

METROPOLITAN HIGH SCHOOL LEAGUE

CONSTITUTION AND BY-LAWS

Revised September 2002

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METROPOLITAN HIGH SCHOOL LEAGUE

CONSTITUTION

Revised September 2002

ARTICLE 1 - NAME

The name of this organization shall be the Metropolitan High School League.

ARTICLE II - PURPOSE

The purpose of this organization shall be to maintain and conduct a program of amateur sports competition and to promote and preserve a wholesome atmosphere of good sportsmanship among its participants and member schools.

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ARTICLE III - OBJECTIVES

1. Provide a well-planned and well-balanced program of interscholastic athletics for as many high school students as possible, consistent with available resources, and operate and manage those athletic activities in harmony with the policies, rules and regulations of the Metropolitan High School League.
2. Develop in school representative the desire to pursue excellence in performance, team play and fair play; encourage competition not only for the tangible rewards, but also for the intrinsic values that make athletic competition valuable and worthwhile.
3. Promote cooperative thinking, problem solving and unification of interest and effort among the athletic programs of the member schools of the League.
4. Strive for administration on and decision-making which is in the best interest of all schools and students, rather than purposefully benefiting any one segment of stratum.
5. Develop and maintain the highest type of sportsmanship develop proper attitudes toward winning and losing contests; and encourage and develop respect for all competitors, whether they be on the same team or on teams representing other schools.
6. Be primarily concerned with the total development of the student and promote competitive activity as a portion of the total educational program.
7. Assume the responsibility of keeping the program within accepted rules and regulations, not only to the letter, but also in spirit and intent so that it makes a positive contribution to the students, the member schools, and the community.
8. To encourage and support the **primary** purpose of sports at the interscholastic level as follows:
 - A. To recognize that interscholastic sports are part of the education a program; they are classified as co-curricular.
 - B. To recognize that the purpose and benefits of interscholastic sports applies not only to the athletes, but to ancillary students involved in the program such as managers, trainers, statisticians, and others who are involved in a meaningful role.
 - C. To utilize interscholastic athletics as a medium through which we work with students for positive growth and development.
 - D. To utilize the interscholastic program as a means by which adults can connect with students and provide positive role modeling, and direction for growth and development.

- E. To utilize interscholastic athletics as a learning laboratory where students can and should learn about themselves and how they interact with others.
 - F. To utilize interscholastic athletics as a venue where many students can be reached, when they are not reached as well through the instructional program.
9. To encourage and support the **secondary** purpose of sports at the interscholastic level as follows:
- A. To utilize interscholastic athletics as an opportunity to teach the skills of a specific sport.
 - B. To utilize interscholastic athletics as an opportunity to build upon specific sport skills, so that students may work toward achieving excellence.
10. Given the above purposes, adults responsible for interscholastic athletic programs need to recognize and adhere to the following principles:
- A. A good coach is a good teacher. A student-athlete is a student first.
 - B. Athletic programs at the interscholastic level exist for the benefit of all who participate, and not solely for the gifted few. The benefits to be derived are equally important for opponent participants, in addition to one's own participants.
 - C. Interscholastic athletics do not exist for the purpose of providing college scholarships; however, college scholarships are a welcome by-product of participation.
 - D. Students need the opportunity to experience a variety of activities and time to experience childhood and adolescence, rather than devoting full-time to the pursuit of one endeavor at a young age.
 - E. Interscholastic athletics achieve their primary and secondary goals when those involved recognize that striving for the achievement of excellence is not always measured in win-loss records, but in **individual progress and development**.

ARTICLE IV - MEMBERSHIP

Section 1 - Membership

Membership in this League shall consist of the senior high schools of Seattle School District #1, Bainbridge School District and the private/parochial schools of Bishop Blanchet, Eastside Catholic, Lakeside, Holy Names, O'Dea and Seattle Preparatory, according to the contractual agreement among the aforementioned school districts.

Section 2 - League Expansion

Schools may be added to the Metropolitan League through a majority vote of the superintendents of the League member school districts.

Section 3 - Withdrawal or Loss of League Membership

- A. Membership in the League may be terminated by submitting written intent to withdraw, provided that such intent is submitted at least one year in advance of the withdrawal date and such withdrawal coincides with the two-year (WIAA) schedule cycle and a school year calendar.
- B. A member school may be dropped from the League by a majority vote of the respective superintendents. However, schools must be given a two-year notice of the intent of the League to terminate their membership unless the affected school chooses to leave earlier, or is expelled from the League as a disciplinary action.

Section 4 - Participation of Member Schools

Member schools are obligated to participate in all League scheduled regular season and play-off events in the sports in which they participate (Varsity and J.V.) unless they have received previous permission from the Athletic Office for cancellation or forfeiture. Schools may not schedule or participate in other athletic events which conflict with League scheduled events or which would cause participants to be withheld from League competition.

Member schools shall play their varsity team in varsity level competition, JV team at the JV level of competition, etc. This rule may be waived due to extraordinary circumstances, provided permission is received from the Athletic Office in advance, or in cases where disciplinary action is taken by the school and is reported to the Athletic Office.

Failure to fulfill schedule obligations may result in disciplinary action against the offending school and/or school officials.

Junior varsity and J.V. "C" Teams in the sport of football only are exempt from this regulation.

Section 5 - Membership in Washington Interscholastic Activities Association

League member schools shall be members of the WIAA and shall follow the rules and regulations of that association except as further restricted in the League By-Laws or sports regulations published by the League office.

Section 6 - Participation in WIAA Events

League member schools shall be members of the WIAA sponsored and sanctioned State championship events, and subject to WIAA regulations.

Section 7 - Out of State Events

Participation in “out-of state” events is subject to WIAA, League and local school district regulations.

Section 8 - Facilities

Scheduled athletic events of the League shall have priority in the use of school facilities. Schools should make every effort to provide the opportunity of equal use of school facilities for practice purposes by participants of all teams and sports, appropriate to the needs and available facilities of each school.

Section 9 - Sports Rules

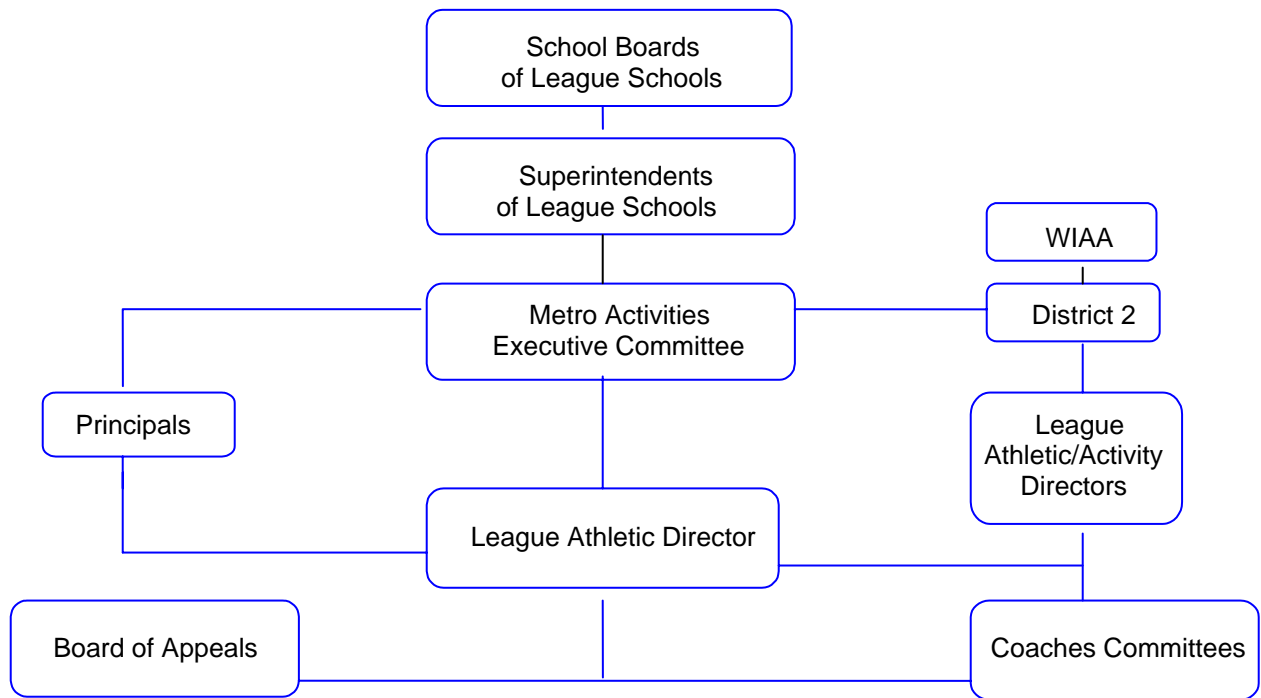
All sports shall be governed by the official rules adopted by the WIAA for that sport. Exceptions to such rules may be adopted by the MAEC for League contests, subject to the approval of the WIAA Executive Board.

ARTICLE V - LEGISLATIVE AND ADMINISTRATIVE AUTHORITY

Section 1 - Metropolitan Activities Executive Committee - Duties and Authority

- A. Authority for legislation and the formulation of rules and regulations for the administration and control of the activities program shall be vested in the Metropolitan Activities Executive Committee which shall be responsible to the superintendents and school directors of the member schools.

ORGANIZATIONAL PATTERN



- B. The MAEC has the authority to levy sanctions against individual participants, teams, or schools.
- C. It shall be the duty and responsibility of the MAEC to hear and decide school cases and the school appeals of interpretations and decisions made by the League Director of Athletics concerning matters affecting the school and discipline of individual athletes, including appeals of one game suspensions.
- D. The primary role of the MAEC in hearing cases and appeals is to hear and decide matters affecting the welfare and rights of the school as opposed to individual eligibility matters, which are dealt with by the Board of Appeals.

Section 2 - MAEC Membership and Voting

The voting members of this committee shall consist of one representative per member school, with each representative having one vote.

School district representatives shall be appointed by the respective superintendents before each school year for two-year terms. Persons appointed to serve as Committee members should be principals, assistant principals, or other administrative or supervisory personnel from that district.

The Athletic Coordinator for the Seattle Schools and the chairperson of the League athletic/activity coordinators shall serve as ex-officio members of the MAEC,

League Athletic/Activity Coordinators - The athletic/activity coordinators of the Metro League schools shall serve in an advisory capacity concerning the total activities program. This group shall elect a chairperson annually at the first meeting of the school year. This group shall be comprised of one athletic/activity coordinator representing each of the Bishop Blanchet, Eastside Catholic, Lakeside, Holy Names, O'Dea, Seattle Prep, Bainbridge High School and each Seattle Public High School. This committee shall have the responsibility of developing all schedules and event management arrangements within the guidelines developed by the MAEC.

Section 3 - Officers and Term of Office

The officers of the MAEC shall be a chairperson, vice-chairperson and the Director of Athletics, who shall be the secretary ex-officio. The chairperson and vice-chairperson shall be elected by the committee at the first meeting of each school year.

Section 4 - Meetings

The committee shall meet a minimum of once annually for the purpose of approving the League financial report. Other meetings may convene based on need.

Section 5 - Quorum

A quorum shall consist of nine (9) votes. In the absence of a committee member, an administrative substitute may be appointed by the school administrator to attend the meeting and vote on League matters.

Section 6 - Amendments

Amendments to any part of the Constitution or By-Laws may be amended or repealed by a two-thirds (8) affirmative vote of the MAEC, the proposed amendment having been read at a previous meeting. A proposal to amend this Constitution or By-Laws may originate from principals of the member schools, activity coordinators athletic coordinators, Athletic Office, coaches' sports committees, or the MAEC. A proposed amendment shall be acted upon at the next regular meeting of the MAEC following its introduction.

Section 7 - Responsibilities and Authority of the League Director of Athletics

The Coordinator of Athletics for the Seattle Public Schools shall be designated as the Director of Athletics for the Metropolitan High School League and the duties and authority shall include, *but not be limited to*, the responsibility and authority to:

- A. Administer the League athletic program as directed by the League contract, Constitution and By-Laws, and the MAEC.
- B. Implement and enforce the rules and regulations of the League; being duly authorized by the individual school districts to act upon disciplinary matters involving individual participants and to levy sanctions against teams or schools which are in violation of League regulations or game rules. Any sanctions levied will be reviewed for final approval at the subsequent MAEC meeting. Disciplinary action involving individual students shall be limited to one-game suspensions for each case of misconduct of rule violation. Team and school sanctions shall be in the form of forfeitures, probation, suspension, or fines. (MAEC 2/18/87)
- C. Make exceptions to League policies and eligibility rules in cases of hardship or extenuating circumstances.
- D. Hear and decide protests of one member school against another.
- E. Make exceptions to League regulations and policies as are deemed necessary of expedient.
- F. Conduct informal hearings when a written request is received from a school principal, student or parent(s) regarding penalties or decisions involving the eligibility of individual participants.

ARTICLE VI - STUDENT RIGHTS AND RESPONSIBILITIES

Section 1 - Student Rights

- A. Students participating in the interscholastic athletic program are governed by the rights, protection and responsibilities as prescribed by the Washington Interscholastic Constitution Rules and Regulations (handbook), the Metropolitan High School League Constitution and By-Laws, and the regulations of their respective school district and school.
- B. Students or schools may request rulings on eligibility or disciplinary matters from the League Director of Athletics.
- C. Students and/or their parent(s)/guardians may make application for exceptions to League and WIAA eligibility regulations through their school principal, and may appeal any decisions relative to such requests through their school principal.
- D. Students requesting waivers of Metropolitan League eligibility regulations shall be ineligible to participate in interscholastic contests pending final decision of their request.
- E. Appeals of interpretations and decisions made by the League Director of Athletics concerning matters of eligibility shall be submitted to the Metro League Board of Appeals. The student shall remain ineligible for seven (7) days.
- F. Appeals of interpretations and decisions made by the League Director of Athletics concerning matters of discipline, including one-game suspensions, shall be submitted to the MAEC.

Section 2 - Student Responsibilities

Participants are required to conform to the rules and regulations of their school, school district, the Metropolitan League, and the WIAA, and to conduct themselves in a safe and sporting manner. Violators are subject to probation or suspension as may be applied by the school, school district, League or the WIAA.

ARTICLE VII - BOARD OF APPEALS

Section 1 - Membership

The Board of Appeals shall be composed of a minimum of two school representatives from among the private/parochial schools and three from the Seattle School District, to be drawn from MAEC members. Members selected for specific appeals should be devoid, as much as possible, of immediate vested interest in a particular school.

Section 2 - Duties and Authority

It shall be the duty and responsibility of the Board of Appeals to hear and decide the appeals of interpretations and decisions made by the League Director of Athletics concerning matters of student eligibility as defined in Article I of the By-Laws. This responsibility does not include hearing appeals of penalties involving game suspensions, which have been levied against individual participants by the Athletic Director. Decisions of the Board of Appeals are final.

Note: See Article I, Section 13, page 15 of By-Laws for procedures.

ARTICLE VIII - LEAGUE MANAGEMENT AND FINANCIAL ARRANGEMENTS

All League management and financial arrangements shall be determined by a League contract to be negotiated and agreed upon by representatives from each of the private League member schools and the Seattle School District.

BY-LAWS

ARTICLE I - ELIGIBILITY CRITERIA

Section I - Eligibility of Students to Participate in an Interscholastic Contest

A student shall be eligible to participate in an interscholastic contest only if he/she has fulfilled all eligibility requirements of the WIAA and the Metro League and the eligibility has been certified on the official League eligibility form. Copies of the eligibility certificate will be sent by each school to the Athletic Office of the League, and to all other League opponent schools in time to arrive before the first scheduled League contest. This regulation does not restrict participants in practices or intrasquad scrimmages.

(NOTE: Refer to page 19, Article II, Section I)

Section 2 - Participation in Turnouts

Players are not to be permitted to turn out to any extent until all the required paperwork is complete and on file at the school.

Section 3 - Suiting Up

Only eligible players are permitted to suit up for contests. (MAEC 9/23/83)

Section 4 - Insurance

- A. **Athletic Insurance** - No student is to be allowed to participate in practice or competition unless he/she is covered by the school group plan for the care of athletic injuries or has a properly signed school waiver form on file with the school. Any insurance program must meet the minimum coverage requirements as outlined by the respective member school district.
- B. **Catastrophic Insurance** - Students shall not be allowed to participate in practice or competition until they are covered by their school catastrophic insurance plan. Waivers shall not be allowed for this requirement.

Section 5 – Student Transfer Rule

- A. Students who transfer between League member high schools shall be eligible provided:
 - 1. No other League member school files a written objection with the school to which the student transfers;
 - 2. The student meets all other League and WIAA eligibility requirements;

3. The transfer was not for athletic reasons;
 4. Students who transfer between League member school districts meet WIAA transfer rules;
- B. Any member school which has reason to believe that a student has transferred for athletic or disciplinary reasons may protest to the principal of the school to which a student has transferred, with a copy to the Athletic Office. Such protest(s) should include substantive information regarding the basis for the protest and must be filed within five (5) school days of the receipt of the school's eligibility certificate.
- C. Should the eligibility of a transfer student be protested as provided for in "B" above, the principal of the school to which the student has transferred shall:
1. Notify the student that he/she is not eligible;
 2. Direct the student to apply to the Athletic Office within three school days for a ruling concerning his/her eligibility. The League Athletic Director shall examine the facts surrounding the transfer and shall declare the student to be eligible unless he/she believes there is a preponderance of evidence that the student transferred (a) for the purpose of participating in interscholastic activities and/or, (b) the result of having been recruited by an employee of the school to which he/she transferred for the purpose of participating in an interscholastic athletic activity.
- D. The following students shall be deemed to have transferred involuntarily and shall be exceptions to this regulation:
1. Students who have transferred in order to reside with their parents, parent with legal custody or court appointed guardian, provided that the guardian has been acting in such capacity for a minimum of one year. Students whose parents or legal guardians reside at different abodes at the time they enter high school shall be considered as transfer students should they change schools more than once to live with the other parent/guardian and are governed by sections "A" through "C";
 2. Students who are under commitment to the Department of Social and Health Services, students who are on juvenile parole status and students who have been adjudicated wards of a juvenile court who have transferred as a result of the residence assigned by governmental entity charged with their care;
 3. Any student whose reassignment is initiated by the school district;
 4. Students who have transferred following the death or disability of both parents in order to reside with a relative.
- E. Students who are ruled to be ineligible under parts "A" through "C" shall be ineligible for a period of one calendar year from the date of their transfer.

NOTE 1: School days are defined as days in which school is in session.

NOTE 2: The sit-out period from the date of transfer does not begin until a student is re-enrolled and attending school on a regular basis. (MAEC 5/29/85)

NOTE 3: Students who were involved in hearings which may have resulted in delays in re-entering school, may be eligible for partial waivers of the sit-out period.

NOTE 4: Summer school does not count toward the disciplinary sit-out period. (MAEC 5/29/85)

Section 6 – In School Day of Event

A student must be in attendance at school or at an authorized school activity for all scheduled classes on the day of an event or meet in order to be eligible to compete in that event or meet. Exceptions may be granted by the principal, but illness is not an acceptable excuse.

NOTE: Absences occurring during a school day shall render participants ineligible only for contests the same day. An individual school can be more restrictive, but not in conflict with the rule. (MAEC 11/6/85)

Section 7 – Regular Attendance Defined

- A. A “class” is normally defined as one which convenes a minimum of fifty (50) minutes daily, and is conducted five days per week.
- B. Regular attendance is defined as a student having attended all classes for a minimum of seventy-five (75) teaching days per semester, or fifty (50) teaching days per trimester, for the previous and current term. (MAEC 10/19/88)

Section 8 – One Sport Limitation

- A. Students are eligible to represent their schools in contests in only one interscholastic athletic sport during a sports season, except a student may participate in two sports simultaneously in those cases in which there is an overlap of sports seasons or a student has qualified for a State event.
- B. A student may transfer from one sport to another within the same season provided it is done before the first scheduled League competitive event in the sport to which he/she is transferring. Appropriate adjustments need to be made in insurance rates and eligibility certification.

Section 9 – Deadline for Eligibility Papers

- A. For those students enrolled in school at the beginning of the season, all eligibility papers must be submitted to the athletic secretary no later than ten (10) school days after the opening date of the season.
- B. For entering freshmen or students new to their respective school district, all papers must be submitted to the athletic secretary no later than fifteen (15) days from enrollment in school.
- C. Under no circumstances will eligibility papers be accepted after the mid-point of the season. (Mid-point of the season is interpreted as the mid-point of the regular season contest schedule.) This rule may be appealed for extremely unusual cases, or for students new to the school.

Section 10 – Eligibility for Alternate Season State Events (Golf, Swimming & Diving)

For a girl to be eligible for the State swimming/diving meet, she must have participated in the school swim/diving program the previous season and also participate during the current co-ed season. (This rule has been in effect since the 1980-81 State swim meet.) The prior year requirement would not apply to first year students or transfer students new to the Metro League. Swimmers or divers not fulfilling both of these season participation requirements shall not be eligible for the next State swimming and diving meet.

Only those boys participating in the Fall golf program shall be eligible to participate in the State tournament held the following spring.

Section 11 – Policy on Javelin

The Metro League shall not provide javelin competition during the regular season; however, the League will honor entries into district events, with the approval of the local school district and provided minimum qualifications are fulfilled for entry.

Section 12 – Waiver of League Eligibility Regulations

- A. The League Athletic Director shall have the authority to make exceptions to the League eligibility rules based on hardship or extenuating circumstances. The following criteria shall be used to determine if hardship or extenuating circumstances exist:
 - 1. A hardship exists only when some unique circumstances concerning the student's educational, physical or emotional status exist and only when such

circumstances are beyond the control of the student, or, when applicable, the parent(s) or legal guardian(s).

2. The circumstances must be totally different from those which exist for the majority or even a small minority of students (e.g., usual maturation problems, family situations which do not cause severe and abnormal emotional problems.)
 3. The burden of providing evidence that a hardship or extenuating circumstance exists shall be on the student.
- B. Students or parents/guardians may request exceptions to the League eligibility rules through their school principal or his/her designee. Waiver requests shall be submitted in writing to the League Athletic Office within fifteen (15) school days from the student's first day of turnout. Students, parents, or school personnel may request a personal appearance if they so desire.
- C. When requesting a waiver of the League regulations, the following information should be provided:
1. The reason for the alleged ineligibility and the specific rule(s) involved.
 2. The rationale for the waiver request.
 3. Current transcript of grades/classes.
 4. Pertinent information or statements relative to the case.
 5. In cases of transfer students, it is advisable to obtain a statement from the sending school regarding the validity of the stated reason(s) for the transfer.
- D. Students requesting waivers of Metropolitan League eligibility regulations shall be ineligible to participate in interscholastic contests pending final decision of their request, except as otherwise provided for under the seven day sit-out period while a case is under appeal to the Board of Appeals. (Refer to the Constitution, Article VI- Student Rights and Responsibilities – page 90, section 1, item "E.")

Section 13 – Appeals Procedures

- A. Students and/or parents/guardians or school principals may appeal decisions of the athletic director relative to requests for exceptions to student eligibility regulations. Such requests must be submitted within five (5) school days of being notified of the results of the decision regarding the waiver request. Failure to request an appeal within the prescribed time limit shall be deemed a waiver of the right to a hearing and the appeal procedures.
- B. Upon receipt of a written appeal, the League Athletic Director shall convene a minimum of three members of the Board of Appeals within four (4) school days. The representatives of the board shall consist of at least one representative from the Seattle School District and one representative from a private school.

- C. The Board of Appeals shall be authorized to hear and decide cases involving the eligibility of students to participate in activities pursuant to eligibility regulations established by the Metropolitan High School League.
- D. The student may represent himself/herself or be represented by such other person, as he/she may desire.
- E. The hearing may be open or closed at the request of the student.
- F. Normal rules of evidence do not apply.
 - Note: Normal rules of evidence means rules adopted by the court; therefore, when the normal rules of evidence do not apply the following "rules" are in effect:
 - A. Normal rules of court are relaxed.
 - B. Evidence can be allowed into the hearing under firsthand hearsay.
 - C. Written evidence can be submitted without substantiation.
- G. Deliberations for a decision may be held in a closed session provided only the individuals making the decision are in attendance.

The League Athletic Director shall serve as recorder to the Board of Appeals and shall send a written notice of the decision of the Board to the school/parent involved. All decisions of the Board of Appeals are final.

NOTE 1: Any appeal of WIAA eligibility requirements must be appealed to the WIAA District Two Eligibility Committee.

NOTE 2: Any waiver of Metro League eligibility regulations only applies to those regulations and does not grant or imply a waiver of WIAA eligibility requirements. Waivers of WIAA regulations must be appealed separately, and they have no jurisdiction over Metro League regulations which may be more restrictive.

Section 14 – Courtesy Report Involving Possible Rule Infractions

- A. If a staff member of a League member school has information concerning possible infractions of eligibility regulations involving a member of an athletic squad of another school, it is the duty of the person in possession of such information to report it promptly, in writing, to the principal of the school involved, with a copy to the League Director. The principal of the school receiving such information shall investigate the situation and make an appropriate written reply to the principal of the reporting school and the League Director.
- B. Should rule infractions be discovered by or reported to the League Athletic Director from non-League member sources, the director shall substantiate the source and investigate to ascertain the facts and take any appropriate or necessary action. *Anonymous reports of infractions made to the League Director shall not be*

investigated unless the source can be substantiated; however, such reports will be forwarded to the school(s) involved as a point of information. Schools being investigated shall be notified in writing and have an opportunity to contribute information and make their own investigation and report.

Section 15 – Use of Smokeless Tobacco

- A. The use of smokeless tobacco is prohibited in the Metro League and applies to all phases of the program, i.e., practices, contests, and any team activity.

The penalty for the use of smokeless tobacco shall be a one (1) game suspension (next game) for violator(s). This policy applies to Metro athletes at any level of play. (MAEC 5/24/84).

Section 16 – Altercation Rule

For any player who leaves the bench, or any player who is involved in an altercation, the penalty shall normally be a minimum of a one game suspension for the player(s), (whether they have been ejected by game officials or not). Suspensions shall apply to the next scheduled contest, and apply to all sports at any level or play. (MAEC 1/27/94).

Section 17 – Misdemeanors Affecting Athletic Eligibility

Athletic eligibility can be affected by:

- A. Providing false information relative to eligibility (penalty – minimum loss of one year of eligibility).
- B. Missing a game or practice to participate in a non-school athletic activity *without prior approval from the League* (penalty – minimum loss of remainder of season).
- C. Participating in an athletic activity under a false name.
- D. Disruptive behavior during practice and/or contests, including such things as acts of hostility, abuse, or harassment, whether verbal or physical.
- E. Irregular attendance at school or practice.
- F. Committing and/or aiding or abetting in the commission of any physical abuse or attack upon any person associated with athletic practice or contests.
- G. Using a school uniform in a non-school athletic event or failure to maintain proper care or return of athletic equipment.

Commission of any of the foregoing actions can result in loss of eligibility for more than one season and more than one year.

Section 18 – Non-School Participation

- A. During any sport season after joining a school squad, students may participate in non-school athletic activities provided they do not miss a team practice or scheduled contest. In unusual or unique situations, schools may petition the League Athletic Director for an exception to this regulation provided the petition is made and ruled upon **in advance**.

- B. Athletes who miss participating in a League scheduled event (regular season or play-offs) as a result of participating in a non-League athletic activity shall be ineligible for the remainder of the season. If there is no season remaining, loss of eligibility can occur during a subsequent season. (MAEC 5/4/83 and 2/15/84).

- C. Criteria for exemptions to the above rule include, but are not limited, to the following questions:
 - 1. Is the reason of sufficient importance to request an exception to the rule?
 - 2. Is the request an attempt to exploit the rule?
 - 3. Are other alternatives or options available which could resolve the conflict?
 - 4. How will the decision affect the individual?
 - 5. How will the decision affect future requests from other individuals for exceptions to the rule?

ARTICLE II – ELIGIBILITY CERTIFICATES AND RECORDS

Section 1 – Exchanging Eligibility Certificates

Each high school of this League shall send a standardized Certificate of Eligibility to the Athletic Office of the League and all League opponent schools before the first contest of each sport. This certificate will contain the names and all required information for all eligible members of the school team. (The purpose of this requirement is to help schools to insure that eligibility has been processed and checked). Refer to Section 3 below.

As an option *only at the beginning of the season*, the building principal may distribute a memo with a listing of participant names, declaring that all names have had their eligibility processed, and names listed are eligible.

NOTE: Refer to page 11, Article I, Section 1

Section 2 – Procedures

- A. Schools must send additions and/or deletions to their original certificate to the Athletic Office and all League opponent schools as they occur.
- B. An asterisk (*) should be placed before the name of any student for which an exception to the eligibility rules has been granted, or for those students who have established residence by attending the school for one consecutive year. For any name so indicated, an explanation should be given at the bottom of the eligibility form.
- C. If a student does not reside with his/her parent/guardian, the certificate must indicate the address of both the student and parent/guardian.

Section 3 – Checking Eligibility

No player should be certified until his/her eligibility has been carefully checked by the coach. The Certificate of Eligibility shall bear the signature of the head coach and the athletic coordinator.

Section 4 – Retention of Eligibility Records

Each member school shall retain all records pertaining to the eligibility of a participant in the interschool athletic program for a period of one year after the graduation of such participant.

ARTICLE III – RULES VIOLATIONS AND PENALTIES

Section 1 – Violation of Metropolitan League Rules

Any violation of the rules of the Metropolitan League will render the offending school, team or participant liable to forfeiture of games, probation, suspension, fines, and/or expulsion by action of the League Athletic Director of the MAEC.

Section 2 – Reporting Rules Violations

- A. When a school becomes aware that it has violated a League rule, the offending school principal (or designee) must report the infraction and any action taken by the school in writing within five (5) school days to the League Athletic Director for review by the MAEC.

Note: The offending school shall be afforded the right to a full and open review with the MAEC before any sanctions are imposed by the League.

- B. Schools and the League office have the responsibility to report possible eligibility infractions or school violations of the League rules and regulations in writing to the principal of the school involved for the principal's investigation and response to the notifying party.
- C. The principal of the school involved in the alleged violation shall reply to the notifying party within five (5) school days of the results of the investigation.
- D. Copies of the investigation report including action taken shall be sent to the notifying party.
- E. After five (5) school days of receipt of notice of an alleged violation, upon receipt or absence of the investigation report, the League shall hear the allegations and response (if any) and determine the penalty (if any) in accordance with the League adopted School Due Process Procedures.

Section 3 – Penalties for Violation

Violation of the rules and regulations of the Metro League shall render the offending school liable to a penalty by action of the MAEC. (MAEC 10/19/88)

Penalties include:

- A. **Probation** – A school or program(s) is placed on probation for a specified period of time. Further violations while a school or program is on probation can result in more severe penalties. During the probationary period, a school or program may participate in all interscholastic activities unless stipulated otherwise by the MAEC.

- A. **Restriction** – As a condition of probationary status, the MAEC may take action which would restrict participation in League, WIAA District or State level activities. The restriction may also be applied to an individual, team, group or school.
- B. **Forfeiture of Game** – Teams will be required to forfeit games when specified by rule or MAEC action and to provide written notification to the opponents, League office, and any other appropriate offices.
- C. **Revenue Shares/Fines** – Schools may be fined or have revenue shares withheld. Any funds generated, as a result of this action shall be placed in the League general operating budget.
- D. **Playoff Entry Denial** – Individuals, teams or schools may be denied entry to League playoff events.
- E. **Suspension** – All rights and privileges of a member school of the Metro League are withheld for a specified period as determined by the MAEC. The MAEC may suspend a school in a particular sport or activity, or all sports and activities, for a season or a school year.
- F. **Expulsion** – The membership of the school in the Metro League is terminated.
- G. **Other Penalties** – A major penalty may be invoked as deemed appropriate by the MAEC (i.e., loss of games, loss of tournament participation).

Section 4 – Ineligible Player Participation in Individual Sports

If an ineligible player participates in a golf, tennis, track, swimming or wrestling meet, the entire meet in which he/she participated must be forfeited. If a track or swimming contestant participates in too many events, the event or events in which he/she participated after exceeding the legal quota must be forfeited.

Section 5 – Out of Season

Any school/individual found in violation of out of season regulations shall be denied entry to play-offs as a *minimum penalty*.

Individual participants found in violation of out-of-season regulations shall have their eligibility affected as a *minimum penalty*. (MAEC 9/23/83)

Section 6 – Misdemeanors

Contestants who commit any of the misdemeanors or acts of disruptive behavior listed in Article I, Section 18 of these By-Laws shall be subject to disciplinary action on the part of the school or the League Athletic Director.

ARTICLE IV – GAME PROTESTS

Section 1 – Protests of League Contests

- A. Schools may make official protests of contests involving League member schools providing they are based on the official rules of the sport and those rules and regulations of the League which apply, and that the procedures for filing such protests as set forth by the League are followed.
- B. Protests of League contests shall be ruled on by the League Athletic Director and two members of the MAEC who are not affected by the decision. In cases which are clear cut, or in which time is a problem, the schools involved in the protest may waive a meeting of the protest committee and request the League Athletic Director to hear the case and make a final decision.
- C. A written report of the findings and decision is to be sent to the principal of each member school and the coaches of the school involved.
- D. It is the policy of the League that films or video tapes shall not be utilized for protests of game situations, such as rule interpretations, judgment calls, misapplication of rules, etc.

Section 2 – Basis of Protests

- A. Protests may be considered when based on the rules and regulations of the League which may have had an undue or unfair effect upon the outcome of the game or event, or:
- B. The basis of the protest must involve a misapplication or misinterpretation of a rule, or a game condition

Section 3 – Protest Procedure

- A. If the rules of a sport specify a protest procedure, then that procedure must be followed.
- B. If the rules of the sport do not specify a protest procedure, then a question must be raised at the time the infraction occurs and an attempt made to resolve the situation *prior to the resumption of play* (where applicable).
- C. If the situation is not resolved and necessitates a protest, the game officials must be notified by the coach of the intent to protest and the basis for that protest immediately after the decision or incident in question has occurred.

NOTE: “Immediately” is defined as following the incident in question and prior to the resumption of play (where applicable).

- D. Following the contest, the coach shall officially lodge his/her protest in writing with the game management. If there is no event manager, then the protest must be submitted to the game officials and the protesting party must notify the Athletic Office voice messaging system.

Section 4 – Filing

- A. The protesting coach must notify the school principal and receive approval to file an official protest.
- B. The written protest shall be submitted **to the opponent school and Athletic Office** in twenty-four hours or not later than the end of the next school business day.
- C. The protest must be submitted in writing in a detailed report to the League Athletic Director and signed by the principal.
- D. Within five (5) school days of receiving the written protest, the case shall be reviewed and decided.

Section 5 – Notice

The Athletic Director shall notify the protesting party by phone, or mail, of the time and place set for a hearing on the protest. Notice shall be given at least two school days prior to the hearing date unless conditions warrant an immediate decision, and in that event, the two-day provision will be waived.

Section 6 – Hearing Procedures

- A. Protests shall be addressed to the Athletic Director and contain a digest of all the facts pertinent to the case, delivered or postmarked within the timelines stated, and signed by the principal. The hearing shall be conducted in compliance with the School Due Process Procedures. The petitioner(s) shall be afforded the opportunity to:
 - 1. Present their case personally or in writing.
 - 2. Present rebuttal testimony of adverse presentation.
 - 3. Provide testimony, written or in person, by pertinent witnesses and officials.
 - 4. Receive written or public notice of the decision of the Protest Committee although private deliberation of the committee need not be made public. A record of the hearing must be available when parties are notified of the decision.
- B. The committee shall have the right, when warranted, to deliberate during closed session following the hearing and shall afford the disputing or protesting parties a representative during such session if either party is granted such a privilege.

- C. Misapplication or Misinterpretation of Rules – In all game protests, the Protest Committee shall have the right to seek and obtain advice from an advisory panel comprised of rule experts to be present at the hearing, concerning interpretation or application of rule(s) prior to making a decision.

Section 7 – The Decision

At the conclusion of the hearing, the Protest Committee shall either (a) allow the protest; (b) deny the protest; or (c) take the protest under advisement for a period not to exceed two working school days.

Section 8 – Reconsideration

Reconsideration may be requested in writing by either party within three school days of the decision, providing such reconsideration is based on new **information not available at the time of the hearing**, or misapplication of school due process procedures.

Section 9 – Appeal Procedure

Appeals of League decisions may be made to the District 2 Executive Board in accordance with District 2 and WIAA Protest Procedures.

Section 10 - Procedure for Handling Concerns/Problems Between League Member Schools

In the spirit of the common objectives of the League, whenever there is a concern or problem between two or more member schools, it is expected that the administrative staffs of the buildings involved will work cooperatively for resolution.

Schools involved in incidents centered around the League athletic program are expected to try to resolve their differences as early as possible. This is to be handled through the principals or the schools involved. If an agreeable solution cannot be worked out between the schools involved, either school may take the following steps to have a hearing before the Director of Athletics:

- A. The school initiating the charges against another League school, team and/or coach must notify the League Athletic Director and the principal of the school involved, in writing, within ten (10) school days after the date of the incident in question.
- B. Both schools involved are to support their cases with written evidence.
- C. The Athletic Director shall rule upon those cases, which are within his/her jurisdiction or make recommendations to the appropriate administrative office for action.
- D. The Athletic Director will make a written notification to all persons concerned of the action taken.

ARTICLE V – LEAGUE MEMBER DUE PROCESS PROCEDURES

Section 1 – Due Process Procedure for Schools

The following sections are the procedures for principals to follow to respond to alleged violations which may result in sanctions being levied upon individuals, teams, or the total school athletic program.

Section 2 – Purpose

The purpose of these provisions is to prescribe in detail the procedure whereby a principal who wishes to contest an alleged violation by his/her school under rules and regulations established by the League and WIAA shall be afforded a fair opportunity to petition the League to obtain a full and open review.

Section 3 – Alleged Violation by a School – Procedure

The League, having reasonable cause to believe that a school has committed a violation, which may result in sanctions under the rules and regulations of the League and/or the WIAA, shall provide the principal with a notice of the alleged violation. The notice shall:

- A. Specify the reason(s) for the alleged violation and the rule being violated.
- B. Advise the principal of the opportunity to request a hearing in order to contest the reason(s) for or the allegation(s) of such a violation.
- C. State that a written petition for a hearing must be received by the League Athletic Director on or before the expiration of the third school day after receipt of notice of opportunity for a hearing.

Section 4 – Alleged Violation by a School – Waiver

Failure to request a hearing in the manner described within three (3) school days following the date of receipt of the written notice of the alleged violation shall be deemed a waiver of the right to a hearing and the appeal procedures established by the League.

Section 5 – Alleged Violation by a School – Decision Provision

No sanction shall be levied against an individual, team or school until it has been determined that a violation has occurred, by a written decision of the League as provided herein, or until the principal has waived the right to a hearing and the appeal procedure established by the League.

Section 6 – League Governing Body – MAEC

The League governing body (MAEC) is comprised of representatives of member school districts as *may be* further defined in the League Constitution. No member of the MAEC shall decide a case involving a school with which that member is employed or otherwise directly associated.

Section 7 – MAEC – Limits of Authority

The MAEC is authorized to hear and decide cases involving member schools, and to levy sanctions if warranted, in cases of a violation of rules and regulations as established by the League, SeaKing District 2, and the WIAA.

Section 8 – MAEC – The Petition

A principal may request a hearing before the MAEC in order to contest the reason(s) for the alleged violation under the rules and regulations established by the League, SeaKing District 2, and the WIAA. A request for a hearing in the form and manner described herein shall be known as a petition. A petition shall be (a) written, and (b) submitted to the League Athletic Director.

Section 9 – MAEC – The Hearing

Upon receipt of a petition properly submitted in the manner herein described, the MAEC shall schedule a hearing as expeditiously as possible, but in no case later than adversely affecting eligibility of participants of teams to participate in competition when playoff entries are at issue. Notice of the time and place of the hearing shall be delivered to the petitioner in person, by mail or phone, no later than one school day prior to the date of the hearing. The hearing may be open or closed upon the request of the petitioner.

- A. The petitioner may represent himself/herself or be represented by such other person as desired. The petitioner shall have the opportunity to testify, present and cross examine witnesses, as well as introduce affidavits, exhibits, and such other evidence as may be deemed relevant.
- B. The MAEC may continue the hearing once for a reasonable period of time when, in the judgment of the MAEC, such a continuance is determined to be necessary to a fair and proper disposition of the petition.
- C. Students shall be exempt from being called upon to testify or be cross-examined during hearings. The purpose of this provision is to protect the best interests of students. Written statements or testimony may be submitted for consideration as part of the hearing. (MAEC 2/18/87)

Section 10 – MAEC – The Decision

At the conclusion of the hearing and after a full consideration of the evidence presented in support of the petition, the MAEC shall either:

- A. grant the petition; or,
- B. deny the petition; or,
- C. Take the petition under advisement for a period not to exceed two (2) school days. The decision of the MAEC shall be written and shall include specific findings and conclusions that support the particular determination. A copy of the decision of the

MAEC shall be delivered to the petitioner within two (2) school days following the date of the hearing.

1. The decision of the MAEC shall be based solely upon the facts and arguments presented during the hearing.
2. In the case of a decision of the MAEC to deny the petition, the petitioner shall be provided, in addition to a copy of the written decision, a copy of the procedure required to appeal the decision.

Section 11 – Reconsiderations: League Rules and Regulations

Notice of a request for reconsideration of a decision by the MAEC shall be submitted in writing to the League Athletic Director within ten (10) school days from receipt of the decision provided such request is based upon new information not previously or reasonably available at the time of the hearing/decision and/or misapplication of school due process procedures. Upon receipt of notice, the League shall respond to the request within thirty (30) days and/or schedule a reconsideration hearing.

Section 12 – Appeal Procedures – WIAA Rules and Regulations

Member schools shall follow the WIAA Member Schools Due Process Procedures (Article 30).

Note: Brief Sequence of School Due Process Procedure

1. Alleged violation reported to school.
2. Principal investigates and responds.
3. League Athletic Director reviews response, and if reasonable cause to believe a violation has occurred, notify the principal of the opportunity for a hearing with the MAEC.
4. If the decision is unfavorable under:
 - A. League Rules – Opportunity for reconsideration based on new or additional information.
 - B. WIAA Rules – Follow Article 30 (WIAA Rules and Regulations).

ARTICLE VI – AWARDS

Section 1 – Policy On Awards

This League is opposed to any actions that seek to exalt one member of an athletic team over and above his/her team members in any manner that is, or could be, detrimental to team endeavor. One of the main objectives of an athletic program is, and should be, the stressing of team play and team effort.

This League regards the singling out of an individual for an achievement that could have been accomplished only through the efforts of the team as a whole, or the bestowing upon such individual of a mythical honor based upon circumstances or attributes of an intangible nature, as practices which not only tend to weaken the unity and friendship what should exist among team members and among member schools of the League, but are of dubious value to the individual so honored.

Consistent with such policy this League deplors any undue emphasis on awards given to so-called “all-star players,” “high-point player” and similar designations and attempts to rate one team or *team member* above another by any criteria other than the actual score of a contest between two teams.

Section 2 – Awards to be Made

Awards to athletic teams or individual members of such teams under the jurisdiction of this League may be made by a member school in the form of letters, insignia, certificates and/or such medals, miniatures, or trophies as are customarily emblematic of athletic competition and whose utilitarian and/or intrinsic values are insignificant.

When the player has been selected by teammates after the regular season, awards may be given to the **inspirational player, most improved player, or honorary captain.**

Section 3 – All League Teams (Refer to WIAA 20.1.3)

High school team members and coaches may participate in the selection of an all-league/district/state teams after the date of the last league game. Newspapers may use such lists in their selection of “all-star” and “all-state teams.”

Section 4 – Awards from Outside Organizations

Awards of whatever type made by persons or organizations outside the school system to a school or its student team members in consideration of athletic achievement may not be accepted until approved by the WIAA Executive Board and the MAEC.

Once an award is approved by the WIAA Executive Board and the MAEC, no future approval is needed unless conditions *or nature* of the award are changed.

Section 5 – Standardized Letter, Jacket and Emblem Regulations

Athletes of this League are limited to the wearing of the following letters and emblems on school athletic sweaters or jackets:

- A. Bars – Based on the premise that bars replaced stripes on letter sweaters, the first year students can earn a letter AND a bar. The maximum number of bars a student may earn in one year is one bar (lifetime maximum of four).
- B. Stars – The white jacket denotes a team or individual champion; therefore, stars may be awarded for SEASON captains, or inspirational award winners. A student may have an emblem/patch (standard size) in lieu of the white jacket.
- C. Emblems/Patches – Based on the number of places awarded by the respective level (League, District, Regional, State) students may have a standard size emblem/patch to denote their team/individual finish. It is an individual's choice to have one emblem per level.
 - 1. Emblems/patches must be of uniform size.
 - 2. Students are allowed to have patches for FIRST TEAM ONLY for All-Metro or first team All-State.
 - 3. Logo or school name or mascot name on the back is acceptable.
 - 4. No other emblems, patches or awards are to be allowed.
- D. Jacket Names – Nicknames are not acceptable. The only name allowed on the jacket is the student's formal name and may not be on the back of the jacket.
- E. Enforcement – Penalties should be levied with the vendor who violates the League policy by retracting business on other items.

Private/parochial students competing and earning a Varsity letter for a public school can purchase a jacket and/or letter in the colors of the school they attend as a fulltime student at the discretion of and with the permission of the building principal.

Letters or other insignia can be awarded to non-athletes. However, criteria must be established by the school and letters must be different and distinct from athletic letters. (BAC's 11/12/84)

- 1. Jackets – No student is allowed to buy a jacket without authorization.
- 2. Effective Date – The policy applies to the incoming 1988 ninth grade class and would apply to any students receiving awards as of that date. (MAEC 10/88)

Section 6 – Holding Awards

Holding an improper award until after a student has graduated is an evasion of the spirit of the awards policy and is not permitted.

Section 7 – League Trophies and Awards

The League shall provide the following awards to be arranged for and presented by the Athletic Office:

- A. A standardized team trophy *for each classification*, (if applicable), to the League championship schools in each Varsity sport sponsored by the League, except a combined trophy for the boys and girls in the sport of swimming shall be provided.
- B. A team championship trophy for Varsity special events or tournaments sponsored by the League.
- C. A team championship trophy or ribbons for junior-varsity special events or tournaments sponsored by the League.
- D. Individual medals to the first six place finishers of the Varsity All-Metro Championship events in the sports of cross-country, golf, gymnastics (individual events and all-around), swimming, tennis, track, and wrestling.
- E. Individual ribbons to the first four place finishers of junior-varsity special events or tournaments in the sports of cross-country, golf, gymnastics (individual events and all-around), swimming, tennis, track, and wrestling.
- F. An All-Sports Trophy will be awarded to Boys and Girls separately, and for each classification if applicable. The trophies shall be awarded on the basis of total points. Points will be awarded for the number of places equal to one-half the number of schools competing in a classification (e.g., points will be awarded for 8 places with 15 schools competing). First place shall always be awarded two (2) points more than second place, and second place will be awarded two (2) points more than third place if there are at least eight schools competing.

15 schools/8 places		8 schools/4 places		3 schools/2 places	
<u>Place</u>	<u>Points</u>	<u>Place</u>	<u>Points</u>	<u>Place</u>	<u>Points</u>
1	10	1	6	1	3
2	8	2	4	2	1
3	6	3	2		
4	5	4	1		
5	4				
6	3				
7	2				
8	1				

- G. In co-ed tennis and swimming, the points are divided equally between boys and girls. In the sport of girls' gymnastics, points are awarded on the basis of school classification. Any ties shall remain as ties.
- H. A standardized All-Metro Sportsmanship award, for each classification if applicable, may be awarded to schools voted the awards.

ARTICLE VII – SPORTS SEASONS

The League shall be governed by the WIAA sports seasons and game limitations, unless more restrictive exceptions are made by the MAEC and published in the Season Arrangements Bulletin for the sport(s) involved.

ARTICLE VIII – TURNOUT REGULATIONS

Section 1- Turnouts Under Supervision of the Coach

Athletic squads must be under the **direct** supervision of the school coach or a faculty substitute at all practice sessions and games (*if the faculty representative does not possess expertise in the sport, arrangements should be made to have expertise available along with the faculty representative*). Volunteer coaches may **not** be placed in charge of or be responsible for athletic squads unless they are school district employees.

Section 2 – Limitations

- A. For purposes of this rule, a turnout shall be a form of practice under the direction or supervision of the coach or other school personnel in which the team/squad gathers for a practice session, chalk talk, conditioning/weight training, or discussion of past or future plans. Turnouts may be held during the official sports season only. Any school having practices outside the specified season shall be liable to disciplinary action by the League or the WIAA. Each sport may have one pre-season squad meeting for the purpose of *organizing the season*, distributing eligibility forms, issuing uniforms, equipment and/or lockers.
- B. Practices and squad meetings may be held:
 - 1. Before or after regular school hours during the days that school is in session. (Fall sports may start before school is in session).
 - 2. Any Saturdays during the official sports season.
 - 3. Single (school) day holidays, single (school) day vacations and the day after Thanksgiving.
 - 4. During extended vacations any day except holidays or Sundays.
- C. Practices and squad meetings held on single (school) day vacations, holidays (religious or otherwise), the day after Thanksgiving, or during extended vacations *can only be optional and cannot be mandatory for the student*.

- D. No student is to be penalized or have his/her standing on the team adversely affected for not participating in team meetings or practices during any vacation period or day of religious observance.
- E. No squad meetings, practices or games may be held on Sunday.
- F. No squad meetings, practices or games may be held on Thanksgiving Day, Christmas Day, or New Year's Day.

ARTICLE IX – PROSELYTING OF ATHLETES

Section 1 – League Philosophy

The member schools of this League deplore any attempt, whether direct or indirect, to influence students to enroll at a certain school for athletic purposes.

Any attempt on the part of coaches or other school personnel to directly or indirectly encourage or cause students to attend their high school shall render the school subject to penalty by action of the League Athletic Director and/or the MAEC. (See Article III, Section 3)

Section 2 – Reporting and Investigation Procedures

- A. Any person having information or concerns regarding the possible proselytizing of athletes should report this fact, in writing, to the League Athletic Director.
- B. If, in the judgment of the Athletic Director, such reported facts may constitute proselytizing, he/she shall so notify the principal of the school involved.
- C. The Athletic Director and the principal of the involved school shall investigate the alleged proselyting activities and make a written report of their findings. Copies of these findings will be provided to any reporting parties and maintained as records in the athletic office that proselyting has occurred. These findings will be reported to the MAEC for appropriate action.

Section 3 – Appeal of League Penalties

- A. Any member school that is not satisfied with the resolution, findings, or penalties imposed by the League Director of Athletics/MAEC, is entitled to a hearing with the MAEC and is entitled to the League Due Process procedure.
- B. Since the philosophy of schools within this League is based upon good faith and cooperation, it would not be appropriate or permissible to involve legal counsel in the review process since the normal rules of evidence do not apply in the conduct of League hearings.

ARTICLE X – DETERMINATION OF LEAGUE STANDINGS

Section 1 – Determining League Standings

- A. Each scheduling cycle, the League will determine and publish the league alignment and how the League champion will be determined.
- B. In the sports of baseball, basketball, football, golf, softball, soccer, tennis, and volleyball, League standings shall be determined by the results of regular season play by awarding two (2) points for each win and one (1) point for each tie.

Section 2 – Breaking Ties in League Standings and Tiebreaking Procedures

- A. Any ties in the League standing at the conclusion of the regular season shall be broken on the basis of “who beat who” among the tied teams with points awarded to teams in the tiebreaker with two (2) points for a win, one (1) point for a tie, and zero (0) points for a loss.
- B. If the criteria of “who beat who” is applied and the tie still exists, there will only be play-off games to determine first place. Such games will also determine the order of seeding for the next level of play. Ties for all other places that cannot be broken on the basis of “who beat who” shall remain as ties in the League final standings. However, if it is necessary to break ties to determine play-off entries, the following tiebreakers shall be used:

NOTE: Refer to pages 33 – 36 for tiebreaking procedures.

Section 3 – Breaking Ties in League Standings & Tiebreaking Procedures – con’t.

If “who beat who” among the tied teams is applied and the tie still exists, the following guidelines shall be used:

A. Sites

For all cases, when two schools are involved in a tiebreaking game, schools shall “flip” (draw) or (or similar method) for the “home” site. (If the “home” site is not available due to a conflicting event at the school, the “home” team by virtue of the coin toss shall relinquish the “home” team status and become the visitor.) If neither site is available for the above reasons, then a neutral site shall be utilized.

B. Two-Way Tie (one play-off spot)

The two teams shall meet for a one-game playoff with the winner being awarded the entry.

C. Two-Way Tie (two play-off spots)

If there are five (5) practice days, excluding Sunday, between the last regular season game and the start of the playoffs, a tiebreaker game shall be played. If there are less than five (5) practice days between the final game and the start of the playoffs, a coin toss (or similar method) shall be used to determine the order of the entries.

D. Three-Way Tie (one play-off spot)

A coin toss shall be made with the winner having the option of playing or taking the "bye." If they decide to play, a second coin toss will be made with the winner having the same option of playing or taking the "bye."

The first round game will be played at the earliest date. The winner will play the "bye" team for the play-off entry.

E. Three-way tie (two play-off spots)

A coin toss shall be made with the winner going as the top seed. The two remaining teams shall play a one-game play-off for the second entry.

F. Three-way tie for two spots (all sports except football)

1. If it is not possible to break a 3-way tie by using the tiebreaking procedure, then there shall be play-offs. If time and conditions don't allow regulation contests, then mini-games shall be utilized.
2. The Athletic Coordinators, or the principal or designee, or coaches of the participating schools will meet at the earliest possible date to take part in a coin toss.
3. The team winning the coin toss will have the option of taking the first round "bye" or playing in the first round. If Team A (winner of the coin toss) decides to play, a second coin toss between Team B and Team C shall be made with the winner having the option of playing Team A or taking the "bye."
4. The winner of round one will play the first round "bye" team. The loser of round one is out.
5. The winner of the second round shall be awarded the higher entry spot.
6. If any contest ends in a tie, the tie shall be resolved by utilizing the tiebreaking rules of the sport.
7. If there are no tie-breaking rules in the sport, the contest shall enter an overtime period until a winner is determined. The rules of the overtime period shall be determined by the Athletic Office in advance of the contest.

G. Definition of Mini-Games

1. For games usually played in quarters or halves, a mini-game shall be one-half a regulation contest, i.e.
 - ½ basketball
 - ½ soccer
2. For other games, a mini-game shall be one-half the normal contest plus the next higher full increment, i.e.
 - volleyball – 2 out of 3
 - baseball – 4 innings
3. When three teams are involved in a mini-game series, the amount of time between game halves shall be the normal increment of half-time as specified by the game rules of the sport. For sports where there are no game halves, there shall be fifteen minutes between games.

Section 4 - Breaking Ties in League Standings and Tie-Breaking Procedures in Football

Ties for first place in the sport of football shall be broken on the basis of the best record of games played between the tied teams (who beat who), with points awarded to teams in the tiebreaker with two (2) points for a win, one (1) point for a tie, and zero (0) points for a loss. Ties for all other places shall stand as ties in the League standings. However, in the event that it is necessary to break a tie for any place in order to determine entries to the State football playoffs, the following procedure shall be used:

A. Two-way Tie

Ties shall be broken on the basis of the winner of the League game between the two teams (who beat who).

B. Three-way Tie (one play-off spot – two play-off spots)

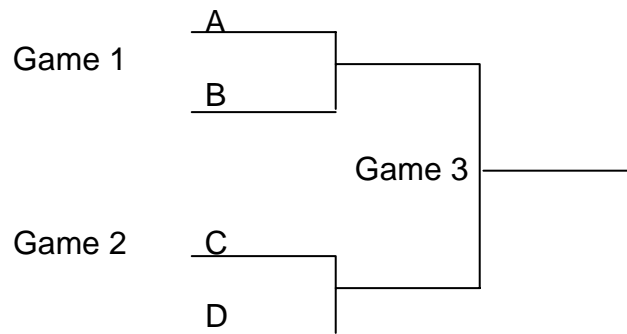
1. If it is not possible to break a three-way tie by utilizing this procedure, then there shall be a mini-tiebreaker.
2. The athletic coordinator, principal or designee, or coaches of the participating schools will meet at the earliest possible date to take part in a coin toss.
3. The team winning the coin toss will have the option of taking the first round “bye” or playing in the first round. If team A (winner of the coin toss) decides to play, a second coin toss between team B and C shall be made with the winner having the option of playing team A or taking the “bye.”
4. The first round of play will involve two eight-minute halves of regulation football. Each half will begin with a kick-off. Five minutes will be provided between halves with two time-outs per team per half.

5. The winner of round one will play the first round “bye” team after a fifteen-minute intermission. Round two will be played the same as round one, i.e., two eight-minute halves.
6. The winner of the second round will be awarded the entry.

In case either round ends in a tie, the WIAA play-off tie breaking procedure will be applied as for all Metro League games.

C. Four-way tie (one play-off spot)

1. The four teams will draw to determine the matchups.



2. The first mini-game will involve two eight-minute halves of regulation football. Each half will begin with a kick-off. Five minutes will be provided between halves with two time-outs per team per half.
3. The second mini-game will start five minutes after the conclusion of the first game.
4. Fifteen minutes after completion of game #2, the two winners will then play off for the one play-off spot. The same rules (two eight-minute halves) will apply.

D. Four-way Tie (two play-off spots)

1. The four teams will draw to determine the matchups.
2. Two mini-games with two twelve-minute halves shall be played with the winners then flipping a coin to determine the seating into the playoffs.

All tiebreaker games are for the purpose of determining play-off entries. Teams will remain as tied in the League standings, with the exception of tiebreakers to also determine the League champion.

ARTICLE XI – SPORTS SCHEDULING AND ARRANGEMENTS FOR NON-LEAGUE GAMES

Section 1 – Sports Schedules

- A. Schedules for each sport sponsored by this League shall be prepared and published by the League, in conference with coaches and athletic directors.
- B. League scheduled contests must be played unless an exception is granted in advance by the League office or League representative managing the sport.
- C. *League scheduled events shall take priority over non-League events and teams and/or individuals are not to be excused from participating in a League scheduled event in order to participate in a non-League event.*

Section 2 - Teams Not Ready

When teams are not ready for a contest (at any point in the season whether some games have been played or not), it shall be forfeited unless the school chooses to appeal the forfeiture. Exceptions can be made on criteria, primarily that such situations are beyond the control of the coach and/or school. (MAEC 10/20/82)

Section 3 - Forfeitures

When a team forfeits a contest due to insufficient participation, the opponent that lost playing a contest (while receiving a win for the forfeiture) may schedule another contest. The team that forfeited due to insufficient participation may not schedule another contest.

Section 4 - Teams “No Contest”

When a team is scheduled in a sport but does not participate in any contest during the season, it shall be recorded as “no contest” for opponents.

Section 5 - Scheduling of Crossover Games

Each sport will be treated on as sport-by-sport basis and whether or not to engage in crossovers will be based on whether it is competitively sound and in the best interest of students and the particular program. (MAEC 10/20/82)

Section 6 - Non-League Games

Schools may schedule non-League and no-count crossover games with non-League or League member schools provided they do not exceed the maximum allowable number of contests for that sport.

Section 7 - Non-Scheduled Game Arrangements

All practice contests, whether Varsity, JV, or 3rd team, must be sanctioned by the school principal and are subject to the following regulations:

- A. Each game is to be counted as one of the maximum number of allowed contests.
- B. Such contests may not conflict with or take precedence over Metro League scheduled events.
- C. The “home” school must make all arrangements and pay for game officials and related game costs.
- D. Financial Arrangements - participating schools will agree upon financial arrangements and game contracts. Any profits will be retained by the school(s) or any loss will be their responsibility.
- E. Tickets and Admissions - participating schools will determine whether admission will be charged and will provide the tickets needed. The Metro League ticket stock issued by the Athletic Office must **not** be used for games scheduled by the schools.
- F. All out-of-state contests are subject to WIAA Regulations and *local school district approval*.

Section 8 - Snow Policy

If any member school district is closed or unable to transport students to an event due to inclement weather, that member school district shall not be penalized. The contest shall be rescheduled if time and conditions allow, and if such contest is essential to be played to determine qualifiers.

- A. If snow or ice closures occur in conjunction with a qualifying event, efforts will be made to conduct the event the following day. Tournament formats may be modified if necessary, including reducing the number of entries.
- B. If the qualifying event is unable to be conducted or completed, representatives of the League shall develop an alternate method of determining qualifiers.

ARTICLE XII - OFFICIALS

Section 1 - Registered Officials and Assignments

- A. Only officials certified with the WIAA are eligible to officiate contests at any level in those sports where officials are certified status.
- B. Only officials with registered status are eligible to officiate contests below varsity level.

- C. Any use of non-registered officials must follow WIAA procedures.
- D. Track, cross country and swimming officials shall be assigned by the Athletic Office with the assistance of the coaches.

Section 2 - Officials Contracts

The Athletic Office shall arrange for contracts with each association of officials for each sport.

Section 3 - Fees

This League shall pay fees as established by the WIAA for certified and registered officials. Fees for any non-registered officials shall be those recommended by WIAA.

ARTICLE XIII - SUPERVISION OF DRESSING ROOMS

A coach or a faculty substitute shall supervise dressing rooms at all times they are occupied by athletic squads or student managers. Schools should attempt to make special supervision provisions for dressing rooms in which the coach is of the opposite sex of the contestants.

ARTICLE XIV - COACHES COMMITTEES

Section 1 - Arrangements for Committees

The Director of Athletics of this League *may* arrange for a committee of coaches for each interscholastic sport to serve for two years. The coaches committees shall advise with the Director on all matters pertaining to their respective sports, shall assist in the planning of schedules and the conduct of games, meets or matches, and shall take the initiative in proposing legislation to meet new needs or keeping with new trends in the field of their particular sport.

Section 2 - Chairperson

The chairperson of each committee will act as a liaison between the coaches of their sport and the Athletic Office.

Section 3 - Duties and Responsibilities

The duties and responsibilities of the committees are:

- A. Suggestions, complaints or ideas for changes should be referred to the committee chairpersons by the coaches. The committee should then review any ideas for change and present it to the League athletic coordinators and/or MAEC.
- B. The committee should review processes and policies related to their sport.

- C. The committees are a source for the Athletic Office to turn to for input in cases of unusual circumstances and problem solving.
- D. The committees should review the schedule and make schedule recommendations for each two-year scheduling cycle.
- E. Committees may wish to develop and implement staff development projects and ideas.
- F. Basically sport committees and their chairperson should exert leadership and represent coaches of that sport.

ARTICLE XV - VOLUNTEER COACHES

Section 1 - Approval

No person is to be allowed to serve as a volunteer coach unless he/she is a certified employee of the school district or a cadet teacher assigned to the school district, or lay persons who have been approved by the school principal.

Section 2 - Qualifying

Any individual making application to serve as a volunteer coach is subject to fulfillment of all requirements as identified by the local school district.

Section 3 - Authority

The use of volunteer coaching assistants is subject to the following conditions and/or limitations:

- A. Such coaches shall be limited in their authority and responsibilities to the teaching of fundamentals of practice and game play, unless they are certified employees of the school district.
- B. Non-district persons who serve as volunteer coaches will be allowed to sit on the team bench provided they are not in sole charge of the team and that the stipended coach takes the responsibility for the actions and conduct of the volunteer coach.

Section 4 - Number

Schools shall be limited to one volunteer coach per paid coach in each sport. However, in such cases in which schools do not have the same number of paid coaches, a school may assign an additional number of volunteers to equalize the number of coaches per sport among League schools.

ARTICLE XVI - TICKETS AND ADMISSIONS

Section 1 - Admission by Ticket Only

Admission to athletic contests sponsored by this League for which there is a charge shall be by ticket, activity card or League pass only. The only exception shall be in the case of game participants or personnel who may be admitted on a gate list or upon identification of the supervisor or coach.

Section 2 - Activity Card Admission Policy

- A. All Metro League students must pay admission whether "home" or "visitor," except that non-public schools may waive this requirement at their "home" events. However, a reduced price ticket shall be made available upon presentation of a valid activity card at the time of purchase and upon the presentation of the ticket for admission. Activity cardholders are limited to the purchase of one ticket per contest. Band members, yell and cheer leaders and members of drill teams shall be admitted free, with a valid activity card, only when performing. (MAEC 5/11/82)
- B. It is the policy of the League to require members of the band, yell and cheer leaders, and members of drill teams to have activity cards that entitle them to free admission when performing. It is the responsibility of the school to be in compliance with this policy even though members of these groups may not be asked to show activity cards upon admission.

Section 3 - Supervisory Admissions and Passes

The League Director of Athletics shall issue passes or arrange for supervisory admission for those persons involved in coaching, game management and supervision, or performing a service function for the school or event.

- A. To persons both within and outside the school organization who perform supervisory services to the program.
- B. To members of the School Board and chief administrative officers of the school district comprising the Metropolitan League, for supervisory purposes.

Section 4 - Admission of School Personnel with Activity Card

Faculty members and other official personnel assigned to a high school may be issued an activity card that will give the holder free admission to any League regular season athletic event for supervisory purposes. This admission applies only when the school to which the faculty member is assigned is participating in a regular season event.

In the event the school does not issue faculty cards, then other identification will be required to validate members of the faculty.

Admission for League championship events shall be through gate list, as faculty passes are not honored at playoff levels.

Section 5 - Senior Citizen Admission Prices

Senior citizens shall be entitled to reduce admission prices at age sixty-two (62), or with presentation of a Metro bus pass.

Section 6 - Bus Driver Admission

Bus drivers can be allowed admission to League events on a space available basis.

Section 7 - Ticket Prices

Ticket prices shall be established by the Metropolitan Activities Executive Committee.

ARTICLE XVII - GAME MANAGEMENT AND FINANCES

Section 1 - Tickets

Each school district within the League will purchase their tickets to be used for their "home" athletic events for which admission is charged.

Section 2 - Game Personnel

- A. The League Athletic Office shall arrange for and pay the personnel required to manage and officiate All-Metro events.
- B. Each school district shall provide for all necessary personnel required to manage and supervise their "home" games.
- C. Each school district agrees to provide the minimum management and supervisory personnel for events as determined by the MAEC.

Section 3 - Game Management

- A. The League Director of Athletics, with the assistance of the schools, shall be responsible for the management of championship events for all sports and for the football and soccer games held at Memorial Stadium.

Although the Athletic Office will provide for crowd control personnel at these events, the schools are responsible for the supervision and welfare of their students and spectators.

- B. Schools will have all game management and crowd control responsibilities for any contests held at the high schools.

Section 4 - Officials

The League Athletic Office shall arrange for officials for all League scheduled events. Private schools will be billed directly by the officials' associations for the "home" games for all sports except track.

Section 5 - League Fund

The League Athletic Office shall retain a League fund comprised of revenues from League events. After League expenses, any profit/loss shall be distributed to League member schools on a "fair share" basis.

Section 6 - Expense Allowance for Participation in WIAA State Events

- A. It is the responsibility of schools to provide any expense monies for students and coaches who participate in WIAA events in an amount they deem to be appropriate or possible. Any expense allowance should be provided in advance of the event.
- B. WIAA District 2 may authorize reimbursement funds to schools to partially defray the expense of each contestant and coach who participate in WIAA events. The amount to be provided for each participant per event shall be determined by District 2.
- C. All monies provided by the WIAA for participation in State events shall be paid to District 2 for distribution on a formula established by District 2.

ARTICLE XVIII - INSURANCE FOR MEMBERS OF ATHLETIC SQUADS.

Section 1 - Requirement

- A. Athletic accident insurance is required for participation.
- B. Each of the schools/districts comprising the Metro League shall arrange for athletic accident insurance to be available for their participants.

Section 2 - Insurance/Waiver

Before any student shall be permitted to participate in the activity of an athletic squad of this League or be assigned school equipment, the school athletic insurance fee must be paid or the waiver form completed. The waiver form is supplied to the schools by the Athletic Office and shows proof that the student is protected under the terms of an accident insurance that meets the minimum requirements of the WIAA.

Section 3 - Catastrophic Insurance

All athletes must be covered by catastrophic insurance, as designated, provided, or made available by the local school district. This requirement cannot be waived.

Section 4 - Coaches' Responsibility

It shall be the duty and responsibility of the head coach of each athletic squad to instruct each member of the squad with respect to the regulations and rules governing the current insurance program and the procedures for making claims. It is recommended that such instruction be supplemented by bulletins and/or posters placed conspicuously in the squad assembly room.

ARTICLE XIX - PRESENTATION TO THE MAEC

Section 1 - MAEC Policy on Visitors Allowed at Meetings

Delegations shall be limited to two (2) people and a time limit established. (MAEC 11/6/85)

NOTE: This requirement does not apply to hearing procedures.

Section 2 - Presentation

Any coach making a presentation to the MAEC must have information to be presented in written form that has been approved and signed by the other coaches in the sport involved. Both the majority and minority opinions are to recommendations to the MAEC. (MAEC 5/11/82)

ARTICLE XX - BROADCAST POLICIES - RADIO AND TELEVISION

Section 1 - Decision to Participate

The decision of whether or not to participate in telecasts of regularly scheduled athletic events shall be left up to the principals of the schools involved. (MAEC 10/82)

Section 2 - Restrictions for Participation

League member schools are prohibited from participation in "live" Friday or Saturday night football telecasts. (MAEC 11/1/84)

Section 3 - Negotiations with Approval

No member school may negotiate or engage in a contract for cable or network telecasts, live or delayed, without prior approval of the League.

Section 4 - Guidelines for Taping Events

- A. Permission shall only be granted on a space available basis.
- B. If space becomes a problem, then school teams shall have priority over parents or other spectators for setting up equipment, and in the case of parents and other spectators, space shall be on a first come, first serve basis as space is available.
- C. The event manager shall determine areas where videotaping can occur. Taping shall be prohibited in all other spaces except designated areas.

ARTICLE XXI - GAME SCORES

Coaches are expected to use game strategies that will limit the winning margin when it is evident by the score and the relative caliber of play that their opponent may be excessively dominated and humiliated. Such strategies should include, but are not limited to the following examples:

- A. Play deep reserves earlier and longer.
- B. In basketball (as an example of League expectations), do not use a full court or half-court press, or a trapping or harassing type of defense. Do not fast break or use court length passes.
- C. Instruct teams to take advantage of their lead to practice a new strategy, or delay game to prepare for game ending situations when the score could be close.
- D. Team members should be informed that measures are being taken to limit the score in the best interest of the opponent as means of learning to be more humane and sensitive, even in competitive situations.
- E. The League prohibits intentionally “running up the score.”
- F. The League is opposed to humiliation and annihilation of opponents, and coaches will be held accountable in this regard.

ARTICLE XXII - ADVERTISING REQUESTS

The only allowable form of advertising is through program ads. The MAEC can make exceptions upon special request.

METRO LEAGUE CONSTITUTION AND BY-LAWS

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