

# **Pioneer Valley Interscholastic Athletic Conference**

## **Rules & Regulations**

**Approved on April 9, 2015 by Unanimous Vote of the Membership**

THE PIONEER VALLEY INTERSCHOLASTIC ATHLETIC CONFERENCE, INC.  
RULES AND REGULATIONS

A. Alignment and Scheduling Format Within Each Individual Sports Association  
(Every Four Years)

1. Procedures

a. Alignment

1. Any school seeking realignment change must submit a Realignment Request Form. The form can be found in the PVIAC Constitution, Appendix A and also on the PVIAC Website Information Page.
2. All Realignment Request Forms will be sent to the respective chair school, a representative sub-committee will be established as outlined in the PVIAC Constitution. The committee will be made up of the chair athletic director and one member AD from each league.

- b. 1. Once the realignment sub-committee establishes a realignment, it will be brought before the coaches for input at their post-season meeting. The sub-committee will then make a recommendation to the athletic directors at a special realignment meeting. If changes in the alignment proposals are needed, they may be made by the Athletic Directors during this meeting. Proposed alignment/scheduling format changes are to be voted upon by the Athletic Directors at this special realignment meeting.

2. Placement of cross-over games within the schedule will be voted on as part of the schedule.

- c. Approved Athletic Director recommendations from the special alignment meeting are to be received by the Conference Chair in accordance with the following time-line. (Note each date is in the school year preceding the effective year of alignment.)

Fall Sports	January 15
Winter Sports	May 1
Spring Sports	October 15

- d. At the end of a two year schedule during the four year alignment a School has the option if they feel they have been misplaced to apply to the Executive Board for a waiver (relief). The PVIAC Executive Board will establish a subcommittee to review the waiver(s) and make a recommendation
- e. The Executive Board will review alignment/scheduling format recommendations for each sport association. These decisions will be made and published for all member schools within five weeks of the Executive Board Meeting in which alignment/scheduling format are received.
- f. League Schedules – during a realignment year, schedules are due 30 days after final alignment approval by the executive board. During a non-alignment year, schedules are due 30 days after the athletic director’s post-season meeting.
- g. Schedule makers should make every attempt to:
  - 1. Insure that each team would only have no more than 3 home/away contests in a row.
  - 2. After every two year cycle a re-draw/change the order of contests, will take place.

## 2. Appeals Process

- a. Initial Appeal
  - 1. Individual school Principals may appeal the alignment/scheduling format within an individual sport association by notifying the Conference Chair, in writing, of the appeal, within 30 days of the Special Alignment Meeting.
  - 2. Upon receipt of the appeal, the Executive Board will schedule a hearing during its next regularly scheduled meeting to consider the appeal.
  - 3. After consideration of the rationale for alignment and/or scheduling format and the information from the school appealing such alignment and/or scheduling format, the Executive Board will reconsider the alignment and/or scheduling format. A vote of 2/3 of the Board present and eligible to vote will be required to rule on the appeal.

b. Final Appeal

1. Individual school principals may appeal the Executive Board's appellate decision within 30 days to the Conference Chair.
2. A meeting of the General Conferences will be convened, by the Conference Chair, within 60 days of the appeal. A 2/3 vote of the members present and voting will be required to overturn the vote of the Executive Board. This decision is final.

c. Voting Non-Eligibility of Schools Appealing Alignment/Scheduling Format

1. A school filing an appeal at either level is not eligible to vote on the appellate decision.

B. Chair School Selection Process

1. When a vacancy occurs in a "Chair" position in one of the Individual Sports Associations, the Chair will move to the next school on an alphabetical list that does not have a current or recent (within three (3) years) position of leadership or major time responsibility.
2. The Conference Chair will determine the leadership of each Individual Sports Association, subject to appeal to the Executive Board.
3. The list of activities and positions will be updated annually and submitted to the General Conference during the annual meeting of the Conference.

C. Sport Commissioners

1. Advertisement/Selection/Appointment  
A Sport Commissioner shall be appointed for each individual sport that requires their use.

### Vacancy Policy

When there is a vacancy for Commissioner, it will be advertised within the conference and in the media for 15 days.

\*\* (Should extenuating circumstances develop, i.e., late resignation of a Commissioner, then the time period for posting would be waived to allow a sport association to fill the vacancy as soon as possible so that the start of the season will not be negatively effected.)

\* The Executive Secretary will be responsible for advertising the position within the Conference and in the media.

\*\* The respective Chair School will convene the interviewing committee and conduct all interviews and will submit a recommendation to the Executive Secretary for Executive Board approval.

Once a recommendation has been made, the Chair of the Individual Sport Association, in writing, of the recommendation. Notification of selection will be provided to the selected Commissioner, in writing, by the Executive Secretary. The Executive Board will make the final appointment.

### 2. Compensation

The rate of compensation for Sport Commissioner is established by the General Conference after receiving a recommendation from the Executive Board. The current rate of compensation is appended to the Rules and Regulations.

3. A designated member of the Executive Board, with the individual sports association chair (s), will meet as needed with all Commissioners.

### 4. Completion of Responsibilities - Sport Commissioner

At the conclusion of the season, each Commissioner must forward a report to the Individual Sports Association Chair outlining and highlighting the activities and events of the completed season. A copy of that report will also be sent to the Conference Chair. Compensation for the services of the Commissioner will be forwarded by the Conference Chair

following certification by the Individual Sports Association Chair that all responsibilities of the Commissioner have been completed, including the submission of the end-of-season report.

5. Selection

- a. Commissioners will be re-appointed annually based on the recommendation of the Chair School, and the vote of the Pioneer Valley Interscholastic Athletic Conference Athletic Directors. Any vacancy will be posted.
- b. A letter of interest and a resume shall be submitted to the PVIAC Executive Secretary by any interested applicant. The letter of interest is to be submitted in accordance with the date stipulated in the posting.
- c. Applications will be reviewed by the Ad Hoc Committee and chaired by the Chair School representation. The Chair School will recommend an applicant to the Executive Board of the conference for approval.
- d. Notification of selection will be provided, in writing by the Executive Board.

6. Compensation

- a. The salary for each Commissioner will be established by the General Conference.
- b. Fees from each member school of the sport association will be collected by the Conference. Payment will be made to the Commissioner by the Conference Chair after receipt of a bill and certification by the Individual Sport Association Chair that all responsibilities have been completed.

D. Officials

1. Whenever possible, only M.I.A.A. enrolled officials will be assigned to officiate regular season games and contests in all sports of the P.V.I.A.C.
2. Fees - Member schools will establish a fee structure for compensation of officials that corresponds with the recommended fee schedule developed

by the M.I.A.A. Games Officials' Committee and published in the current edition of the Blue Book [Rules and Regulations Governing Athletics, (current edition)]. Questions concerning this By-law should be referred to the Executive Board through the Conference Chairman.

3. It is recommended when an assigned official arrives to officiate a scheduled game, match, meet, etc., and was not notified that the event will not be played, that official(s) will be compensated a one-half fee. If contest is cancelled less than one hour prior to start time. (see cancellation policy as stated on page 9.) The fee would be based on what the MIAA has recommended as a full fee.
4. The number of officials assigned to officiate a game in the following sports by the commissioner is two whenever possible at the varsity, junior varsity and freshman level: soccer, field hockey, volleyball, basketball, hockey, baseball, softball and lacrosse.

Schools who are willing to accept one official if there is a shortage of officials on a given day must notify the commissioner previous to the start to the season.

#### E. P.V.I.A.C. School Athletic Passes

1. The following list of passes will be honored by all P.V.I.A.C member schools to any athletic event for which there is an admission charge during the regular season. PVIAC passes will admit the bearer only: MIAA will be honored at all events as stated on the pass.
  - a. M.I.A.A. Gold Pass
  - b. M.I.A.A. Pass
  - c. P.V.I.A.C. Passes (15 each school)

#### F. MOVEMENT TO/FROM VARSITY/JUNIOR VARSITY COMPETITION

The alignment of schools into units of competition is reviewed bi-annually by the Conference. As a general rule, a request for a school to move from one unit of competition to another between the formal review periods will not be approved. The Conference has long established its desire to maintain a fair and equitable level of competition. Thus, full discussion of individual school's requests to change from one unit to another is best considered at the time established in the Constitution.

Schools desiring to present extra-ordinary conditions to support any request will notify the Chair School of the Sports Association affected. The Sport Association will consider unusual requests and recommend a course of action to the Executive Board. The Executive Board will rule on all requests after receiving a recommendation from the Sports Association.

A school desiring to start a sport will be given the opportunity to participate at the junior varsity level within an appropriate unit of competition for two years, or until the next formal alignment review period. A school that has previously sponsored a sport but has not sponsored that sport for a period of two or more years may also return to competition at the junior varsity level.

A school desiring to terminate competition at the varsity level and to compete at the junior varsity level must do so only at the formal period of alignment discussion and review.

#### G. PVIAC PASS POLICY – OFFICIALS BOARD

“Upon request, the Executive Board will consider issuing up to, but not to exceed five (5) PVIAC Passes to an Official’s Board, for the purpose of assessing the game performance of officials”.

The request must include the names and addresses of who will be issued the passes by the Executive Secretary.

These passes will be color coded and good only for the respective regular season games.

#### H. CANCELLATION POLICY

PVIAC policy for game day cancellations/postponements

1) The home Athletic Director makes the first contact with the assigned official(s) as to the postponement/cancellation.

If contact is not made leave a message.

2) The home Athletic Director then calls the commissioner with all the pertinent information.

Rescheduled date, time, etc.



- 3) Once a commissioner has been contacted it is their responsibility to:
  - Confirm with official(s) who are available to work rescheduled game.
  - Replace official(s) who are not available.
  - Confirm with home Athletic Director's (Arbiter):
    - New date
    - Time
    - Assigned officials.

PVIAC policy for all other rescheduled games and time changes.

- 1) If changes are needed within 3 days of scheduled event the Athletic Director will contact the official(s) and then the commissioner. If changes are needed more than 3 days out then the Athletic Director will notify the commissioner who will contact the official(s) and make changes.

## I. RESCHEDULING PROCEDURES

The PVIAC will follow the MIAA General Rules: Rule 32.4.

“Postponed contests should be immediately re-scheduled on the first day the teams do not have a scheduled competition.”

(The window for rescheduling must not exceed ten (10) calendar days from the date of postponement, mutually agreed and there are no conflicts with fields, availability of officials or transportation policies.)

## J. PARTICIPATION POLICY

1. The PVIAC will follow the MIAA Sport Limitations as outlined in the MIAA handbook.

(\*Walk thru's, shoot arounds, batting practice, etc. are not considered a formal practice)

Violations of the rules which limit a student's high school participation in a single day, or a school's participation in multiple school events, or in competition against non-member schools will result minimally in a letter of censure from the PVIAC Executive Board, copies of which will be mailed to the superintendent, principal, athletic director, and MIAA District F Committee.

K. GUIDELINES FOR ALL STAR TEAM SELECTIONS

One and one half the number of athletes on the playing field/court plus one and one half athletes for each team in the league over five (5). (Round Up)

EXAMPLE: SOCCER

5 team league	$11+6+0 = 17$
6 team league	$11+6+2 = 19$
7 team league	$11+8+3 = 20$
8 team league	$11+6+5 = 22$
9 team league	$11+6+6 = 23$
10 team league	$11+6+8 = 25$

EXAMPLE: BASKETBALL

5 team league	$5+3+0 = 8$
6 team league	$5+3+2 = 10$
7 team league	$5+3+3 = 11$
8 team league	$5+3+5 = 13$
9 team league	$5+3+6 = 14$
10 team league	$5+3+8 = 16$

## PROCESSES FOR ALL-STAR SELECTION

- 1) Chair School for each sport is responsible to:
  - a. Seek volunteers to gather nominations for their leagues.
  - b. If no volunteer – then the league champion coach and or athletic director (from the previous year are responsible to seek nominations for League All Stars).
    1. An e-mail seeking nominations from each school should be sent out two weeks before the end of the season – nominations would be signed by coach and athletic director.
    2. Coaches then vote one week prior to the end of the season. They cannot vote for their own players – they would then tabulate votes and bring to the coaches’ meeting for approval.
    3. Final selection, additions/subtractions can all be finalized at the coaches’ meeting.
- 2) The chair school may also use the following process: All Stars will be selected at the post-season coaches’ meeting by the coaches present.
- 3) The chair school should make it clear at the pre-season meeting which process will be used to select all-stars for their sport.

## L. PROCEDURES FOR GYMNASIUM BEHAVIOR

These policies are for the safety and convenience of all schools and participants involved. If all Athletic Directors and coaches can help adhere to these policies, our jobs this winter will go much more smoothly. Athletic Directors should share this with all coaches and cheering advisors within their system.

1. If you can not send an advisor with your cheerleaders, do not send your cheerleaders. The cheering advisor (s) should identify themselves to the faculty manager, athletic director or other appropriate individual upon their arrival. Cheers that can result in damage to bleachers should be stopped (kicking the bleachers is a problem). Further, cheerleaders are reminded that they are emissaries of good sportsmanship and should conduct themselves accordingly.

2. Do not leave athletes unsupervised in the locker room before, during or after any game. Visiting junior varsity coaches must be in the locker room with the team until all have returned to the gym. It is recommended that seating for JV athletes be provided behind the varsity bench. Coaches are responsible for athletes' behavior pre and post game.
3. Athletes should be specifically reminded that no food or beverage is allowed in any gym. Many teams arrive with supper in hand, which is understandable. The site director will be happy to provide an appropriate place for students and staff to have pre or post-game meal.
4. No one is allowed on the gym floor other than athletes in full uniform. This means before games, at half time or after games. Coaches' cooperation supervision in this area is required.
5. Before you leave the school, have someone check the locker room area. Visiting schools are responsible for any damages, which occur during their visit. Coaches may want to check their assigned area before use to prevent mistaken assumption of vandalism. It may also be wise to have a home site official check the locker room area before you leave to insure all is left in good shape.
6. Radios, horns, noisemakers, etc. that are not a part of pre-game warm-ups are not allowed into the gymnasium.
7. Some schools have expressed a concern in regard to supervision of freshman/middle school level teams. All coaches must recognize their responsibility in relation to off court, as well as on court behaviors.

M. CANCELLED SEASON

The PVIAC will follow the MIAA cancelled season policy as stated in the MIAA Rules and regulations; Rule 18.

“A school which cancels a sport prior to an official contest being conducted will not forfeit any wins to its anticipated opponents. (Opponents in this case may request MIAA extensions for finalizing that sport's scheduling.) A school, which cancels a sport after completing at least one official contest must forfeit wins to its remaining scheduled opponents. (Schools do not have the option of rescheduling other opponents in this case.)”

## N. PVIAC SCHEDULE POLICY

Individual school schedules are due to Commissioners as follows:

Fall	by	August 1 <sup>st</sup>
Winter	by	November 1st
Spring	by	March 1st

School schedules submitted after the due date with changes from the master league schedule will be the athletic director's responsibility.

A master schedule of all games assigned for the season by the commissioner must be made available to all athletic directors seven (7) days prior to the first playable date.

If a school drops a program after the season's start date, the school is liable for the commissioner's fee.

When PVIAC schools enter into an agreement for an independent contest, the agreement will be for two (2) years unless mutually agreed upon differently.

There will be a 30-minute grace period for any team arriving late to a contest. When a team arrives within that 30-minute time limit, they will be allowed a 15-minute warm-up

## O. BY-LAW POLICY

All recommended By-Law changes must be submitted to the respective Chair School and to all schools affected along with the rationale, one week prior to the MIAA sport specific cut-off date.

## P. GENDER EQUITY

All members of the PVIAC endorse and move to actively support the practices of gender equity in compliance with Federal and State Legislation.