. If schools agree to online film exchange, that may done in lieu of DVD exchanges
 - The two previous games films are defined as follows:
 1. Week One – first scrimmage film only
 2. Week Two – first and second scrimmage films
 3. Week Three – second scrimmage and first game
 4. Week Four – first and second game
 5. Week Five – second and third game
 6. Week 6 – third and fourth game
 7. Week 7 – fourth and fifth game
 8. Week 8 – fifth and sixth game
 9. Week 9 – sixth and seventh game
 10. Week 10 – seventh and eighth game
 11. Week 11 – If teams qualify for District III or Eastern Conference playoffs, then Conference members should follow the film exchange policies appropriate to those playoffs. If week 11 is a contingency game between Conference members, they should exchange the eighth and ninth game films from the regular season
 - Film exchange must take place prior to 12:00 noon on the Sunday prior to the contest
 - Any school not receiving film by Sunday at 12:00 noon should contact the Football Sports Chairperson to report the film exchange policy violation. The school in violation will have their head coach suspended for the upcoming game. In the case of head coach suspension under the film exchange policy, the coach will not be permitted to be on the premises during the game.
 - Non-mandatory film exchange requests by schools who are not members of the Conference shall not be honored by Conference members during the post-season.

Pre-Game Timeline for Varsity Games

- 5:00 pm – Teams arrive (no more than 2 hours before game time)
- 5:30 pm – On field pre-game begins
- 6:30 pm – Mock coin toss and officials' meeting
- 6:35 pm – Teams off the field
- 6:40 pm – Home band performs (visiting band performs at halftime)
- 6:50 pm – Starting line-ups announced and teams enter the field
- 6:55 pm – National Anthem
- 7:00 pm – Kickoff

Timeline for Football Official Assignments

- Schedules sent to Assigner from schools – Var/JV by Dec. 31, JH/Pony by Feb. 24
- Crew Chiefs Meeting – January 31 (or thereabout)
- Assignments returned to schools from Assignor – Var/JV by March 31, JH/Pony by May 31
- Turnbacks from individual officials to Assignor – Var/JV by April 15, JH/Pony by June 15
- Assignor reassignments to officials will be ongoing
- Final assignments will be ongoing

CHEERLEADING

To promote athleticism and safety for all Conference cheerleading teams, the Conference will follow the NFHS rules and the following Conference rules:

- a. Gymnastics performed during the entrance or exit from a mat or court.
- b. Cheerleaders may not kick the bleachers or lead cheers which initiate the kicking of bleachers by spectators.
- c. It is recommended that cheerleading teams comply with the fall and winter PIAA season start dates.
- d. Any team participating in a Conference-sponsored event must be accompanied by a coach.
- e. All coaches must be certified on an annual basis by attending the Berks County Cheerleading Coaches Association (BCCCA) rules interpretation meeting. Coaches who miss the rules interpretation meeting may apply for certification by contacting the Cheerleading Sports Chairperson.
- f. Teams without a certified coach may not perform any mounts/stunts at Conference events.
- g. Junior High/Middle School Restrictions
 - No single based shoulder stands
 - No flip dismounts
 - No extensions without an extra back spot
 - No basket tosses
 - No pendulums
- h. Conference Championship
 - The Conference will operate a Championship competition occurring during the winter season.
 - All Conference member schools are encouraged to participate in this event
 - Teams will perform a routine according to the competition standards (which will be consistent with District III and PIAA rules.
 - Teams will compete within their division after their routines are scored. The top three teams (highest scores) in each division will perform their routines a second time during the championship round. The two scores will be combined for the three teams and the highest scoring team will be Conference champions.

AWARDS

The Conference will provide recognition awards in the form of trophies and medals for varsity championship events in sports sponsored by the Conference. In all sports, a team championship trophy will be awarded. The only exception to this is football where trophies will be awarded to the two (2) division champions.

Where applicable, medals will be awarded to participants on the Conference championship and runner-up teams. Championship medals will be gold and runners-up medals will be silver.

SPORTS	TROPHY	1st & 2nd MEDALS	INDIVIDUAL MEDALS
Golf	YES	8 Team champs & runners-up	6 Boys, 6 Girls
B/G Cross Country	YES	12 team champs & runners-up	20 Boys, 20 Girls
G Field Hockey	YES	25 team champs & runners-up	
B/G Soccer	YES	25 team champs & runners-up	
B/G Volleyball	YES	15 team champs & runners-up	
Football	Yes-Div		
B/G Basketball	YES	20 team champs & runners-up	
Wrestling	YES	25 team champs & runners-up	
B/G Bowling	YES	10 team champs & runners-up	6 Boys, 6 Girls
Baseball	YES	20 team champs & runners-up	
Softball	YES	20 team champs & runners-up	
B/G Track	YES	27 team champs & runners-up	6 places/event, ribbons 7 & 8
B/G Lacrosse	YES	25 team champs & runners-up	
Sportsmanship	YES		
B/G Tennis	YES	10 Team champs & runners-up	Flight 1 singles – 4 places, Flight 1 doubles – 4 places

SPORTSMANSHIP

The Conference supports the PIAA and NFHS endeavors to support and encourage sporting behavior among all players, coaches, officials and spectators. Therefore, the Conference has adopted the following rules for spectator behavior:

1. The Berks County Interscholastic Athletic Association encourages spectators to cheer and support their respective teams in a positive manner. Spectators are asked to exhibit good sportsmanship at all times and refrain from cheering negatively against the opponents.
2. Abusive language, negative gestures or taunting directed towards players, coaches, officials, cheerleaders or spectators is prohibited.
3. Spectators are to remain in their seats. No prolonged standing is allowed.
4. Anyone under the influence of alcohol or drugs will not be admitted.
5. Game management will enforce school dress code when deemed necessary.
6. Sirens, towels, signs, banners, props, whistles, portable stereos or noisemakers are not permitted at games.
7. During basketball games, spectators behind the baskets are not to wave or distract foul-shooters.
8. Throwing foreign objects of any kind is prohibited.
9. Only cheerleaders or persons authorized to promote school spirit are permitted on the sidelines or playing surfaces.
10. At the end of games, spectators are not allowed on the playing surface for safety reasons.
11. Teams may not use or bring props that could be used as weapons. This does not include supplies or equipment inherent for the playing of the sport.

The administration of the host school is responsible for the conduct of spectators and the safety and well-being of the officials. Where applicable, provisions should be made to keep spectators at a safe distance from the playing area and the contest participants. During play-off games, it is recommended that school officials sit in close proximity to their student body.

To reward member schools for excellence in the area of sportsmanship, a Conference championship trophy will be awarded to the top ranking schools according to the following sportsmanship ranking system:

- The head coach of every school is responsible for filling out a ranking form indicating the top three teams that demonstrated outstanding sportsmanship during the season. The coaches turn the form into their athletic department which in turn submits them to the Sportsmanship Chairperson.
- The top school listed on the form is awarded five (5) points, second place is awarded three (3) points and the third place team is awarded one (1) point.

Example:

School A receives 5 first place votes, 3 second place votes and 2 third place votes

School B receives 3 first place votes, 5 second place votes and 3 third place votes

School A

5 times 5 = 25

2 times 3 = 9

2 times 1 = 2

Total = 36

School B

3 times 5 = 15

5 times 3 = 15

3 times 1 = 3

Total = 33

Total points for each school are also established according to the number of sports a particular school sponsors within the Conference. The difference in the number of sports sponsored by the various schools is compensated for by dividing the sports sponsored by each school into the greatest number of sports played by any school and multiplying the number of points a school has received by that number.

School A above has 15 sports and has accumulated 36 total points (15 sports equals the greatest number of sports sponsored by any one school). Therefore, 15 (largest number of sports for any school) divided by 15 (number of sports sponsored by School A) equals 1. 1 times 36 (number of accumulated points) = 36

School B above has 12 sports and has accumulated 33 total points (15 sports equals the greatest number of sports sponsored by any one school). Therefore, 15 (largest number of sports for any school) divided by 12 (number of sports sponsored by School A) equals 1.25. 1.25 times 33 (number of accumulated points) = 41.25

In this example, School B would be declared the sportsmanship award winner given its higher point value.

Sportsmanship Award Tabulation Procedures

1. The Sportsmanship Chairperson should collect and record the sportsmanship forms as returned by Athletic Directors throughout the school year (form listed in the Appendix section).
2. Record sportsmanship results by sport and record the top five (5) schools for each sport. If a school does not submit a sportsmanship report for a particular sport, the school cannot be ranked for that sport/s and any points accumulated in that sport/s will be forfeited.
3. Record sportsmanship by school by compiling the results from each individual sport.
4. Add up the total number of points received by a school and divide that number by the Factoring number. The Factoring Number is based on how many sports the schools offers as detailed above. These results should also be recorded.
5. Use the resulting numbers to rank the schools – the highest number is the Sportsmanship winner.
6. The results should be sent to the Conference member school Athletic Directors with a letter/email from the Sportsmanship Chairperson including the ranking list and the top five (5) schools in each sport.

Notes:

- Associate members are included in the tabulations of the individual sportsmanship ranking. Final overall ratings will not include associate member schools.
- The sportsmanship calendar year will begin with the spring season and include the subsequent fall and winter season. This will allow appropriate time to tabulate results so that the Sportsmanship Award may be presented at the Golf Leaf Banquet.
- The sportsmanship award history is detailed in the Appendix section

BERKS COUNTY INTERSCHOLASTIC ATHLETIC ASSOCIATION

Sportsmanship Rating Form for Coaches

Sport:

Date:

This form is to be filled out and submitted for all varsity sports that are sponsored by the Berks County Interscholastic Athletic Association. Athletic Directors should enter the information from this form on the online form which can be found on the BCIAA website at www.bciaa.org under Athletic Director Resources.

High school coaches are asked to rank opponents based on which teams, in their opinion, that had the best display of sportsmanship.

The ranking is based on the following areas where appropriate:

1. Manner of welcome by the host school
2. Provisions and conditions of playing facilities
3. Conduct of opposing players and coaches before, during and after the contest
4. Display of fair play during contest
5. Quality and degree of genuine spirit shown by opposing team
6. Attitude and self control of coaches and players after the game
7. Care given to the facility and equipment by the visiting team

(Please note: you may not vote for your own team)

I would rank	_____	1 st in Sportsmanship.
I would rank	_____	2nd in Sportsmanship.
I would rank	_____	3rd in Sportsmanship.

Coaches Name:

School:

Coaches: Please return this form to your ATHLETIC DIRECTOR.

Athletic Directors- Please complete the online form with sportsmanship rankings (found under Athletic Director Resources at www.bciaa.org)

JUNIOR HIGH SPORTS

12. The Conference philosophy on Junior High Interscholastic Athletics – The BCIAA believes that it has the responsibility to formulate athletic guidelines that encourage member schools to view their middle school/junior high/freshman programs as developmental in nature. This would include progressively increasing the expectations and demands as the athletes move through the interscholastic athletic experience. Therefore, the Conference has adopted guidelines regarding the numbers of events and length of athletic seasons that reflect the developmental nature of middle school/junior high/freshman athletics

Additionally, in an effort to ensure that middle school/junior high/freshman athletics within the Conference remain focused on skills development, there will be:

- No BCIAA junior high won/loss records kept;
- No overtime for any BCIAA junior high competitions;
- No BCIAA junior high standings announced;
- No scores of BCIAA junior high competitions reported to the media;
- No BCIAA junior high champions declared for any sport;
- BCIAA junior high sports can start no sooner than one (1) week after the PIAA start date for the comparable high school sport.

13. Conference Schedule for Junior High Athletics

JH Sport	Max # of Comps	# Conference Comps	Season Length	M-F Start Time	Sat. Start Time	Length of Periods	Max Halftime
Cross Country	12	Same as Var.	10 weeks	4:00 pm	Mutual Agree	N/A	N/A
Field Hockey	15	15	10 weeks	4:00 pm	Mutual Agree	20 min	10 min
Field Hockey-JV	15	15	10 weeks	4:00 pm	Mutual Agree	15 min	10 min
Football	7	7	10 weeks	4:00 pm	Mutual Agree	8 min	8 min
B/G Soccer	15	15	10 weeks	3:45 pm	Mutual Agree	25 min	10 min
B/G Soccer – JV	15	15	10 weeks	3:45 pm	Mutual Agree	20 min	10 min
B/G Basketball	18	15	12 weeks	3:45 pm	Mutual Agree	6 min	5 min
B/G Basketball-JV	18	15	12 weeks	3:45 pm	Mutual Agree	5 min	5 min
Wrestling	22	9 or 12	12 weeks	4:00 pm	10:00 am	1.5 min	N/A
Baseball	15	15	10 weeks	4:15 pm	Mutual Agree	7 innings	N/A
Baseball-JV	15	15	10 weeks	4:15 pm	Mutual Agree	7 innings	N/A
Softball	15	15	10 weeks	4:15 pm	Mutual Agree	7 innings	N/A
Softball-JV	15	15	10 weeks	4:15 pm	Mutual Agree	7 innings	N/A
Track & Field	12	6	10 weeks	3:45 pm	Mutual Agree	N/A	N/A
G Volleyball	18	14	10 weeks	4:00 pm	Mutual Agree	Best 2 of 3	N/A

14. Additional Junior High Rules

- A team must have five (5) days of practice before the first scrimmage.
- There is a maximum of two (2) scrimmages.
- There must be 15 days of practice before the first competition.

15. During the winter season when Thanksgiving falls on the second week of the PIAA season (first week for JH sports), schools have the option to beginning the JH the season on the same starting day as the high school season.

SPORTS MEDICINE

Athletic Training medical coverage is provided to our student-athletes at all Berks County schools throughout the duration of all seasons. Therefore, coverage of post-season competition, specific to Berks County Interscholastic Athletic Association (BCIAA) Play-off Tournaments, must be provided. Below is an outline for providing medical coverage for our student-athletes during the post-season competition, including securing Athletic Training coverage, expectations for coverage, and pay scale.

Securing Athletic Training Coverage

The Host Game Manager in cooperation with the BCIAA Sports Chairperson will be responsible for securing a Certified Athletic Trainer (AT) to provide on-site athletic training services for the duration of the BCIAA post-season event.

1. If the event is being hosted at one of the Conference member schools, the first priority of coverage should be offered to the AT for that school.
2. If the AT for the host school is unavailable, the host game manager and/or sports chairperson should contact the competing teams' ATs, with preference being given to the home team, followed by the away team.
3. If these three options are explored with no coverage obtained, the host game manager/sports chairperson shall attempt to obtain athletic training coverage through another school or one of the surrounding companies offering athletic training services.
4. If the event is being hosted at a **non-school site**, the game manager and/or sports chairperson should first offer coverage to the Home team's athletic trainer, followed by the Away team.
 - a. It may be suggested, for convenience purposes of equipment, to offer the Site AT position to a certified athletic trainer in the near vicinity of the neutral site.
 - b. Whenever possible, advanced notice (48 hours or more) will be needed for a neutral site to ensure the AT has obtained and is comfortable with the site Emergency Action Plan (EAP).
 - c. If both teams will have an AT present, and it is mutually agreed upon, the fee may be split between the two.

Coverage Responsibilities of the Host Athletic Trainer

The host Athletic Trainer will be responsible for providing the following services:

1. Be on-site and available 45 minutes prior to the start of competition to prepare all athletes needing assistance, and will remain at the site until checking with both teams to be sure post-competition needs are met;
2. Check with host game manager and/or sports chairperson to ensure that all duties have been completed;
3. Provide preventative taping and treatments, with verbal or written directions from the team's own AT, of athletic injuries;
4. Provide emergency evaluation and identification of all athletic injuries;
5. Provide immediate care of all athletic injuries, including the provision of splints, crutches and Automated External Defibrillator (AED) as needed;
6. Provide organization and administration of the host site EAP, including activation of Emergency Medical Services (EMS), when necessary.

The host Athletic Trainer will NOT be responsible for the following services:

1. Providing teams with cups or water bottles. Each team is responsible for supplying these items. Advanced notice must be given if water is to be provided;
2. Evaluating pre-existing injuries prior to the start of competition;
3. Providing access to or the use of electrical modalities, such as ultrasound and electrical stimulation. The only therapeutic modality that will be provided will be ice. Heat may be available at the discretion of the site AT;

4. Providing medical treatment to anyone but the competing athletes. The contracted AT's first priority is to the athletes who are competing in the BCIAA play-off event. All others, including coaches, officials, fans and by-standers, may be treated upon the discretion of the AT under the Good Samaritan Law.

Liability Coverage for Athletic Training Services

In the state of Pennsylvania, all AT's are required by law to work under the supervision of a licensed Physician. It is the responsibility of the host AT to check with their supervising Physician (MD or DO) to ensure that coverage of these post-season events are covered under their Standard Operating Procedures.

1. If the host site AT has a team participating in the post-season BCIAA event, they are covered under physician orders to work with their own team, but must check with their Team Physician to be sure he/she is extending their license to allow coverage and services of the opposing team.
2. If the host site AT does not have a team participating in the post-season BCIAA event, the AT will be an independent contractor and must have his/her own written agreement with a supervising licensed physician in order to provide independent athletic training services for athletes competing in BCIAA play-off events, as is required under State Board of Osteopathic Medicine, Title 49 of the Professional and Vocational Standards, Chapters 16, 18 and 25.

Medical Liability Insurance Coverage

The host site AT contracted by the BCIAA for post-season event coverage must be covered by a professional liability insurance policy.

1. For ATs working with their own team, the employing school or company should be providing professional liability insurance on their own employee. This means the AT will be protected when providing services to his or her own team. This AT has no responsibility to the opponents and therefore may not be covered if he or she renders care to an opponent.
2. For the Host AT, working as an independent contractor for the BCIAA, the AT may be working outside the scope of his or her employment responsibilities and may not be covered by the employer's liability insurance. Because of this, the AT receiving payment for coverage of both competing teams shall carry his/her own professional liability insurance, at an additional out-of-pocket expense.

Payment for Athletic Training Services

The Host Site is responsible for rendering payment to the Athletic Trainer the day of the event from the BCIAA gate receipts, as is the case for other game worker personnel. In the event that payment cannot be made out of funds from gate receipts, a check should be issued and mailed within one week of the event.

- No mileage reimbursement will be provided for medical coverage of the event.

Recommended Coverage and Payment Schedule

Event Type	Events	Minimum # of ATs	One Contest	Two Contests	Three Contests
Individual Events	Basketball	1 per gym	\$50	\$80	\$120
	Cross Country	2 per site			
	Field Hockey	1 per field			
	Football				
	Soccer				
	Lacrosse				
	Baseball				
	Softball				
Tennis *	1 per site				
Volleyball	1 per gym				

	Wrestling dual	1 per mat	
On Call Events	Bowling Golf	1 per site	\$50/day on-call
All Day Events/ Tournaments	Individual Tennis*	1 per site	\$20/hour with a maximum of \$225/day
	Cheerleading	1 per gym	
	Track & Field	3 per meet	
	Wrestling	1 per mat +1	

1. On-Call Events: \$50.00/day for on-call (within 10 minute response time)
 - a. Generally these are all day affairs requiring the athletic trainer to stay on or near location before or after all home events/practices and responsibilities have concluded for the day. In addition, the host site is responsible for providing water and ice as needed with 24 hours advanced notice, when possible.
 - b. Sports: Golf and Bowling
 - c. Recommended number of ATs for adequate coverage: 1 per site

2. Individual Events:

Single Game	Double Header	Triple Header
\$50	\$80	\$120

- a. Sports: Basketball, Cross Country, Field Hockey, Football, Soccer, Lacrosse, Baseball, Softball, Tennis (team match or 2nd and 3rd day of Individual Tournament), Volleyball (match)
Note - 2nd and 3rd day of the BCIAA Tennis Individual Tournament will be counted as a single event unless the length of competition exceeds 4 hours, with additional time being compensated at a fee of \$20/hour.
 - b. Number of ATs for adequate coverage:
 - Basketball, Tennis, Volleyball – one per gym or tennis facility
 - Cross Country – 2 per site
 - Field Hockey, Football, Soccer, Lacrosse, Baseball, Softball – one per field/location
3. All Day Events/Tournaments: \$20/hour with a maximum of \$225/day
 - a. Requires an all-day commitment
 - b. Sports, *for both boys' and girls' seasons:* Cheerleading, Tennis (individual tournament), Track and Field and Wrestling
 - c. This payment schedule will apply to the Bill Firing Victory Meet for track and field, regardless of hosting location.
 - d. Number of ATs for adequate coverage
 - Cheerleading – one per gym
 - Tennis – one per location for individual tournament
 - Track – two for central location of medical coverage, plus one
 - Wrestling (Individual and Team championships) – one per mat, plus one
 4. Notes Regarding Athletic Training
 - The fee is paid only to a Certified Athletic Trainer (AT)
 - a. This fee structure will apply UNLESS there is a pre-existing agreement for coverage between the BCIAA and another group for Sports Medicine services.
 - Individual events are defined as one game, meet, match, etc.

- ATs are recommended to work within their scope of practice, under the Pennsylvania license and supervision of a physician (MD or DO). ATs should have established Standard Operating Procedures that include providing athletic training coverage at BCIAA events. It is recommended that ATs carry their own individual professional liability insurance while providing services.
 - Payment for services shall be made the same day, unless cost of coverage cannot be paid from BCIAA gate receipts. In this case, payment will be by check, mailed within one week of the event.
5. Explanation of Tennis fees:
- Individual Event – Includes BCIAA team tournament and 2nd and 3rd day of Individual tournament, unless event lasts longer than an average competition of 4 hours - additional compensation paid at the hourly tournament rate.
 - All Day Tournaments – Opening day for BCIAA Individual Flight tournament

POST-SEASON AWARD RECOGNITION

Guidelines:

1. For each sport, there will be one (1) All-Conference Team per sport (see below for details).
2. For each division in the sport, there will be one (1) All-Division Team and one (1) Honorable Mention Team.
3. Athletes selected for the All-Conference Team will not be eligible for the All-Division Team. Likewise, athletes selected for the All-Division Team will not be eligible for the Honorable Mention Team.
4. These guidelines are intended as maximums. Selection committees do not need to fill all the spots allocated.
5. The criteria utilized for selection should be based on regular-season contests. Post-season may be factored in, but it should only be a small percentage.

Fall

Boys Soccer (11 players on field)

Team selected by: Vote of coaches

Format: 13 All-County players - regardless of position, at least one goalie
14 All-Division, 14 All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Girls Soccer (11 players on field)

Team selected by: Vote of coaches

Format: 13 All-County players - regardless of position, at least one goalie
14 All-Division, 14 All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Field Hockey (11 players on field):

Team selected by: Vote of coaches

Format: 13 All-County players - regardless of position, at least one goalie
14 All-Division, 14 All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Cross Country (6 score in meets)

Team selected by: Vote of coaches

Format: 8 boys and 8 girls for All-County, All-Division and All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches; one boys, one girls

Water Polo (6) Note – water polo is not part of the BCIAA

Team selected by: Vote of coaches

Format: 6 players

Player of the Year: Based on vote at state tournament

Coach of the Year: Coaches

Golf (8 score in matches):

Team selected by: Coaches Vote

Format: 9 players for All-County, All-Division and All-Division Honorable Mention

Player of the Year: Coaches (one boy)(one girl if applicable)

Coach of the Year: Coaches

Girls Volleyball (6)

Team selected by: Vote of coaches

Format: 7 players for All-County, All-Division and All Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Girls Tennis (5)

Team selected by: Vote of coaches

Format: 9 players (singles or doubles) for All-County, All-Division and All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Football (11)

Team selected by: Vote of coaches. Each coach gets 2 nominations more than the number of wins their team has during the season for offensive and defensive award teams. Ex – Coach of a 0-10 team gets 2 votes, Coach of a 10-0 team gets 12 nominations. Vote of coaches determine which players are selected.

Player of the Year: Coaches

Coach of the Year: Coaches

Format: See below

All-League teams are selected for Division I and Division II

Teams are selection by offensive positions – All League, All Division, Honorable Mention

- QB
- Running Backs – 2
- All Purpose Back – 1 (running back or quarterback)
- Wide Receivers – 2
- Tight End – 1
- Offensive Line (Center, Guard, Tackle) – 5
- Kick Returner – 1
- Place Kicker – 1

Teams are selection by defensive positions – All League, All Division, Honorable Mention

- Defensive Linebacker – 4
- Linebacker – 4
- Defensive Back (cornerback and safety)- 4
- Punter - 1

Specialty Honors (nominations from coaches regardless of win total)

- Back of the Year
- Receiver of the Year
- Offensive Lineman of the Year
- Defensive Back of the Year
- Defensive Lineman of the Year
- Linebacker of the Year

WINTER

Wrestling (14)

Team selected by: Coaches vote.

Format: 15 players for All-County, All-Division and All Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Boys Basketball (5)

Team selected by: Vote of coaches

Format: 6 players for All-County

7 players for All-Division and All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Girls Basketball (5)

Team selected by: Vote of coaches

Format: 6 players for All-County

7 players for All-Division and All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Bowling (10):

Team selected by: Based on top five scoring averages, regular season

Format: 5 girls, 5 boys for All-County, All Division and All-Division Honorable Mention

Player of the Year: Coaches: one girl, one boy

Coach of the Year: Coaches: one girls, one boys

SPRING**Softball (10 players on the field)**

Team selected by: Vote of coaches

Format: 12 players for All-County, regardless of position, at least one pitcher

13 players for All-Division and All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Baseball (10 players on the field)

Team selected by: Vote of coaches

Format: 12 players for All-County, regardless of position, at least one pitcher

13 players for All-Division and All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Track and Field (15)

Team selection based on best times/distances at major meets - Shaner, Stephan, County

Format: Up to 15 (one per event) for All-County, All Division and All-Division Honorable Mention

Player of the Year: Coaches: one girl, one boy

Coach of the Year: Coaches: one girls, one boys

Note – Effective in 2014, the All-Berks boys and girls track and field team are determined by a points system. Previously all county teams were based solely on Berks best marks. Athletes receive point for top four finished at the Stephan, Shaner and Firing Meets. The Firing Meet weighted more heavily because it determines county champions. Athletes also earn points for the top four marks in each event. Those marks could be set at any invitational with the exception of the PIAA Championship. This also includes relay teams.

Boys Tennis (5 players on the court):

Team selected by: Vote of coaches

Format: 9 players (singles or doubles) for All-County, All-Division and All-Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

Boys Volleyball (6)

Team selected by: Vote of coaches

Format: 7 players for All-County, All-Division and All Division Honorable Mention

Player of the Year: Coaches

Coach of the Year: Coaches

APPENDIX

B.C.I.A.A. 2014-15 & 2015-16

(19 schools) Girls Tennis	(18 schools) Boys Tennis	(18 schools) Baseball, Softball B/G Soccer, B/G Basket.	(17 schools) Girls Field Hockey	(17 schools) Golf	(16 schools) Boys/Girls Track	(16 schools) Girls Volleyball
<u>Division I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg Twin Valley Conrad Weiser Pottsville Fleetwood <u>Division II</u> Blue Mountain Hamburg Area Berks Catholic Schuylkill Valley Wyomissing Brandywine Heights Kutztown Tulpehocken Antietam	<u>Division I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg Twin Valley Pottsville <u>Division II</u> Conrad Weiser Blue Mountain Fleetwood Hamburg Area Berks Catholic Schuylkill Valley Wyomissing Brandywine Heights Kutztown Tulpehocken	<u>Section I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg <u>Section II</u> Twin Valley Conrad Weiser Fleetwood Hamburg Berks Catholic Schuylkill Valley <u>Section III</u> Oley Valley Wyomissing Brandywine Heights Kutztown Tulpehocken Antietam	<u>Section I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg <u>Section II</u> Twin Valley Conrad Weiser Fleetwood Hamburg Berks Catholic Schuylkill Valley <u>Section III</u> Oley Valley Wyomissing Brandywine Heights Kutztown Tulpehocken	<u>Division I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg <u>Division II</u> Twin Valley Conrad Weiser Fleetwood Hamburg Area Berks Catholic Schuylkill Valley <u>Division III</u> Oley Valley Wyomissing Brandywine Heights Kutztown Tulpehocken	<u>Section I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg Twin Valley Conrad Weiser <u>Section II</u> Fleetwood Hamburg Berks Catholic Schuylkill Valley Oley Valley Wyomissing Kutztown Tulpehocken	<u>Section I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg Twin Valley Conrad Weiser <u>Section II</u> Fleetwood Berks Catholic Schuylkill Valley Oley Valley Wyomissing Tulpehocken Antietam
(16 schools) Boys/Girls XC	(15 schools) Wrestling	(14 schools) Football	(14 schools) B/G Bowling	(13 schools) Boys Volleyball	(8 schools) Boys Lacrosse	(7 schools) Girls Lacrosse
<u>Section I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg Twin Valley Conrad Weiser <u>Section II</u> Fleetwood Hamburg Berks Catholic Schuylkill Valley Oley Valley Wyomissing Kutztown Tulpehocken	<u>Section I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg Twin Valley Conrad Weiser <u>Section II</u> Hamburg Schuylkill Valley Oley Valley Wyomissing Brandywine Heights Kutztown Tulpehocken	<u>Section I</u> Reading Exeter Governor Mifflin Daniel Boone Muhlenberg Conrad Weiser Pottsville <u>Section II</u> Twin Valley Fleetwood Hamburg Berks Catholic Schuylkill Valley Wyomissing Kutztown	<u>Section I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg Twin Valley Conrad Weiser <u>Section II</u> Hamburg Berks Catholic Schuylkill Valley Oley Valley Wyomissing Antietam	<u>Section I</u> Reading Wilson Exeter Governor Mifflin Daniel Boone Muhlenberg Pottsville Fleetwood <u>Section II</u> Berks Catholic Schuylkill Valley Oley Valley Wyomissing Brandywine Heights Kutztown Antietam	<u>Section I</u> Wilson Exeter Governor Mifflin Daniel Boone Twin Valley Conrad Weiser Berks Catholic Wyomissing	<u>Section I</u> Wilson Exeter Governor Mifflin Twin Valley Conrad Weiser Berks Catholic Wyomissing

Capacity of Conference Gymnasiums

Antietam	900
Berks Catholic	900
Brandywine	800
Conrad Weiser	1,200
Daniel Boone	900
Exeter	1,200
Fleetwood	1,200
Governor Mifflin	1,800
Hamburg	1,200
Kutztown	600
Muhlenberg	1,200
Oley Valley	600
Reading	3,400
Schuylkill Valley	900
Tulpehocken	800
Twin Valley	1,100
Wilson	2,200
Wyomissing	1,300

Albright College	1,300
Kutztown Univ	3,400
Sovereign Center	8,200

MEMORANDUM OF UNDERSTANDING REGARDING SCRIMMAGES

The purpose of scrimmages is to allow student-athletes an opportunity to learn and develop their skills in a controlled game-like setting. This also gives officials an opportunity to develop their skills prior to the start of the season.

1. A scrimmage may be held at any time during the season. A school is limited to two scrimmages per team during the regular season. Once the post-season begins, a team participating in post-season competition may participate in an unlimited number of scrimmages and/or inter-team practices.
2. Both teams must agree that an event is a scrimmage in advance. This will be communicated with the sport assignor.
3. Schools will not charge admission for a scrimmage.
4. Prior to the start of the scrimmage, the coaches will agree on the format and structure. For clarity and continuity sake, this information should be communicated to the officials. However, due to time, weather or the learning process, this structure may be altered during the course of the scrimmage if it is in the best interest of the student-athletes and mutually agreed upon by both schools.
5. Coaches may stop scrimmages at any time and may have unlimited substitutions. Coaches may also substitute at any point in the scrimmage.
6. Coaches may go on the field/court to instruct during the scrimmage.
7. Scores of the event will not be displayed or recorded during the scrimmage. Scores of the scrimmage will also not be reported to any media outlet.
8. Scrimmages may last 2.5 hours. This means that a varsity scrimmage can last 2.5 hours and a JV scrimmage can last 2.5 hours (see PIAA Handbook, Section III Rules and Regulations, Method of Counting a Scrimmage).
9. Officials will be paid $\frac{1}{2}$ the total officials' cost for a regular season game split among number of officials working the scrimmage. For multi-team scrimmages, the schools and the officials should establish a fee in advance commensurate with the anticipated length of the scrimmage.

CONFLICT OF INTEREST SITUATIONS FOR BCIAA OFFICIALS

These are situations which could cause players, coaches or spectators to make false assumptions about the interests of the BCIAA official working the contest. Should an official find him/herself in these types of situation, the official should turn back the contest. If an assignor is aware of these conflicting situations, the official should not be assigned to these games. These situations are recommendations and are designed to ensure that all parties involved in BCIAA athletic contests perceive all parties involved in the events as being unbiased.

A BCIAA Official:

1. Should not work a varsity game in which he/she has a relative on either team as a player or coach;
2. Should not work a varsity game in which he/she is a current employee of the school district for either team;
3. Should not work a varsity game in which he/she is a close personal friend of the coach for either team. An example of this relationship would be one in which the official engages in social activities outside of the sport with the coach of either team;
4. Should not work a varsity game for a team where his/her children attend school;
5. Should not work a game with a team when he/she has publicly criticized or verbally attacked the school or the coach in the media or in a public meeting;
6. With health issues or physical limitations which would prevent him/her from keeping up with the speed of that contest, should not participate in that game but should work with the assignor to find games with the speed to accommodate his/her health or physical issues;
7. Should not work a varsity game involving a school they graduated from within five (5) years of his/her graduation. This prevents the official from potentially officiating individuals he/she may have played with during high school;
8. Should not work a game involving a school where he/she is currently employed as a paid or volunteer coach in any sport;
9. Who is a current coach in any sport should not officiate a Conference contest in that same sport at the varsity level. This would prevent any assumption that the official would make decisions based on the interest of the team he/she coaches;
10. Should not work a varsity game involving a school where he/she used to coach within seven (7) years of the termination of his/her coaching assignment. This prevents the official from potentially officiating individuals he/she may have coached at the high school or junior high level.

Berks County Interscholastic Athletic Association

Athletic Director Evaluation of Assignor

Assignor's Name: _____ Date: _____

Sport: _____

The following areas will be evaluated:

Duties and Responsibilities, Relationships, and Communication

4 = Outstanding 3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

		4	3	2	1
1.	Assigns appropriately rated official to each contest and level				
2.	Maintains an updated contact database of officials on league-approved scheduling software				
3.	Makes all division assignments in an equitable manner based on the level of competition				
4.	Adjusts assignments throughout the season based on the level of game competitiveness				
5.	Meets deadlines in finalizing official assignments on league-approved scheduling software				
6.	Updates official assignment changes on the league-approved scheduling software				
7.	Is easily accessible via e-mail or phone				
8.	Confirms all postponements, cancellations, and reassignments with the Athletic Director				
9.	When rescheduling for inclement weather, emphasizes the priority order of games – varsity league, varsity non-league, junior varsity, junior high, pony				
10.	Promotes the BCIAA positively in all forms of communication				
	Notes (any score of 1 requires documentation in this section) -				

The assigner evaluation will be completed by each school's Athletic Director or designee (50%), members of the officials' chapter (25%) and the BCIAA Executive Director (25%).

Berks County Interscholastic Athletic Association

Executive Director Evaluation of Assignor

Assignor's Name: _____ Date: _____

Sport: _____

The following areas will be evaluated:

Duties and Responsibilities, Relationships, and Communication

4 = Outstanding 3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

		4	3	2	1
1.	Assigns appropriately rated official to each contest and level				
2.	Utilizes yearly evaluative data to promote his/her professional development				
3.	Makes all division assignments in an equitable manner based on the level of competition (per Blue Book policies)				
4.	Adjusts assignments throughout the season based on the level of game competitiveness				
5.	Meets deadlines in finalizing official assignments on league-approved scheduling software				
6.	Updates official assignment changes on the league-approved scheduling software				
7.	Is easily accessible for the Executive Director and serves as a liaison between the BCIAA and individual officials/chapters				
8.	Follows directives from the BCIAA and Executive Director				
9.	Resolves conflicts in an amicable manner – i.e. between schools and officials, among officials, etc.				
10.	Promotes the BCIAA positively in all forms of communication				
	Notes (any score of 1 requires documentation in this section) -				

The assigner evaluation will be completed by each school's Athletic Director or designee (50%), members of the officials' chapter (25%) and the BCIAA Executive Director (25%).

Berks County Interscholastic Athletic Association

Officials Evaluation of Assignor

Assignor's Name: _____ Date: _____

Sport: _____

The following areas will be evaluated:

Duties and Responsibilities, Relationships, and Communication

4 = Outstanding 3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

		4	3	2	1
1.	Is professional and respectful in dealing with officials at all times				
2.	Makes all division assignments in an equitable manner based on the level of competition (per Blue Book guidelines)				
3.	Adjusts assignments throughout the season based on the level of game competitiveness				
4.	Finalizes official assignments on league-approved scheduling software in a timely manner				
5.	Is easily accessible via e-mail or phone				
6.	Confirms all postponements, cancellations, and reassignments with the officials				
7.	Maintains open lines of communication with officials' chapter				
8.	Respects official emergencies and works diligently to fill openings when emergencies occur				
9.	Resolves conflicts in an amicable manner – i.e. between schools and officials, among officials, etc.				
10.	Promotes the officials positively in all forms of communication				
	Notes (any score of 1 requires documentation in this section) -				

The assigner evaluation will be completed by each school's Athletic Director or designee (50%), members of the officials' chapter (25%) and the BCIAA Executive Director (25%).

Berks County Interscholastic Athletic Association
Officials Evaluation Form – Coaches and Officials

Officials' Name: _____ Date: _____

Sport: _____

The following areas will be evaluated:

Duties and Responsibilities, Relationships, and Communication

4 = Outstanding 3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

		4	3	2	1
1.	Is professional and respectful in all dealings with players, coaches, spectators and game workers				
2.	Appearance and fitness display the highest ideals of an official				
3.	Understands and displays a knowledge of NFHS and BCIAA rules				
4.	Mechanics/Signals and calls are clear and communicated accurately				
5.	Arrives at the game site on-time and is serious about the job				
6.	Interacts appropriately with coaches – willing to answer appropriate questions				
7.	Works hard to put himself/herself in the best position				
8.	Overall I rate this official				
	Notes:				

