



# **BCL CENTRAL SPORTS HANDBOOK**

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# BAY AREA CONFERENCE

## BCL Central Sports Handbook

The North Coast Section Sports and General Rulings Handbook contain NCS policies, regulations, and pertinent information about specific sports and general interscholastic competition. The **BCL Central Sports Handbook** serves as an additional reference guide for regulations and procedures that are specific to the Bay Area Conference (BAC) BCL Central interscholastic competition. It is the responsibility of all Athletic Directors to read and understand the materials in both the BCL, BCL East and BCL West Sports Handbooks and to inform their respective coaches of the guidelines under which they must conduct their specific sport(s).

### A. GENERAL RULINGS

1. The BAC official season of sport and maximum number of games shall not exceed the North Coast Section (NCS) maximum number of games and/or control scrimmages.
2. No more than two non-league or league games may be scheduled per week. Exceptions are:
  - a. Tournaments [no more than 5 per week]
  - b. When two/three games must be played due to a necessary rescheduling of the contests.  
Note: If a third contest is necessary, all efforts are to be made to schedule the third contest on a Saturday.
3. BAC contests are scheduled for a 4:00pm start, however due to the change from standard time to daylight savings time and vice-versa; outdoors contests may begin as early as 3:30pm. A change in this format can be made providing both schools agree to the change.
4. Varsity and JV teams will be guaranteed a minimum of 15 minutes of warm up time. Regardless of the posted starting time. [11/07]
5. Varsity contests are scheduled for 4:00pm, Junior Varsity contests for 5:30pm.
  - a. Exception: Girls' Volleyball, Junior Varsity 4:15pm, Varsity 5:30pm (**Implementation fall 2014**)
  - b. Exception: Cross Country: Starting time for all league meets will be 4:00 girls and 4:30 boys. Host team and all visiting teams may meet for a walk-through of course at 3:30pm.
  - c. Exception: Boys Volleyball: When there is no J.V. league, varsity games will begin at 4:30 pm.
  - d. Exception: Boys/Girls Basketball: Girls 4:00pm, Boys 5:30. If only one team, game time is 4:00pm.

- e. Exception: Baseball: All games scheduled during standard time will begin at 3:30pm and games scheduled during daylight savings time will begin at 4:00pm.
- f. Exception: All Playoffs will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm. for any students taking APs.

**Note: A change in this format can be made providing both AD's agree to the change.**

- 6. The preliminary rounds of the playoffs in all sports will be held at the **"home site"** of the higher seed. The semi-finals and finals will be held at the facility designated by rotation. If the facility is unable to accommodate the fans, then other facilities may be obtained, but must first be approved by the Commissioner of the BAC.
- 7. Neutral site for the semi-finals and finals is not mandatory.
- 8. Seeding for Playoffs – See Appendix A
- 9. **Schools that declare a sport team and placed on the league schedule must host in rotation (5/2018)**
- 10. **Schools unable to complete the league schedule:**
  - 1. A league schedule ends the Saturday prior to the playoff week. (2/2016)
    - a. If a majority (51%) of league schools are unable to complete their league schedule commitment due to inclement weather, only the first round contests will be recorded.
    - b. If a school(s) have tried two or more times to play the contest and were unable to complete the league schedule due to inclement weather, illness, disciplinary action or academic ineligibility, then the contest(s) shall be considered a no contest for involved schools.
      - 1. If the contest will affect the seeding of the playoffs in any way, then the contest must be played prior to the start of the playoffs.
      - 2.If on occasion #1 above cannot be achieved, then the preseason tie breaker process will determine the winner of the contest so that the playoffs may begin as scheduled.
- 11. **A Conference League is defined as combining any BCL and east bay league with west/central bay leagues.** A Conference League will be formulated when one or both leagues cannot field four (4) teams in one sport. If, after the season of sport begins, a league of four (4) schools loses a member school, the league will continue with the remaining schools.
- 12. Regional League Status: A Regional League is defined as combining leagues within the east bay/bcl or within the west/central bay only. All BCL Regional leagues shall provide junior varsity, frosh/soph or freshman league schedules. A Conference schedule may not be created for JV, Frosh/soph, or a freshman sport. Process: A school that has a JV and/or Frosh/soph team may notify the sports rep from the host

league to be admitted to the host league schedule by the sport declaration date.  
[6/06]

13. A regional or Conference league is a Supplemental League. Please refer to the Sports Handbook for this league to determine how the League Champion and NCS Automatic Representative are determined. [8/07]

## **B. SPORTSMANSHIP**

1. The California Interscholastic Federation (CIF), NCS, and BAC Codes of Ethics shall govern conduct, ethics, and sportsmanship for all participants, spectators, and others involved in athletics of all member schools. [Article 4, BAC Constitution and Bylaws]
2. A “Sportsmanship Complaint Form” is to be used to formalize the lines of communication between member schools when dealing with incidents involving sportsmanship. [See Appendix E]

## **C. RECRUITMENT**

The North Coast Section of the CIF prohibits the recruitment of students to high schools for athletic purposes. [See NCS Student Eligibility Bylaws, Article 20, 200-219] This prohibition at first glance may appear to be in conflict with the common practice of independent and parochial high schools soliciting students to benefit from their comprehensive programs. The following statement of policy from the Bay Area Conference [BAC] is intended to clarify the boundaries between legal and illegal recruitment of student-athletes. It is provided here as a means of protection for students, parents, and coaches and to ensure our students of “level playing fields”.

Bay Area Conference schools view athletics as an essential and integral part of a liberal arts education. It is therefore reasonable that students and parents will be interested in the qualities of a prospective school’s athletic program. It is also reasonable that a school’s employees will be proud of, and eager to improve, their athletic programs. The following **Principles of Good Practice** are intended to help students, parents and school personnel to solicit and provide necessary information and insights without crossing the line of illegal recruitment.

CIF, NCS, and/or BAC sanctions may be brought against a coach, school, and/or recruited student-athlete, if a recruiting violation is verified.

### **Principles of Good Practice**

1. A high school **coach** is prohibited from initiating conversation with a prospective student concerning attendance at the coach’s school. This includes off-campus overtures or conversations, which occur before or during

the admissions process. The only exception to this prohibition is that coaches may speak with prospective student-athletes and/or parents during the normal admissions campus visits. **Note: A coach is interpreted as any adult who assists with the athletic programs, in either a paid or voluntary capacity, and who thereby has a vested interest in attracting certain student-athletes to his/her school.**

2. When approached by interested student-athletes or their parents outside the normal admissions process, a coach is required to refer either or both parties to the Head of School/Principal of the coach's school or his/her designee.
3. When prospective student-athletes visit a school's campus, they should be provided information about athletics in the same manner as they receive information about other departments of the school.
4. Excessive financial assistance [significantly beyond the family's demonstrated need] for the purpose of attracting a student-athlete is viewed as illegal recruitment.

Should a student-athlete or parent feel that the student's admission process is being, or has been, compromised by a school's deviation from the above Principles of Good Practice, the Head of School/Principal of the offending school, the League President, and/or the Conference Commissioner should be immediately contacted.

#### **D. BADMINTON (CO-ED) Refer to BCL West Handbook**

#### **E. BASEBALL**

1. The National Federation High School (NFHS) Rule Book is the governing authority.
2. The official ball will be a National Federation approved high school baseball.
3. All games scheduled during standard time will begin at 3:30pm and games scheduled during daylight savings time will begin at 4:00pm. Both schools must agree upon changes to these rules.

4. League Schedule: 4 team league triple round schedule; 5+ team league double round schedule – **1/2015**
5. Tiebreaker Procedures for 4 team league only (to determine 2<sup>nd</sup> place) – **1/2015**
  - a. Head to Head Competition
  - b. Win-Loss record against all other teams in their order of league finish, beginning with the 1<sup>st</sup> place team.
  - c. Play-in game, draw to determine home team only
6. Tiebreaker Procedures for 5+ teams: Refer Appendix B
7. League Playoffs will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm.
8. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
9. Awards:
  - a. Perpetual Trophy for Varsity League Champion
7. All-League selection process/form: Appendix A
8. **Emergency Action Plan Baseball Round Robin & Playoffs Process (3/2023)**
  - Eliminate the league playoffs and use the four fields assigned for post-season games (play-in, two semi's & championship) as make up games.
  - League office obtains all rain out games and requests make up fields from SFRP all at once and ongoing. In addition to the four playoff fields.
  - Every effort will be made to ensure that every school plays every other school at least once.
  - Standings will determine the league champion and thus AQ to NCS based on winning percentage of league games played, provided everyone has played each other at least once.
  - Standard tie-breaker procedures in place.

## F. BASKETBALL (BOYS AND GIRLS)

1. The NFHS Basketball Rule Book is the governing authority for both boys and girls with the adoption of State CIF modifications.
2. The official ball will be a National Federation approved high school basketball.
3. Varsity games consist of eight (8) minute quarters and Junior Varsity games consist of eight (8) minute quarters. **[3/2020]**
4. Varsity teams will be guaranteed a minimum of 15 minutes of on-court warm-up time. This is regardless of the posted starting time (i.e. 5:30p.m. game may start @ 5:40p.m. [3/07])
5. The J.V. and Frosh/Soph League Champions are determined by round robin play.
6. Criteria for positioning playoff teams in the tournament: 1<sup>st</sup> criteria: If a school has boys/girls teams in the tournament, then every effort is to be made to put those teams in back to back games to encourage fans to stay and support both teams. 2<sup>nd</sup>

criteria: 1<sup>st</sup> seed plays in the late game unless the 1<sup>st</sup> criteria prohibit playing in the late game. Commissioner to work closely with the tournament director. [3/08]

7. See Appendix C for varsity playoff structures and determination of varsity league champions and NCS representatives.
8. Playoff Guidelines:
  - a. Officials for all semi-finals and finals should be drawn from a neutral association, if possible.
  - b. Both teams should be accompanied by a designated Administrator-in-charge to address fan behavior.
  - c. Fan seating should be clearly designated/assigned with equity.
  - d. The host team shall provide Tournament Programs with brackets and all team rosters listed.
  - e. Both teams have the right to seat a representative at the scorer's table, though the host school will provide an impartial announcer, an experienced and neutral scorer to keep the official score book, a scoreboard operator, and a shot clock operator.
  - f. Announcers, if present, should be factual and impartial, announcing only line-ups, foul designations, and time-outs.
  - g. The higher seed is the "home team", which establishes the following:
    - i. Which teams wears "home" uniforms,
    - ii. Which team has first choice in selecting any pre-game instrumental music,
    - iii. Which team is designated "home" team on the scoreboard, except in the case of a host team's participation, in which case they will be designated "home" team on scoreboard;
    - iv. Which team has first choice in selecting team bench, except in the case of a host team's participation, in which case they can choose to keep their "home bench"
9. All-League selection process/form: Appendix B
10. Awards:
  - h. Perpetual trophy for Varsity League Champion

## **G. CROSS COUNTRY (BOYS AND GIRLS) – Refer to BCL West Handbook**

## **H. GOLF - Refer to BCL West Handbook**

### **I. SOCCER (BOYS)**

1. The NFHS Soccer Rule Book is the governing authority with NCS modifications.
2. Playoff Tie Breaking Procedure- at conclusion of regulation time
  - 2-10 minute golden goal overtimes (NCS modification of NFHS Rule 18)
  - Penalty kicks (NFHS Rule 18, Article 1, A.3)
3. The official ball will be a National Federation approved high school soccer ball.



4. A stitched soccer ball must be used for league competition.
5. A soccer game will be terminated when there is a 7 goal differential at half time or the coach of the team that is behind may choose to end the match by notifying the official and opposing coach. (5/13)
6. The J.V. League Champion is determined by round robin play.
7. A win is counted as three (3) points and a tie is counted as one (1) point.
  1. Tie-Breaking Procedures – the following will be used sequentially to determine playoff seeding when two or more teams are tied after the completion of the regular season:
    - a. Winner in head-to-head competition
    - b. Least number of red cards (cards given to players and coaches)
    - c. Record against teams who finish above
    - d. Goals allowed during the league season [9/13]
    - e. Tiebreaker draw
  2. See Appendix B for varsity playoff structures and determination of varsity league champions and NCS representatives.
  3. Awards:
    - a. Perpetual Trophy to Varsity League Champion
9. All-League selection process/form: Appendix A

## J. SOCCER (GIRLS)

1. The NFHS Soccer Rule Book is the governing authority with NCS modifications.
2. The official ball will be a NFHS approved high school soccer ball.
3. A stitched soccer ball must be used for league competition.
4. League Schedule: 4 team league triple round robin, 5+ team league double round robin
5. Playoff Format for 4 team league only: #1 v #2 for championship. Tiebreaker to determine 2<sup>nd</sup> place:
  - a. Head-to-Head Competition
  - b. Least number of red cards (cards given to players and coaches)
  - c. Win-Loss Record against all other teams in their order of league finish, beginning with the 1<sup>st</sup> place team.
  - d. Fewest goals allowed during the regular season
  - e. Tiebreaker draw
6. Playoff Format for 5+ team league: Refer to Playoff Format in Appendix C.
7. Playoff Match End of Regulation Tie-Breaking Procedure:
  - 2 - 10-minute golden goal overtimes (NCS modification of NFHS Rule 18)
  - Penalty kicks (NFHS Rule 18, Article 1, A.3)
8. A soccer match will be terminated when there is a 7-goal differential at half time or the coach of the team that is behind may choose to end the match by notifying the official and opposing coach.

9. The JV (if any) will not have a League Champion.
10. A win is counted as three (3) points and a tie is counted at one (1) point.
  - a. Tie-Breaking Procedures – the following will be used sequentially to determine playoff seeding when two or more teams are tied after the completion of the regular season:
    1. Head-to-head Competition
    2. Least number of red cards (cards given to players and coaches)
    3. Win-Loss Record against all other teams in their order of league finish, beginning with the 1<sup>st</sup> place team.
    4. Fewest goals allowed during the league season
    5. Tiebreaker draw
  - b. See Appendix C for varsity playoff structures and determination of varsity league champions and NCS representatives.
11. Awards: Perpetual Trophy to Varsity Playoff League Champion
12. All-League selection process/form: Appendix B

## K. SOFTBALL

1. The NFHS Softball Rule Book is the governing authority.
2. The official ball will be National Federation approved high school softball.
3. Fast pitch rules are in effect for league play.
4. West and Central will alternate year to year for tournament director and playoff structure [11/07]
5. When a league game is tied at the completion of the 7<sup>th</sup> inning the NCS tiebreaker rule is in effect beginning in the 8<sup>th</sup> inning. [10/08]
6. All regular season games will have a two-hour time limit. No new inning shall start after two hours from the first pitch of the game. A tied game will finish tied if the two-hour time limit has expired. (Ties = 1 point, Wins = 3 points). Exception: All games played on SF Rec. and Park fields will have a 1 ½ hour time limit due to field constraints, unless agreed upon by coaches prior to the start of the game. [10/08]
7. League Playoffs:
  - o Will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm.
  - o There is no time limit.
  - o First 1<sup>st</sup> round and semifinal games shall end after five innings of a seven-inning game when a team is behind by ten runs and has completed its turn at bat.
  - o Championship game will have no run rule.
  - o The NCS tiebreaker rule is in effect beginning in the tenth inning. [10/08]
8. League Playoffs will begin at 4:00pm. If AP exams are held during the week of playoffs, the playoffs will begin at 5:00pm.
9. See Appendix C for varsity playoff structures and determination of varsity league champions and NCS representatives.

10. Awards:
  - a. Perpetual Trophy to Varsity League Champion
11. All-League selection process/form: Appendix B

**L. SWIMMING (BOYS AND GIRLS) - Refer to BCL West Handbook**

**M. TENNIS (Girls & Students) – Refer to BCL West Handbook**

**N. TRACK/FIELD (BOYS AND GIRLS) –Refer to BCL West Handbook**

**O. VOLLEYBALL (BOYS AND GIRLS)**

1. The NFHS Rule Book is the governing authority.
2. The official ball will be National Federation approved high school volleyball.
3. League matches for girls consist of the best three (3) of five (5) games for varsity matches and the best two (2) out of three (3) games for junior varsity matches.
4. Pre-match warm ups period shall be divided as follows: First 10 minutes home team shall have the entire court; Second 10 minutes the visiting team should have the entire court. [9/2012]
5. The host school is responsible for providing scorekeepers and lines people.
6. BAC Constitution and Bylaws Article 5, B, prohibit noise or distraction after the whistle to signal for the serve.
7. When there is no Junior Varsity division in Boys, varsity games will begin at 4:30 pm.
8. In the event that a JV volleyball match is decided after two games, the teams will play a 3<sup>rd</sup> game to 15 points provided that it is not yet within 30 minutes of the scheduled varsity start time and the home team has been able to arrange officials (11/06)
9. The J.V. League Champion is determined by round robin play.
10. See Appendix C for varsity playoff structure and determination of varsity league champion and NCS representative.
11. Awards
  - a. Perpetual trophy to Varsity League Champion
12. Playoffs: 1 official, 1 umpire and 2 linesmen shall be scheduled for all playoff Games. (6/06)
13. All-League selection process/form: Appendix B

**P. WRESTLING (COED) - Refer to BCL West Handbook**

## APPENDIX A: League Playoff/Tie Break Procedures for Seeding Purposes only

1. A final date for League competition will be established in each sport. The Commissioner may grant exceptions to the deadline.
2. Each league's Athletic Directors Committee will determine bracketing for league playoffs.
3. There are no Junior Varsity or freshman and/or sophomore playoffs.
4. Each league will identify tie breaking procedures and place in the Sports Handbook.
5. **Tie Breaking Procedures: if no other procedures have been established in the respective Leagues Sports Handbook, the following procedures will be used:**
  - a. To break a tie for first place (to be done in the following order): (1/14)
    1. Head to Head competition
    2. Win-Loss record against all other teams in their order of league finish, beginning with the first place team.
    3. Games (not matches) won "head to head" against team(s) tied [Volleyball only]
    4. If 1, 2, 3 above do not break the tie, and then the tie-breaking draw done at the beginning of the school year will break the tie. The lower number drawn by a school breaks the tie and becomes the higher seed. The higher seeded team is determined as the home team.
    5. When three or more teams are tied, the draw will eliminate all but two teams. Repeat process a.1-4 above each time to determine a seed.
  - b. To break a tie for last seeded position (to be done in the following order) (1/14)
    1. Head to Head competition
    2. Win-Loss record against all other teams in their order of league finish, beginning with the first place team.
    3. Games (not matches) won "head to head" against team(s) tied with [Volleyball only]
    4. If two teams are tied, a tie-breaking game will be held between the two teams. Every effort will be made to secure a neutral site. If a neutral site cannot be secured, tiebreaker drawing will be used.
    5. When three or more teams are tied, the draw will eliminate all but two teams. Repeat process b.1-4 to determine last place seed.

## APPENDIX B: ALL LEAGUE SELECTION PROCESS

### BASEBALL

1. Selection takes place at end-of-season coaches meetings.
2. The All-League 1<sup>st</sup> team will consist of MVP, three pitchers, one catcher and seven other position players of the coaches choosing.[9/13]
3. The All-League 2<sup>nd</sup> team will consist of three pitchers, one catcher and seven other position players of the coaches choosing. [9/13]

### BASKETBALL [3/2020]

1. Selection takes place at the end-of-season coaches meeting.
2. Coaches nominate a maximum of three players for 1<sup>st</sup> Team
3. Each coach is allowed a total of two minutes to promote all nominated players from their school.
4. Discussion period allowing coaches to ask questions of other coaches regarding nominated players and stats.
5. Coaches cannot vote for their own players.
6. Rating system for voting 1<sup>st</sup>=8pts, 5<sup>th</sup>=4pts, 2<sup>nd</sup>=7pts, 6<sup>th</sup>=3pts, 7<sup>th</sup>=2pts, 4<sup>th</sup>=5pts, 8<sup>th</sup>=1<sup>st</sup> pt.
7. Scores are totaled: top eight (8) vote getters are named to 1<sup>st</sup> Team All-League. Top vote get(s) is (are) (Co-MVP). In case of tie for 8<sup>th</sup> sport, a head-to-head vote off will occur. The winner is placed on the 1<sup>st</sup> team; the other(s) will be placed on the 2nd team.
8. Repeat the process to fill the remaining 8 spots on the 2nd team.

### CROSS COUNTRY

1. 1<sup>st</sup> Team All-League is the 1<sup>st</sup> through 7<sup>th</sup> place finishers at the LCM.
2. 2<sup>ND</sup> team All-League are the 8<sup>th</sup> through 14 place finishers at the LCM
  - . Each head coach may propose one additional male runner and one female runner for consideration.
    - The head coaches will vote on each proposed runner.
    - If there is a majority vote for one male and/or female runner(s), those runners will be added to the All-League 1<sup>st</sup> team list. If there is a majority vote for more than one male/female runner(s), the coaches will hold a 2<sup>nd</sup> Vote to determine which runner(s) to add. The runner(s) with the most votes will be added to the list. [3/07]

### GOLF

Each coach will submit the top four players' stroke averages. If a coach feels that their fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) person will have a stroke average that may qualify; those may also be submitted. The Sports Representative shall keep an ongoing record. The top six (6) stroke

averages will receive 1<sup>st</sup> Team All-League recognition and the next six (6) stroke averages will receive 2<sup>nd</sup> Team All-League recognition.

### **LACROSSE (approved 9/04)**

1. Coaches must be present.
2. First Team All-League Selection Process:
  - a. Coaches nominate and place names on board for the given position.
  - b. Each coach has 30 seconds to speak on each nominee
  - c. Questions/discussion will follow
  - d. Each coach will rank five (5) nominees (5 being the best)
  - e. Discussion of rankings
  - f. Coaches may change their vote
  - g. The 3 players with the most votes are First Team All-League. If a tie for the 3<sup>rd</sup> spot, a re-vote will be taken for only 3<sup>rd</sup> place. If still a tie, players will share 3<sup>rd</sup> place spot, meaning 4 players will be chosen for that position.
3. Second Team All-League Selection
  - a. All names not chosen First Team are left on the board
  - b. Coaches may add additional names to the board
  - c. Coaches have 20 seconds to talk about each nominee
  - d. Questions/discussion will follow
  - e. Each coach will rank five (5) nominees (5 being the best)
  - f. Discussion of rankings
  - g. Coaches may change their vote
  - h. The 3 players with the most votes are Second Team All-League. If a tie for the 3<sup>rd</sup> spot, a re-vote will be taken for only the 3<sup>rd</sup> place spot. If still a tie, players will share 3<sup>rd</sup> place spot, meaning 4 players will be chosen for that position.
4. Honorable Mention
  - a. All names not Second Team All-League are left on the board
  - b. Any player who received at least two Second Team votes earns Honorable Mention (no certificate for this award)
5. Position will be chosen in this order:
  - a. Attack
  - b. Midfield
  - c. Long Stick
  - d. Defense
  - e. Goalie
6. Notes/Clarification
  - a. Once the First Team, Second Team and Honorable Mention selections have been made for one position, nominations will begin for the next position.
  - b. It is understood that coaches will only nominate players who legitimately warrant consideration for each award.
  - c. Coaches are allowed to vote for their own players.

**SOCCER** (approved 3/05)

1. Representatives of School must be present at the season ending league meeting (which is when all league selection takes place) for said school's student athletes to be nominated for all leagues.
2. MVP is selected by majority vote of school representatives.
3. If a tie occurs in the MVP voting then an anonymous vote will take place. Each representative will rank the players. When the vote is tallied the top player from each ballot will be awarded 3 points; the 2<sup>nd</sup> player will be awarded 2 points and the 3<sup>rd</sup> player will be awarded 1 point. The player receiving the most points will be declared MVP.
4. Players are nominated for all league selection by representatives from any school present (including their own school).
5. Once player nomination has concluded representatives will then vote as to who is selected for 1<sup>st</sup> team all-league and who is selected to 2<sup>nd</sup> team all-league by majority vote from the pool of nominated players.

**SOFTBALL** (approved 9/04)

The MVP, 1<sup>st</sup> team, and 2<sup>nd</sup> team all-league selections will be determined regardless of their playing positions on the team.

MVP Selections - coaches will nominate players for the league MVP. Coaches will not vote for their own players. In the event of a tie, coaches will re-vote until the tie is broken.

All League Selections – *Coaches cannot vote for their own players.* Coaches will nominate for Nine (9) 1<sup>st</sup> team selections and then vote. After the nine (9) 1<sup>st</sup> team selections are approved, any player who didn't make 1<sup>st</sup> team will automatically be nominated for 2<sup>nd</sup> team. Coaches will then nominate additional players for the 2<sup>nd</sup> team. Nine players will be selected for 2<sup>nd</sup> team all-league. In the event of a tie, coaches will re-vote until the tie is broken. [10/08]

**SWIMMING**

1. 1<sup>st</sup> Team All-League is the 1<sup>st</sup> place finisher in each event at the League Championship Meet.
2. 2<sup>nd</sup> Team All-League is the 2<sup>nd</sup> place finisher in each event at the League Championship Meet.
3. Hardship appeals may be submitted at the End-of-Season Coaches' Meeting.

**TENNIS**

1. The top 6 seeds in single and the top 3 seeds in doubles in the league individual tournament will automatically earn at least 2<sup>nd</sup> team all-league honors [9/13]
2. Any unseeded player who makes it to the quarterfinals in singles or semi-finals in doubles will also earn at least 2<sup>nd</sup> team all-league honors.

3. 1<sup>st</sup> team all-league honors will go to the players who make it to the semi-finals in singles or the finals in doubles
4. To be eligible for all league selection, a player must have competed in at least half of their team's round robin matches.
5. If a player/team is not able to compete in the league individual tournament for reason of injury or other compelling reason and the player/team had one of the two best round robin records, then that player can be selected to all league by a vote of 2/3 or more of the league coaches
6. If the league individual tournament is not held, then the coaches would vote on the top 8 singles players and top 4 doubles teams to make all leagues with half on 1<sup>st</sup> team and half on send team (regular season record).

### **TRACK & FIELD (approved 3/05)**

1. The athlete must appear in at least half the meets in a specific event to qualify for all-league in that event = 2 out of the 4 meets (i.e. 3 regular season meets and the Championship). The number of meet performances in that event would be the denominator used below in criteria #2 below to determine the athlete's average score.
2. After criteria #1 is met, the athlete with the highest **average** point score in an event is awarded All-League First Team honors; the athlete with the second highest average is awarded All-League Second Team honors. *Example:* Athlete A competes in the Triple Jump in two meets. She finishes first in one meet and third in the other = 16 points. Her Average is  $16/2 = 8$ . Athlete B competes in the Triple Jump in four meets. She finishes 2<sup>nd</sup> in one meet, 3<sup>rd</sup> in two, and 1<sup>st</sup> in another = 30 total points. Her average is  $30/4 = 7.5$ . Athlete A earns all-league first team. Athlete B earns all-league second team.
3. In case of a tie for either first or second team, the athlete with the better performance (faster time, longer distance, and higher height) is awarded the honor. *Example:* Athlete A competes in the Triple Jump in two meets. She finishes first in one meet and third in the other = 16 total points. Her Average is  $16/2 = 8$ . Athlete A's longest jump in these league meets is 31' 10. Athlete B competes in the Triple Jump in four meets. She finishes 2<sup>nd</sup> in two meets, 3<sup>rd</sup> in one, and 1<sup>st</sup> in another = 32 total points. Her average is  $32/4 = 8$ . Athlete B's longest jump in these league meets is 32'3. Athlete B wins the tiebreaker and earns all-league first team. Athlete A earns all-league second team.
4. Points will be assigned using the 10-8-6-4-2-1 (for 1<sup>st</sup> through 6<sup>th</sup>) regardless of the number of teams participating in a meet, i.e. even if team scoring uses a lower point scheme, this one will be used in calculating an individual's all-league points and averages in specific events.



**VOLLEYBALL GIRLS (approved 4/13)**

1. Selection takes place at the end of the season coaches meeting. If a coach is absent it may be possible that no All League players will be selected from that school. If a coach is unable to attend the post season meeting he may submit his nominations by proxy to the sports rep.
2. Coaches nominate a maximum of 3 players for 1<sup>st</sup> team.
3. Each coach is allowed a total of two minutes to promote all nominated players from their school.
4. Discussion period allowing coaches to ask questions of other coaches regarding nominated players and stats.
5. Coaches cannot vote for their own players.
6. Coaches vote via secret ballot using a rating system (1<sup>st</sup> choice = 8 points, 2<sup>nd</sup> choice = 7 points, and so forth).
7. Scores are totaled: Player receiving the most points is League MVP. Next seven highest point totals are named to 1<sup>st</sup> Team. In the event of a tie for the last spot, all players who are tied are named to 1<sup>st</sup> Team. **(1/2020)**
8. Any player nominated, but not selected, to the first team is automatically nominated for the second team. Coaches then nominate players for the second team, with a maximum of three nominees per school. (If two players are selected to the first team, and one is not, the coach can nominate two additional players.) **(1/2020)**
9. Repeat a secret ballot using a point rating system. Top 8 plus ties are named to the 2nd Team. **(1/2020)**
10. Second team nominees not selected become the Honorable Mention List. **(1/2020)**

**WRESTLING (approved 5/11)**

1. Will be determined by league place

**Appendix B continued:**

The following format will be used if: [1/2017]

1. The league sport does not have a selection process
2. The post season coaches meeting cannot be held

**Selection Process:**

Proposals to change the selection process or the names of the post season awards will not be accepted until the next NCS realignment cycle fall (2020). Approved changes must be made during the 2020 school year and will be in effect until the next NCS realignment cycle and each realignment cycle thereafter. [10/17]

<u>VOLLEYBALL</u>	<u>1<sup>ST</sup> TEAM</u>	<u>2<sup>ND</sup> TEAM (7/7 EACH)</u>	
1 PLACE	2	2	
2 PLACE	2	1	
3 PLACE	1	2	
4 PLACE	1	1	
5 <sup>TH</sup> PLACE	1	1	
6 <sup>TH</sup> PLACE	0	0	Honorable Mention (unlimited)

<u>BASKETBALL</u>	<u>1<sup>ST</sup> TEAM</u>	<u>2<sup>ND</sup> TEAM (6/6 EACH)</u>	
1 PLACE	2	1	
2 PLACE	1	2	
3 PLACE	1	1	
4 PLACE	1	1	
5 PLACE	1	1	
6 PLACE	0	0	Honorable Mention (unlimited)

<u>SOCCER/LACROSSE</u>	<u>1<sup>ST</sup> TEAM</u>	<u>2<sup>ND</sup> TEAM (12/12 EACH)</u>	
1 PLACE	4	2	
2 PLACE	3	3	
3 PLACE	2	3	
4 PLACE	2	3	
5 PLACE	1	1	
6 PLACE	0	0	Honorable Mention (unlimited)

<u>SOFTBALL/BASEBALL</u>	<u>1<sup>ST</sup> TEAM</u>	<u>2<sup>ND</sup> TEAM (10/10 EACH)</u>	
1 PLACE	3	3	
2 PLACE	2	3	

3 PLACE	2	2	
4 PLACE	2	1	
5 PLACE	1	1	
6 PLACE	0	0	Honorable Mention (unlimited)

## **APPENDIX C: Playoff Formats & Medical Personnel**

### **Medical Personnel at the Championship Event**

In accordance with the list of NCS Certified Medical Personnel, host schools shall provide 1 certified medical personnel for all championship contests (semifinals not included) **only** for the following sports listed below. If for some reason certified medical personnel are not present, the event will continue as scheduled. Exception: Boys Lacrosse certified medical personnel must be present before the contest begins. (10/2019)

Sports where there are no gate receipts or participation dues, the host school shall pay for the certified medical personnel.

Volleyball-gate receipts

Basketball-gate receipts

B Lacrosse

Softball

Baseball

Soccer

Cross Country

Track & Field – participation dues

Swim – participation dues

**Girls Volleyball:** Previous year's playoff champions will host the current year playoff. (1/2020)

### **Unable to Complete League Schedule - See PAGE 4**

- If a double round is unable to be completed, then the school with the best single round robin record will be declared the winner using the 1st competition with each school as the recorded contest. If there is a tie for first place, then the league champion tournament will decide the league champion. (1 vs 4) (2vs 3). (5/2019)
- If neither the single or double round league schedule can be completed, then a 4 team champion tournament will determine the league champion. (1 vs 4) (2vs 3) (5/2019)

League schedule shall be a double round robin (Exceptions must be approved by a majority vote by the athletic directors). [10/08]

### **LEAGUE TROPHY**

If there are co-league champions: 1st criteria-head to head results at the end of league play, if the teams split, 2nd criteria- the playoffs determine who is awarded the league trophy. If the league champions do not make it to the championship game, then the tiebreaker determines who is awarded the league trophy. Co-Champions will be listed on the team trophy by the school awarded the trophy.

Basketball: Criteria for positioning playoff teams in the tournament: 1<sup>st</sup> criteria: If a school has boys/girls teams in the tournament, then every effort is to be made to put those teams in back to back games to encourage fans to stay and support both teams. 2<sup>nd</sup> criteria: 1<sup>st</sup> seed plays in the late game unless the 1<sup>st</sup> criteria prohibit playing in the late game. Commissioner to work closely with the tournament director. [3/08]

### **Determine a League Champion – Immediate Implementation 1/2015**

#### **League Schedule & Playoff Format for: Girls/Boys Volleyball, Boys/Girls Soccer, Boys/Girls Basketball and Baseball**

- 4 Team League – Triple Round League Schedule: Playoff format is 2v1 for the championship
- 5 Team League – Double Round League Schedule: Playoff format, semifinals, 3v2, 1 bye. Winner of 3 vs 2 plays 1 for the championship
- 6+ Teams – Double Round League Schedule: Playoff format, semifinals – 3v2, 4v1. Winner of each semifinal contest plays for the championship.

**The winner of the playoffs is declared League Champion, automatic NCS representative, and is awarded the perpetual trophy. [3/08]**

### **Conference Softball Divisions: National and American BCL East (5/2013) – if needed**

Each Division shall have a Sports Representative

- If even numbers of teams are participating, the Divisions must be balanced (same number of teams in each Division). If an odd number of schools are participating, then one division may have 1-one more team than the other Division.
- Each Division will play a double round robin within the Division.
- The Division Champions will be the winner of the double round robin play.
- If two teams tie for 1<sup>st</sup> place within the Division, a playoff game will be played to determine the Division Championships.
- In case of three or more ties for 1<sup>st</sup> place, see BCL East Sports Handbook.
- Each Division Champion will have an automatic berth in the NCS Softball Championships.
- Each Division will select an MVP and All Tournament players according to the BCL East Sports Handbook.

Every two years the Divisions may be realigned by the coaches sending the recommendation of realignment of the Divisions to the AD's for consideration. This process will occur again at the conclusion of the 2<sup>nd</sup> year (2015).

**APPENDIX D: TOURNAMENT DIRECTOR ROTATION**

	19-20	20-21	21-22	22-23	23-24
<b>FALL</b>					
Cross Country- E/BCL	CPS	BENT	HRS	MWA	ATH
Cross Country - C/W	LW	UHS	UHS	SDS	URB
Boys Soccer-East	ATH	CPS	-----	-----	-----
Boys Soccer - BCL	CCC	FC	FC	CCP	CCC
Boys Soccer-Central	JC	I.H.S.	I.H.S. Bay	DS	GHS
Girls Tennis -C/W	URB	MA	SDS	UHS	LW
Girls Tennis- E/B	BENTL	ATH	SJS	FC	CPS
Girls Volleyball- East	SJS	RC	RC	ATH	HRS
Girls Volleyball- West	UHS	SDS	MA	URB	CSH
Girls Volleyball-Central	I.H.S.	SFW	SFW	DS	BAY
Girls Volleyball - BCL	MWA	CCHS	CCP	HN	CSD
Girls Golf - Conf.	CSH	SDS	HN	SJS	URB
<b>WINTER</b>					
Basketball-East	RC	BENT	CPS-final	VC*	ATH*
Basketball-West	LW	SDS	URB	UHS	MA
Basketball-Central	SFW	BAY	JC	I.H.S.	DS
Basketball - BCL	CSD	CCC	FC	MWA	CCP
Girls Soccer-West	MA	LW	----	----	URB
Boys Soccer - West	MA	CSH	-----	-----	URB
Girls Soccer - Central	---	---	GHS	BAY	I.H.S.
Girls Soccer - East	----	----	----	----	----
<b>SPRING</b>					
Badminton - CONF	UHS	LW	SDS	CCP	I.H.S.
Baseball-West	CSH	MA	CSH	LW	SDS
Baseball-Central	I.H.S.	JC	SFW	GHS	
Baseball- BCL	MWA	CSD	OME	CSD	FC
Golf-East	HRS	SJS	CPS	ATH	SJS
Golf-West	UHS	URB	BAY	SDS	CSH
Lacrosse - Boys	MA	HRS	UHS	CSH	MA
Lacrosse - Girls	LW	HRS	UHS	CSH	MA
<del>Girls Soccer-Central</del>	<del>GHS</del>	<del>TBD</del>	<del>TBD</del>	<del>TBD</del>	<del>-----</del>
Girls Soccer - BCL/C	FC	MWA	MWA	CCC	SFW
Swimming -CONF	MA/BEN	UHS/LW	HRS/ATH	I.H.S./SJS	SDS/CPS
Boys Tennis- C/W	BAY	CSH	MA	DS	UHS
Boys Tennis- E/BCL	HRS	CPS	SJS	ATH	BENT
Track & Field-CONF	URB/SJS	CSH/SDS	FC/I.H.S.	LW/CPS	HRS/CSH
Boys Volleyball -EAST	CPS	SJS	VC	RC	HRS
Boys Volleyball - BCL	CCHS	URB	MWA	CCP	FC
Boys Volleyball - CENT	-----	----	I.H.S.	URB	
Softball W/C	URB	UHS	LW	BAY	URB
Softball E/B			HRS	VC	CSD

**APPENDIX E: SPORTSMANSHIP COMPLAINT PROCEDURE (4/2013)**

The purpose of the Sportsmanship Complaint Form is to formalize the lines of communication when dealing with incidents involving unsportsmanlike behavior. Hopefully, any problems can be dealt with “on the spot” between the two coaches. The form, however, provides a means to inform all the involved parties of any breaches of conduct by players, coaches or fans outside the confines of the contest (when the officials take charge of the contest and when the officials relinquish their responsibilities after the contest) per NFHS/CIF/NCS rules. It is important that the incidents be handled within the proper “chain of command” coach to coach, athletic director to athletic director, principal/head to principal/head in that order.

1. If a coach feels that an unsportsmanlike act has taken place before, during, or after a contest outside the confines of the contest itself, he or she should communicate with his/her Athletic Director. The A.D. will determine whether to have a Sportsmanship Complaint Form filled out in order to proceed with the complaint. The completed form will then be forwarded to the Principal/ Head of School for review. At that point, the Principal/Head may determine that the complaint should or should not be lodged with the offending school.
2. If the Principal/Head of School decides to go forward with the complaint, a copy of the Sportsmanship Complaint Form will be sent to the Principal/Head and Athletic Director of the offending school and the BAC Commissioner. The two Principals/Heads have the opportunity to resolve the issue, or have their A.D.s find a resolution.
3. If no satisfactory resolution can be achieved between the schools, the matter will be brought before a 3-three person panel made up of 2-two Administrators from another BAC league and the Commissioner. This hearing panel would convene within 7-seven working days to hear the complaint. If any penalties are awarded, the use of the NCS Ejection Policy penalties will be the hearing panels’ guideline.
4. If a hearing is required each school may bring witnesses and/or supporting information to support their position.
5. The hearing panel decision will be considered final. The hearing panel decision may not be appealed.





## APPENDIX F: **PROTEST PROCEDURES**

ALL PROTESTS PERTAINING TO ELIGIBILITY, VIOLATIONS OF THE LEAGUE AND/OR NCS AND CIF CODE OF ETHICS, IMPROPER FACILITIES, OFFICIALS, OR ANY OTHER VIOLATION OF LEAGUE, NCS, CIF, OR NFHS SPORT RULES MUST BE FILED ACCORDING TO THE FOLLOWING PROCEDURES. **GAME OFFICIALS MAY SUBMIT NO PROTESTS REGARDING JUDGMENT CALLS.**

**Failure to follow Steps 1, 2 and 3 listed below will result in the protest being disallowed and no action being taken.**

1. **The protesting school must inform the opposing school and game officials immediately following the incident about which the protest may be filed.** The contest must be completed. All efforts should be made to reach a satisfactory conclusion of the difficulty. If a satisfactory conclusion cannot be reached, or if specific League prohibitions and sanctions are involved, proceed to Step 2.
2. **A written protest must be filed with the opposing school and game officials within 24 hours.**  
The protest must include:
  - a. A complete accounting of what occurred
  - b. The rule that has been violated.
  - c. The names and address of game officials.
3. **A copy of the written protest must be sent to the BAC Commissioner, the Head/Principal and Athletic Director of the opposing school within five (5) days of the initial protest.**
4. Within two (2) school days after receiving the letter of protest, the school or person about whom the protest is being made may file a statement concerning the incident. Copies of the statement must be sent to the Commissioner, Head/Principal and Athletic Director of the school making the protest.
5. At this point a resolution may occur between the two parties.
6. If a resolution cannot be made, the Commissioner will investigate and hold a hearing within one (1) week and will render a decision within two (2) days of the hearing. The decision will be in writing and will be mailed to all parties involved, and to the Heads/Principals of all League schools.
7. Either side of the dispute may appeal the decision of the League to the NCS Appeals committee.
8. If the protest is upheld, the contest shall resume at the point and time the protest was made.

APPENDIX G: **CHECK REQUEST/REIMBURSEMENT FORM**

1. Attach bills, receipts, invoice, etc. to this form

2. Complete this form and mail to BAC office:

**Bay Area Conference**  
**600 Via Mirabel, San Lorenzo, CA 94580**

Requested by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Description -- specify league, sport (if applicable) and category (facility rental, officials, etc.)

---

Payee:      Name: \_\_\_\_\_  
              Address: \_\_\_\_\_  
                                  \_\_\_\_\_  
                                  \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

Check # \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Date Mailed: \_\_\_\_\_

## APPENDIX H: PROPOSAL FORM

Use template below (save as an original)

 Proposal Form Template

## Appendix I: Emergency Action Plan for the BAC fall playoffs only

Currently and in recent years we have experienced conditions that have altered our processes for determining league champions and NCS automatic qualifiers. Fire, smoke, rain, electrical outages, is happening more often and during times of league playoffs and/or NCS playoffs in the fall.

In reference to AQI-the BAC has adopted the NCS AQI standard of care of when to start a contest and end a contest. (AQI-under 151)

Electrical outages do not preclude a school from participating. Each school can determine for themselves whether their students will participate, however, the BAC is obligated to forward to NCS our team and individual champions for participation at the NCS Championships. If a school chooses not to participate, then a forfeit will be assigned to that school/player so that the playoffs may continue.

All efforts will be made to reschedule playoff days that are affected.

### Team Sports: Volleyball, Soccer

1. If unable to complete all league tournament semi-final contests, then the final league standings will determine the NCS Automatic Qualifier and League Champion. (Tie Breaker Draw will be used, if necessary)
2. If unable to complete the league tournament championship contest, then the higher seeded team will be the NCS Automatic Qualifier.
3. Soccer: Contests will start if the AQI is below 151. If at half-time the AQI goes above 151, then the contest will be stopped. The score at half-time will be the final score of the contest.
4. Soccer: If there is a tie score at half-time, the higher seeded team will be declared the winner.
5. If a school chooses not to participate according to the above standard of care, it will forfeit the contest and the playoffs will continue to completion.

### Individual Sports: Cross Country, Tennis

1. If unable to complete all league tournament semi-final contests, then the final league standings will determine the NCS Automatic Qualifier and League Champion. (Tie Breaker Draw is used if necessary)
2. If unable to complete the league tournament championship contest, then the higher seeded team will be the NCS Automatic Qualifier.
3. If unable to complete the individual tournament, higher seeded players will advance to the NCS.
4. Cross Country: If the AQI is below 151 at the start of the meet the meet will continue. If however, the AQI goes above 151 in the following meet, then the entire meet will be canceled. Ex: boys meet AQI is 135. The meet will start. The following meet is the girls meet and the AQI is 151. The second meet is canceled.
5. Cross Country: If unable to complete the league schedule due to the above weather issues, the total points accrued will determine the league champion (league + tournament).
6. Tennis: If the AQI is below 151 at the start of the 1st game, the game will continue. If however, the AQI goes above 151 in the following game, then the entire match will be canceled and the higher seeded individual will be awarded the win.
7. The 50% participation rule is not in effect when these circumstances exist, however, no student should be added to the school roster that was not on the school varsity or jv roster at the beginning of the season.