

BAY STATE CONFERENCE CONSTITUTION and BY-LAWS



“A LEAGUE YOU CAN TRUST”

CAREY DIVISION

BRAINTREE
BROOKLINE
FRAMINGHAM
NEWTON NORTH
NEEDHAM
WEYMOUTH

HERGET DIVISION

DEDHAM
MILTON
NORWOOD
WALPOLE
WELLESLEY
NATICK

*BSL ESTABLISHED 1958 & BSC ESTABLISHED 1990

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Submitted by: BSC Constitutional Review Committee

Brian McDonough / Norwood
Peter Rittenburg / Brookline

Frank Tricomi / Braintree
T.J. Williams / Newton North

Reviewed and Updated: November 2011

Michael Denise/Braintree
Gary Doherty/Framingham
Micah Hauben/Needham
William Tompkins/Walpole

Peter Rittenburg/Brookline
Stephen Traister/Milton
Thomas Giusti/Newton North
John Brown/Wellesley

Michael Plansky/Dedham
Timothy Collins/Natick
Brian McDonough/Norwood
Kevin Mackin/Weymouth

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BAY STATE CONFERENCE BY-LAWS

ARTICLE 1 – NAME

The name of the league shall be the Bay State Conference (BSC). The Bay State League was established in 1958. In the fall of 1990 the conference was changed to two divisions. The leagues listed below shall be considered Charter Divisional Members of the Bay State Conference. The leagues were named after Mr. Fran Carey and Mr. Fred Herget. The divisions are named the Carey Division (large division) and the Herget Division (small division) of the Bay State Conference (BSC). Divisional placement is based completely on enrollment and may be adjusted to reflect this. In the event that BSC realignment is necessary due to enrollment changes, the involved schools will simply “swap” schedules.

Carey Division *fall 1989 enrollment figures noted		Herget Division	
Brookline	1806 (new member, Fall 1990)	Norwood	970
Newton North	1610 (new member, Fall 1990)	Framingham South	945
Braintree	1192	Wellesley	843
Framingham North	1113	Dedham	754
Natick	1090	Milton	720
Needham	997	Walpole	714

In 1990, Framingham merged into one school, creating a void in the Herget Division of the BSC. Weymouth was admitted to the BSC in 1997 and placed in the Carey Division. Natick, Needham and Norwood’s enrollment fluctuated for a few years until it finally settled into today’s BSC alignment:

Carey Division *as of 2010		Herget Division	
Brookline	1791	Norwood	1051
Newton North	1850	Natick	1298
Framingham	2027	Wellesley	1298
Needham	1518	Milton	1015
Braintree	1505	Walpole	1121
Weymouth	2047	Dedham	771

ARTICLE 2 - PURPOSE

The purpose of the Bay State Conference shall be to promote the best interests of secondary education; to nurture cooperation, professional growth and good fellowship among its members, and to secure uniform regulation and control of inter-school participation in activities throughout the association to the end that these activities shall be an integral part of the educational program. Specifically BSC competition between and among schools should:

- Emphasize good sportsmanship, upright conduct and the spirit of fair play.
- Place a premium on the values that result from fair play.
- Work to eliminate the practices that tend to destroy the worthwhile values of the game.
- Teach respect and consideration for opponents as either guests or the hosts of the game
- Cultivate respect for the authority of school personnel, coaches and game officials.
- Discourage the use of profanity and obscene language at all times
- Promote the development of self-control, self-direction and sound judgment.
- Demonstrate that the rules of the game are mutual agreements, honorable in spirit, as well as in letter, and that stealing of an advantage in sports is dishonorable.
- Convince everyone that the goal of athletics is to promote the mental, social, physical and moral welfare of the participant.
- Help ensure the physical, emotional, cognitive and psychological welfare of participants by promoting awareness of and full compliance with current legislation regarding bullying and concussions.
- Promote the understanding of the BSC, MIAA and MSSAA standards regarding chemical health.

ARTICLE 3 - MEMBERSHIP

- A school may become a member of this association or dissolve its membership in the association upon receiving 2/3 majority or more affirmative votes from the Principals of the current member schools of this association.
- A one-year notice must be given to the BSC Chairperson of the intent of a member school to withdraw from the BSC as per MIAA regulations. All schools must be members of the MIAA. A school may be expelled from the BSC by a two thirds (2/3) vote of the BSC members.

ARTICLE 4 – ADMINISTRATION

“Roberts Rules of Order” shall be used in all meetings. Regular BSC business shall be conducted at monthly meetings of BSC athletic directors who shall represent their Principals. Additional meetings may be called as needed or at the request of any member school. The installation of new officers shall be the last order of business at the June meeting. Principals are invited to, and encouraged to attend, two meetings per year (fall and spring). The BSC principals will elect/select a principal who will act as the BSC Chairperson.

ARTICLE 5 – BSC OFFICERS

For purposes of conducting BSC business, a President, Vice President, Secretary, and Treasurer shall be elected. These four officers shall constitute an executive committee, which will act for the conference when conference meetings are not in session. A first year athletic director cannot serve as a BSC Officer, nor can a first year Principal serve as BSC Chairperson. The President and Vice-President shall be elected yearly by nomination and vote, on a rotational basis. Secretary and Treasurer shall be elected bi-annually by nomination and vote.

ARTICLE 6 - DUTIES OF OFFICERS

- The President shall call and preside at regular and special meetings, appoint committees, conduct research and coordinate BSC business.
- The Vice President shall assume the duties of the President in his/her absence. Additionally, the Vice President will assume the unexpired term of the President.
- The Treasurer shall receive and disburse all payments at the direction of the President with the approval of the BSC members. He/she will keep accurate financial records and make monthly reports. He/she (or designee) will also be responsible for the acquisition and distribution of trophies and awards. The President of the BSC and/or Executive Secretary will have authority to sign BSC treasury checks. . (See Job Description Appendix).
- The Executive Secretary shall record each meeting. He/she shall also: attend to correspondence, prepare a personnel directory of coaches and athletic directors, maintain league meeting minutes, record statistics for league realignment, compile records for BSC All Sports Award, and act as a liaison to the media. The Secretary will be responsible for keeping Constitutional minutes of meetings and forwarding all constitutional and by-law changes to BSC members in a timely manner. (See Job Description Appendix).
- Stipends will be voted to appointed positions by a 2/3-majority vote of BSC membership schools.

ARTICLE 7- MEETINGS

- Meetings shall be held on a monthly basis. The BSC secretary prior to each meeting shall give a notice to all members.
- All meetings must have a quorum of 2/3 of the member schools.
- The majority will rule in all legislation unless otherwise stated. In order to cast a vote on any conference matter, a representative from a member school must be in attendance. However, under extenuating circumstances a phone call vote or proxy letter can be accepted. Only a proxy letter will be accepted for votes involving changes in the Constitution or by-laws.
- In all decisions not specified within this constitution, Roberts Rules of Order will prevail.

ARTICLE 8 - AMENDMENTS

Amendments to this Constitution may be made at any meeting of the BSC association, provided notice of the proposed changes has been submitted in writing to all members of the BSC at the meeting preceding the scheduled vote. Any constitutional change will require a two-thirds (2/3) vote of the ADs/members present

ARTICLE 9 – ELIGIBILITY

The Bay State Conference follows the eligibility rules of the MIAA and MSSAA, as applicable. The BSC Eligibility Review Board (ERB) will consist of the Chairperson (Principal), an AD from the Herget Division, an AD from the Carey Division and the President (non-voting unless in case of conflict of interest with a voting board member). [See BSC ERB Appendix.]

ARTICLE 10 - ATHLETIC SCHEDULES

BSC Scheduler shall be a stipend position, nominated and voted on, bi-annually, at the June meeting. The scheduler is responsible for generating league master schedules for each sport and season.

A. RECOGNIZED SPORTS--The following sports will be recognized for BSC competition (see D.1 below):

- Fall: football, boys soccer, girls soccer, boys cross country, girls cross country, boys golf, girls volleyball, girls swimming and diving, field hockey.
- Winter: boys basketball, girls basketball, girls ice hockey, boys ice hockey, girls gymnastics, girls indoor track, boys indoor track, wrestling.
- Spring: boys tennis, girls tennis, boys outdoor track, girls outdoor track, softball, baseball, girls lacrosse, boys lacrosse, boys volleyball.

* Cheerleading: The BSC supports competitions twice per year/Fall and winter.

**Dance: The BSC supports dance competition in the winter season

***Boys Swimming: as of 2010, six member schools sponsor this sport during the winter season and split the expenses of administrating the sport.

NOTE: See individual sports for method of scheduling of games within that sport. See also Article 11.B for awarding of banners.

B. SCHEDULING AND BSC STANDINGS

- Schedules for the following seasons are to be presented for approval at the regular BSC meeting in the following months preceding the season:
Fall Sports – January
Winter Sports – April
Spring Sports – October
- Final BSC Standings for the following seasons are to be presented for approval at the regular BSC meeting in the following months following the season:
Fall Sports – December
Winter Sports – March
Spring Sports – June

C. SCHEDULE TYPES:

In September 1990, the following four types of schedules were developed for use in the BSC. There are four types of schedules, depending upon the nature of the sport and the number of conference schools that sponsor them.

1. ***Two Divisional, twice around schedules, all schools competing against all other schools that sponsor the sport:*** The following sports fit this classification:
 - Boys and Girls Soccer, Field Hockey, Girls Volleyball, Softball, Baseball, Boys and Girls Basketball and Boys and Girls Ice Hockey
 - Each school will play a total of 16 BSC contests, two against each divisional member and one against each non-divisional member. Standings for each division are kept and are determined by each scheduled BSC contest played. Cross-divisional BSC contests will count in both divisional standings.

Note: Whenever there are two or more Divisions in a sport that has total cross over between any two Divisions, the total wins and losses will count toward the Championship.

2. ***Two divisional, once around schedules, all schools competing against all other schools that sponsor the sport.*** The following sports fit this classification:
 - Wrestling, Boys and Girls Cross Country, Football, Girls Swimming, Girls Gymnastics, Golf, Boys and Girls Tennis, Boys and Girls Lacrosse
 - Each school will play up to 11 contests, one each against all sponsoring BSC schools. Standings for each division are kept and determined by each scheduled BSC contest played. Cross-divisional scheduled contests will count in both divisional standings.
3. ***One divisional schedules:***
 - a. ***One divisional, once around schedule, not enough total schools sponsoring the sport under Article 10.D.1 (below).*** The sports that fit this classification are:
 - Boys Swimming
 - Each school will play sponsoring member schools once and the standings will be kept as one league. As in Article 11.D.3, below, if additional contests have been scheduled to “fill the schedule”, these contests do not count in the league standings.
 - b. ***One divisional, twice around schedule, not enough divisional schools sponsoring the sport under Article 10.D.2 (below).*** The sports that fit this classification are:
 - Boys Volleyball
 - Each school will play sponsoring member schools twice and the standings will be kept as one league. As in Article 11.D.3, below, if additional contests have been scheduled to “fill the schedule”, these contests do not count in the league standings.
4. ***One divisional, once around schedules, plus selected rotation***
 - Boys indoor track, Girls indoor track, Boys outdoor track, Girls outdoor track

D. GENERAL RULES FOR SCHEDULING:

1. In order for a sport to be considered a BSC sport (“conference sport”) and to be scheduled by the conference, at least seven (7) schools must offer it.
2. In order for a sport to be scheduled into the two-divisional setup, at least four (4) members of each division must sponsor it.
3. If a member school schedules additional contests with other member schools, these contests will be considered “non league” and will not count toward divisional or conference standings. Only the contests scheduled by the BSC and listed on the BSC master schedule will count toward BSC and divisional standings. Conference members may not change a BSC master scheduled contest to affect that contest being considered a “league contest.”
4. In the event that the BSC schedules additional contests for member schools, between member schools, that are beyond the normal scheduling guidelines, for the sole purpose of “filling the schedule,” the BSC schedule will show these contests as “non-league”.
5. In the event that a BSC member does not sponsor a sport, the BSC schedule will reflect this and some “open dates” will exist. BSC members may consider these dates open and may seek non-conference contests for those dates.
6. Any BSC member starting a new Varsity, Junior Varsity or Freshman Level sport, must declare it is sponsoring that sport in writing to the BSC membership at the monthly meeting in December for Fall Sports, March for Winter Sports and June for Spring Sports. A BSC member may, and is encouraged to, declare previous to the above months, but it must be in writing also. All member schools are entitled to Varsity placement.
7. BSC member schools may not play an independent schedule if the BSC offers a league schedule for that sport. Based on “Good of the League,” temporary relief from traditional scheduling may be requested and voted upon by 2/3 majority of the league.

E. SCHEDULE ROTATIONS:

Schedules should rotate the order of opponents every other year with certain exceptions for some sports.

Examples:

1. When practical, schedules will end with “traditional Thanksgiving rivals.

2. Game dates and times, as scheduled by the BSC, may be changed by mutual consent of both schools. “Home Rule” may impact starting times at all levels.

Note: (see individual *Sport Rules and Guidelines* for specific scheduling guidelines for each sport).

F. BSC GENERAL SPORT SCHEDULING GUIDELINES:

BSC schedules will be constructed so as to:

1. Balance the number of home and away contests as equitably as possible
2. Avoid an excess (more than 3) of consecutive home or away contests.
3. Whenever possible, any BSC date should be entirely either a divisional or a non- divisional date.
4. The BSC may schedule BSC contests during school vacation periods. Member schools are free to schedule each other or non- conference opponents during this period if they so choose.
5. Games will be scheduled around SAT dates and major group events, or school functions. Acceptable events for change of date: Jr. and Sr. Proms, Graduation. Acceptable events for change of time: ACT, SAT, PSAT, AP, MCAS, Academic Awards Night, Day After-Prom, Fr/So Semi-Formals, Athletic Awards Night. All BSC members will honor religious and other holiday commitments of other member schools.
6. MIAA cut off dates will be taken into consideration when scheduling.

G. POSTPONEMENTS/MAKE-UPS:

1. When cancellation of a game is necessary the visiting team will be given at least two hours notice unless distance to travel requires an earlier notice.
2. All postponed contests must be rescheduled on the first open date, including Saturday. Sundays may be used for rescheduling with mutual consent of both schools.
3. MIAA cut off dates will be considered re rescheduling and/or make-ups.
4. All BSC varsity scheduled contests must be played, and may be rescheduled after the MIAA cut-off date to complete a BSC schedule. Scheduled games not completed will count as forfeits for both teams.
5. Extenuating Circumstances:
 - A member school that postpones games due to strike or any other unavoidable situation must make up the game in the order in which the games were originally scheduled.
 - League games have absolute priority over non-league games in the make-up process.
 - Additionally, in make-up games, the other member schools not involved in the strike may only reschedule one additional game per week to accommodate the burdened school.
 - A team that postpones games under this article will forfeit all games that are not made up.
 - This article does not allow for make-up games when a team is unable to field a squad in normal situations. In that case, the game is an automatic forfeit.

H. THUNDER/ LIGHTNING/ INCLEMENT WEATHER/ DARKNESS:

This policy covers all sporting events held outdoors and covers postponement or suspension of contests when all competing teams have arrived at the contest venue and/or the contest has already begun. All BSC ADs should be aware of the MIAA Lightning policy in addition to the following:

1. If The Contest Has Not Started: the contest will be delayed a period not to exceed 30 minutes. All players will remain in a safe shelter and spectators should be warned. If the contest is delayed 30 minutes or more it will be declared postponed and the athletic directors will arrange for the contest to be made up on the next available date.
2. If The Contest Has Started: the game will be immediately delayed; the delay will not exceed 30 minutes. All players will seek safe cover and spectators will be warned of the danger. If the contest is delayed beyond 30 minutes, then the normal rules of the game (covering delayed contests) will be followed.
3. When a game is suspended prior to being declared an “official game,” by sport-specific rules, the team that is behind will have the option to either call the game “over”, or pick up the game at the point of suspension on the next available date. Note: the entire game is not played over.

ARTICLE 11 - CHAMPIONSHIPS / AWARDS / ALL STARS

A. CHAMPIONSHIPS

- Each member school will be awarded a banner signifying that school's division championship teams.
- When two or more schools tie for a championship, they will be listed as "champions."

B. AWARDS

- The BSC ADs must approve all awards.
- All BSC approved individual or All Star awards are paid for by the BSC.
- BSC All Sports Award:** The BSC will sponsor four (4) "All Sports Awards": two for boys (Carey and Herget) and two for girls (Carey and Herget). The winner will be determined by a single standing for each sport sponsored by the BSC. Points will be awarded to schools in each sport based upon the number of sponsoring schools. Only conference /league contests will count towards the award. Contests designated, as non-league will not count.
Formula calculations: if 6 divisional schools sponsor the sport, the school with the best overall record in that sport will receive 6 points, the second place finisher 5 points, and so on down the line. In the event of a tie, the points for those schools will be split. All Sports banners for boys and girls in both the Carey and Herget divisions are separate from the championship banners (see below) and will be awarded to the school with the greatest number of points at the end of the school year.
- A **championship banner** will be awarded to each school that places first in any conference sport. The banner will not state the division of the school. Only one banner will be presented to each school and it will contain the name of each championship sport won by that school. The winners of each division in each sport will be awarded the banner for that sport. In the event of a tie within a division, all tied schools will be awarded the banner. The banners will be awarded in September of the school year following the year of the championship. **Whenever there are two or more Divisions in a sport that has total cross over between any two Divisions, the total wins and losses will count toward the Championship.**
- The Doug Flutie Award** is presented to a senior male and female student athlete from the BSC. This person should possess the qualities exemplified by Doug Flutie: performance in school; dedication; leadership; sportsmanship; character. The recipient will be presented a plaque at his/her school's next annual Thanksgiving football game. A second plaque will be presented to his/her school. Nominations from each school are to be made to the conference President before the October ADs meeting. The recipient will be determined by a majority vote of the ADs after consideration of all nominations.

C. ALL STARS:

Selection Process and Number of All Stars by Sport (Adopted 8/26/09; Amended)

1. One of the Athletic Directors in charge of each sport must be present during the all-star selection meeting. It is the duty of the Athletic Director to communicate with the sport coaches to inform of meeting time, date and location.
2. Methods of Selection:
 - a. Post Season Meeting:
 - Coaches will nominate, meet, discuss and vote student athletes to the All Conference Team based on the number of all-stars listed in C.3 (below).
 - Each coach will support his or her nominee with statistics and informative facts.
 - Coaches will vote for student athletes deserving of the All-Conference All-Star.
 - After the team is selected coaches will nominate individuals and vote for the Player of the Year (one individual per division for sports that play two divisional, twice around schedules, one individual for the entire conference in sports that play once around or divisional schedules).
 - b. Ballot:

- Nominations for All-Conference must be submitted on the Bay State Conference Nomination Form prior to voting. The Athletic Director in charge should distribute ballot information prior to voting.
 - All student athletes nominated shall be considered for All-Conference Selections.
3. Maximum Number of All-Stars: All-Star Teams must adhere to the following equation for maximum numbers of All-Conference Team Members and Honorable Mention All Stars

a. Equation for All-Conference Team Numbers:

- Team Sports: Number of starting positions + Number of Schools with Sport
- Individual Sports: Number of events + Number of Schools with Sport
- Honorable Mention All Stars: Honorable Mention All-Stars would equal the number of teams in the league, e.g.: Basketball 12 Teams = 12 Spots, Field Hockey 11 Teams = 11 spots, etc. In cases where a coach does not choose to fill his/her Honorable Mention spot at the post-season meeting, the spot will be opened up, to be voted on by the coaches, for all of the athletes in the league who have not already been selected All-Conference or Honorable Mention. In a situation where no athlete from a given school, or given schools, is represented on the All-Conference team, the HM position will not be made available for any other school(s) other than the given school(s). If no names are put forward by the coaches to fill the open HM spot, the spot will be left unfilled.
- In any situation where a male student-athlete participates on a team in a girls sport, when no boys team in the same sport is available during any season of participation, or a female student-athlete participates on a team in a boys sport, when no girls team in the same sport is available during any season of participation, the equal number of all-conference spots awarded to students of the opposite gender will be added for students of the sport-specific gender. **Example:** *if two male swimmers are named all-conference in Fall Girls Swimming, then the two male students are recognized as all-conference members, while two additional all-conference spots are opened up (23 total all-conference spots moves up to 25 total spots) for female swimmers.*

b. All Conference All Star Spots; Honorable Mention All Star spots in parenthesis

FALL:

Football- 34 (12)	Field Hockey- 22 (11)
Girls Soccer- 23 (12)	Boys Soccer- 23 (12)
Girls Cross-Country- 19 (12)	Boys Cross Country- 19 (12)
Girls Volleyball- 18 (12)	Girls Swim & Dive- 23 (11)
Golf- 20 (12)	Dance- (one each per team)
Cheerleading- (one each per team)	

WINTER:

Girls Basketball- 17 (12)	Boys Basketball- 17 (12)
Girls Ice Hockey- 18 (12)	Boys Ice Hockey- 18 (12)
Girls Gymnastics- 16 (10)	Wrestling- 26 (12)
Girls Indoor Track - 23 (12)	Boys Swim- 18 (6)
Boys Indoor Track- 23 (12)	Dance- (one each per team)
Cheerleading- (one each per team)	

SPRING:

Baseball -21 (12)	Softball- 21 (12)
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Girls Tennis- 19 (12)
Girls Outdoor Track - 28 (12)
Boys Outdoor Track - 28 (12)
Boys Volleyball- 14 (8)

Boys Tennis- 19 (12)
Boys Lacrosse- 22 (12)
Girls Lacrosse- 24 (12)

ARTICLE 12 – COMMISSIONERS / OFFICIALS

A. COMMISSIONERS

- A BSC commissioner will be contracted for each sport requiring officials. The commissioner shall receive and be familiar with BSC sport-specific rules. S/he shall be present at the pre-season meeting to review rules, highlight changes and discuss schedules. Commissioners shall communicate to their pool of officials that most recent official sport-specific rule books must be in possession at all times.
- The commissioner's fee (**Fees Appendix**) will be determined at BSC ADs meetings.
- His/her fee will be noted in a contract (**Contract Appendix**) after the commissioner has been evaluated. (**Evaluation Appendix**) by all BSC members.
- The BSC Treasurer and the Commissioner shall sign the contract.
- All commissioners will be evaluated at the end of each season by all BSC members.
- The BSC AD-in-Charge of each sport is responsible for mailing, receiving and filing all evaluations.
- All Commissioners' contracts will be sent, signed, received and kept on file by the BSC Treasurer.

B. OFFICIALS

- The Bay State Conference (BSC) shall adhere to MIAA recommended fees for officials for all varsity league contests.
- Procedure for an official to not work any specific sport contest:
 1. A coach may request and submit in writing (through his/her AD) to the Sport Commissioner and the BSC ADs, at the conclusion of a season, that up to two officials not be assigned to work games involving that school in that sport for two years. If a majority of schools in a sport name an official (in writing above), that official will not be assigned a BSC game for two years. Upon directive of the BSC ADs, the Commissioner must honor this request.
 2. If an official, after a two-year suspension, is named again, as noted above, he/she will not be assigned any further BSC games.
 3. If an official arrives at the contest site, without prior notification, and the contest is subsequently postponed or suspended, the official will receive one-half fee.
 4. In the event of postponement or cancellation, the Athletic Director will notify the commissioner and it is the commissioner's responsibility to contact the affected contest official(s).
 5. All officials shall have in possession most recent official sport-specific rulebook.

ARTICLE 13 – BSC FINANCES

- The BSC member schools shall be assessed for: conference awards, commissioner fees, facility rentals (i.e. Reggie Lewis Track Center), entry fees, individual school subscriptions to league scheduling software (at league rate), stipends of BSC Treasurer, BSC Secretary, BSC Schedule Maker, and other approved individuals that work for the BSC. These stipends and expenses shall be set by a majority vote of the members. The assessment will be billed to each member school prior to the start of each athletic season.
- The BSC may sponsor a member AD from each division to the NIAAA annual conference. Recipients shall be determined by a majority vote of the membership. Airfare and accommodations shall be covered.

ARTICLE 14 - ATHLETIC DIRECTOR DUTIES

- There shall be an athletic director appointed for each recognized sport to handle all matters pertaining to that sport including scheduling, and conducting a meeting prior to that sport's season if needed with the coaches involved in that sport, and also an all-star selection and coaches' meeting after the season. Minutes of the meeting, including a meeting attendance report and creation/update of a sport-specific coaches' directory, shall be provided, in writing, to the athletic directors at their regular monthly meeting and/or by email. AD in charge is responsible for updating and communicating any rule changes, especially pertaining to BSC Sport Specific Rules.
- At the beginning of the season, the athletic director in charge of a specific sport will hold a meeting to discuss the schedules and rule changes in that sport with the coaches and commissioners from each of the schools participating in that sport.
- At the conclusion of each season, the athletic director of a sport will conduct a meeting to review schedules, all-star selections and any post-season awards and coaches' recommendations, including Commissioner and officials' evaluations.
- Attendance at all post- and pre-season coaches meetings, that are called, are mandatory for all head coaches in their respective sports. If a coach is unable to attend, a representative of that school must be in attendance. Meeting attendance is to be included in all minutes and provided to league ADs.
- All seasonal varsity record forms must be sent by the Director of Athletics from each school to the BSC Executive Secretary no more than two (2) weeks after the close of the regular schedule. These seasonal records include varsity only. These records are used to compile the BSC All Sports Awards. (See BSC All Sport appendix.)

ARTICLE 15- GRIEVANCE AND PROTESTS

A. GRIEVANCE PROCEDURE – Bay State Conference

- Section 1 - Definition of a grievance: A question, problem or disagreement that arises concerning:
 - i. Interpretation of league policies.
 - ii. Violation of ethics or league rules, constitution, by-laws or MIAA policies.
- Section 2 - The grievance committee shall consist of the current BSC Eligibility Review Board members. If a committee member's school is involved in the grievance, the athletic director cannot participate in the decision. Another athletic director shall take his/her place, to be selected by the full membership.
- Section 3 - Purpose of this procedure:
 - i. To secure at the lowest possible level equitable solutions to problems that arise affecting the welfare of the athletes, coaches, schools and the BSC.
 - ii. All parties agree that proceedings will be kept informal and confidential as possible.
 - iii. Any party who allows any media to receive any report, verbal or written, before it is released by league officials, will be considered *IN VIOLATION OF THE GRIEVANCE PROCEDURE* and appropriate action will be taken.
- Section 4 - Procedure to follow when filing grievance as defined above:
 - i. Step 1: The aggrieved party will attempt to resolve the matter informally with his/her superior and the school involved as soon as possible.
 - ii. Step 2: If the aggrieved party is not satisfied, within three (3) school days from the date he/she discussed the matter with his/her superiors or the school involved, he/she shall request the athletic director to submit, in writing, his/her grievance to the league chairperson. The athletic director will make certain that it is a grievance as defined above before submitting the matter to the league

- chairperson. Once the grievance is submitted to the league chairperson for disposal, the party filing the grievance implies he/she will accept the decision of the league.
- iii. Step 3: The athletic director will send the grievance to the league chairperson who will in turn submit it to the league grievance committee. All parties will abide by the decision of the grievance committee.
 - iv. Step 4: The committee will render a decision within ten (10) school days of receiving the grievance. The decision will be in writing and sent to all parties involved.
 - v. Step 5: In the event that an athletic contest, which is the subject of the grievance, is scheduled to be played prior to the Grievance Committee meeting, the BSC ERB Chairperson may declare the contest be postponed pending the outcome of the grievance. Note - In the case of a grievance being filed, the Chairperson should consult with at least two (2) other ADs who sponsor the sport but are not directly involved. This consultation will act in an advisory capacity to the Chairperson in regards to the merits of the grievance and the action be postponed pending a decision. Should the Chairperson's school be involved, the A.D. (Coordinator) in charge of the sport would act in the Chairperson place. If both schools were involved, the Chairperson would appoint an A.D. from that sport as mediator. A decision should be resolved by 1:00 PM of the next school day.

B. PROTEST PROCEDURE – Bay State Conference

The protest procedure (below) must be followed in order:

- i. After the opportunity for the official to clarify the application of the rule in question, if the coach is still in disagreement with the rule application then s/he must notify game official and opposing coach of his/her intent to file a protest prior to the start of continuation of play. The basis of a protest may only be concerning misinterpretation/misapplication of a rule.
- ii. At which time, the sport-specific rulebook will be consulted, on-site, to resolve the issue. If the rule is still under question, then the intent to protest must be marked in official scorebook and protest must then follow iv a-e below.
- iii. If there are no officials present (e.g. golf, tennis, cross country), then protesting coach must notify opposing coach of the intent to protest and then follow iv. a-e below.
- iv. Steps for filing an official protest:
 - a. The coach must secure permission from his/her AD and principal to file the protest.
 - b. Letters explaining the protest must be signed by the AD and Principal and sent to:
 - President of the BSC
 - Commissioner of the Sport
 - Opposing AD
 - Opposing Principal
 - c. The protest must be filed within two school days of the contest.
 - d. It is the duty of the Commissioner to get reports from the game officials about the incident and submit the report to the BSC President. Authorized videotape review, where allowed by sport rule and deemed appropriate by the three-person AD panel, may be used to resolve decision conflicts.
 - e. Upon receipt of the protest the President may call a meeting of three non-involved ADs to act upon the protest. The three AD protest panel will act as a body on any protest. The decision of the three-person protest panel is final. The principal's will be notified of the vote of the ADs.

ARTICLE 16: SPORTSMANSHIP

A. GENERAL SPORTSMANSHIP

As outlined in Article 2 (above), the Bay State Conference actively promotes good sportsmanship, fair play and mutual respect among participants, coaches, officials and spectators at all interscholastic contests. All member schools will work together to ensure that consistent guidelines for sportsmanship are communicated and enforced at all conference venues. Efforts should be made whenever and wherever possible to reinforce sportsmanship expectations through PA announcements and administrative interaction at contest venues and other BSC events. These expectations include, but are not limited to:

- Sportsmanship for Participants – The Bay State Conference and/or BSC contracted contest officials will enforce all MIAA General and Sport-Specific sportsmanship rules and penalties. Incidents involving violations of sportsmanship rules by players and/or coaches must be reported to ADs of schools involved. Copies of relevant MIAA forms must be provided in timely fashion to both schools’ ADs and Principals (if indicated).
- Sportsmanship for Spectators – The Bay State Conference and/or designated contest administrators will enforce all MIAA Sportsmanship Guidelines for Spectators at all BSC regular season contests. These guidelines include but are not limited to prohibitions on fans storming the court or field of play, balloons, confetti, laser pointers, noisemakers, banners, hand-held signs, body paint/removal of shirts. Also, taunting or negative statements directed at contest participants, coaches, game officials and/or other spectators will not be tolerated at any venue.

B. SPECIFIC SPORTSMANSHIP-“INTENT TO INJURE”

If any student, in any sport, willfully, flagrantly, or maliciously attempts to injure an opponent, he/she shall not participate in any sport season for one year from the date of the incident. (“Fighting” does not automatically apply to this section unless warranted in the judgment of the game official).

- Hearings and Appeals re “Intent to Injure” Sportsmanship Violations: Procedure
 - i. Any student who violates this rule will have a due process hearing with his/her principal as soon as possible after the incident. The Athletic Director will be the investigating officer for this hearing.
 - ii. If after fully investigating the incident, the Principal feels there is merit in appealing the decision, he/she will formally ask the BSC for an appeals hearing.
 - iii. Letters explaining the incident must be signed by the Principal and sent to:
 - President of the BSC
 - Opposing Principal
 - Opposing Athletic Director
 - Commissioner of Officials/Games Officials
 - iv. The Principal or his/her designee will be required to attend the hearing with all relevant parties (coach, student, parent, athletic director) at a specific time and place. Game officials, if appropriate, will be invited to participate. Game officials must submit an incident report whenever appropriate or requested.
 - v. The hearing will be conducted by a committee of principals and athletic directors to be assigned by the President of the BSC.
 - vi. Prior to the beginning of the hearing, the designated Chairperson of the hearing will announce the format and time frame for each element of the hearing. For example: the principal will present his/her position. Committee members may ask clarifying questions. Those representing opposition to the opinion will be given time to present their position. The committee will follow up with clarifying questions. The appellant will be given time to “rebut”. The Chairperson will allow each side to summarize after the committee has asked its questions of all parties.
 - vii. Upon completion of the hearing, the Chairperson will indicate that the review will be taken under advisement and that the Principal will be notified in writing of the results.

