KINGCO League/Conference Athletic/Activity Handbook 2026-2027

The official KingCo handbook containing the constitution, policies and practices that govern KingCo League, and Conference athletics and activities will be published annually. KingCo Athletic Directors and Principals will complete an annual review of the KingCo Handbook.

The KingCo Athletic Directors will approve suggested changes related to athletics and recommend these changes to Principals and the Superintendents' board, allowing implementation for the subsequent school year.

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CONSTITUTION OF THE KINGCO LEAGUE AND CONFERENCE

ARTICLE I: Name

The name of this organization will be the KingCo League, referred to as "KingCo" in this handbook. Post-season events or regulations will be referred to as KingCo Conference in this handbook.

ARTICLE II: Membership

A list of current KingCo schools and their WIAA classification is included as an appendix in this document (See Table of Contents).

ARTICLE III: KINGCO Purpose

To promote communication and understanding between member schools by establishing policies, guidelines, and procedures governing all areas of the KingCo League and KingCo Conference (i.e., to provide structure that will ensure representation for all activities and endeavors of the WIAA and KingCo). To fulfill KingCo's purpose member schools:

a. Recognize that the primary responsibility of secondary schools is to educate youth.
b. Provide structure that will ensure representation for student athletics and activities within the League and Conference.
c. Emphasize interscholastic activities as an integral part of the total educational process.
d. Formulate and maintain policies which will cultivate the ideals of sportsmanship.
e. Establish standards to ensure the safety, health, and general welfare of all participants.
f. Protect students, schools, and personnel from exploitation by special interest groups.
g. Design all activities to provide fair and equal opportunities for all participants.
h. Promote uniformity of standards in interscholastic activities.
i. Provide a clear channel of communication for member schools, coaches, parents, and participants.
j. Recognize excellence in performance resulting from training and practice in the competitive process.
k. Encourage and promote diversity of its membership at all levels of the KingCo League and Conference.

Mission: To provide an optimum educational opportunity for each student in all areas of growth and development. KingCo will accomplish this mission by working together to ensure mutual understanding, governance, community, and direction between and for the member schools, while maintaining the integrity of the academic school day at each of the member schools. Operating procedures of all levels of KingCo is included as an appendix in this document (See Table of Contents).

ARTICLE IV: Amendments

The constitution may be amended by a two-thirds vote of all member schools. All proposed amendments must be presented at least one meeting before a vote may be taken on the amendments.

ARTICLE V: Voting

a. Each member school shall be granted one vote.
b. All decisions shall be determined by a majority vote of qualified voters, provided a quorum of representatives (two-thirds of the member schools) is present.
c. The league's expectation is that members attend all scheduled meetings. Should a member school not be able to attend a meeting for a situation out of their control a proxy vote from a member school in absentia is allowed. It is the responsibility of the school that will not be present to communicate their absence and who will hold their proxy vote to the league President. (Exception: League Membership Applications)
d. Should a member school fail to name a proxy, they will forfeit their vote on league matters during that meeting.

ARTICLE VI: Discrimination

KingCo member schools adhere to the guidelines found in the WIAA Policy Statement of Non-Discrimination and our own school district's board policies to ensure all that there is no discrimination by any activity, club, sport, or other school function or group governed by this constitution.

ARTICLE VII: Structure

A. Governing Bodies

KingCo's organizational structure defines and assigns operational responsibilities of the KingCo Conference and the KingCo League. The organizational structure is as follows:

- The **KingCo Conference,** governed by the superintendents, is responsible for oversight of post-season contests and related duties.
- The **KingCo League,** governed by the principals, is responsible for oversight of regular season contests/activities.

1. **Superintendents or Board of Directors: The** superintendents of participating KingCo school districts are responsible for the well-being of the KingCo Conference. The Board of Directors, comprised of the superintendent/designee of each member school district, shall govern the KingCo Conference. Areas governed by the Board of Directors are those areas designated as post season: organization, management, financial supervision of post-season play-off events for the participating schools of the member school districts, and collection/sharing of KingCo Conference revenue. The Board of Directors has delegated the operation of the KingCo Conference to the Athletic Director Board.

2. **Principals or Principal Board:** The principals (or other designated school official) of each member school comprise the Principal Board, which is responsible for the operation of the KingCo League working together to create positive relations between schools and to solve problems. The Principal Board shall delegate responsibilities, charges, and/or specific operations of the KingCo League to athletic directors, activity coordinators, or other school representatives as appropriate. The Principal Board may seek advice or recommendations from the Board of Directors on KingCo League operations.

3. **Athletic Directors or Athletic Director Board:** The athletic director (or other designated school officials) at each member school comprises the Athletic Director Board, which is responsible for operating the athletic programs and other WIAA activities that are recognized by the KingCo League/Conference. The Athletic Director Board is charged with establishing guidelines/procedures pertinent to the successful operation of the athletic programs. The Athletic Director Board shall make recommendations to principals regarding any new or change in policies/procedures. The Athletic Director Board shall operate KingCo athletic programs within the rules and by-laws of KingCo, Sea-King District II and the WIAA**.** The Athletic Director Board shall establish and maintain the KingCo Handbook. The Athletic Director Board shall work in concert with the Activity Coordinator Board.

4. **Activity Coordinators or Activity Coordinator Board:** The activity coordinators (or designee) at each member school comprise the Activity Coordinator Board, which is responsible for operating each member school's activity programs as recognized by KingCo; establishing guidelines/procedures pertinent to the successful operation of the KingCo League activity programs and are accountable to their principals. In addition, the activity coordinators shall operate the KingCo League activity programs within the rules and by-laws of the KingCo, Sea-King District and the WIAA. Moreover, the activity coordinators shall work in concert with athletic directors.

B. Meetings

1. **Board of Directors** will hold three regular meetings each year to conduct the business of the Conference.

2. **Principal Board** will meet quarterly each year to conduct the business of the League.
3. **Athletic Director Board** will meet twice monthly as the school calendar allows conducting athletic operations of the League and Conference and establishing policies/procedures for athletics. Athletic Directors shall meet at least annually with the Activity Coordinator Board.
4. **Activity Coordinator Board** will meet at least quarterly to conduct activity operations of the League and establish policies/procedures for activities. The Activity Coordinator Board shall meet at least annually with the Athletic Director Board.

C. Budget (League and Conference)

1. **Conference**: The established budget to conduct post-season activities, approved by the Athletic Director Board and then the Board of Directors.
2. **League:** The established budget to conduct regular season activities, approved by the Athletic Director Board and then the Principal Board.

D. Treasurer (League and Conference)

1. Shall be responsible for the collection and disbursement of all League and Conference funds.
2. Sports commissioners will report to the treasurer all income and expenses for that sport(s).
3. All income and expenditures of the League and Conference must conform to the laws of the State of Washington regarding income and expenditures.
4. At the end of each calendar year, a minimum of $40,000 in total assets will be kept in the Conference fund with all remaining funds dispersed back to member schools in equal shares. This process is referred to as KingCo revenue sharing.
5. A KingCo treasurer will receive $9500 for performing the financial responsibilities of KingCo. The treasurer may be a contractor.
6. If the treasurer is a contractor, the Athletic Director Board president will conduct an annual performance review. The president of the Principal Executive Board and the Board of Directors receive a report on this performance review upon completion.
7. **The treasurer responsibilities are included as an appendix in this document (See Table of Contents).**

E. Officers:

a) **CONFERENCE: Board of Directors.** The selection process and duties of each member of the Board of Directors, as defined in the KingCo Bylaws are as follows:
   a. Officers of the corporation shall be the President, Vice-President, Secretary and Treasurer. The Board of Directors elects all positions.
   b. The Board may assign an officer an additional title as deemed appropriate.
   c. The officers shall be elected each year by the Board at the annual meeting for a one-year term and shall serve until an officer dies, resigns, or is no longer the Superintendent or Superintendent's designee of a member school district.
   d. Responsibilities of each elected officer are outlined in the KingCo Bylaws.
   e. Current officers and duties are included as an appendix in this document (See Table of Contents).

b) **LEAGUE: Principal Board:** For league oversight, elected officers serve for a six (6) year cycle as President Elect, President, and Past President. Each will serve two (2) years in a position. The Principal Board elects a new President Elect every other year. Officers must be the principal of member school. The three (3) Principal Officers serve as the *Principal Executive Board*. **Officer Election Procedures, current officers, and duties are included as an appendix in this document (See Table of Contents).**

B) Athletic Director Board: The board will consist of a President, Vice president, Secretary, and two at large positions. Officer Election Procedures, current officers, stipends, and duties are included as an appendix in this document (See Table of Contents).

c) **Activity Coordinator Board**: For operating activities programs, officers will be elected for a three (3) year cycle of President-Elect, President, and Past-President. Each will serve one (1) year in a position. A new President Elect will be chosen each year. Officers must be athletic coordinators of member schools. In addition to the officers, there is a two (2) year term for a treasurer who will work in conjunction with their school site bookkeeper. **Officer duties are included as an appendix in this document (See Table of Contents).**

KINGCO ATHLETICS – General Policies:

A set of current general policies governing athletics shall be established and a set of special procedures to govern each sport and fiscal management shall be kept current and approved by the Athletic Director Board. KingCo believes that athletics is an important part of the educational process and is an extension of the school day.

1. **KINGCO LOGO/TRADEMARK:** The KingCo Logo and Name is a trademark and may only be used with prior KINGCO approval.

2. **ELIGIBILITY**: Senior high school eligibility governed by the Washington Interscholastic Activities Association (see WIAA handbook rule 18). A school district's board policy and regulations take precedence over WIAA Rule when they are more restrictive as defined in WIAA Rule 3.3.5.

3. **CLASSIFICATIONS**: A list of current KingCo schools and their current WIAA classification is included as an appendix in this document (See Table of Contents)**.**

4. **ATHLETIC DIRECTOR BOARD, including Commissioners and additional responsibilities:** For the League and Conference to run, athletic directors accept duties associated with the League and Conference. Athletic directors review and adjust all assignments at the spring retreat or last athletic directors' meeting each school year. Sports Commissioners will assume their duties at the beginning of the succeeding school year. As a school district's district athletic director (or like position) may serve on the athletic director board as a non-voting, ex-officio member, these individuals may also accept these additional duties. **A complete list of current athletic directors and additional responsibilities is included as an appendix in this document (See Table of Contents).**

5. **WIAA and KINGCO LEAGUE SPORTSMANSHIP: The** KingCo League and its member schools strive to work together to develop a consistent message of sportsmanship, one of the prime functions of interscholastic competition. School administrators take a lead role in supporting and enforcing codes of sportsmanlike conduct and adhering to the rules for crowd control during WIAA contests. **Minimum sportsmanship expectations, spectator rules and spectator discipline for all KingCo events are included as an appendix in this document (See Table of Contents).**

6. **GAME/EVENT SUPERVISION:**
   A. **MISSION STATEMENT: One** of the prime functions of interscholastic competition is to foster sportsmanship. Game supervisors take a lead role in supporting and enforcing sportsmanlike conduct and adhering to the rules for crowd control during KingCo contests. **Game supervisor responsibilities are included as an appendix in this document (See Table of Contents).** It is expected that each school assigns game supervisor(s) at each of the following events. Events with potentially large and/or unruly crowds may require more than one game supervisor present. In addition, each home school should determine (in coordination with the other school) whether additional uniformed or other security personnel are necessary.

1.	**Football**	**Home Games, Away Games**
2.	**Boys' Basketball**	**Home Games, Away Games**
3.	**Girls Basketball**	**Home Games**
4.	**Wrestling**	**Home Games**
5.	**Boys' & Girls Soccer**	**Home Games**
6.	**Gymnastics**	**Home Games**
7.	**Volleyball**	**Home Games**

8. **Events not requiring game supervision:**
    a. At KingCo events not requiring game supervision by the visiting school, the home school's game supervisor or administrator's designee is responsible for enforcement of spectator rules for all spectators.
    b. At KingCo events not requiring game supervision, the administrator's designee is responsible for enforcement of spectator rules for all spectators.
    c. At KingCo events where a designated supervisor is not present, the head coach is responsible for supervisory duties when necessary.

B. **POST SEASON GAME SUPERVISION:** Each school participating in post-season team play must have a game supervisor at all the events listed above in General Policies section 6.a.1-7. It is not the job of Tournament Directors to address spectator behavior during these contests. When problems arise, it is expected that the two game supervisors (home and visiting) will work together to share information and problem solve any issues that arise. At all times, it is the game supervisor's responsibility to keep spectators off the playing surface, particularly at the end of the games.

C. **RESPONSIBILITIES:** A host school may have more restrictive rules and regulations for their site than the minimum standards included in this handbook. The host school has the flexibility to set higher standards for supervision and fan expectations. Each school's game supervisor is responsible for their student section and for enforcing the rules of the home school, in addition to KingCo spectator rules and expectations. Minimum expectations are that KingCo Game Supervisors:

1. Arrive prior to the contest to monitor your students as they arrive.
2. Check in with the opposing school's game supervisor before the contests begin.
3. Remain visible in front of their student body and remain until their students have left the premises.
4. Work together during the contest to address issues and/or concerns. If necessary, the respective school athletic directors will follow-up the next day to resolve concerns.
5. Enforce school and KingCo sportsmanship and spectator rules.

7. ADMISSIONS: General Rules for admission to contests:

a. No re-admission will be allowed for non-league, league, and playoff games.
b. For all activities where admission is charged, the following will be in effect: Admission charges may continue throughout the total contest.
c. Free regular season admission for senior citizens 65 and older.
d. Admission must be charged for the following events: during the regular league season.
    i. **FALL – Football, Girls Soccer, Volleyball**
    ii. **WINTER – B&G Basketball, Gymnastics, Wrestling**
    iii. **SPRING – Boys Soccer**
e. Staff members with KingCo faculty passes will be supervisors.
f. Students who have not reached high school will not be allowed admission to athletic contests unless accompanied by a parent or an adult. The burden of proof is the responsibility of the individual wishing admittance.
g. Season ticket sales and special family nights, with any price reduction, are left to the discretion of each school (20% reduction of total ticket price is allowed by law).

h. Admissions will be charged ½ hour prior to the first JV game (also applies to C games) that precedes a varsity contest. Gymnastics will begin charging one hour prior to the meet.
i. Each member school shall receive five student photographer passes, issued by the League.
j. Charging admission for Quads will begin ½ hour prior to the first game.
k. **KingCo Admission Prices for Regular Season and Post Season are included as an appendix in this document (See Table of Contents).**

8. KINGCO PASSES (including KingCo Post season):

a. Faculty passes are NOT recognized at KingCo Post season events.
b. The Washington Coaches Association provides scouting passes, distribution of which is at the discretion of each member school. Scouting Passes are good for admittance to all KingCo athletic events including the KingCo playoffs.
c. News media, assigned to cover KingCo athletic events, receives free admission upon display of a Press I.D. card. Each member school receives five media passes for students/school use. Photographer areas will be at the discretion of the event manager, subject to the following guidelines.
    i. A photographer should not be on the turf at any time.
    ii. Photographers that wish to access an area other than the stands must gain clearance from the site supervisor.
    iii. KingCo regulations specifically prohibit any spectators on the field and states this in the pregame announcements. “Spectators are required to stay off the playing surface at all times particularly at the conclusion of games.”
    iv. Photographers should not be near either teams’ bench at any time.
    v. Photographers do not stand directly behind the goal box, goal posts, or goals.
d. No KingCo League pass shall be sold.
e. No KingCo League scouting pass shall be distributed to or used by students or children.
f. WSCA membership shall be recognized for admission to any KingCo League event including the playoffs.
g. Passes must be accompanied by picture ID.

9. LIFETIME PASS POLICY:

a. The KingCo League shall issue to those who are retired a lifetime pass:
    i. An educator who has coached for at least ten years on the high school level, five of which must have been in the KingCo League.
    ii. An educator who has served as an athletic director or activity coordinator for at least ten years, five of which must have been in the KingCo League.
    iii. Special considerations.
b. Lifetime KingCo Passes shall also be issued to a recipient when:
    i. He/she is still employed but does not have access to a KingCo Pass through his/her place of employment.
    ii. He/she is still actively employed, but has completed twenty years of service, ten of which must have been in the KingCo League.
    iii. The KingCo Athletic Director Board votes unanimously to issue one early, due to extenuating circumstances.

10. LEAGUE SCHEDULES AND CONTESTS: League/Conference contests, except postponements, established by schedule, shall not be changed by schools of the League/Conference without adhering to the following procedures:

A. **PHILOSOPHY OF LEAGUE SCHEDULES:** To serve student athletes more efficiently due to scope of athletic offerings available to the member schools of the Washington Interscholastic Activities Association, leagues share the responsibilities and authority in the administration of policies and procedures of the WIAA and encourage local authority and involvement as much as possible. All KingCo schools believe that league schedules support KingCo's purpose to:

a) Provide structure that will ensure representation for student athletics and activities within the League and Conference.
b) Establish standards to ensure the safety, health, and general welfare of all participants.
c) Protect students, schools, and personnel from exploitation by special interest groups.
d) Design all activities to provide fair and equal opportunities for all participants.
e) Promote uniformity of standards in interscholastic activities.

To that end, all KingCo member schools accept their responsibility to compete in all scheduled league contests. There are occasions however, when member school teams may request an opportunity to compete in a schedule independent of KingCo affiliation. Reasons for such a request that may be considered by the KingCo Athletic Director Board include salvaging a school's program, safety of the requesting school's student athletes (matching and equating), and negative impact(s) of the requesting school's team continuing in a league schedule on other league schools.

Prior to submitting a formal request for a schedule independent of KingCo affiliation, the requesting school must:

1. As early as possible, and no later than March 30 of a school year, notify the KingCo Athletic Director Board President and KingCo Sport Commissioner the desire to request an independent schedule for a specific sport for the following school year.
2. Work collaboratively with the KingCo Athletic Director Board President and KingCo Sport Commissioner to determine an equitable outcome for all other KingCo schools that will be affected should the League schedule in question change. As part of any plan, athlete safety should be a primary concern.
3. Provide documentation to the KingCo Athletic Director Board President and KingCo Sport Commissioner outlining all reasons and rationale for the request. The documentation must include all steps the school has taken to maintain their league schedule.

After a review of the information provided by the affected/impacted member school, the KingCo Athletic Director Board President and KingCo Sport Commissioner will send the request to the Athletic Director Board for consideration and a decision.

As defined in WIAA rule 22.2.10:

1. If a school is granted the opportunity to compete in an independent schedule, the team's schedule(s) must be submitted to the KingCo Conference, the SeaKing District and the WIAA office.
2. The KingCo Conference has the authority to decide the placement of that team(s) for postseason play.
    a. To qualify for postseason, play, the team's record in their independent schedule must be better than the team receiving the lowest berth from that league/district.
    b. If team's record in their independent schedule is met, the independent team will be allowed to challenge for the final playoff berth in the KingCo tournament through direct competition.

Should a request for an independent schedule be rejected by the KingCo Athletic Director Board, the decision is final.

B. SCHEDULING LEAGUE CONTESTS:

i. The Athletic Director Board, with approval from the Principal Board and/or the Board of Directors when appropriate, approves league Schedules and Conference Tournaments in advance of each sports season. Schedules will be produced and approved by the Athletic Director Board according to the following schedule:
    a. Subsequent Fall Schedule: no later than the final January meeting of the current school year
    b. Subsequent Winter Schedule: no later than the final March meeting of the current school year
    c. Subsequent Spring Schedule: no later than the first KingCo meeting of the subsequent school year.

ii. These standards and guidelines do not apply to changes made prior to the first day of the regular season for Varsity, Sub-Varsity and Non-Conference contests. The schools involved, through agreement, re-schedule sub-varsity and/or non-conference contests.

iii. Once a League Schedule or Conference Tournament is approved and published, it can only be changed with approval from the appropriate governing body. Sub-varsity and/or non-conference contests do not require prior approval from the Athletic Director Board. The following list includes **APPROVED REASONS FOR CHANGE. Should a school desire a change for a reason not on this list, they must seek approval from the appropriate governing body**:

   a. School Open House (Curriculum Nights) or other approved school wide events. Athletic Directors identify and communicate the dates of these events prior to the start of the season.
   b. No available facility
   c. No available officials
   d. No available transportation

iv. **The following reasons are not approved for change of a Varsity League Contest or Conference Tournament. Requests for a change for one of these listed reasons will be denied:**

   a. School district breaks and Holidays when contests received approval prior to the season.
   b. Head Coach has a schedule conflict. An assistant coach would be expected to cover.
   c. Some players are not available. If enough players are available to field a team, the contest will be played. **Note**: This does not apply to athletes trying to gain eligibility due to a previous season State Tournament overlapping with their current season.

v. Realizing that emergencies will arise in scheduling events, the following procedure will take effect in these cases, (i.e., emergencies are after the season has started and not covered in the KingCo Handbook):

   a. School cancellation due to inclement weather. Cancellations will be decided by an individual school district policy or policies.
   b. In cases of outside facility rental, each superintendent should decide their district's participation based upon the weather conditions anticipated at the time of the event. This exception is not intended to permit a team to practice in a rented facility during the time that school has been closed. It refers exclusively to a facility rented for actual competition.
   c. Religious Holiday Policy: Consideration for scheduling of KingCo Conference activities and athletic events, based on sensitivity for religious observances, may (will) be adjusted on an individual school basis, consistent with awareness for equity and school district policy. Individual Principals/AD's will submit known observances to the league ADs prior to the development of schedules.

vi. Fridays before breaks are a game day. Schools are expected to follow league schedules.

vii. Whenever possible, athletic contests and activities are scheduled such that students need not be released from their regular academic school day. Exceptions may be made in the case of tournament play or of a sport such as golf that needs extended time to complete a competition. Religious holidays will be considered in scheduling League interscholastic activities.

C. <u>GUIDELINES FOR RESCHEDULING CONTESTS:</u>

i. It is highly encouraged to make up sub-varsity contests.

ii. Rain-Out Sports (Baseball, Fastpitch/Softball and B/G Tennis):

   a. Games postponed because of inclement weather must be rescheduled on the first open date that both schools can play.
   b. After Conference play begins, non-league games may be scheduled on open dates, but Conference make-up games will take precedent.

c. Making up a "protested game" will follow the same guidelines as a rained-out contest.
d. Saturday must be used as a make-up day whenever possible if umpires/officials and fields/venues are available.

iii. Non-Rain-Out Sports (All Others): Reschedule conference contests through mutual consent of the schools involved. (Change must be initiated by the school adversely affected at least one week prior to the scheduled date of the contest). A change requires prior approval from the KingCo Athletic Director Board.
- If no agreement can be reached, the KingCo Conference Commissioner for that sport will consider the request for rescheduling the contest.
- The KingCo Athletic Director Board must approve all final change proposals.

D. TEAMS INVOLVED IN STATE PLAYOFFS: A League schedule can be modified if a school's athletic team advances in the Playoffs. The following guidelines will be used.

i. No team would be expected to play a league contest in the 5 days following elimination from state playoffs unless WIAA guidelines require more. These practices would start on the Monday after that team's last game in the playoffs.
ii. Reschedule game to new date, agreeable to both schools and the KingCo League.
iii. If schools cannot decide on a date agreeable to both schools: The KingCo Athletic Director Board President will select a committee of athletic directors to collaborate with the schools involved and if necessary, decide on the date (s) for rescheduled game.

11. KINGCO TIE-BREAKER LANGUAGE: This policy determines League champions and seeding into championship contests, seeding into post-season tournaments, including BYES, and final league standings. **Current Tie Breaker language is included as an appendix in this document (See Table of Contents).**

12. KINGCO LEAGUE GAME OFFICIALS SCHEDULING :

KingCo Conference schools follow WIAA rule 24.4.0 when scheduling officials. If officials cannot be assigned to a contest, KingCo Conference Schools will follow WIAA rule 24.5.0.

13. QUALIFICATION FOR HIGHER COMPETITION:

a. No individual will be given automatic entry into the District, Regional or State Tournament.
b. The right for further competition must be earned through a KingCo League tournament or KingCo League qualification standards as identified in the individual sport section of the KingCo Handbook**.**
c. Athletes competing in post-season must be committed to participating through the state tournament. (WIAA Rule 22.2.5)

14. KINGCO PAY SCHEDULE: Pay Schedule is included as an appendix in this document (See Table of Contents).

Tournament/Play-Off Financial Report: The Tournament Manager shall complete and submit a League Tournament/Play-Off Financial Report to the League. The Financial Report requires proper accounting for all sources of income as well as detailed requests for payment of tournament expenditures. The Financial Report shall include:

1. League Tournament/Play-Off Income Report. (Gate receipts, entry fees, etc.)
2. League Tournament/Play-Off Expenditure Report. (Divided into three categories and to be paid by **KingCo Treasurer**)
3. Tournament Competition Results. (Team and Individual Scores and Results)

4. **The jobs included as an appendix in this document (See Table of Contents)** are recommended to host an event, but each tournament manager has the prerogative to adjust to accommodate their facilities if there is approval from the Athletic Director Board.

15. KINGCO FOOTBALL TRAVEL: Designed to help cover travel expenses for games in post-season football. Formula: Not to exceed 50% of playoff income received in weeks 10 and 11. **Specific language is included as an appendix in this document (See Table of Contents).**

16. GENERAL STADIUM AND SYNTHETIC TURF FIELD REGULATIONS:

A) Participants and officials must wear approved shoes by the host school on the artificial turf.
B) Track spikes are to be limited to 1/4" in length only and are limited to, and for, use on the track, runways, and high jump aprons.
C) Substances which may stain the artificial turf or track, such as crepe paper, food, candy, seeds, soft drinks, coffee, Vaseline, etc., must be kept outside the turf surface and track.
D) The use of sharp objects or golf clubs on the artificial turf surface and track is prohibited.
E) Only participants (coaches, players, or officials) are permitted inside the playing area fence. This includes the track and field areas.
F) Marking or painting on the track, turf, or other facility surfaces is prohibited. Competitors in track must use moveable markers.
G) Only school district authorized vehicles are allowed on the track or artificial turf.
H) The following are examples of activities not permitted inside the perimeter of the facility.
   i. Bicycle riding.
   ii. Pets
   iii. Skateboard riding/roller-skating/rollerblading.
I) Unsafe, boisterous conduct, improper language, and other objectionable practices will not be allowed and must be controlled by the user.
J) Alcoholic beverages or narcotics shall not be brought to or consumed on school property. The use of tobacco (smoking or chewing) is not permitted on school property.
K) Kicking or bouncing balls against the fence, grandstands, or any standing structure is prohibited.
L) Burning material of any kind is prohibited within the complex.
M) No signs are to be brought into the complex without prior approval. Only signs approved by the home school's athletic director/event supervisor may be posted.
N) All event manager/event supervisor directives must be observed and obeyed.

17. FORFEITS: When a forfeit occurs at the VARSITY LEVEL of any KINGCO League Competition, **the schools involved will initiate the process included as an appendix in this document (See Table of Contents).**

18. KINGCO VIOLENT CONDUCT POLICY:

A. Member schools of the KingCo League share a fervent desire that all contests are conducted in a safe, fair manner, and that all participants conduct themselves appropriately.
B. The Coach is responsible for teaching and modeling appropriate behavior for the athlete. The Coach is responsible for imparting his/her expectations to the athlete. The Coach is the single greatest influence on the behavior of the athlete. No amount of legislation will ever replace the importance of the role of the Coach in influencing the actions of the athlete.

C. Likewise, we believe that the Athletic Director is accountable for the teaching, modeling, and action of all coaches within his/her school. The Athletic Director must teach, model, and administer the athletic program(s) within his/her school.
D. All participants: players, coaches, athletic directors, principals, etc., must do their best to ensure optimum sportsmanship.
E. Participation in interscholastic sports is a privilege and not an individual right. We believe that participation restrictions are needed immediately to curb fighting in the KingCo League.

19. PENALTIES FOR VIOLENT CONDUCT: KingCo follows WIAA rule 18.27.3.A. and WIAA rule 19.13.2 when applying sanctions to players and/or coaches who receive an ejection from a contest due to violent conduct.

20. INTERNET/ TV/ RADIO BROADCAST POLICIES: The KINGCO League and Conference hold exclusive broadcast rights of athletic contests for its member schools. All regular season video and audio broadcast involving member schools must be approved by the KINGCO League; all post-season video and audio broadcast involving member schools must be approved by the KINGCO Conference.

A. This policy is to be implemented for all League, non-League, and KINGCO playoff and sub-district playoff contests hosted by a member school. Fee requirements are to be implemented for all League and non-League contests, as well as Conference and sub-district playoff contests.
B. Broadcast entities (non-league affiliated) wishing to participate in an Internet/ TV/ Radio broadcast (for profit or not) must request permission from the KINGCO League member schools' athletic director and Principal or her/his designee, via the KINGCO Broadcast Committee, in writing a minimum of 7 days prior to the event. An application must indicate all events requested to be broadcast. Without permission, sideline access, press box access, or sectioned seating for broadcast will not be granted.
C. The KINGCO Broadcast Committee shall consist of at least the Executive Committee of the KINGCO Athletic Directors.
D. In last minute circumstances, a broadcast application may be made and approved within 2 days prior to the event, with approval by participating school athletic directors.
E. It is strongly recommended that equal broadcasting take place between boys and girls contests.
F. A broadcast fee is required only if the broadcast of an athletic event involving a KINGCO League member is a for profit broadcast or in support of a commercial enterprise. League members schools and affiliated booster clubs will be exempt from the fee and application process.
G. Those required to pay a rights' broadcast fee must pre-pay a fee five (5) working days prior to the contest. In the event of approval of a KINGCO contest within 7 days, fees may be collected at the site of contest by the host athletic director, or designee. Checks for regular season contests to be made payable to KINGCO League; checks for post-season contests to be made payable to KINGCO Conference. (NOTE: Broadcast will NOT be permitted if fee is NOT paid.)
H. **RIGHTS' FEE SCHEDULE:**
    - **Radio/Webcast**:
        - Basketball: KINGCO/Sea-King District Playoffs $200.00 per contest
        - Football: Regular season/Quarterfinals - $200.00 per contest
        - All Other Sports: Regular Season and Post-Season - $100.00 per contest
    - **Television:**
        - Direct Telecast: Contact the KingCo Broadcast Chair.

- Delayed Telecast: $600.00 per contest ($300 to KINGCO/$300 to be divided between league schools involved in broadcast)
- Public Access Television: $100.00 per contest ($50 to league/$50 to be divided between league schools involved in broadcast)

I. ADVERTISING associated with the broadcast must pre-approved by the KINGCO Broadcast Committee

J. PRIORITY ORDER OF AUTHORIZATION:

1. Stations that normally covers participating teams

21. USE OF FILMS AND VIDEO TAPES: Follow WIAA Guidelines for videotaping (WIAA rule 17.6.4, rule 24.1.0. B).

22. SUB-VARSITY STANDINGS: Sub-varsity standings ~~will~~ may be published on the KingCo League website. This is not a requirement for any KingCo Sport.

23. COMPETITION IN MORE THAN ONE SPORT PER SEASON:

A. The deadline for transferring from one sport to the other shall be the first scheduled contest of the sport in which the athlete is then participating.

B. Athletes must be on a team's eligibility roster for 50% of regular season to be eligible for post-season competition for that sport. See WIAA rule 18.3.2.

C. An individual may play one level down in team competition. If a school does not offer a level of competition, the individual cannot drop more than one level (i.e., if a school dropped JV, a senior could not play 3rd team).

24. CHANGING A SPORT SEASON: When a sport is moved from one season to another, it shall take one more than a majority vote of member schools for the change to take place.

25. AWARDS: A complete list of medals, ribbons, and championship awards for each KingCo Sport is included as an appendix in this document (See Table of Contents).

26. TROPHIES: The League shall award a Traveling/Perpetual championship trophy per sport. ~~Each sport will be responsible to decide how these trophies are awarded (end of regular season or tournament champion).~~ If a co-championship is declared for any activity in a year, the League shall duplicate the plaques on the trophy.

27. KINGCO 2A/3A/4A All-League Selection Parameters: All League selection parameters are included as an appendix in this document (See Table of Contents).

28. GAME PROTESTS:

A) REGULAR SEASON GAME PROTESTS:

i. When a coach and/or school believes officials at a contest have misinterpreted or misapplied a contest rule that **leads to an ejection,** the coach and/or school will refer to rules 19.13 and 19.14 in the WIAA handbook. For all other protests, the coach and/or school will follow the process outlined below.

ii. A written protest from the coach, athletic director and principal of the protesting school must be submitted to the chairperson/President of the League for that sport within two school business days following the contest, when the protest cannot be considered and/or decided upon immediately at the event site. The written protest must detail facts and circumstances that triggered the protest. Protests submitted after the two-day period will not be considered.

iii. Upon receipt of a written protest from a member school, the chairperson of that sport will:

i) Request a written description of the facts and circumstances of the situation from the other school(s) involved.

ii) Request a written explanation from the officials at the contest.

iii) Form a 5-member non-partisan committee that will consist of non-involved ADs to hear the protest.

iv) Protest Hearing is closed to non-participants.
v) The proceedings will be formally recorded either by tape and/or written record.
vi) Team and individual statistics will not be lost because of forfeiture.

B) KINGCO TOURNAMENT/PLAYOFF GAME PROTESTS:

i. Protests may be filed by a coach due to a misapplication or misinterpretation of a rule. Protests of an official's judgment will not be heard. All protests will be managed by the Games Committee of that sport, either on site (whenever possible) or in a subsequent hearing to be completed as soon as possible following the protest filing. The Games Committee will be determined ahead of Kango Championship events and will consist of non-involved coaches, tournament director officials and Athletic Directors.
ii. The Games Committee will rule on the protest following a careful review of all pertinent facts and circumstances of the case. Representatives from the protesting school (principal, athletic director and/or coach) may choose to present their case in person during the protest review. Representatives from other schools directly affected by the decision may also choose to appear and testify. The decision will be made by majority vote of the Committee.
iii. The Games Committee chairperson will communicate the outcome of the protest to schools involved in the tournament. The official decision of the games committee will be captured in writing, kept with the game/tournament records, and will be filed with the league president.
iv. Time is critical in these situations; decisions of the Games committee are not subject to review.

29. APPLYING FOR LEAGUE MEMBERSHIP: KingCo schools support those interested in joining this organization. The complete process to apply for League Membership is included as an appendix in this document (See Table of Contents).

30. KINGCO SHARES: At the end of each calendar year, a minimum of $40,000 will be kept in the Conference fund with all remaining funds dispersed back to member schools in equal shares. This process is referred to as KingCo revenue sharing.

31. AREAS NOT COVERED IN HANDBOOK: All areas not specifically covered in this Handbook will be referred to the Washington Interscholastic Activities Association Handbook or the National Federation of State High School Associations rule books covering various sports.

32. HANDBOOK REVIEW AND APPROVAL: KingCo Athletic Directors and Principals will complete an annual review of the KingCo Handbook. Suggested changes of the KingCo League (Articles I-XIV) must be consistent with ARTICLE X to General Policies formulated by April 1, recommended to principals for a vote prior to May 15. The Athletic Director Board will then utilize the annual spring AD retreat to implement a plan to educate all member schools regarding changes. Consistent with ARTICLE X of the Constitution, Articles I-XIV of the Constitution may be amended by a two-thirds vote of all member schools. All proposed amendments must be presented at least one meeting before a vote may be taken on the amendments. Suggested changes related to athletics must be approved at the spring AD retreat of each year so that approved changes can be recommended to principals by June 1.

33. KINGCO DUE PROCESS PROCEDURES: VIOLATIONS

Philosophy of Due Process: The strength of the KingCo League/Conference lies in the integrity of member schools who take responsibility for rule violations by reporting all such instances through the League's self-reporting processes. Shared accountability and commitment to the stated purpose of KingCo includes the acceptance of the responsibility to support league and state rules, and, when necessary, support penalties placed upon members.

When determining penalties, KingCo schools recognize and accept the separation of authority to apply regular season and post season sanctions as defined in WIAA rule 25.0.0.

Reporting a Violation: When it is determined that a school is in violation of WIAA or KingCo rules, within five (5) school business days, the offending school principal or designee must report the infraction and any action taken by the school and/or school district in writing to the Athletic Director Penalty Review Chair for review and action.

The written report must include the KingCo SELF REPORT FORM, included as an appendix in this handbook. KingCo League Progressive Discipline Guidelines are also included as an appendix in this handbook.

A. **Self-Report/Hearing Process:** All hearings convened due to WIAA or KingCo rules violations shall be conducted as follows:

Hearing Panel

1. The Athletic Director Penalty Review Chair will convene and chair all Hearing Panels unless the Penalty Review Chair has a conflict of interest in the matter. The Athletic Director Penalty Review Chair is not a voting member of any Hearing Panel. If the Penalty Review Chair has a conflict of interest in the matter, the Athletic Director President will chair the panel. Conflict of interest is defined below in 2.c. ii.
2. The Hearing Panel consists of no less than 3 (three) voting members, to consist of the Executive Board for Athletics and/or members of the Athletic Director Board. The Hearing Panel will always be an odd number of voting members. Hearing Panel members:
    a. Must be present for the entirety of a school's self-report/the entire process.
    b. Cannot have a conflict of interest in the matter.
        i. Should a Hearing Panel member have a conflict of interest in the matter, the member must excuse themselves from all proceedings.
        ii. A Conflict of Interest is defined as a situation in which a Hearing Panel member:
            1. receives, attempts to receive, or promotes a personal benefit to himself/herself directly, or indirectly, or to some other person(s), which results, or appears to result, in an improper gain or advantage by his/her position on the Hearing Panel,
            2. receives, attempts to receive, or promotes a benefit to his/her school directly, or indirectly, or which results, or appears to result, in an improper gain or advantage for his/her school by his/her position on the Hearing Panel,
            3. is a member of a future appeal body,
            4. was consulted during the investigation prior to the self-report,
            5. is personally connected to individuals associated with the self-report.
3. The Hearing Panel will:
    a. Review the rule violation as presented by the offending school.
    b. Review all proposed corrective actions by the offending school.
    c. Instruct member school administrators/designees and witnesses (as outlined in The Hearing 2.a.) of their rights. These rights include that member school administrators/designees and witnesses may:
        i. Elect to present testimony free from interruption and/or questioning during prepared testimony,
        ii. Respond to rebuttal of their testimony, and
        iii. Present written statements as testimony.
    d. Limit testimony to the self-report.

i. for clarity and understanding of testimony, question witnesses.
ii. Seek additional witnesses of their choosing should they need additional information to render a decision.
iii. Hearing Panel members will not independently seek, gather, or accept any information related to a school report.

e. Maintain confidentiality.
f. After deliberations, render a decision in writing. The Hearing Panel will either:
    i. Uphold an offending school's proposed corrective action(s).
    ii. Amend an offending school's proposed corrective action(s).
    iii. Table a decision until the Hearing Panel has an opportunity to evaluate information, they believe relevant to the hearing.

The Hearing

1. The Athletic Director Penalty Review Chair schedules hearings during regular Athletic Director Board meetings.
    a. **Exception**: An offending school may request a special hearing outside of a regular meeting of the Athletic Director Board.
    b. The offending school must keep a special hearing date once accepted.
2. The KingCo Conference follows WIAA Due Process Guidelines (WIAA rule 27.2.0) with the following exceptions:
    a. Attendance at Hearing:
        i. Only member school administrators/designees of offending schools are entitled to attend hearings. The KingCo Athletic Director board has determined that all hearings are closed to anyone other than member school administrators/designees directly involved in the case being considered.
        ii. Any person entitled to be in attendance as outlined in i above, may represent themselves. Such persons are also entitled to be represented by counsel provided they submit to the KingCo Athletic Director Penalty Review Chair the counsel's name, address, and telephone number no less than three (3) school business days in advance of the hearing.
            1. When an offending school notifies the Hearing Panel of their intent to bring counsel, the KingCo Athletic Director Penalty Review Chair will contact the President of the KingCo Board of Directors prior to taking any action.
            2. Should a Hearing Panel determine they need legal advice at any time during a hearing, the KingCo Athletic Director Penalty Review Chair will contact the President of the KingCo Board of Directors prior to taking any action.
    b. The offending school must present written and oral testimony at the hearing.
        i. Written testimony is, at a minimum, a completed KingCo Self-Report form, included as an appendix in this handbook.
    c. A written record of the proceeding will be maintained.
        i. **NOTE**: The offending school and/or the Hearing Panel may request to audio-record the hearing.
        ii. **NOTE:** The KingCo Athletic Director Penalty Review Chair will keep any audio recording for one (1) year.
3. The Hearing Panel has the right to deliberate during closed session following testimony. The Hearing Panel:

a. Will consider the appropriateness of the actions already taken by the offending school and/or district.
b. May choose to impose additional sanctions including but not limited to forfeitures, withholding of KingCo revenue shares, and/or imposing fines.

4. The Hearing Panel utilizes a majority vote to reach a decision in each matter, with the decision recorded in the Athletic Director Board meeting minutes.
    a. The school filing the self-report will receive written confirmation of the Hearing Panel's decision within three (3) business days.
    b. Written confirmation of the decision will be signed by the Penalty Review Chair/Hearing Officer and shall state the findings and conclusions. The written decision may be delivered in person, through US mail, or attached to electronic mail.
5. **Note**: Any self-report scheduled for the end-of-year Retreat is to be heard on the first day of the retreat. Any penalties are then presented to the SeaKing Executive Board at their final meeting of the year, typically scheduled for the Monday following the end-of-year Retreat.

B. **Filing an Appeal**: Appeals: The Rules and Regulations of Sea-King District 2 of the WIAA outlines a school's appeal rights in Article VI Section 2: Appeals by Schools. The rights are outlined as follows:

Appeals by Schools

a. If a member school administrator is dissatisfied with the decision of the League(s) or District Tournament Directors/Games Committee or Rule Interpretation relative to the provisions of the WIAA Handbook, and such is an aggrieved and effected party, such party may appeal the decision to the appropriate association and request a formal hearing provided that:
    1. The facts and reasons for appeal have been submitted in writing, and signed by the school principal or superintendent, to the District Director of Sea-King District 2 within five (5) calendar days following the decision.
    2. The hearing shall be conducted by the Sea-King District 2 Executive Board in accordance with Article 30 of the WIAA Handbook.
    3. A minimum of three (3) Executive Board members must be present to conduct a formal hearing of an appeal.
    4. The final decision regarding appeals shall be made in the executive session of the Sea-King District 2 Executive Board.

34. KINGCO DUE PROCESS PROCEDURES: APPEALS/PROTESTS: Should a member school appeal or protest a league decision related to their school, the process for hearing said appeal or protest will follow General Policy 33, Hearing Panel, and the Hearing.

SECTION 3: INDIVIDUAL SPORT REGULATIONS FOR LEAGUE AND CONFERENCE PLAY

The following pages are dedicated to sport specific information. The KingCo Athletic Director Board also reserves the right to update, change and address changes in a sport specific syllabus at the pre-season meetings.

Coaches are not allowed to modify sport rules/rules of play and are further expected to follow and support these rules. Desired rules changes are to be brought to the KingCo Athletic Directors Board for consideration and potential adoption at the end of year retreat.

Coaches, Athletic Directors, and Administrators need to refer to sport specific syllabi presented at KingCo League Coaches meetings for the most updated information.

BADMINTON

1) **Team Scoring Format - Dual Matches**
   a. Singles 1 – 6, Doubles 1 – 5
   b. Matches start with Singles (1 -6) and Doubles (1, 2, 3) then as courts clear, finish the remaining two doubles matches. Junior varsity matches may follow as courts open. Some schools may be able to accommodate more matches to start.
   c. The top player(s) shall play #1, the next top player(s) shall play #2, etc.
   d. An athlete may play singles or doubles in team scoring matches, but not both.
   e. Each coach is expected to keep a log or "ladder" of the intra-squad play that has been used to establish player rank. The #1 player or team is considered the strongest player or team at that moment. This ladder must be made available on request from the league commissioner.
   f. If a player returns to a line up after a period of injury or illness, they should return to their original place in the ladder, or a new ranking should be established by intra-squad play.
   g. For league play, the highest ranked available player or team should always play in the #1 position. If any ladder positions are left unfilled due to player availability, they should be at the bottom of the line up (4^{th} singles or 3^{rd} doubles). If the #1 player or team is not available, the #2 player or team would move into that position and all subsequent positions would move up.
   h. Ladder stacking is defined as the practice of playing a higher ranked player at a lower position in the lineup to score match points for the team. Ladder stacking is strictly prohibited in KingCo play and coaches that are found to be stacking their ladders to gain team advantage are subject to discipline by the league such as suspension from matches and forfeiture of contests.
   i. In the event that a player from a doubles team is missing from a competition, the coach can choose from one of the following two options.
      a. **The head coach would select a JV player to partner with the Varsity doubles player. The team would remain at their original seed for the match.**
      b. **The team with a missing player would be removed from the varsity match and teams below would "level up". The player missing a teammate would be assigned a JV match.**

   ***An asterisk would be placed next to this match so it is not considered for tournament seeding purposes.**

2) **General Rules and Regulations**
   a. The birdie cannot be struck before it crosses over the net.
   b. The side winning the game shall always serve first in the next game.
   c. The score should be announced by the server before each serve. The serving teams' score is said first.
   d. A birdie that lands on a boundary line is considered good.
   e. A birdie that hits the net is still in play, even on the serve (it is not a "let").
   f. The birdie must be a "medium speed" birdie.

3) **Scoring:**
   a. The game consists of 21 points.
   b. It is a rally point system whereby whoever wins a rally wins a point.
   c. When the server loses a rally, the receiver wins a point and gains the serve.
   d. In case the score reaches 20 all, the side that gains a 2-point lead first wins the game.
   e. At 29 all, the side scoring the 30^{th} point is the winner of the game.
   f. A match consists of 2 out of 3 games and players shall change ends after each game. In the third game (if necessary), the teams shall change ends when the leading score reaches 11 points.

4) **The Serve:**
   a. The birdie is served diagonally across the net. The game's first serve is always from the right side of the court.
   b. In singles, when the score is even, the server serves from the right service court. When the score is odd, the server serves from the left service court. In doubles, when the score is even, the player standing in the right service court serves and when the score is odd, the player standing in the left service court serves.
   c. The server continues to serve until their side fails to make a legal serve or return.
   d. The server alternates service areas after each point.
   e. The server and the receiver must be standing in their own service box on the serve.
   f. In doubles, only the intended receiver may return a legal serve.

g. The server must contact the birdie below their waist and their wrist.
h. The server's feet must maintain contact with the ground and must remain stationary until the birdie has been served. The receiver also may not move their feet until the birdie has been served.
i. A legal singles serve would land in the area bounded by the center line, the singles long service line, the singles sideline, and the short service line (long and narrow).
j. A legal doubles serve would land in the area bounded by the center line, the doubles long service line, the doubles sideline, and the short service line (short and wide). Once the serve is made in doubles, the court area is bounded by the doubles sideline and the back-boundary line.
k. The server may not serve until the receiver is ready. If a return is attempted, the receiver shall be deemed ready.
l. If the server, in attempting to serve, misses the birdie it is a fault.
m. If the service would not have landed in the proper court, but the intended receiver touches the birdie before it hits the floor, the birdie remains in play.

5) **Faults:**
a. An illegal serve.
b. The birdie falls outside the boundaries of the court, fails to cross the net, touches the roof or sidewalls, or touches any player's body or clothes.
c. The birdie is struck before it has crossed to the opposite side of the net. (A follow through may cross the net but may not touch the net.)
d. Player touches the net or supports with her/his racket, body, or clothes any time the birdie is in play.
e. The birdie is hit in succession by one player or side.
f. Player hits the birdie without making a good return or is struck by the birdie, whether the player is standing in or out of the court.

6) **Etiquette:**
a. Before starting play, the server calls the score.
b. Other players or spectators wait until a rally is over before walking behind the back-boundary line or recovering a birdie in their neighbor's court.
c. If there is question as to where a birdie landed, it is considered "good" or "fair." The benefit of the doubt always goes to the opponent.

7) **Transfer Students**
a) Badminton athletes will be held to WIAA standards for transferring students. (See WIAA Handbook, Philosophy of Transfer and WIAA Rule 18.11 to 18.13)
b) Should a transfer student wish to participate in Badminton at a KingCo school, the student may seek an exception to student eligibility regulations contained in WIAA rule 18 provided the exception requested is based upon hardship conditions that are deemed to have contributed to non-compliance with specific regulation(s).
c) KingCo Conference schools will follow WIAA rule 18.26.2 when considering exceptions to eligibility rules.
d) KingCo Conference schools will waive any limitations to participation as outlined in WIAA rule 18.26.3.
e) An appeal of student ineligibility for KingCo Badminton will follow WIAA procedures as outlined in WIAA rule 19.0.0 with the following exceptions/clarifications:
i) The student is petitioning the KingCo Conference Athletic Director Board, the" appropriate governing board of the WIAA" as outlined in WIAA rule 19.2.0.
ii) The student will be notified that a written petition for a hearing can be served on the KingCo Athletic Director Board through the KingCo Penalty Review Chair, rather than the WIAA District Eligibility Committee (WIAA rule 19.3.3-4).
iii) The KingCo Penalty Review Chair will notify the sending school principal or designee whether the appeal will be a file review or will necessitate a hearing. If the appeal will be a full hearing, the Penalty Review Chair will notify the sending school principal or designee of the hearing date, time, and place.
iv) The Eligibility Committee who will review or hear the appeal will be a KingCo Committee, rather than a District Level Eligibility Committee as defined in WIAA rule 19.6.0. The KingCo Committee will however follow the guidelines to eliminate conflicts of interest as defined in WIAA rule 19.6.0.
v) If the appeal is denied, there is one level of appeal through a *Hearing Officer who will be appointed by the President of the KingCo Board of Directors.*

BASEBALL

1) KingCo Baseball will follow WIAA and National Federation of State High School Associations rules unless otherwise indicated.

2) Games postponed because of inclement weather shall be rescheduled on the first open date even if the Head Coach or some of the players are not available. The only valid reasons for not rescheduling on the next available date are:
    a. Unavailability of umpires.
    b. Unavailability of a field.
    c. Unavailability of transportation.
    d. League rule.
    e. Rescheduling a league game takes precedence over a previously scheduled non-league game. Saturday should be used as a makeup day whenever possible if umpires and fields are available. It is not mandatory to make up a JV game, however it is highly encouraged. Making up a "protested game" will follow the same guidelines as a rained-out contest.

3) Visiting teams shall dress at home.

4) All league games shall be seven innings unless extra innings are required to break a tie.

5) After League play begins, practice games may be scheduled on open dates, but League make-up games shall take precedent.

6) The home team shall furnish at least three new game balls for each contest.

7) The following schedule shall be observed for the warm-up period for scheduled games.
    a. Home Team infield practice: 25 minutes before scheduled time.
    b. Visiting team infield practice: 15 minutes before scheduled time.
    c. The home team, even on make-up games, will determine all starting times as mitigating circumstances may necessitate a change from the original site and time.

8) The home team shall make cages available to the visiting team for use prior to a game.

9) All varsity contests that are called (because of rain, etc.) before they are considered completed will be suspended. A game is completed after 4 1/2 innings if the home team is leading and 5 innings if the visiting team is leading. Any game suspended prior to 4 ½ innings played will be resumed on the next playable date – refer to #5 above and general policies #10 (League Schedules).

10) If a field has lights, the home team will be responsible to turn them on if ordered by the plate umpire due to darkness. If the lights are inoperable, it is the home team's responsibility to notify the visitors before the game starts. Failure to notify the visitors before the game will result in the game being played from the point of suspension if it is considered incomplete.

11) If a contest is tied after 5 innings or more, and is called due to rain, darkness, etc., it will be replayed from the point of suspension when the same two teams meet again or on the first playable date if they aren't scheduled to meet again.

12) The JV schedule will either be the reverse of the varsity schedule (playing sites), or they may play prior to or at the same time as the varsity game (same site).

13) Each varsity and JV team/player is allowed a maximum of twenty regular season games. Any substitute that does not play in more than two innings or *acts solely as a courtesy runner* shall not have that game count as one of his twenty contests**.**

14) KingCo rules require umpires to delay a game a minimum of 30 minutes, per NFHS guidelines, prior to calling the game due to weather.

15) A team found in violation of WIAA rule 29.5.0 – 29.5.4 (Pitch Limitations) will forfeit the game in which the pitcher exceeded the pitch count or pitched without required rest.

16) To uphold accepted KingCo sportsmanship standards, at the end of all league games, teams will proceed to home plate to shake hands with opponents **immediately** following the conclusion of the game.

BOYS'& GIRLS' BASKETBALL

1. **STARTING TIMES:**
    a. **4A:** DEFAULT START TIME
        i. Tues/Wed. JV games will start at 5:40 PM with Varsity starting at 7:15 PM.
        ii. Stacked/Quad games will begin with JV Girls @ 3:30pm
    b. **2A/3A**: DEFAULT START TIME
        i. Tues/Wed 'C' games will begin at 3:45, JV at 5:40pm and Varsity at 7:15 PM.
        ii. Stacked/Quad games will begin with JV Girls @3:30pm
        iii. Varsity games will start 15 minutes following the end of JV games or at designated start time.
    c. **2A/3A/4A:** JV/C games will have 8-minute quarters and 10-minute half times for mid-week games.

2. The **NATIONAL FEDERATION of STATE HIGH SCHOOL ASSOCIATION RULE BOOK** shall be followed for boys; girls will follow NAGS and WIAA guidelines. KINGCO Tournament format and guidelines will be reviewed at pre-season meeting.

3. Three certified and approved **OFFICIALS** shall be used in all Varsity games.

4. The **SCORER AND TIMER** in all Varsity games shall be adults. All schools are encouraged to have an adult for the shot clock. The announcer must be an adult or a student under adult supervision.

5. The **VARSITY AND JV SCHEDULE** is to be prepared on a 2-year basis unless League expansions or changes in membership dictate otherwise.

6. **VISITING LOCKER ROOMS** will be available to occupy no later than 30 minutes prior to game time. **NOTE:** Locker room availability will be set according to the home school's daily bell schedule. The home team will communicate this time to visiting teams two days in advance of the game.

7. **SHOOTING:**
    a. **No shooting will be allowed between games and half-time of either the JV or Varsity games.**
    b. **No shooting before JV game by Varsity players will be allowed.**
    c. ***A team is* not allowed to shoot on the main court until their official pre-game warm up.**
    d. If the school has an available auxiliary gym, both teams may use it for warming up before or during the JV game.
    e. NO teams should gather at center court after the player introductions. Teams may gather at the free throw line immediately in front of their bench.

8. **GENERAL INFORMATION:**
    a. Visiting participating schools may bring their pep bands with prior permission of home school.
    b. The KingCo schools in charge of basketball, in conjunction with the tournament committee, have the overall responsibility for running the tournament and working out other details or problems that may arise. (Refer to published KingCo tournament guidelines).
    c. KingCo tournament format and guidelines will be reviewed at preseason coaches meeting.
    d. Senior night recognition events will be held on Tuesday or Wednesday, unless agreed upon by both schools.

CHEERLEADING

1) WIAA – Coaching requirements. Cheer coaches must meet requirements outlined in WIAA rule 20.4.0:
   a) Stunt Certification is required for Cheer Coaches who intend to have their cheer squad(s) perform stunts. Either the Washington State Cheer Coaches Association or the WIAA must approve the certification program. Coaches must be recertified every three (3) years.
      i) Squads whose coach is not certified *will not* be allowed to participate in any form of stunting.
      ii) If a *certified coach* is not present, the squad is not allowed to stunt. This includes all practices and sporting events. A faculty or staff member left in charge does not allow for stunting or tumbling taking place in the absence of the certified coach.
      iii) Cheerleaders/Coaches are expected to abide by the NFHS Spirit Rules Book.
      iv) Cheer coaches are required to complete the WIAA online rules clinic each fall.

2) WIAA Guidelines for Cheerleading programs are found in the WIAA Handbook under rule 12: Cheerleading as an Activity or rule 32: Cheerleading as a Sport.

3) General Guidelines:
   a) ADMISSIONS: Cheerleaders in full uniform will be admitted free to a KingCo activity.

   b) INTRODUCTION OF PLAYERS: Introduction of players by the cheerleaders shall not delay the start of the game.

   c) CROWD CONTROL: Cheerleaders shall be encouraged to assist the game manager and officials in controlling the actions of their rooting section.

   d) COACH: Each school shall provide a coach at each event to assume responsibility for the Cheerleading Staff. If the Coach is not present, a designated faculty/administrator can be assigned for that event. If the coach is not present, there will be *no* stunting or tumbling by the cheer squad.

   e) FOOTBALL GAMES: Cheerleaders shall occupy the area directly in front of the rooting section but not on the playing field.

   f) BASKETBALL GAMES: Cheerleaders are to occupy the area in front of the home fans. Cheerleaders for the visiting team should be greeted upon arrival and informed as to where a warm-up area will be provided as well as where they should be placed to cheer.

   g) WRESTLING MEETS: Strict compliance with Rule #2, Section 2, Article 1, National Wrestling Rule Book: “All personnel, other than actual participating contestants, shall be restricted to an area reserved for such use. This area shall be at least ten (10) feet from the edge of the mat and scoring table.”

   h) OTHER ACTIVITIES: Cheerleaders are permitted to conduct organized yells at any location or time that does not interfere with the contest itself or those participating.

   i) Cheerleaders are instructed to avoid using yells that could be disruptive, obscene, degrading or offending to officials, opposing team, or opposing spectators.

   j) Refer to Washington Interscholastic Activities Association Rule and Guidelines for all cheer squads.

CROSS-COUNTRY - BOYS & GIRLS

1) The cross-country season shall begin on the first allowable date as provided in the WIAA Handbook and end with the State Championship.
2) The National Federation Rules shall govern all schools unless otherwise specified in the WIAA Cross-Country Syllabus or KingCo Rules.

3) **MEET SCHEDULES AND TIMES:**
   a) All regular season meets will be scheduled by the athletic director / commissioner in charge of cross-country and approved by the Athletic Director Board.
   b) All regular season meets will be dual, triangular, or quadrangular (possibly larger).
   c) All meets shall begin at 4:00 pm unless by agreement of the schools competing or when circumstances occur beyond the coach's control. Late arriving schools will have a minimum 30-minute warm-up regardless of arrival time.

4) **THE COURSE:**
   a) Each school (coach or team) is responsible for picking the location of their home course.
   b) Each coach shall provide a map of their school's cross-country course (including distance and location) at pre-season coaches meeting.
   c) All courses will be 5 kilometers in length for boys and girls.
   d) The course will be such that no hazardous conditions exist and should provide a reasonable and safe start for the runners.
   e) Adequate course marshals need to be placed in congested areas of the course and in traffic areas.

5) **REGULAR SEASON MEETS:**
   a) All eligible athletes may participate.
   b) All participating athletes must be entered in Athletic.net at least one day before the race.
   c) Scoring is by National Federation Rules: (Rule 12, Section 3). If the team score is tied, a winner shall be declared to the team with the highest place sixth runner.
   d) Boys and girls should run separate races; JV races will be permitted if the number of participants warrants as such, and if the course/light conditions allow for this.
   e) Home teams are responsible for proper rest room facilities, drinking water and emergency phone availability.
   f) The home team must ensure that results are posted to www.athletic.net following the conclusion of the meet on the actual day of the meet. If written or printed results are provided, those results are to be connected with the visiting school(s) before they leave the meet site. If live results are being posted, that QR Code is provided for the visiting school(s') Head Coach and Athletic Director to share with their athletes' families prior to the meet start.
   g) Each school must bring their own medical supplies (including ice) to all meets.

6) **KINGCO CONFERENCE CHAMPIONSHIP MEET**
   a) League Championships are determined here. The KINGCO League Meet will determine the league champion. (See KINGCO League Cross-Country Syllabus). Total allowable number of runners per school entered into the KingCo League Championship Meet may by NINE (9) runners maximum. The top FIVE (5) runners will post scoring positions, the SIXTH (6th) and SEVENTH (7th) runners may displace any other schools top five runners, and the EIGHTH (8th) and NINTH (9th) runners are non-scoring and non-displacing participants in the league meet.

DANCE/DRILL

1) WIAA Guidelines for Dance/Drill programs are found in the WIAA Handbook under rule 13: Dance/Drill Teams as an Activity.

2) Dance/Drill Teams in uniform and performing will be admitted free to a KingCo activity when accompanied by a qualified coach.

3) Dance/Drill Teams are permitted to perform at home football and basketball events at halftime.

4) For playoff games on neutral sites, the order of Dance/Drill half-time performance will be as follows:
   a) Home Dance/Drill Team 1st
   b) Away Dance/Drill Team 2nd

5) All Dance/Drill Teams shall perform in accordance with the W.I.A.A. **regulations and NFHS Spirit Rules**.

6) "Hands-on" Stunt Certification is required for dance/drill coaches who intend to have their **dance/drill** squad(s) perform stunts.

FASTPITCH

1) **SAFETY EQUIPMENT:**
   a) Batter, batter on deck, runners, and any student occupying a coaching box must wear batting helmets. NFHS face mask and chin strap rules will be followed.
   b) Chest protectors, throat protectors, catcher masks and helmets, knee/shin guards are required for the catcher.

2) An unrestricted flight "optic yellow" RF - 47 ball will be used in KingCo softball.

3) The home team is designated as the official scorer. The visiting team shall be responsible for verifying the score after each half inning.

4) If teams are separated by 10 runs or more and have played five innings or more (4 ½ if the home team is winning) the game will be officially over.

5) Players can play on JV and varsity teams if they abide by WIAA rules, 20 games maximum includes both played at JV and varsity level. Clarification on what constitutes a "game" is defined in the WIAA handbook.

6) Whenever possible the use of **double bases** at 1st base is strongly encouraged and safety bases at 2nd and 3rd are recommended.

7) For safety concerns, the on-deck batter may use either warm-up batting circle while maintaining a clear sight line between the catcher and pitching coach.

8) **SCHEDULING:**
   a) Games postponed because of inclement weather shall be rescheduled for the first open date. The only valid reason for not rescheduling at the first possible date is unavailability of umpires, transportation, or facilities. Saturday may be used as a make-up date if both schools agree. It is not mandatory to make up JV games.
   b) All varsity contests that are called (because of rain, etc.) before they are considered completed will be suspended. A game is completed after 4 1/2 innings if the home team is leading and 5 innings if the visiting team is leading. Any game suspended prior to 4 ½ innings played will be resumed on the next playable date.
   c) If a contest is tied after 5 innings or more, and is called due to darkness, time limit, etc., it will be replayed from the point of suspension when the same two teams meet again or on the first playable date if they aren't scheduled to meet again.
   d) Visiting teams shall dress at home.
   e) The following schedule shall be observed for the warm-up period for games scheduled to start at 4:30 PM. Games scheduled prior to 6:00 PM -- soft toss only is allowed (no hitting) Games scheduled 6:00 PM or after -- live hitting is allowed up to one hour before game time.
   f) Tie-Breaker Procedure (Rule 4-2-6 of the NFHS Softball Rules) The top of the 9th inning begins by placing the 9th scheduled batter in the top of the 9th inning last out of previous inning as the runner on second base.
   g) Games will be played during spring break on Mondays and Tuesdays and using Wednesdays as a weather make up day.

9) **KINGCO LEAGUE PLAYOFF:**
   a) Ties: Broken by using KingCo tiebreaker language (KingCo General Policies #11)
   b) POST SEASON TOURNAMENT (refer to Syllabus)

10) If a school has cages, the home team shall make cages available to the visiting team for use prior to a game.

FOOTBALL

1) Schools may field the following teams: V-Varsity, JV-Junior Varsity, SO-Sophomore, and FR/SO-Frosh/Soph.
   a) Players may play down one (1) year only (i.e.: a junior may play on the Soph. team; a sophomore may play on Frosh-Soph. team). Coaches need to contact the opposing coach prior to playing game to communicate players playing to maintain a desirable competition for each team.

2) All League games will be played to a clear decision.
   a) The game tie breakers will be by WIAA adopted policy, with the following exception: beginning with the third overtime period, teams that score a touchdown must attempt a two-point conversion.
   b) There will be NO tiebreakers in JV, sophomore, or Frosh games.
   c) Schools will follow NFHS rules for lightning and other events that cause delays/postponement/cancellation of a game in progress.
3) Half time for Homecoming in the KingCo is 20 minutes long. Host school must advise visiting school of extended half time at Homecoming or a change that will shorten halftime due to other events occurring at a game.

4) All League varsity games will start at 7:00 PM. This is the default start time. Exceptions may occur because of stadium use conflicts.

5) The visiting team will dress at its own school unless the host school has granted prior approval. Host schools must clear the facilities by 5:30 pm on varsity football game day. Host school Game Manager will meet visiting team and direct team to visitor's lockers.

6) KingCo schools are required to furnish for all home varsity and sub-varsity football games **one or more** of the following medical services:
   a) Licensed Athletic Trainer
   b) Doctor
   c) Certified Paramedic
   d) Fully stocked emergency med. bag and access to emergency phone for 911 calls.

7) The National Federation of State High School Association Rules Book will determine the color of jerseys.

8) The host school should acquaint a visiting team with the locker room, press box, and general field facilities. The host school should provide, when possible, a place for the spotter, the person taking films, and the statisticians.

9) End Zone Camera Policy: only those teams involved in the game have permission to use an End Zone Camera within the confines of the playing area. If only one team records the game from the end zone, they must provide a copy to the other team whether home or away.

10) For scouting purposes, end zone recordings are not to be distributed to teams within the KingCo Conference or outside of the conference. When scouting a conference opponent, a conference member school is limited to video recording from only those locations a general admission ticket holder is allowed access.

FLAG FOOTBALL

1) Rules: The WIAA official flag football rules will be used.

2) Safety Equipment:

a) All players must wear mouth guards.

b) No metal cleats are allowed.

3) Playing Equipment:

a) Flags and belts must meet standards outlined in WIAA Rules

b) Schools should have access to light and dark uniforms, or pinnies of a contrasting color at every contest.

c) It is the responsibility of the visiting teams to have contrasting uniform color of the home teams.

d) Each team is responsible for its own game ball consistent with WIAA Rules.

4) Contests:

a) All league games will be played to a clear decision consistent with WIAA rules and overtime procedures.

b) Schools will follow NFHS rules for lightning and other events that cause delays/postponement/cancelation of a game in progress.

c) Games postponed for inclement weather will be made up on the next possible playable date.

d) Halftime will be 10 minutes.

e) Start times for contests are determined by the host site.

f) Visiting teams will dress at their own schools unless the host has granted prior approval.

5) Home Site Responsibilities:

a) Provide site manager for proper field management/supervision.

b) Provide visiting teams Emergency Action Plan procedures.

c) Make sure all results are reported for accurate standings.

6) Officials: Assigned by the Association

GOLF: BOYS AND GIRLS

Golf is a fall sport for boys and a spring sport for girls of the KingCo League.

The varsity team will consist of ten (10) players with the best five (5) scores counting toward the team match score. Each school is to bring, at most, ten (10) players to scheduled matches. If a team does bring more than 10, the extra players must abide by the spectator rules.

1) General Rules

a) The USGA Rules of Golf will govern all play, including scoring, except in cases of local ground rule changes.
b) The use of Iwannamaker is mandatory at Kingco league matches.
c) All teams are to have equal access to practice facilities on match days.
d) No competitor may play practice holes at the match site on the day of the match.
e) The **use of range finders is allowed** during any regular season match and during Tournament play.

2) League Schedule

a) The league schedule becomes official immediately following the pre-season coaches meeting.
b) Any changes required in a match site or match date require mutual agreement of the coaches of the competing schools **and approved by the league athletic directors** as outlined in this handbook.
c) Any team not appearing for a scheduled match will be forfeited for the team that does not show for a scheduled match.

3) Summer & Winter Rules

a) All matches, including the KingCo Medalist Tournament and District II Tournament, will observe either summer or winter rules as determined by the local course conditions set by the golf course for that day.
b) Definition of "Winter Rules": The ball shall be played **THRU THE GREEN** where a ball is marked, lifted, cleaned, and placed within 6 inches, NO nearer the hole. Once the ball is released, the ball is in play and may not be replaced. In applying winter rules players may **NOT** change cuts when placing their ball.

4) Score Maximums:

For KingCo golf, during league play only, to help the speed of play the **double par maximum** rule will be used. If the player needs to pick up (due to reaching "double par"), they should write the double-par score in the regular box on the scorecard and place an X in the box below the score. The player will total their score for each hole. The player turns in their card to the coach and then the coach will add an additional stroke for each X that is on the card. The player's final score will be nine holes + one strokes for each X. For example, an X on a par 3 would be counted as a 7.

5) Suspension of Play

a) If the match is stopped by unsafe conditions and cannot be completed before all the players have completed the nine (9) hole match, then only the holes that all the players have completed will be counted.
b) If all golfers complete five (5) holes, the match is complete. If not all the golfers complete five (5) holes, the match needs to be rescheduled and started completely over.

6) Pace of Play: Expected pace of play in league matches is a maximum of 15 minutes per hole. Keep up with the group in FRONT of you.

7) Coaching During Play

a) At least one paid Coach must accompany their teams and/or individuals to all KingCo league matches and tournament play.
   i) A maximum of two coaches can coach during regular season contests. These coaches must be cleared and/or paid coaches (having gone through the volunteer clearance process in their respective school districts). Coaching may take place from TEE TO GREEN (but not on the green or for green play once the player has approached the green). Coaches may give advice to their players from the tee to the green and after a player has completed a hole and the player has left the putting green.
   ii) Coaches may not go on to the green or in any hazards on the course.
   iii) Coaches may not carry clubs or push player's carts.
   iv) The coach must not cause a player to delay play.

8) Advice During Play

a) A spectator or a player in a different group may not give advice (this includes any information about how the match is going) at any time during play. This may result in a 2-stroke penalty by USGA rules. **Coaches** may give advice between the tee and the green, but advice must be quick, direct, and not slow play in any way.
b) Team vs. Individual: For clarification purposes, the League matches are interpreted to be team competitions. This permits golfers from the same school to communicate, receive advice, etc., **if they are playing in the same group**. This does not allow for players to receive or give advice or information to a teammate who is not playing in his/her group or who has completed play for the day.

9) Tiebreaker During League Play

a) When a League match ends in a tie, the team with the lowest number of "X's" on counting score cards will win the match. If a tie cannot be broken with "X's" a sudden-death playoff will be held starting at the first hole. All five varsity players with the counting scores that caused the tie will participate.
b) If two (2) or more players from the same team tie for the 5th spot the coach will determine which players(s) will take part in the tie breaker.
   i) The total score of all five (5) players will determine the winner.
   ii) If one or more of the five counting players has left the golf course their team will forfeit the match.

10) Marking & Attesting

a). During matches, each player will keep iwannamaker as the official scorecard and keep a paper scorecard for his/her opponent and themselves as a backup. In the event technology fails, the paper scorecard will be his/her official scorecard for that round.

a) **The score must be legible. If a score is changed, it must be crossed out and re-written in the space below the original score. No writing over another score**.
b) Scorecards should be reviewed every 3 holes.

11) Dress Code

a) All participants in regularly scheduled KingCo league matches, KingCo Medalist Tournament, and the District II Tournament are required to wear appropriate golf attire that is neat and clean. No jeans, denim, or yoga/exercise/Lulu Lemon pants will be allowed. Pants must have pockets. Skirts and shorts are allowed.
b) Players must follow any course specific attire requirements.
c) Failure to adhere to this dress code will result in non-participation. Coaches shall assess this penalty (disqualification) prior to starting the match or anytime during the match.

12) Player Conduct & Sportsmanship

a) Prior to the start of all league matches and tournament play a verbal reminder will be given to all participants of appropriate conduct.
b) A verbal reminder will also be given on how to appropriately report a violation.
   i) If a violation happens, the golfer calling the violation must immediately inform the golfer at fault AND note it on their scorecard.
   ii) The next step is for the golfer to notify a coach or tournament official the first opportunity they have.
   iii) Violations brought up at the end of a match without following the above steps will not be accepted.
c) The following violations will result in a two (2) stroke penalty for the **first offense,** and should a second offense occur the individual will be automatically disqualified from any KingCo League Match or KingCo Medalist Tournament:
   i) Club throwing and equipment abuse,
   ii) Abusive language (swearing),
d) Any player intentionally damaging equipment or the golf course during play will result in **immediate disqualification** from a KINGCO League Match or KingCo Medalist Tournament. This malicious damage includes but is not limited to scuffing greens or trees, stuffing pins, hitting trees, or damaging equipment including clubs.

13) Spectator Expectations

a) Spectators must abide by the dress code of the golf course being played.
b) Spectators will be allowed on the course, provided they follow the players by at least 25 yards, are not in close contact with the players, and do not give advice or instructions during the match.
   i) A verbal warning will be given for the first offense.
   ii) Should a second offense occur the player will be subject to a two (2) stroke penalty.
   iii) Should a third offense occur, the player will be automatically disqualified from the KingCo League Match, KingCo Medalist Tournament, or District II Tournament.

c) A violation must be identified (challenged) at the time it happens, not later in the match. Coaches may also assess this penalty if they witness the violation. This is considered unsporting conduct.

14) <u>Tournament Play</u>

a) **Tournament Qualifying:** To qualify to compete as an individual in the KingCo medalist tournament a player must have scored a 23 over par or better at least once during a regular season match, unless there are fewer than 12 entries in classification that meet that standard. If there are fewer than 12 entries in a classification that meet the standard of having scored 23 over par or better, then each school in the tournament will be guaranteed 2 entries to the tournament.

b) Only six players (maximum) per school may advance to the KingCo tournament. Players may be seeded/paired by handicap. Players from the same school shall not play in the same pairing.

c) Tournament scoring for the boys' and girls' KingCo Medalist Tournament and District II Tournament will be **<u>total strokes</u>** using 4 of the best 5 scores from the TEAM of five athletes from each school.

d) Players will **complete each hole**, counting ALL strokes (no double par rule in effect).

e) The number of coaches allowed to coach at the conference tournament would mirror what the WIAA does at the state tournament, provided we have enough workers to run the conference tournament. It is intended that coaches supervise their players while they are on the course, help with rules interpretations when needed and aid running tournament play and pace of play encouragement.

i) Coaching rule: 1-2 Golfers: 1 Coach Pass; 3+ Golfers: 2 Coach Pass.

f) Team ties: If there is a TIE for FIRST between two or more teams the tiebreaker will be the 5th place scorer on those teams. In the event there is a tie for the FINAL spot to State or District (3A) there will be a sudden-death play-off using the FOUR players who scored for the team. All four scores will count for both teams. Tournament rules will follow the WIAA State SOP and Code of Conduct.

g) Individual Ties: If there are ties between the INDIVIDUAL players a scorecard play-off will be used to determine seeding. The first tiebreaker will be the BACK Nine Score. If the tie is still not broken, we will compare scores on the #1 handicap hole, then the #2 handicap hole on down the scorecard until the tie(s) are broken. If there is a tie for the final spot to advance to the next level, there will be a sudden-death play-off with two or more players.

GYMNASTICS:

The gymnastics season shall begin on the first allowable date as provided in the WIAA handbook and end with the State Championship.

1. KingCo meets schedule:
Gyms must be available and set up by 5:15 (more than 4 teams) or 5:30 (4 or fewer teams) for warm-ups on all apparatus.

5:15/5:30	stretching in a location provided by the host school.
5:45	Warm-ups
6:45	Change/March
7:00	Meet start time

2. At the completion of a meet, no equipment should be taken down by **anyone** prior to the presentation of awards **so that awards can be announced without disruption**.

3. 4 judges are recommended at each meet.

4. All routines need to be educationally appropriate.

5. Scoring: Ten team members per school or twelve team members per Co-op maximum compete per event for varsity points. The top five highest scores on each event count for the team score. At the KingCo Championship Meet, the 5 highest scores on each event count to team score, 6 competitors compete.

a. JV gymnasts can participate in a 3-way meet in the open rotation.
b. JV gymnasts can perform after the varsity has finished on the apparatus before the teams rotate if JV gymnasts do not hold up the rotation.

6. **Inquiries**: Any Inquiries, (Questions) should be done through an inquiry form. Inquiries must be completed and submitted to the meet referee within five minutes of the completion of the rotation of the event being inquired about. At league meets there is no penalty for filing an inquiry with no change, but when filing an inquiry, the score can go up or down.

7. Each participating school will share the costs for providing judges at KingCo meets.

8. Copies of the meet results ***will be provided to all visiting teams, within 24 hours of the conclusion of the meet, either by email or by hardcopy***. The first 10 places in each event and the all-around will be announced at the end of the meet.

9. TEAM RESULTS for the regular season: accurate scores and standings will be kept by the Gymnastics Commissioner or the person of their choosing. Results and Standings will be shared out to the coaches weekly.

If two teams appear tied due to rounding of team scores, the team with the higher score will enter the higher whole number. The team with the lower score will enter the lower whole number. (Example - Team A 160.50 and Team B 160.75- team A would be entered as 160 and team B entered as 161. If Team A is 160.3 and Team B is 160.4- Team A enter as 159 and Team B entered as 160)

10. Equipment:

a. Apparatus used at KingCo meets and the KingCo Tournament will match the equipment used at the State Tournament. State equipment is as follows: AAI Super Wide Bars, AAI Vaulting Table, AAI reflex Beam and Spring Floor (with Carpet and Etha foam) as listed in the WIAA State Tournament Coaches Packet.
b. School equipment sheets need to be updated each year to indicate the equipment that will be used in a meet. The gymnastics commissioner must have on file the current equipment sheets and gym setups for all schools. Updates must be submitted on or before the preseason meeting.
c. If a team does meet the equipment standard, the team will notify athletic directors and coaches involved at the start of the season.
d. All teams hosting league meets are required to have the indicated equipment in good repair and provide a safe competition environment. If that is not the case, the school is responsible for providing and paying for a facility that meets the KingCo/WIAA State requirements.

e. Any questions about equipment safety will be directed to both building ADs (host and team with concern) and the gymnastics commissioner. Concerns will be addressed by commissioner/KingCo League.

11. KingCo Gymnastics Championship:

a. Individual KingCo Champions will be determined at the KingCo Meet. A team may enter a maximum of six competitors in each event. The top five event scores will be counted.

b. Awards:

i. KingCo League Champions will receive the traveling KingCo trophy.

ii. KingCo Meet Team Champions will receive KingCo Champion Medals.

iii. KingCo Individual Medals will be presented to competitors that finish first through third.

c. Rotation at the KingCo Meet will be done by random draw.

1. KingCo Champion:

a. the KingCo champion will be crowned at the respective 1A/2A/3A KingCo Championship meet and the 4A District Meet.

b. The highest scoring 3A/2A/1A KingCo school will be the 3A/2A/1A KingCo Champion.

c. The highest scoring 4A KingCo school will be the KingCo 4A Champion.

Due to unforeseen circumstances and league meets not completed, the KingCo title will be decided at the KingCo Championship meet.

11) Conference meetings:

a. Preseason – the preseason meeting will take place on Thursday prior to the first day of practice.

b. Postseason – the postseason meeting will be the first Thursday AFTER the State Meet.
*Both meetings will begin at 7:00 at the school designated by the league commissioner.

12) Senior night will occur at the conclusion of the meet prior to the awards ceremony. Senior nights are limited to 10 minutes.

SLOWPITCH

1) **SAFETY EQUIPMENT:**
   a. Batting helmets must be worn by batter, batter on deck, runners, and any student occupying a coaching box.
   b. Chest protectors, throat protectors, catcher masks and helmets, knee/shin guards are required for the catcher.

2) An unrestricted flight "optic yellow" RF – 47 ball will be used in KingCo Softball.

3) The home team is designated as the official scorer. The visiting team shall be responsible for verifying the score after each half inning.

4) Whenever possible, the use of double bases at 1st base is strongly encouraged, and safety bases at 2nd and 3rd are recommended.

5) The standard pitching distance for this age group is 46'.

6) A "rover" or 10th defensive player will be allowed.

7) Teams may use one Extra Players (EP) per game provided it is made known and indicated in the lineup. The EP must remain in the same position in the batting lineup for the duration of the game. The EP may play defense at any time without status being affected. The EP must be indicated when lineups are set; the EP cannot be added later in the game.

8) 5 run limit per inning for the first 3 innings.

9) If a school has cages, the home team shall make cages available to the visiting team for use prior to a game.

10) With doubleheader games, there will be no new inning after one hour and ten minutes of play per game. Game reverts to last completed inning if home team is behind. Days with a single game will be played without a time limit. *Mercy Rule: 10 run lead after 5 innings and the game is over.

11) A fouled third strike will be an out.

12) **SCHEDULING**:
   a. Games postponed because of inclement weather shall be rescheduled for the first open date. The only valid reasons for not rescheduling at the first possible date are unavailability of umpires, transportation, or facilities. Saturday may be used as a make-up date if both schools agree.
   b. All contests that are called because of inclement weather before they are considered completed will be replayed from the beginning. A completed game is 3.5 innings if the home team is leading and 5 innings if the visiting team is leading.
   c. If a contest is tied after 5 innings or more, and is called, it will be continued from the point of suspension when the same two teams meet again, or on the first playable date if they aren't scheduled to meet again.
   d. Visiting teams shall dress at home.
   e. Mandatory 15 minute warm up per team.
   f. Batter on deck may use either warm-up batting circle (unless it is a safety issue).
   g. League games can end in a tie.

13) **KINGCO PLAYOFF**:
   a. Ties: Broken using KingCo tie-breaker language (KingCo General Policies #11)
   b. Post Season Tournament (refer to syllabus)

SOCCER (Boys' & Girls')

1) The FIFA rules will be followed except where the KingCo League chooses to make variations. KingCo Soccer Guidelines have been approved by the WIAA as the regulations to be enforced by the officials for KingCo matches.

a. http://www.fifa.com/mm/document/footballdevelopment/refereeing/81/42/36/log2013en_neutral.pdf
b. http://www.wiaa.com/ConDocs/Con145/WIAA-FIFA%20Soccer%20Modifications%2013-14.pdf

2) Coaches will use a standard roster form for all KingCo League games. Information will include the player's name (first and last); number; year; school; and position.

3) Varsity contests will begin at 7:30 and JV contests at 5:30 unless otherwise dictated by field use schedules.

4) For all varsity matches, there will be one referee and two linesmen assigned by the officials' association. This format is also recommended for JV League games. (IF less than full allotment of officials arrives for the game, both coaches must agree to use less than the full allotment of officials OR agree to reschedule the game).

5) The home team will get first choice as to which end of the field they wish for warm-ups. A representative from their team/school should greet the visiting team upon arrival and inform them as to which end of the field they should warm up on.

6) In a situation where the two teams involved have the same-colored uniforms, the visiting team is responsible for changing its color. The home team will wear their dark (green, red, black) jersey and the visiting team will wear white. Recommendation: have both jerseys with you in case a problem should arise.

7) It is recommended that the home field be equipped with a scoreboard and P.A. system when possible. The scoreboard will start at 40:00 and run down to 2:00 at which time it will be stopped. The scoreboard will also maintain the current game score throughout the game. This will apply to all KingCo playoff games.

8) A player is limited to two halves of soccer on any one day. Entry one or more times in a half is counted as a full half.

9) Red Card Policy: See WIAA Rule 38.3.3.

10) The following guidelines will be used for contests ending in a tie-score at the end of regulation play.

a) JV & C teams. No overtime will be played in regular season games.
b) *Varsity*: Regular season games ending in a tie will have two (2) five (5) minute SUDDEN DEATH overtime periods If the game is still tied after these two (2) periods, the game ends in a tie. *KingCo Playoff games*: This will apply to the entire KingCo Tournament and not just the State qualifying matches. This is the same format used at State Tournament matches.
    1) If the game is tied at the end of regulation, they will play 2 x 5-minute sudden victory periods.
    2) If the game is tied at the end of overtime periods, they will go to 5 penalty kicks.
    3) If the game is tied at the end of 5 penalty kicks, then sudden victory penalty kicks.
c) ONLY players on the field at the end of overtime, immediately prior to Penalty Kicks are eligible to take Penalty Kicks.

11) It is the host team's responsibility to record the game results on www.kingcoathletics.com immediately following the completion of League and non-League games.

12) League standing will be based upon the following guidelines:

a) Win = 3 points; Tie = 1 point; Loss = 0 points.

13) Seeding for KingCo playoffs will be determined by the following formula:

a) League standing (determined by points)
b) In the case of tie, refer to tie breaker language.

14) Host team Responsibilities:

a) Host teams will always maintain their home stand side and the visitors will always maintain the visitor side of the host's stadium.

b) Each host team will provide a faculty member or responsible parent to make player introductions. Announcements for pre-game will include all team members for both the home and visitor.

i) The visitors will be introduced first. All members of the team will be introduced.

ii) The announcer will not indicate a difference between "starters" and "non-starters". For example, "Announcing players for the visiting team from Bellevue High School ... (reading straight down the roster)."

c) If play-by-play announcing is done, the "qualified" adult will only name players entering the game, scoring a goal, or making an assist, and recognize goalkeeper saves.

15) Game Suspensions: In the event a game must be suspended because of conditions which make it impossible to continue play, the referee shall declare it an official game if one complete half or more of the game has been played. If less than one-half of the game has been played, the game will be restarted from the suspension of play.

16) Lightning Disturbances: Lightning Guidelines for Washington State High School Modifications to FIFA Laws (See link below)
http://www.wiaa.com/conDocs/Con1648/WIAA-FIFA%20Soccer%20Modifications%2018-19.pdf

SWIM & DIVE - BOYS & GIRLS

SEASON: Seasons begin and end on the dates prescribed by the WIAA.

1. RULES:

e) The National Federation High School Rule Book will be used except where KINGCO and WIAA guidelines prevail.

e) Dive order for the dual meet season shall follow current **WIAA Swim & Dive Regulations**, as published annually.

Coaches are responsible for ensuring compliance with the current WIAA dive table.

e) **A student-athlete may compete in a maximum of four total events per meet, limited to either:**

– two (2) individual events and two (2) relay events, **or**

– one (1) individual event and three (3) relay events.

2. CHAMPIONSHIP and AWARDS:

e) A 2A, 3A & 4A champion named at the end of each season at the KingCo Championship Meet.

e) The KINGCO League will award a team trophy and individual medals at the 2A, 3A, and 4A League Championship meets.

3. MEET SCHEDULE and TIMES:

e) The KingCo Commissioner schedules League dual meets according to pool availability.

e) The KingCo Commissioner schedules all League meets immediately after the completed winter season each year.

4. **DUAL MEET RESPONSIBILITIES:** Each school must make every reasonable effort to provide the required officials. If minimum officiating requirements cannot be met, the school must notify the KingCo Commissioner as soon as possible to determine an approved adjustment or contingency plan.

Host Site Facility Expectations: The host school is responsible for ensuring that the competition facility meets the minimum standards necessary to conduct a safe and fair Swim & Dive meet. At a minimum, host sites must ensure the following:

- **Lane markings and direction**: Pool lanes must be clearly marked and configured in accordance with NFHS and WIAA standards, including proper lane direction and visible markings to support fair competition.
- **Electronic timing (preferred)**: Use of an electronic timing system is strongly preferred for all varsity competition. When electronic timing is not available, adequate manual timing procedures and trained timers must be in place to ensure accurate results.
- **Diving well separation**: When diving is conducted concurrently with swimming events, the diving well must be clearly separated from the swimming competition area to maintain athlete safety and minimize interference.

e) The HOST SCHOOL is responsible to:

1. Provide an electronic starting system when possible.
2. Provide a bell to indicate the last lap of the 500 Free.
3. Provide qualified timers (2 per lane) with or without a timing system.
4. Provide one (1) Meet Referee, one (1) stroke & turn judge, and one (1) finish judge (at minimum).
   - **Note:** If a school has difficulty in securing the minimum required officials, the school must work with the KingCo commissioner to fill officiating needs.
5. Production from HyTek Meet Manager:

- Fully prepared all individual and relay events including first and last names.
- Timer sheets for all events.
- Official meet results, to include full names of all participants, complete official times, and team score.

6. Provide All diving sheets and score cards.
7. Provide Three (3) of the five (5) paneled dive judges.
   - **Note:** If mutually agreeable, a diving panel may be three (3) judges
8. Remember and enforce rules for their own student body regarding KingCo policy on rooting sections.

e) The VISITING SCHOOL is responsible to:

1. Prepare entries for their team's individual and relay events including first and last names in HyTek Team Manager.
2. Provide one (1) stroke & turn judge, and one (1) finish judge (at minimum).
   - **Note:** If a school has difficulty in securing the minimum required officials, the school must work with the KingCo commissioner to fill officiating needs.
3. Remember and enforce rules for their own student body regarding KingCo policy on rooting sections.
4. Provide Two (2) of the five (5) paneled dive judges.

e) **DIVING CRITERIA (for Dual Meets)**:

1. Safety: It is the responsibility of the home diving coach to adhere to safety recommendations and make the call if divers are unsafe.
2. Minimum horizontal clearance from the diving board to the pool edge: 3.6 feet (per WIAA/NFHS safety guidance).

5. All schools sponsoring Swim & Dive are included in the KingCo Championship Meet; however, individual athlete entries are subject to qualifying standards, except as noted for relay events. At the KingCo Championship Meet**:**

– In relay events, all schools may enter up to three (3) relays per event, regardless of entry time.

– In individual events, only athletes who have met the established qualifying standard may be entered.

6. COACH RESPONSIBILITIES:

e) **ALL SWIM AND DIVE COACHES** must meet the WIAA's standard for coaching certification set in rule 20.4.0.

e) **WARM-UPS:** All warm-ups (swim and dive) must be conducted under the direct supervision of a school contracted coach who is on deck and visually monitoring athletes at all times.

e) **EACH KINGCO HEAD COACH** IS RESPONSIBLE FOR SUBMITTING THEIR TEAM'S RESULTS AS OUTLINED IN THE WIAA'S BOUND FOR STATE REGULATIONS. (http://wiaa.com/conDocs/Con1144/Bound%20for%20State%20Regulations.pdf).

e) **EACH KINGCO HEAD COACH** is responsible for submitting a list of their team's top times for the season using HyTek software to the KingCo League Commissioner prior to the post-season meeting.

e) **EACH KINGCO HEAD COACH** is responsible for team members, rooting sections and meet volunteer's behavior; behaviors must be in accordance with KingCo Handbook standards and procedures.

7. MISCELLANEOUS:

e) **EMERGENCY PROCEDURES**: The host school, in consultation with the Meet Referee, retains authority to suspend or terminate a meet due to safety concerns, including but not limited to water quality issues, lightning,

facility malfunction, or medical emergencies. Decisions shall prioritize participant safety and follow WIAA guidelines.

e) **JV/EXHIBITION HEATS**: Coaches may schedule JV events (individual and/or relay) during dual meets based on available pool time. The number of extra heats is to be determined through a discussion between the head coaches prior to league dual meets. JV and exhibition heats do **not** count toward official team scoring, qualifying standards, or championship consideration unless explicitly designated as varsity events

e) **AT DOUBLE DUAL MEETS**: Event 5, Diving will have a 30-minute time limit or Diving may be completed at another time/location by agreement of the schools involved in the double dual meet.

1. When Diving is held to a 30-minute time limit, all varsity divers will compete and with any time remaining after varsity diving, teams may have JV divers complete as many dives as time allows.
2. When Diving is held at an alternate time/location, there is no 30-minute time limit imposed on the event.

e) **KINGCO INVITATIONAL MEET:** If contested, event winners may be entered in the KingCo Championship Swim and Dive Meet with their winning time, even if the time does not meet the qualifying standard for the contest.

e) **WEATHER, ENVIRONMENTAL, AND AIR QUALITY SAFETY**: All Swim & Dive practices and competitions shall follow current WIAA and NFHS guidelines regarding weather-related hazards, lightning, extreme heat, and air quality, including suspension, delay, or cancellation of activity when conditions present a safety risk to participants

TENNIS - BOYS (Fall Sport) & GIRLS (Spring Sport):

Any rules not specified here by KingCo for dual match or league tournament play will be governed by the USTA Official Rules of Tennis, the USTA Code of Conduct, the WIAA handbook, and the general regulations of the KingCo handbook.

1) Team Regulations

A. A varsity team will consist of 4 singles players and 3 doubles teams. Players may not play in both singles and doubles during a single dual match. Exhibition matches beyond the team definition are allowed but do not count towards the final score of the team dual match.

B. The league champion will be determined by dual match wins in league play.

C. A junior varsity match will be scored with the same criteria as a varsity match (4 singles, 3 doubles), but additional exhibition matches to allow players the opportunity to compete are encouraged.

D. Each coach is expected to keep a log or "ladder" of the intra-squad play that has been used to establish player rank. The #1 player or team is considered the strongest player or team at that moment. This ladder must be made available on request from the league commissioner.

E. If a player returns to a line up after a period of injury or illness, they should return to their original place in the ladder, or a new ranking should be established by intra-squad play.

F. For league play, the highest ranked available player or team should always play in the #1 position. If any ladder positions are left unfilled due to player availability, they should be at the bottom of the line up (4th singles or 3rd doubles). If the #1 player or team is not available, the #2 player or team would move into that position, and all subsequent positions would move up.

G. Ladder stacking is defined as the practice of playing a higher ranked player at a lower position in the lineup to score match points for the team. Ladder stacking is strictly prohibited in KingCo play and coaches that are found to be stacking their ladders to gain team advantage are subject to discipline by the league such as suspension from matches and forfeiture of contests.

2) Regular Season Dual Meet Regulations

a. **Host School Obligations**

1) The host school should communicate with the visiting school via email about the number of courts, team size, and availability of exhibition matches at least one day prior to the match.
2) The host school is responsible for ensuring that their courts are safe, meet USTA guidelines, and are acceptable for play.
3) The host school is responsible for providing two new tennis balls for each match and should be prepared to provide additional balls for matches in split sets if requested by players.
4) Any weather cancellation decision is made by the host school by 2pm on the day of the match.
5) Supervision of spectators is the responsibility of all coaches present.
6) The host school is responsible for reporting the final score and the individual match results.

b. **Start Time**

1) League matches should start promptly at 4pm unless mutually agreed by both schools or if a specific facility or school-related issue dictates otherwise.

c. **Uniform Regulations**

1) Players are expected to wear a uniform of school issue, or a uniform approved for school use by the school administration or athletic director.

d. **Warm Up Procedures**

1) Players of either team are not allowed to participate in an on-court warm up more than ½ hour prior to the scheduled start time of the dual match.
2) General warm-up time should only be allocated if it is equally available to both teams and does not impact the scheduled start time of a dual match.
3) Prior to the start of an individual match each player or team will be permitted a maximum of 10 minutes of warm-up time during which warm-up serves must be taken. Exceeding this 10-minute warm up period may be enforced by penalty point.

e. **Pre-match Procedures**

1) Coaches will exchange line up cards and facilitate an introduction of teams and opponents.
2) Questions about line up position, stacking, or other concerns should be addressed and resolved prior to the start of play during the lineup exchange.
3) Once line up cards have been exchanged, a player withdrawn from the lineup will forfeit.
4) The home coach should identify areas critical to the visiting team, restrooms, water, emergency shelter, and other relevant locations.
5) A blanket warning will be issued to all players about the code of conduct and penalty points and is enforced even if it is not announced prior to the start of the match.

f. **Court Placement**

1) The number of available courts at a site will determine the placement of players.
2) Singles will be placed first in the order of the highest position to lowest, followed by doubles in the order of highest position to lowest.
3) Once a match has started it should remain on the same court until completion unless coaches mutually agree to move the match

g. **Maximum Rest Periods in League Play**

1) Failure to adhere to maximum rest periods can result in a penalty point for delay of game.
2) Between Points - :20 seconds
3) Change of sides (excluding 1st game) - :90 seconds
4) Between 1st and 2nd set – 2:00 minutes.
5) Between 2nd and 3rd set – 10:00 minutes.

h. **Scoring and Tiebreak**

1) Team scoring will be determined by individual matches won, and each shall be worth 1 point. A team has won the dual match when they have one 4 individual singles or doubles matches. The maximum points that can be scored in a varsity contest is 7.
2) A team without enough players to complete the lineup will forfeit the matches at the bottom of the lineup and will be expected to move their players up the ladder.
3) Matches shall be played in a best of 3 sets format.
    i. For regular season, matches will be played in a best of 3 sets format with no AD scoring. 3rd set will be a 10-point tiebreaker.
    ii. For regular season, if a set score is tied at 6-6, a 7-point tiebreak will be used in accordance with USTA rules.
4) In a junior varsity contest matches shall be pro-set scoring with a 7-point tiebreaker at 8-8
5) In a varsity contest in which the team outcome has been determined, coaches may mutually agree to shorten a match or use alternate scoring.
6) The server shall call the score before each point. If a score is disputed and cannot be resolved, only the disputed point can be replayed.
7) Players must officiate their own matches. They will only make calls that take place on their own side of the net. If there is any dispute, the call should be granted in favor of the opponent.
8) If a player cannot complete a match, either in singles or doubles play, the match shall be forfeited. A doubles team cannot replace a player once a match has started.
9) A player is entitled to feint and may change position on the court at any time while the server is tossing the ball to serve. Either partner is permitted to do so in doubles. Any movement or sound intended to distract the server is grounds for a penalty point.
10) All matches should be played to completion as they may be relevant to a tie-break scenario, but there is no requirement that a match irrelevant to the outcome of a team result be completed or made up if suspended due to weather, darkness, or other extenuating circumstance.

i. **Injury Time**

1) One injury time out per injury, per match at a maximum of 3 minutes stoppage will be allowed. Injury time will begin when a coach or trainer arrives to treat an injured player.
2) A player may have more than one injury per match and stoppage time is permitted for each injury.
3) A second stoppage of play for an injury that has already been granted a time out in a match will result in the player being withdrawn from the match and forfeiting the result.
4) After 3 minutes have elapsed and a player is unable to resume play a penalty point for delay of game will be assessed. Subsequent penalties will be applied at :30 second intervals until play resumes or the match is forfeited.
5) Players may be treated for injury during permitted rest periods but do not get additional time.
6) There is no distinction in KingCo play between “loss of condition” or “injury” as specified in the USTA rulebook. Cramping, nausea, fainting, dizziness, etc. are all to be regulated as “injury time outs” in KingCo play.

j. **Foot Fault and Line Judging**

1) A player or coach may request a neutral line judge or foot fault judge, but there is no guarantee that one will be available or provided.
2) When a player makes a call for a neutral judge, the two coaches involved will convene and determine if a neutral judge can be provided or if it is necessary. If coaches determine it is necessary, it is their responsibility to assign capable people to serve in that role.
3) Play continues when a line or foot fault judge request has been made.
4) A coach can designate a non-playing team member to serve as a line or foot judge.
5) Foot fault judges shall stand at opposite net posts and will immediately call foot faults as they occur, only on the player they are assigned to make calls on.
6) Line judges will stand at the same net post and will only rule on a challenged line call. The line judges are instructed to confer and if they agree on the call their determination will stand. If the line judges do not agree on the call, the original call a let will occur, and the point is played over.
7) A player cannot call foot faults on their opponent but can respectfully indicate when they feel a foot fault should have been called.

8) If a player has been overruled twice by line judges, any subsequent overruled call will result in a point penalty against the player whose calls have been overruled.

k. **Spectators and Supervision**
1) Only participants, athletic trainers, and coaches during the permitted time periods are allowed on the courts during dual meets.
2) Spectators must always remain outside the fenced area of the tennis courts.
3) Coaches are responsible for regulating the behavior of spectators affiliated with their own school and are expected to intervene when spectator conduct is inappropriate, offensive, or disruptive to play.
4) Coaches are empowered to remove a spectator from an event as needed and are encouraged to engage local police if a spectator is non-compliant and there is not a school administrator available to assist.

l. **Coaching Regulations**
1) A penalty point can be enforced on a player for inappropriate coach conduct.
2) Coaching cannot be intended to disrupt the opposition in any way.
3) Coaching rights are limited to the coaching staff identified during the exchange of line ups.
4) All coaches are expected to support one another with spectator conduct issues.
5) Coaching may occur from outside the fenced area of the court at any time so long as it does not distract players during a point and is not disruptive to play.
6) On court coaching is allowed only during the following rest periods
iii. 90 second change over between games
iv. 2-minute break between 1st and second set
v. 10-minute break between 2nd and 3rd set

m. **Exhibition**
1) Exhibition matches are matches that do not count towards the final team score and have the sole purpose of providing additional opportunities for athletes to play.
2) Exhibition matches are permitted at varsity dual meets but should only be placed after the conclusion of the scoring matches and should not prolong the overall event significantly.
3) Any intention to have exhibition matches should be communicated one day in advance with the visiting team and the visiting team can refuse exhibition matches.
4) Modified scoring in exhibition matches is allowed by the agreement of coaches.

n. **Post-Match Procedures**
1) Following the match, it is the home school's obligation to report the score to KingCoathletics.com.
2) When reporting the score all the match results should also be recorded in the "notes." **Example**: #1 Singles Barnes def. Wombach (6-1, 6-7, 6-4). A full record of varsity results is expected from each coach.

3) Inclement Weather Procedures

a. **Rain out policy**
1) The host school should notify the visiting school no later than 2pm if a match must be postponed due to weather.
2) If weather forces suspension of matches already in play, those matches will resume at the exact point they were suspended when play can resume, even if that is on a different day. The point, game, set, and server will all resume at the point of suspension.

b. **Reschedule Policy**
1) Postponed league matches must be rescheduled to the next playable date for both teams.
2) A school can request that a non-league match be moved to facilitate completion of a league contest when a mutually playable date cannot be found. The KingCo tennis commissioner should be notified when making such a request.
3) The following factors are considered in determining a playable day.
i. Availability of facility or courts
ii. Transportation availability
iii. Scheduled league match
iv. Significant school event or academic conflict

4) Saturday is considered a playable date and is encouraged for making up postponed matches.

c. **Darkness: When** it becomes too dark to play coaches can suspend any match in progress. If the team result is final there is no need to make up or complete suspended matches, but they may become relevant in a tie-break scenario and can be rescheduled for the next playable date.

4) Penalty Point System

a. 1st Offense – Point Penalty
   2nd Offense – Game Penalty
   3rd Offense – Match Penalty

b. Any unsportsmanlike behavior as described in the "USTA Code of Conduct" is subject to the penalty point system. Such behaviors include, but are not limited to, racquet, ball, or court abuse, verbal abuse, delay of game, inappropriate language, physical contact, and spectator conduct.

c. In both league and tournament play a blanket warning about conduct that can result in a penalty point being issued will be given to all players prior to competition. There is no additional warning given. Should coaches fail to issue a blanket warning to players a penalty point can still be assessed without warning for conduct that violates the USTA code.

d. In absence of officials any coach of any team is empowered to enforce a penalty point on any player

e. It is highly recommended, but not required, that coaches confer with one another prior to assessing a penalty point, especially if the coach feels that a player on the opposing team should be issued the penalty. Suspending play in a match for coaches to discuss the penalty point is allowed and may be done by either coach.

f. If a second or third penalty point is to be issued, it is required that coaches from both teams confer prior to the point being issued. There does not need to be an agreement between coaches for any coach to assign the penalty.

g. If there is a neutral official present or tournament manager, coaches must report an incident potentially requiring issuance of a penalty point the official or tournament manager and it will be their determination to assign a penalty point after conferring with both involved coaches.

h. In the event a penalty point is issued for conduct after a match has concluded, the penalty point should be issued against a player or team from the same school in a match that is ongoing or has yet to start but must be part of the same contest.

i. KingCo and WIAA violent conduct standards would be enforced if behavior escalates to physical conduct. The offending player(s) will immediately forfeit the match in question and be subject to discipline under the violent conduct policy.

5) Team Tie Break Procedures

a. In the event of a tie in the team standings that is relevant to determining the number of entries a team receives into the KingCo tournament, the following procedure will be used.
b. Only league play is relevant to tie-break scenarios.
c. A tie for 1st place in the standings will result in a Co-Champion status unless it can be broken by a head-to-head result.

   i. **Head-to Head** – if Team A is tied for the same record as Team B, but has beaten Team B, then the tie will be considered broken in favor of Team A
   ii. **Highest Ranked Common Opponent –** If the tie cannot be broken by head-to-head comparison, then the tie will be broken in favor of the team that has beaten the highest ranked common opponent in league play. Rank is determined by a team's standing in the completed regular season standings.
   iii. **Total Match Scores –** If the tie cannot be broken by comparing common opponents the next step is to add the total of all matches won in league play and the tie break will be granted to the team with the *highest* total of matches won.
   iv. **Total Number of Sets –** If the tie cannot be broken at total match scores, the next step is to add the total number of sets played in league competition. The team with the *fewest* total sets played will be awarded the tie break.

v. **Mini-playoff or Random Draw –** If the tie cannot be broken after steps 1-4, there are two options for breaking the tie. The entries in question will playoff in a match prior to the first round of the KingCo Tournament, or the random draw conducted at the start of the season will determine advancement. If the random draw is applied the school holding the lowest draw will be granted the tie-break. If there are more than two schools involved in the scenario and a mini playoff is involved, the random draw will be used to determine order of play, or what player would receive a bye in such a scenario.

6) KingCo Tournament

a. A bracketed tournament will determine the qualifiers for the district or state meet. The tournament will be played only against players of their own classification.

b. The tournament will be seeded by a committee of all participating coaches prior to the tournament. The number of players to be seeded is determined by the number of entries, the format of the brackets, and should be agreed upon at the pre-season meeting. No fewer than 4 players should be seeded into the bracket. Any non-seeded player will be randomly drawn into the bracket.

c. Coaches are responsible for maintaining complete records of results for seeding the tournament.

d. During seeding, coaches will nominate a player or team for a position in the bracket. If no other coaches nominate a player for that seed, it will be granted to the coach who nominated the player. If there are multiple entries vying for the same seed then the following information will be reviewed, prioritized in the order listed, and a majority of coaches vote will resolve the dispute.

   i. Season Record broken down by line-up position (4-1 at #1 singles, 3-0 at #2 singles)
   ii. Head-to-head result against other players/teams vying for the same seed.
   iii. Head-to-head result against common opponents
   iv. Previous KingCo, District, or State performance

e. Whenever possible brackets should be drawn to prevent a player from seeing an opponent from their own school through the quarterfinal rounds. No accommodation should be made to prevent a same school match-up in the semi-finals or beyond.

f. Once the seeding meeting has ended, no changes to the seeding or brackets are allowed. A non-seeded player/team can be replaced by an entry from their own school if they withdraw after the seeding meeting and prior to the start of the tournament. If a seeded player withdraws from the bracket prior to the start of tournament play all the seeded entries beneath that player will advance one spot and a nomination for the available seed will be accepted. The bracket will be redrawn with minimal change.

g. A team score will be kept determining a tournament champion distinct from the league champion.

h. Play will be governed by the KingCo handbook unless specified otherwise in the tournament syllabus.

i. Any regulations for the tournament not specified in the handbook are to be determined by the league tennis commissioners on the advice of the coaches.

j. The brackets should be no smaller than 16 entries, and no larger than 24. In general, two entries per school is the recommended formula for determining total entries and it should be determined at the pre-season coaches meeting how many entries per classification will be accepted and what bracket format should be used.

k. Individual allocations to the KingCo tournament should favor the highest placing teams as determined by league dual match play with additional entries into the tournament and the format should be determined at the pre-season meeting at the advice of coaches.

l. Tournament format will be single elimination until the semi-final rounds unless additional matches are required to determine an alternate due to the available allocations for advancement. From the semi-finals on the format will be double elimination.

m. All tournament matches will use the same scoring format as league play (Section 2.h.ii). The tournament manager reserves the right to modify scoring rules in response to inclement weather as described in the tournament syllabus and may include replacing a full third set with a 7-point tie-break if deemed necessary to complete the tournament in a timely manner.

n. Check-in times will be provided to athletes in the tournament syllabus with the understanding that the actual match time is variable. Tournament players that do not report to their check in time cannot be disqualified. If a player is not present or able to play when their match is officially called to play, they will be disqualified.

TRACK & FIELD (BOYS & GIRLS):

All rules not specified by the KingCo handbook for track and field are governed by the WIAA Handbook and the NFHS Rules for track and field.

1) **Regular Season Meet Procedures**
   a. The league schedule will be determined by the league commissioner and approved by the athletic director board.
   b. Changes to the league regular season schedule must be approved by the athletic director board except for a change of date due to facility or timing system availability, which can be done by agreement of coaches with approval from their athletic director.
   c. All regular season league meets will be run with the boys' and girls' teams competing at the same time, site, and day unless special permission is given by the athletic director board.
   d. There is no distinction between varsity and junior varsity except when an athlete is not eligible for varsity competition and is declared a non-scoring participant. Any athlete eligible for varsity competition may score in the meet from any heat or flight.
   e. The boys and girls team results will be scored separately.
   f. The start time for a league track meet will be 4pm and may only be modified with approval from the AD board.
   g. All eligible athletes may participate in a league meet.
   h. Meet scores will be determined by NFHS scoring rules based on the number of teams in the meet.
   i. Meet scores will be reported on KingCoathletics.com by the host school.
   j. A regular season dual meet champion will not be recognized. The league champion will be determined at the KingCo Championship Meet by the team with the highest score for their gender in their classification at that meet.

2) **Order of Events**
   a. The order of running events for league meets is as follows:
      1. G 800M Relay (4x200)
      2. B 110M Hurdles (39")
      3. G 100M Hurdles (33")
      4. B 100M Dash
      5. G 100 M Dash
      6. B 1600M Run
      7. G 1600M Run
      8. B 400M Relay (4x100)
      9. G 400M Relay (4x100)
      10. B 400M Dash
      11. G 400M Dash
      12. B 300M Hurdles (36")
      13. G 300M Hurdles (30")
      14. B 800 M Run
      15. G 800 M Run
      16. B 200 M Dash
      17. G 200M Dash
      18. B/G 3200 M Run (combined)
      19. B 1600M Relay (4x400)
      20. G 1600M Relay (4x400)

   b. The order of field events for league meets is as follows:
      i. B Shot Put followed by G Shot Put
      ii. G Discus followed by B Discus
      iii. B High Jump followed by G High Jump
      iv. G Pole Vault followed by B Pole Vault
      v. B/G Long Jump (combined) followed by B/G Triple Jump (combined)
      vi. B/G Javelin (combined)

a. The host school will determine javelin format based on facility limitations.

3) **Timing, Seeding, and Results**
   a. Only FAT (fully automated) times will be accepted for entry into the KingCo Championship meet.
   b. All KingCo league events are expected to provide electronic timing for all running events.
   c. Hand timing is not acceptable for any distance of race.
   d. In the first league meet of the season when seed times are not available, running events will be seeded by lane.
      i. Even lanes are assigned to the visitor and odd lanes assigned to the home team.
      ii. For a 3 or 4 team meet, refer to the ABC lane assignment schedule listed as Appendix (XXXX).
      iii. The fastest athletes as determined by the coach should be in the first heat and subsequent heats can be random.
   e. After the first meet of the year when a seed mark has been established, all seeding will be done by time with the 8 fastest times in the first heat, next 8 fastest times in the second heat, and will follow NFHS seeding guidelines for preferred lane assignments in each heat.
   f. A coach can request an override in seeding for an athlete that hasn't established a seed time in the current season based on a previous season's mark if it is a FAT time.
   g. Athletic.net is the official database for all KingCo track and field results and is the only database used for registering athletes to participate in a meet and establishing seed times. All athletes and teams must be registered there.
   h. Results should be posted and marked "official" on athletic.net within 24 hours of the conclusion of the meet. If results cannot be posted in that timeframe it is the host school's responsibility to communicate with the visiting schools about when they can expect those marks to be posted and made official.

4) **Meet Hosting Guidelines**
   a. The host school is responsible for providing all necessary workers. Coaches must be prepared to officiate events if volunteers or event workers cannot be secured.
   b. By 12pm on the day preceding a meet the host school must inform the visiting schools about site specific information, especially about the javelin format and the runway surface.
   c. Field events warm up cannot take place without a supervising adult present at the event.

5) **Specific Event Procedures**
   a. **Long Jump** - One hour and fifteen minutes will be allowed during dual meets, one hour and thirty minutes will be allowed during tri-meets. It will be an "open pit" with each participant allowed up to four jumps. There will be no finals. Any participant not completing their attempts in the time allotted will lose the opportunity to complete those trials.
   b. **Triple Jump –** The triple jump will begin 15 minutes after completion of the long jump. One hour will be allowed in dual and tri-meets. It will be an "open pit" with each participant allowed up to four jumps. There will be no finals. Any participant not completing their attempts in the time allotted will lose the opportunity to complete those trials.
   c. **Shot Put / Discus –** Each contestant is allowed 4 throws, throwing in a 2+2 sequence measuring only the longest distance of the two throws in a sequence. There will be no finals. It is the discretion of the host school to determine if athletes will throw in flights and in an established order, or if the format will be open pit.
   d. **Javelin –** The javelin should be thrown with boys and girls combined in an "open runway" format. Each competitor is allowed 4 attempts. A host school can set limits on the number of javelin entries if the meet stands to be prolonged because of the javelin event and the facility concerns at a site. The number of javelin participants cannot be restricted to fewer than 4 entries per gender, per school. It is a host school's obligation to communicate any such limit on entries to visiting schools prior to the entry deadline or all entered athletes will be allowed their attempts.
   e. **High Jump –** Minimum starting height in the high jump is 4'0" for the girls and 5'0" for the boys. Coaches may mutually agree on a higher starting height.
   f. **Pole Vault -** Minimum starting height in the pole vault is 6'0" for the girls and 9'0" for the boys. Coaches may mutually agree on a higher starting height.

6) **KingCo Championship Track Meet**
   a. The KingCo Championship meet will determine the regular season league champion as well as the athletes that will advance to the District Meet.

b. The meet can be held Wednesday – Saturday 2 weeks prior to the state championship. The athletic director board in consultation with the host site will determine if the meet will be run as a timed finals event. All field events (excluding vertical jumps) will be run in a preliminary / finals format as described in Jiii.
c. The meet will be scored by NHFS scoring rules as determined by number of teams participating.
d. Only FAT times will be accepted for entry into the meet.
e. A seeding meeting will be held on the Saturday prior to the championship meet to determine the entries to the meet. To be considered for entry into the meet all entries are due on athletic.net by midnight on the night before the meeting is to take place.
f. Each individual event will be filled by the top 16 accepted entries.
    i. If an entry in a vertical jump event does not meet the minimum starting height standard they will not be accepted as an entry in the meet.
g. If there is a tie for the 16th entry in any event, any athlete with that entry mark will be accepted into the meet and additional heats/flights will be run to accommodate the entry.
    i. If there is a situation of excessive entries because of a tie at the 16th seed coaches can vote during the seeding meeting to only accept 15 entries for that event.
    ii. A simple majority is required.
h. Each relay event will be filled with the top 8 accepted entries.
i. The starting height in the vertical jumps will be 6" below the qualifying height of the last qualifier but can be no less than the minimum starting height.
    i. Pole vault – 6'0" for girls, 9'0' for boys
    ii. High Jump – 4'0" for girls, 6'0" for boys
    iii. The B/G 1600M final and the B/G 3200M final will be run on different days.
    iv. Field events will contest preliminaries and finals on the same day and will be divided as evenly as possible between B/G and classifications over the days of the event.
j. Site selection for the championship meet will happen one year in advance of the meet.
k. The host classification will run second in the running events.

VOLLEYBALL

1) **SEASON**: The dates for the volleyball season shall be in accordance with the WIAA Handbook.

2) **GOVERNING RULES:** Official rules and regulations shall be from the National Federation Rulebook, the WIAA Handbook and the KingCo Handbook.

3) **MATCHES**: For varsity and junior varsity (JV) matches, all games except deciding games shall be rally scoring to 25 points/win by 2 points/no cap. Deciding games shall be rally scoring to 15 points/win by 2 points/no cap. In varsity competition, three out of five games shall comprise a match. In sub-varsity competition, two out of three games shall comprise a match. If one of the sub-varsity teams wins both first two games or a third sub-varsity game will be played to 15.

4) PRE-GAME WARM-UP
2A/3A/4A: 8 shared, 6 visitors, 6 home

5) **OFFICIAL SCOREKEEPERS, LIBERO TRACKERS AND SCOREBOARD OPERATORS:** For every varsity and junior varsity match, the home school should provide: (1) a scorekeeper, (2) a libero tracker, and (3) a scoreboard operator. The home school shall ensure that each of these three officials is trained and qualified. The home school shall provide the official scorebook, libero tracking sheets and a scoreboard. The visiting school may have its own unofficial scorekeeper and/or libero tracker sit at or near the scorer's table.

6) **LINESPERSONS:** Schools will each provide one trained and qualified linesperson for each varsity and JV game. If the home team hires officials for the varsity lines, those officials will replace the trained and qualified lines persons otherwise provided by the schools. The order of priority for lines people:
   a) GSVO lines-people.
   b) One lineperson from each school (visiting team may opt to not provide a lines person with 24-hour notice or more to the home team.)
   c) Home team provides both lines-people.

7) **LEAGUE CHAMPION(S):** The KingCo 2A, 3A, and 4A League Champion shall be the team with the best regular-season League record. If two or more teams tie with the best win/loss record, the final league standings will be determined according to the KingCo tiebreaker rules. If, however, all tiebreaker options are exhausted except for a Coin Toss, there shall be no Coin Toss, and the remaining tied teams shall be declared co-champions.

WRESTLING:

1) The National Federation of Wrestling Rules Commission shall govern wrestling in the League, with the modification provided in the **Washington Interscholastic Activities Association Handbook**.

2) **CONDUCT OF MATCHES:**
   a) Head Coaches must communicate with each other at least one day before a match to organize the number of JV wrestlers each team will have available for the meet.
      i) The home coach or designee will contact officials regarding the number of possible JV matches or cancel the JV officials if originally requested:
   b) ***Weigh in Rule*** *– Shoulder to shoulder weigh in must begin one hour prior to the match a wrestler (JV or Varsity) is wrestling in.*
   c) **JV Team Criteria** – A full JV match consists of 8 JV wrestlers in 8 different weight classes.
   d) **Starting time of matches:**
      i) **Dual Meet**
         (1) Weigh in 5:30pm
         (2) JV Matches/Exhibition matches can begin at 6:00 PM
         (3) Varsity Match will begin at 6:30pm or 15 minutes after the conclusion of the JV/Exhibition matches.
      ii) **Double Duals**
         (1) The teams will wrestle in the order they are listed on the schedule.
         (2) Duals will start at the same weight in the first round, with the second round beginning at the next weight class per NFHS rules.
         (3) If teams do not have enough JV wrestlers, JV/Exhibition matches can be wrestled in between the two varsity duals if time permits or prior to the 6:00 matches.
         (4) Weigh-ins will begin at 5:00pm; the first dual will start at 6:00pm. The second dual will start at 7:30 or 15 minutes after the conclusion of the first dual if the first dual ends after 7:20 PM.
   e) All JV matches will consist of three two-minute rounds. If both coaches agree match length can be adapted to the time available.
   f) Certified officials shall be used for all matches.
   g) Every effort should be made to secure experienced adult scorekeepers and timers.
   h) It is recommended that coaches ***decide, prior to the match, whether team members*** will shake the opposing coach's hand after individual bouts.
   i) Towels and proper medical supplies shall be provided at mat side by the home team. There shall be proper receptacles available for all soiled and bloodied towels.

3) **TRACKWRESTLING & OPTIMAL PERFORMANCE CALCULATOR (OPC)**
   a) Only wrestlers officially certified and entered in the OPC will be allowed to compete in a varsity match during the season.
   b) Schools will utilize the OPC website to track wrestling weight descent plans.
   c) Entries to the KingCo tournament will be submitted through TrackWrestling and the OPC.

4) **KINGCO LEAGUE TOURNAMENT:**
   a) The KingCo League Tournament determines the League Champion and individual weight champions.
   b) Every team may enter a maximum of two participants per weight class.
   c) The KingCo Tournament shall serve to qualify entries to the state qualification tournament pathway. There shall be no exception to this rule. A wrestler who does not wrestle in the KingCo Tournament may not advance further into the post-season.

5) **SEEDING GUIDELINES FOR PLACEMENT IN THE KINGCO TOURNAMENT**
   a) League Wins

b) Head-to-head competition.
c) Record against Common Opponent
d) Previous post-season placing (State > Regionals > KingCo; within that, medalist > participant > alternate).
e) Season Record
f) Contestant with exceptional record against acknowledged strong opposition.
g) Seeds yet to be determined by the above criteria, within 15 minutes, will go to a coach's vote. Only one coaching representative per school can vote.
h) Every effort should be made to seed the full number of seeds allowed. Coaches cannot hold a wrestler out if he/she is clearly seedable.

6) **TOURNAMENT INFORMATION**

a) Each school shall be allowed one wrestler in each weight class to score team points.
b) The scoring wrestler shall be the one who scores the highest from each school.
c) Two wrestlers from the same school will not wrestle each other in the first round unless seeding both wrestlers dictates such a matchup.
d) Depth of seeding shall be the number of wrestlers allowed to state level competition, plus an alternate.
e) The deadline for switching weight classes shall be when line-ups are released to statisticians (coaches) in TrackWrestling.
f) Once the seeding meeting is concluded, wrestlers may only be scratched. When a seeded wrestler is scratched prior to the start of the weigh-in, the remaining seeded wrestlers will be bumped up according to their seed number from the original bracket. If this creates a situation with unbalanced byes or where two wrestlers from the same school wrestle each other in the first round, the tournament match maker, tournament director(s) and two neutral head coaches will amend that bracket.
    i) Once seeding is determined, seeding will NOT be re-visited due to scratches (this eliminates random draws and proper seeding).
g) A wrestler failing to make weight at the tournament will be removed from the bracket and a forfeit will be scored according to NFHS rules.
h) All communications regarding seeding and bracket changes should be directed to the Tournament Directors.

APPENDICES

Appendix A: Recent History of the KingCo Conference

The KingCo Conference has been in place to provide structure for interscholastic athletics since the 1950's. Athletic opportunities have grown over time.

Fall Season	Season	First Champion Crowned
Cross Country (Boys/Girls)	Fall Season	1965/1975
Football	Fall Season	1953
Golf (Boys)	Fall Season	Unknown
Soccer (Girls)	Fall Season	1976
Swim and Dive (Girls)	Fall Season	1970
Tennis (Boys)	Fall Season	1965
Volleyball	Fall Season	Unknown
Basketball (Boys)	Winter Season	1953
Basketball (Girls)	Winter Season	1975
Gymnastics	Winter Season	1987
Swim and Dive (Boys)	Winter Season	1971
Wrestling	Winter Season	1962
Flag Football (Girls)	Winter Season	2025
Badminton - NON WIAA	Spring Season	Late 2000's
Baseball	Spring Season	1953
Softball	Spring Season	1978
Golf (Girls)	Spring Season	Unknown
Soccer (Boys)	Spring Season	1974
Tennis (Girls)	Spring Season	1966
Track and Field (Boys/Girls)	Spring Season	1953/1973
Cheer	All Year	Unknown
Drill	All Year	Unknown

KingCo's History

The KingCo Conference has provided structure for interscholastic athletics on the Eastside since 1953, and the current conference structure was created when KingCo incorporated as a non-profit on November 15, 1993. The Conference charter states that "The KingCo Conference was established (as a non-profit corporation) to better expedite and improve the accounting process of post-season games (already being) hosted by KingCo League member schools. [1]"

Beginning in 1953, an established athletic director board administered all operational aspects of the conference. Member school athletic directors work collaboratively to create a handbook of regulations for all athletic offerings, aligned with Washington Interscholastic Activities Association (WIAA) rules. The handbook is reviewed and updated each year utilizing a detailed approval process, which includes athletic directors, principals, activity coordinators, and a board of directors. The current conference

[1] KingCo Conference Handbook

organizational structure was updated in 2011 and is outlined in the KingCo Handbook under Article VII, which defines the organizational structure and the operational responsibilities of the KingCo League and the KingCo Conference[2].

There has been much time and attention paid to establishing a leadership model and budget within KingCo in accordance with the articles of incorporation.

In addition, much time and attention have also been spent since 2005 dealing with the classification of the schools with the KingCo conference.

- Since the 2004-2005 school year, the conference has routinely dealt with fluctuation in the classification of member schools. Prior to 2000, the thirteen KingCo member schools were all classified as 3A, which for many years was the largest WIAA school classification. Schools competed in each sport in either the Crown or Crest division.
- The WIAA, as needed has added classifications – a glance at the WIAA history shows the addition of the 4A classification in 1998:

Years	4A	3A	2A	1A	2B	1B
2006–present	4A	3A	2A	1A	2B	1B
1998–2006	4A	3A	2A	1A	B	
1969–1997	AAA	AA		A	B	
1958–1968	AA		A		B	
1945–1957	A				B	
1944–1945	*single classification*					
1942–1943	A				B	
1934–1941	*single classification*					
1931–1933	A				B	
1923–1930	*single classification*					

- For the KingCo Conference, the impact of the addition of the 4A classification was felt immediately, as KingCo was divided into a 4A League and a 3A League. In the spring of 2005, there were questions of stability for the next cycle (2006-2008). There were questions regarding the four Seattle schools (Garfield, Franklin, Ballard, and Roosevelt), then members of the KingCo 4A League and whether they would fall into the 3A classification, prompting a reunion with the other Seattle schools in the Metro League.
- Ultimately, there was no substantive change for the 2006-2008 cycle. However, KingCo again faced a difficult situation in 2008, as Franklin dropped to the 3A classification and left KingCo for Metro. In addition, Skyline, Issaquah, and Newport all grew and jumped to the 4A classification. Most importantly for the league in 2008 however was Interlake dropping to the 2A classification. This forced athletic directors to explore and ultimately propose a multi-classification league. Options were discussed beginning in December of 2007. Ultimately, it was determined that KingCo would become a multi-classification league, rather than a separate 4A, 3A, and 2A league. The multi-classification model, including scheduling was in place for the 2008-2010 cycle and in part for the 2010-2012 cycle – as there continued to be schools at all three classifications.
- For the past two cycles (2012-2014 and 2014-2016) there has been a shift away from a true multi-

[2] KingCo Conference Handbook

classification schedule to a modified multi-classification schedule. This shift occurred as the remaining Seattle schools left KingCo to rejoin Metro. With nine 4A schools currently, there has been a shift to a true 4A schedule in each team sport. The remaining eight schools (six 3A schools and two 2A schools) play in a multi-classification schedule for the regular season and then split for the post-season. This is where some challenges surfaced when utilizing this scheduling structure.

- For the post season, the 3A schools moved from KingCo to play in a SeaKing District tournament – joining the Metro League schools who have qualified. As Metro has more 3A schools than KingCo (17 Metro to 6 KingCo), the Metro schools receive more post season berths into a district tournament than do the KingCo schools.
- There have been no 2A schools within the SeaKing District over the past three classification cycles outside of those within KingCo. As there have not been four schools at the 2A classification within a cycle, those schools do not generate a full allocation into state playoffs. This has meant that the 2A schools have been left to develop relationships with District 1 (North) and District 3 (South) to negotiate an agreement through which the schools could 'glue' their partial allocation to another WIAA Activity District's tournament, which would then provide an opportunity for the 2A schools to play for state playoffs. Northwest District One and West Central District Three have been gracious hosts to KingCo schools over the past three cycles.

- During the spring of 2014 a new amendment to WIAA Article 4.1.0 was passed, changing each classification cycle to four years from the previous two-year cycle.
- In January of 2020, seven new schools from three school districts applied and were accepted into the KingCo Conference. Evergreen, Highline, and Tyee from the Highline School District; Hazen, Lindbergh, and Renton from the Renton School District; and Foster from the Tukwila School District were accepted by a 34-0 unanimous vote. The KingCo Board of Directors affirmed that vote on February 12, 2020.
- The current classification cycle will be in place from fall 2020 to spring 2024. During the 2020-2024 classification cycle, the addition of the new schools led KingCo athletic directors to schedule sports utilizing three separate scheduling methods, a classification-based model, a modified multi-classification model, and a true multi-classification model to provide equitable scheduling for all conference member schools. The current scheduling model in each sport is captured below:

Athletic Offering	**Scheduling Model**	**Note**
Badminton	Multi-Classification Scheduling	The KingCo Badminton schedule has always been a multi-classification model.
Baseball	Classification Based Scheduling	Prior to the current classification cycle, a modified multi-classification model was utilized.
Basketball (B/G)	Classification Based Scheduling	Prior to the current classification cycle, a modified multi-classification model was utilized.
Cross Country (B/G)	Modif. Multi-Classification Scheduling	One XC meet in the League approved schedule uses multi classification scheduling.
Football	Modif. Multi-Classification Scheduling	While the published schedule is separated by each classification, there are currently: • two 4A schools who were granted permission by KingCo for an independent league schedule for the 2022 and 2023 seasons. • Per WIAA Rules, there is also: o one 4A school who is participating through the 3A classification, o one 3A school participating through the 2A classification, and

		○ one combined program at the 2A level that has been granted permission to remain at the 2A level. In past cycles, KingCo has granted permission for other member schools to seek an independent schedule.
Golf (B/G)	Classification Based Scheduling	A request has been made for a modified multi-classification model for fall 2023 due to the impact on the schedule of combination teams and challenges of shared courses.
Gymnastics	Multi-Classification Scheduling	A multi-classification schedule has been in place since 2008.
Soccer (B/G)	Classification Based Scheduling	Prior to the current classification cycle, a modified multi-classification model was utilized.
Softball (Fastpitch)	Classification Based Scheduling	Prior to the current classification cycle, a modified multi-classification model was utilized.
Softball (Slow-pitch)	Multi-Classification Scheduling	The KingCo Slow-pitch Softball schedule has always been a multi-classification model.
Swim and Dive (B/G)	Multi-Classification Scheduling	A multi-classification schedule has been in place since 2008.
Tennis (B/G)	Classification Based Scheduling	Prior to the current classification cycle, a modified multi-classification model was utilized.
Track and Field (B/G)	Modif. Multi-Classification Scheduling	One track meet in the League approved schedule uses multi classification scheduling.
Volleyball	Classification Based Scheduling	Prior to the current classification cycle, a modified multi-classification model was utilized.
Wrestling (B/G)	Multi-Classification Scheduling	A multi-classification schedule has been in place since 2020.

- WIAA rules outline the complete process for determining school classification[3], explaining that "A school's classification is determined by the average monthly enrollment from January 1 through May 1, October 1 and twice the November 1 count of odd-numbered years and will be the basis for classification for the next four years.[4]" So the 2023 calendar year provided the data to determine school classification for the 2024-2028 cycle.
- The KingCo conference underwent a major shift in the 2024-2028 classification cycle, as the classification numbers meant a conference comprised of thirteen 4A schools, six 3A schools, four 2A schools, and one 1A school.
- This change necessitated advanced planning, as a classification-based scheduling model would no longer serve member schools, nor further KingCo's purpose to "(p)rovide structure that will ensure representation for student athletics and activities within the League and Conference, establish standards to ensure the safety, health, and general welfare of all participants or promote uniformity of standards in interscholastic activities."[5]
- The change in classification led athletic directors to support the return to a multi-classification scheduling model for all sports and all schools, first implemented in 2008.
- This reframed responsibility was affirmed by the athletic directors in a February 6, 2023, vote (twenty-two to two) to utilize a multi-classification approach to scheduling focused on matching and equating.
- The intentional work to build a multi-classification schedule started in earnest in March 2023, with an implementation timeline of Fall 2024 to begin utilizing the multi-classification model for all sports. Implementation included an intentional review of each sports' path to post season, ensuring that all schools have an opportunity to qualify for a KingCo tournament as the season begins.

[3] WIAA Handbook https://wiaa.com/results/handbook/2022-23/FullHandbook.pdf
[4] WIAA Handbook https://wiaa.com/results/handbook/2022-23/FullHandbook.pdf
[5] KingCo Conference Handbook

Appendix B: CURRENT KINGCO SCHOOLS

Member School	District	Classification	Abbreviation
Bellevue High School	Bellevue	3A	BELV
Bothell High School	Northshore	4A	BOTH
Cedarcrest High School	Riverview	2A	CEDR
Eastlake High School	Lake Washington	4A	ELAK
Evergreen High School	Highline	2A	EGSE
Foster High School	Tukwila	2A	FOST
Hazen High School	Renton	4A	HAZN
Highline High School	Highline	3A	HILN
Inglemoor High School	Northshore	3A	INGL
Interlake High School	Bellevue	3A	INTL
Issaquah High School	Issaquah	4A	ISSA
Juanita High School	Lake Washington	4A	JUAN
Lake Washington High School	Lake Washington	4A	LWAS
Liberty High School	Issaquah	3A	LBIS
Lindbergh High School	Renton	2A	LIND
Mercer Island High School	Mercer Island	3A	MRCR
Mount Si High School	Snoqualmie Valley	4A	MTSI
Newport High School	Bellevue	4A	NWPT
North Creek High School	Northshore	4A	NRCK
Redmond High School	Lake Washington	4A	REDM
Renton High School	Renton	2A	RENT
Sammamish High School	Bellevue	3A	SAMM
Skyline High School	Issaquah	4A	SKLN
Tyee High School	Highline	1A	TYEE
Woodinville High School	Northshore	4A	WDNV

Appendix C: OPERATING PROCEDURES

Operating Procedures

KingCo Core Values

- We hold all participants and stakeholders accountable for their personal behaviors, actions, and decisions.
- We believe in providing inclusive, accessible, and equitable educational opportunities for all students.
- We believe that all individuals have the right to teach and learn in a safe environment.

KingCo League Group Norms

- Respect others.
- Professionalism
- Create opportunities for learning.
- Communicate openly and honestly.
- Seek to build community.

Appendix D: CURRENT KINGCO OFFICERS

KingCo Board of Directors

Officers: The Board of Director officers shall be elected each year by the Board at the annual meeting for a one-year term and shall serve until an officer dies, resigns, or is no longer the Superintendent or Superintendent's designee of a member school district.

President: The President shall preside at all Board meetings, and subject to the Board's control, sign legal instruments and contracts, except when signing and execution of such instruments have been delegated by these by-laws or by the Board, or by legal requirements to some other officer or agent of the corporation. The President shall also perform such duties as the Board may assign from time to time.

Vice-President: The Vice-President in the event of death or inability to act of the President shall perform the duties of the President unless otherwise limited by resolution of the Board, with all the powers and restrictions applicable to the President. The Vice-President shall also perform duties as the Board assigns from time to time.

Secretary: The Secretary shall keep minutes of the meetings of the Board, provide notices required under these by-laws or by Board action; be the custodian of corporate records; sign, as authorized by law or action of the Board legal instruments; and perform such duties incident to the office of Secretary or such duties as the Board assigns from time to time.

Treasurer: The Treasurer shall be responsible for insuring the charge and custody for all funds of the corporation; receiving and giving receipts for deposits for all funds due and payable to the corporation from any source in bank or similar accounts that may be established on the corporation's behalf; and perform all duties incident to the office of Treasurer or such duties as the Board may assign from time to time.

2026-2027 Board of Directors

School District	Name	Position	Board Position
Bellevue S.D.	John Harrison	District Athletics and Activities Director	
Highline S.D.	Omar Crowder	District Athletic Director	
Issaquah S.D.	Sydney Swenson-Fee	District Athletic Director	
Lake Washington S.D.	John Appelgate	Director of Athletics and Activities	
Mercer Island S.D.	Nick Wold	Principal, Mercer Island HS	
Northshore S.D.	Heather Miller	Deputy Superintendent, Northshore SD	
Renton S.D.	Jesse Snyder	District Athletic Director	
Snoqualmie Valley S.D.	Daniel Schlotfeldt	Superintendent	
Tukwila S.D.			
KingCo	Colleen Lowell	Treasurer	Ex Officio
TBD	TBD	Athletic Director	Ex Officio AD Board Rep
Issaquah SD	Keith Hennig	Principal, Skyline HS	Ex Officio Principal Rep
Riverview S.D.			

KingCo Principal Board

Officers: Principal Board officers are elected through the following procedures:

- Officers must represent at least two different school districts.
- Officers must represent at least two different classifications.
- Six (6) year term limit: Past president may not run for President Elect for one year after serving as Past President
- One school equal one vote
- Voting is conducted by secret ballot.
- Election by simple majority

Officer Duties:

President	Past President	President Elect
Organize principal meeting agendas	Ensure the transition to the new president	Serve as league secretary for principals
Conduct League principal meetings	Coordinate with President, applications for membership	Serve as President in absentia
Serve as chairperson for league appeals - forfeitures	Serve as part of executive team for league appeals - forfeitures	Serve as part of executive team for league appeals - forfeitures
Coordinate review of new membership applications	Set the agenda for the August KingCo meeting	Provide communication between KingCo Principals
Approve policies around sportsmanship	Participate in the yearly Handbook review	Coordinate the yearly Handbook review
Participate in the annual handbook review	Other duties as necessary	Other duties as necessary
Hold the league accountable to uphold policies including Athletic Directors and Activity Coordinator groups.		
Facilitate all final decisions regarding league, contests, memberships, scheduling, and sportsmanship practices.		
Serve as Ex Officio member of the KingCo Conference Board of Directors		

2026-2027 Principal Board

Member School	Name	Title	Position
Bellevue High School	Dr. Vic Anderson	Principal	
Bothell High School	Dr. Kimberly Jensen	Principal	
Eastlake High School	Todd Apple	Principal	
Evergreen High School	Joe Boyer	Principal	
Foster High School	LaTanya Parker	Principal	
Hazen High School	Craig Cooper	Principal	
Highline High School	Clint Sallee	Principal	
Inglemoor High School	Adam Desautels	Principal	

Interlake High School	Bret Cochrun	Principal	
Issaquah High School	Erin Connolly	Principal	
Juanita High School	Ella Maeda	Principal	
Lake Washington High School	Christine Bell	Principal	
Liberty High School	Andy Brownson	Principal	Past President
Lindbergh High School	Thomas Caudle	Principal	
Mercer Island High School	Nick Wold	Principal	
Mount Si High School	Vernie Newell	Principal	
Newport High School	Dion Yahoudy	Principal	
North Creek High School	Dr. Eric McDowell	Principal	
Redmond High School	Jill VanderVeer	Principal	
Renton High School	Andrew O'Connell	Principal	
Sammamish High School	Derrick Richardson	Principal	
Skyline High School	Keith Hennig	Principal	President
Tyee High School	Chad Kodama	Principal	
Woodinville High School	Kurt Criscione	Principal	
Cedarcrest High School	Tracie Kelly	Principal	

KingCo Athletic Director Board – Leadership Positions

President Two Year Term No Term Limit	**Vice-President** Two Year Term No Term Limit	**Secretary** Two Year Term No Term Limit	**At-Large Position 1** Two Year Term No Term Limit	**At-Large Position 2** Two Year Term No Term Limit
Selected through AD Board vote	Selected through AD Board vote	Selected through AD Board vote	Selected through AD Board vote	Selected through AD Board vote
Responsibilities	**Responsibilities**	**Responsibilities**	**Responsibilities**	**Responsibilities**
Oversee KingCo League	Serve as KingCo AD Board President in Absentia	Maintain Shared KingCo Google Drive	Oversee Filling KingCo Sport Commissionerships	Oversee KingCo Post Season Tournament Logistics
Oversee AD Elections	Maintain KingCo Conference Handbook	Maintain / Contact for League Website	Train / Mentor KingCo Sport Commissioners	Ensure All KingCo Tournaments Have a Complete and Accurate Syllabus
Oversee KingCo League Finances	Chair of the KingCo Handbook Committee	Take/Record KingCo AD Meeting Minutes	Organize Seasonal KingCo Coaches Meetings	Ensure All KingCo Tournaments Have Named and Have Trained a Games Committee
Chair AD Exec Board	Oversee KingCo AD Board Elections	Build AD Meeting Agendas	Oversee Seeding Committee Representatives from KingCo	Ensure All KingCo Post Season Information is Posted
Chair AD Board Mtgs	Organize KingCo AD Retreat Logistics	Maintain Shared Master Scheduling Spreadsheet	Train / Mentor Seeding Committee Representatives from KingCo	Ensure KingCo Post Season Brackets are Updated
Chair KingCo AD retreat	KingCo AD Contact for League-Wide Vendor Agreements	Maintain AD Board Contact List		Work With KingCo Treasurer to Ensure Tournament Finances Are Complete
Ex Officio Member of KingCo Board of Directors		Maintain AD Board Meeting Schedule		
Attend KingCo Principal Mtgs / Provide AD Report				
Stipend: $1,200	Stipend: $500	Stipend: $500	Stipend: $500	Stipend: $500

Notes:

- Positions may be filled by a building athletic director or a district athletic director.
    - Note: Should a district athletic director fill a leadership position, that individual would not have a vote during Athletic Director Board deliberations, unless given a proxy by a building athletic director.
- An individual may hold only one position at a time.
- No more than three board positions may be from a single classification.
- No more than two board positions may be from a single school district.

Athletics Director Executive Board Duties

- Set KingCo committee charters (structure, number of members, committee charge, timeline, work product)
- Make recommendations to AD's/Principals/Board of Directors
- Oversee membership expansion/alignments
- Oversee proposals for league playoff agreements / present these proposals to the KingCo Board of Directors
- Hear grievances related to KingCo Conference rules or operating procedures

- Other Duties as Necessary

Position	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
President	Year 1	Year 2 up for election	Year 1	Year 2 up for election	Year 1	Year 2 up for election	Year 1
Vice-President	Year 1	Year 1	Year 2 up for election	Year 1	Year 2 up for election	Year 1	Year 2 up for election
Secretary	Year 1	Year 2 up for election	Year 1	Year 2 up for election	Year 1	Year 2 up for election	Year 1
At large #1	Year 1	Year 1	Year 2 up for election	Year 1	Year 2 up for election	Year 1	Year 2 up for election
At large #2	Year 1	Year 1	Year 2 up for election	Year 1	Year 2 up for election	Year 1	Year 2 up for election

Article I. **Supporting personnel**

- **Penalty Review Chair**
  - Term – 2 years (no term limits)
  - Track all League self-reports.
  - Assign Self-Report Panel
  - Chair self-report hearings to answer questions (non-voting)
  - Communicate results of hearing (written) to schools and KingCo AD Board
  - Consult with schools on rule violations.
  - Conduct yearly training for athletic directors who will serve on Self-Report Panel(s)
  - Stipend - $500

A complete list of building athletic directors is found in Appendix E.

KingCo Activity Coordinator Board

Officer Duties:

President	Past President	President Elect
Organize meeting agendas / facilitates meetings	Run Elections	Serve as secretary
Organizes spring AC retreat	Organize fall AC retreat	Oversee KingCo AC handbook
Attends applicable KingCo officer meetings	AC Treasurer: Present a Treasurer's report at every KingCo AC meeting	Serve as President in absentia
Liaisons with KingCo AD, Principal officers	Coordinates with AD webmaster	Other duties as necessary
Reports on NASC, WASC, WACA, LASC, Interhigh activities	Works with school-site bookkeeper	
Other duties as necessary	Recognition	

2023-2024 Activity Coordinator Board

SCHOOL	ACTIVITY COORDINATOR	EMAIL ADDRESS
Bellevue	Lyndia Hurley	hurleyl@bsd405.org
Bothell	Kathryn Crowe	kcrowe@nsd.org
Eastlake	Molly Hill	mhill@lwsd.org
Evergreen	Sylvia Paz	Silvia.paz@highlineschools.org
Foster	Breanna Adamiak	adamiakb@tukwila.wednet.edu
Hazen		
Highline		
Inglemoor	Elisabeth Kowalski	ekowalski@nsd.org
Interlake	Wesley Vandevanter	vandevanterw@bsd405.org
ICS	Aleksandra Fraleigh	afraleigh@lwsd.org
Issaquah	Kurtis Evans	evansk@issaquah.wednet.edu
Juanita	Travis Salmi	tsalmi@lwsd.org
Lake Washington	Zach Grundl	zgrundl@lwsd.org
Liberty	Michelle Munson	munsonm@issaquah.wednet.edu
Lindbergh		
Mercer Island		
Mount Si		
Newport	Caryn Landau-Walter	landauc@bsd405.org
North Creek	Naudia Bosch	nbosch@nsd.org
Redmond	Natalie Carpenter	ncarpenter@lwsd.org
Renton	Rowena Mccullough	Rowena.mccullough@rentonschools.us
Sammamish	Wes Newton (AD)	grigsby@bsd405.org / newtonw@bsd405.org
Skyline	Kevin Goodenough	goodenoughk@issaquah.wednet.edu
Tesla STEM	Lori Zebrack-Smith	lzebrack-smith@lwsd.org
Tyee		
Woodinville	Mike Kelly	mkelly@nsd.org

Appendix E: ATHLETIC DIRECTORS and KINGCO DUTIES

Sport Commissioners Duties: Each commissioner will manage/ be responsible for

- Managing all the details specific to that sport's assignment
- Develop a league schedule and submitting for approval by May 1st meeting for the following year.
- Communicate to the AD's requested league changes to the approved league schedule.
- Conducting a pre and post season meeting with head coaches. (Required)
- Facilitating All League selections at post-season meeting/end of season
- Provide tournament bulletin for approval at the next ADs meeting following the preseason coaches meeting.
- Directing, managing, and providing supervision for post-season tournaments/events.
- Submit tournament report to KingCo treasurer one week upon tournament completion.
- Liaison between the Athletic Directors and the officials' association

2026-27 - KingCo League Commissioners				
Sport	**Lead**	**Asst**	**Asst**	**Asst**
XC	John Hill	Jordan Sauvage	Dayna-Joy Calubaquib	---
Football	Matt Stuart	Sara Goldie	---	---
M Golf	Gary Mogg	Tori Marcum	Lance Gatter	---
M Tennis	Jesse Snyder	Rich Klee	Kirk Kelly	---
Volleyball	Kealey Stanich	Rick O'Leary	Jenetta Blake	---
Slowpitch	Melton Jefferson	---	---	---
W Swim	James Billoti	Sydney Swenson-Fee	Lori Box	---
W Soccer	Dan Pudwill	Brent Brakke	Becky Riddle	---
MBB	Wes Newton	Gabe Gutierrez	Dan Pudwill	---
WBB	Olivia Doerr	Lindsey Blaine	Alfred DeBlasio	---
Wrestling	Jason Thurston	Jesse Snyder	Kirk Kelly	---
Flag Football	Lori Box	Marcus Scott	John Appelgate	---
Gymnastics	Jenetta Blake	---	---	---
M Swim	Melton Jefferson	Sydney Swenson-Fee	---	---
Baseball	Lindsey Blaine	Matt Stuart	Brent Brakke	---
Fastpitch	James Billoti	Jason Thurston	Alfred DeBlasio	---
Track	Jordan Sauvage	John Hill	Kealey Stanich	Gabe Guiterrez
W Tennis	Rick O'Leary	Sara Goldie	Marcus Scott	---
W Golf	Tori Marcum	Lance Gatter	Gary Mogg	---
Badminton	Wes Newton	Olivia Doerr	---	---
M Soccer	Rich Klee	Dayna-Joy Calubaquib	Becky Riddle	---

Administrative Duties: Overnight/contact for WPAN, Tickets, Passes, CEU's, Sportsmanship Posters, Google Drive, Certificates, Electronic Handbook.

Appendix F: KINGCO COACHES MEETING AGENDAS

KingCo Coaches Meeting Agenda Items: Possible discussion items at KingCo Coaches Meeting, presented by Sports Chairperson

Preseason Meeting

1. Fighting/ejection policies
2. Location/sites for matches/games
3. Set date for post season meeting.
4. ~~Coaching clock hours~~
5. Schedule for sub varsity available/made.
6. Coaches' expectations for game management
7. All league and coach of the year selection procedures
8. Reporting violations are soon as they are discovered.
9. Post season tournament format.
10. Rules on out of season and open gym
11. Email directory of names
12. No show officiating policy
13. Appropriate cancellations of JV/C games
14. Numbers for the media and who calls in the score.
15. How league champs are determined (league record or tournament)
16. Expectations of coaches and players behavior
17. Rule changes
18. HIPPA Rules
19. Schedule change procedure/ protocol
20. Team no show policy
21. Rules on recruiting other school's players.
22. Section in KingCo handbook and WIAA handbook in that sport
23. Tie breaker language and format, it is used for.
24. Describe the chain of communication for issues within the sport.
25. Depth of Program in determining JV/C teams that can be reliable throughout an entire season.
26. Preferential treatment for club/select athletes as addressed by the WIAA.

Post Season Meeting:

1. All-League selection
2. Suggestions for handbook changes
3. Review of the season
4. Schedule drafts for next years' season
5. Scheduling issues or concerns
6. Playoff Format

Appendix G: CODE OF ETHICS and EXPECTATIONS

CODE OF ETHICS FOR KINGCO ATHLETICS: It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of Sportsmanship, ethical conduct, and fair play
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials
5. To establish a positive relationship between visitor and host
6. To respect the integrity and judgment of sports officials
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team
9. To recognize that the purpose of athletics is to promote the physical, mental, social, and emotional well-being of the individual players.

COACHES:

1. Always set a good example for participants and fans to follow, exemplifying high moral and ethical behavior.
2. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the #1 priority.
3. Respect the judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.
4. Treat opposing coach, participants, fans, and media members with respect. Shake hands with officials and opposing coach in public.
5. Develop and enforce penalties for participants who do not abide by sportsmanship standards.
6. Develop a method to recognize publicly good sportsmanship. Reference WIAA handbook for penalties regarding negative communication.

PARTICIPANTS:

1. Accept seriously the responsibility and privilege of representing school and community: always display positive public action.
2. Demonstrate respect for opponents and officials before, during and after contests.
3. Live up to high standard of sportsmanship established by school.
4. Treat opponents with respect: applaud for both teams during introductions, shake hands prior to and after contests and assist contestants who are down in getting to their feet.
5. Respect the judgment of contest officials, abide by rules of the contest, and display no behavior that could incite fans.
6. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
7. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.

STUDENTS, PARENTS AND OTHER FANS:

1. Realize that a ticket represents a privilege to observe a contest and demonstrate support for high school activities. A ticket is not a license to verbally assault others or be generally obnoxious.
2. Respect decisions made by contest officials.
3. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
4. Respect fans, coaches, officials, and participants.

SPIRIT GROUPS:

1. Encourage representatives from host and visiting spirit groups to meet before contest begins.
2. Stimulate desired crowd response using only positive cheers and praise without antagonizing or demeaning opponents. Dissuade negative actions or language from fans.
3. Treat opposing spirit groups and fans with respect.
4. Recognize outstanding performances on either side of the playing field or court.
5. Know rules and strategies of the contest to cheer at proper times.
6. Maintain enthusiasm and composure, serving as a role model.

CHEERLEADERS:

1. All cheers will exemplify good sportsmanship and team support. Degrading chants or cheers will not be tolerated. Megaphones and other cheerleading equipment are not permitted in the student rooting section.
2. Cheerleaders are not to use megaphones indoors (i.e., gyms, pools, field houses). They are acceptable for outdoor events and at large arenas for indoor events if they are not used to yell derogatory comments at the opponents.
3. The cheerleaders can be of immense help in keeping fans in the stands.
4. Cheerleading activities should center on the leading or directing the cheerleading of students and adult fans.
5. In this role, cheerleaders can become the school's most effective student leaders.
6. Cheerleading activities should be focused on creating a cooperative spirit among the cheerleader squads, athletes, student bodies, school administrators, and community, recognizing outstanding plays and examples of good sportsmanship on the part of both teams, and aiding the game officials in the promotion of good sportsmanship and the administration of the contest.

Appendix H: TICKET PRICES FOR LEAGUE AND CONFERENCE EVENTS

KINGCO League Contest (Regular Season)

	Adults	Students' w/o ASB	Visiting Students w/ ASB	K-8	Sr 65+ Pre-K Student w/ ASB
BASKETBALL	$9.00	$9.00	$5.00	$5.00	Free
FOOTBALL	$9.00	$9.00	$5.00	$5.00	Free
GYMNASTICS	$9.00	$9.00	$5.00	$5.00	Free
SOCCER	$9.00	$9.00	$5.00	$5.00	Free
VOLLEYBALL	$9.00	$9.00	$5.00	$5.00	Free
WRESTLING	$9.00	$9.00	$5.00	$5.00	Free

KINGCO Conference Events (Post-Season)

	Adults	Students' w/o ASB	Students w/ ASB	K-8	Pre-K & Seniors 65+
All Sports	$9.00	$9.00	$5.00	$5.00	Free
One Session Ticket Price	$9.00	$9.00	$5.00	$5.00	Free
Track Championship (each day)	$9.00	$9.00	$5.00	$5.00	Free

ADMISSIONS: General Rules for admission to contests:

a) No re-admission will be allowed for non-league, league, and playoff games.
b) For all activities where admission is charged, the following will be in effect: Admission charges may continue throughout the total contest.
c) Free ~~regular season~~ admission for senior citizens 65 and older.
d) Admission must be charged for the following events: during the regular league season.
    a. **FALL – Football, Girls Soccer, Volleyball**
    b. **WINTER – B&G Basketball, Gymnastics, Wrestling**
    c. **SPRING – Boys Soccer**
e) Staff members with KingCo faculty passes will be supervisors.
f) Students who have not reached high school will not be allowed admission to athletic contests unless accompanied by a parent or an adult. The burden of proof is the responsibility of the individual wishing admittance.
g) Season ticket sales and special family nights, with any price reduction, is left to the discretion of each school (20% reduction of total ticket price is allowed by law).
h) Admissions will be charged ½ hour prior to the first JV game (also applies to C games) that precedes a varsity contest. Gymnastics will begin charging one hour prior to the meet.
i) Each member school shall receive five student photographer passes, issued by the League.
j) Charging admission for Quads will begin ½ hour prior to the first game.
k) KingCo Admission Prices for Regular Season and Post Season are included as Appendix F.

KINGCO PASSES (KingCo Post season):

a) Faculty passes are NOT recognized at KingCo Post season events.
b) The Washington Coaches Association provides scouting passes, distribution of which is at the discretion of each member school. Scouting Passes are good for admittance to all KingCo athletic events including the KingCo playoffs.
c) News media, assigned to cover KingCo athletic events, receives free admission upon display of a Press I.D. card. Each member school receives five media passes for students/school use. Photographer areas will be at the discretion of the event manager, subject to the following guidelines.
    i. A photographer should not be on the turf at any time.
    ii. Photographers that wish to access an area other than the stands must gain clearance from the site supervisor.
    iii. KingCo regulations specifically prohibit any spectators on the field and states this in the pregame announcements. “Spectators are required to stay off the playing surface at all times particularly at the conclusion of games.”
    iv. Photographers should not be near either teams’ bench at any time.
    v. Photographers do not stand directly behind the goal box, goal posts, or lacrosse goals.
d) No KingCo League pass shall be sold.
e) No KingCo League scouting pass shall be distributed to or used by students or children.
f) WSCA membership shall be recognized for admission to any KingCo League event including the playoffs.
g) Passes must be accompanied by picture ID.

Appendix I: KINGCO SPORTSMANSHIP EXPECTATIONS, SPECTATOR RULES, AND DISCIPLINE

The goal of interscholastic contests is to provide friendly, competitive opportunities for our students. It is the responsibility of all involved to ensure that opponents, officials, and fellow spectators are respected at all times. The KingCo League opposes taunting of the opponent, including via social media. We oppose embarrassing the opponent – teams should never intentionally run up the score on an opponent, for example. Coaches should implement strategies that prevent lopsided scoring. Perceived violations of the sportsmanship expectations should be reported to the offending school, which will investigate and respond to the allegations.

EXPECTATIONS OF COACHES:

A. Always set a good example for participants and fans to follow, exemplifying high moral and ethical behavior.
B. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the #1 priority.
C. Respect the judgment of contest officials, abide by rules of the event, and display no behavior that could incite fans.
D. Treat opposing coach, participants, fans, and media with respect. Shake hands with officials and opposing coach in public.
E. Develop and enforce penalties for participants who do not abide by sportsmanship standards.
F. Develop a method to recognize good sportsmanship. Reference WIAA handbook for penalties regarding negative communication.

EXPECTATIONS OF PARTICIPANTS:

A. Accept seriously the responsibility and privilege of representing school and community: always display positive public action.
B. Demonstrate respect for opponents and officials before, during and after contests.
C. Live up to the high standard of sportsmanship established by school.
D. Treat opponents with respect: applaud for both teams during introductions, shake hands prior to and after contests and assist contestants who are down in getting to their feet.
E. Respect the judgment of contest officials, abide by rules of the contest, and display no behavior that could incite fans.
F. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
G. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.

EXPECTATIONS OF STUDENTS, PARENTS AND OTHER FANS:

A. Realize that a ticket represents a privilege to observe a contest and demonstrate support for high school activities. A ticket is not a license to verbally assault others or be generally obnoxious.
B. Respect decisions made by contest officials.
C. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
D. Respect fans, coaches, officials, and participants.
E. The privilege and right of free speech has limits. Words (or actions) that attack a person's race, ethnicity, gender, or sexual orientation will not be tolerated and will result in immediate expulsion from the venue. Offender will lose the privilege of attending future contests.

EXPECTATIONS OF SPIRIT GROUPS:

A. Encourage representatives from host and visiting spirit groups to meet before contest begins.
B. Stimulate desired crowd response using only positive cheers and praise without antagonizing or demeaning opponents. Try to dissuade negative actions or language from fans.
C. Treat opposing spirit groups and fans with respect.
D. Recognize outstanding performances on either side of the playing field or court.
E. Know rules and strategies of the contest to cheer at proper times.
F. Maintain enthusiasm and composure, serving as a role model.

CHEERLEADER RESPONSIBILITIES AND ROLES:

A. All cheers will exemplify good sportsmanship and team support. Degrading chants or cheers will not be tolerated. Megaphones and other cheerleading equipment are not permitted in the student rooting section.
B. Cheerleaders are not to use megaphones indoors (i.e., gyms, pools, field houses). They are acceptable for outdoor events and at large arenas for indoor events if they are not used to yell derogatory comments at the opponents.
C. The cheerleaders can be of significant help in keeping fans in the stands.
D. Cheerleading activities should center on the leading or directing the cheerleading of students and adult fans.
E. In this role, cheerleaders can become the school's most effective student leaders.
F. Cheerleading activities should be focused on creating a cooperative spirit among the cheerleader squads, athletes, student bodies, school administrators, and community, recognizing outstanding plays and examples of good sportsmanship on the part of both teams, and aiding the game officials in the promotion of good sportsmanship and the administration of the contest.

Rules for student bodies and spectators:

- Standards for the KingCo sign policy:
  - All signs MUST be pre-approved by the school administrator or designee.
  - Signs MUST be posted on walls and may not be handheld.
  - Signs MUST be positive in nature towards your school and not mention the opposition.
  - Each school will have either the Athletic Director or a school designee who will be responsible for clearing all signs for the appropriate content.
  - Only the host school will be allowed to put up posters at a given event. The visiting team will be relegated to the WIAA standard official banner only.
  - Note: Spectators ARE NOT permitted to have signs in the stands.
- Rally towels are approved for contests. Any wording on towels MUST follow the sign policy standards of being positive in nature towards your school.
- Schools that do not have an official school banner: Those schools when they are the visiting team, may contact the home school about a replacement or modified school banner they would bring to the contest. If both schools agree to the replacement banner, then it is acceptable for use at that contest. If both schools cannot agree then only the home team will be allowed a school banner.
- All run-through signs at football games MUST follow the above standards in that MUST be positive in nature towards your school and not mention the opposition. Run-through signs are permitted for the home team only.
- Flags at contests (outdoor only) will be the responsibility of each individual KINGCO member school and their administrators.
- The visiting student body MAY NOT perform at regularly scheduled contests. This includes drill teams, musical instruments, signs, pennants etc. NOTE: The official school banner may be taken to away football games.
- Band Guidelines:
  - Home school bands may perform at all home events. This restriction applies to bands of all forms: full band, pep band, or combos. An adult Director/Advisor MUST always be present.
  - Bands may perform only before the game, after the game and at time outs, at quarters and at half time.
  - Individually organized bands or groups are not permitted to perform at any athletic event.

- The visiting school band may perform by mutual consent of the two participating schools. When granted, the order of performance should follow the play-off game format below.

- Student gatherings on the football field for the team to run through are reserved for the home team only (home team band and cheerleaders) exception-Seattle Memorial Stadium.
- For play-off games on neutral sites, the schools involved may bring their band and their official banner for identification. Half-time performance order of events is as follows:
  - 1st Home entertainment/drill team
  - 2nd Away entertainment/drill team
  - 3rd Home Cheer
  - 4th Away Cheer
- Canned music may be used for outdoor/indoor at KingCo events. School administrators/designee should pre-approve all canned music for appropriate content.
- No artificial noisemakers, megaphones, and noise amplifiers.
- Tailgating allowed at home events only.
- No live animals are permitted.
- No glass containers permitted.
- No throwing of objects of any kind (confetti, balls etc.).
- Students should remain in their own student sections and should not intermingle with opposing students and/or fans.
- Verbal abuse or taunting of officials is strictly prohibited. RESPECT ALL OFFICIALS!
- Verbal abuse or taunting of the opposing team, coaches or their fans is strictly prohibited! RESPECT YOUR OPPONENT AND THEIR FANS!

Appendix J: KINGCO SPECTATOR STANDARDS

A. SPECTATOR RULES

1. Respect all officials. Verbal abuse or taunting of officials is strictly prohibited.
2. Respect the opposing team, coaches, and spectators.
3. Fans must always stay off the playing surface, this includes pre-game, half-time, and post-game.
4. There shall be no noisemakers, megaphones, and noise amplifiers during any KINGCO athletic contest.
5. All objects that can be thrown are strictly prohibited. These include but are not limited to balls of any kind; confetti; glass or plastic bottles.
6. Only home teams may decorate spectator sections with balloons, posters, ribbons etc.
7. Tailgating is allowed at home events only.
8. No bare chests and/or body painting at KingCo athletic contests. Face painting is permitted only if a student can be easily identified (school administration/designee must approve). Non-conference contests may have different rules at their facility based on their league handbook.
9. Only one official school banner or sign for the home team is permitted at KingCo events and it must adhere to the standards outlined in the KingCo signage policy. Spectators are not permitted to have signs in the stands.
10. Live animal mascots are prohibited.
11. The use of any profanity, vulgar, obscene, or suggestive language, yells, or chants is strictly prohibited.
12. Taunting of individual athletes, teams, or opposing spectators is strictly prohibited.

B. SPECTATOR RULE ENFORCEMENT:

At KingCo events not requiring game supervision by the visiting school, the home school game supervisor or administrator's designee is responsible for enforcement of spectator rules for all spectators. At KingCo events not requiring game supervision, the administrator's designee is responsible for enforcement of spectator rules for all spectators.

C. SPECTATOR(S) DISCIPLINE

1. Each school will determine disciplinary action for infractions of spectator rules by students or parents from their respective schools.
2. Issues that arise because of the infractions or alleged infractions of spectator rules will be resolved by the athletic directors of the schools involved. If the athletic directors cannot achieve resolution, the issue is referred to the principals of the two schools to resolve.

D. PROCEDURES FOR ADDRESSING SPORTSMANSHIP CONCERNS

1. Upon receiving a report of perceived unsportsmanlike conduct, the school will investigate the incident fully, and will report its findings to the reporting school and to the league.

2. If unsportsmanlike conduct is determined to have occurred, the reporting school will participate in a self-report hearing (following the established procedures for rules violation self-reports).
3. If the reporting school disagrees with the findings of the investigation, they may request an appeal, at which the hearing committee will hear both sides' versions of events and issue a ruling.
4. Appeals of penalties imposed can be appealed, following the established appeal process.

Appendix K: KINGCO EVENT SUPERVISOR RESPONSIBILITIES AND CHECKLIST

General Reminders:

- ☐ Check in and identify yourself with the opposing school game supervisor prior to the contest and periodically throughout the contest.
- ☐ Be Visible. Locate yourself in front of the student section.
- ☐ Game supervisors should work together during the contest to address issues. If necessary athletic directors will follow-up the next day.
- ☐ Arrive prior to the contest to monitor your students as they arrive.
- ☐ Stay at the event until all students have left the premises.
- ☐ Enforce school and KingCo sportsmanship and spectator rules.

What to watch for:

- ☐ No hand-held signs. Enforce KingCo sign policy.
- ☐ Students must always remain off the playing surface. This includes halftime.
- ☐ **No artificial noisemakers.**
- ☐ Tailgating allowed at home events only.
- ☐ No live animals are permitted.
- ☐ No glass bottles.
- ☐ No throwing of objects of any kind (confetti, balls etc.)
- ☐ No bare chest and /or body painting. NO Masks. Face painting only if student can be identified (admin must approve).
- ☐ Students should remain in their own student sections and should not intermingle with opposing fans.

Note: A host school <u>may</u> have rules and guidelines that are more restrictive for their site than those listed above. The host team has that right and can set higher standards. Each school's game supervisor is responsible for their student section and for enforcing the rules of the home school in addition to KingCo spectator rules.

BE LOUD – BE PROUD – BE POSITIVE
CHEER FOR YOUR TEAM/SCHOOL
NOT AGAINST YOUR OPPONENT OR OFFICIALS
BE A FAN – NOT A FANATIC

OPENING SPORTSMANSHIP STATEMENT FOR KINGCO LEAGUE

"Good evening and welcome to _____ High School for tonight's KingCo _____ game/match.

The KingCo League is pleased to sponsor a variety of events throughout the school year; and encourages all students to become involved in these activities.

The KingCo Conference and its member schools remind everyone to treat officials, participants, and all fans with respect. Profanity, obscenities, racial slurs or hate speech of any kind are strictly prohibited.

We also remind fans to stay off the playing surface at all times, particularly at the conclusion of games, and that KingCo rules prohibit the use of noisemakers, hand-held signs, or throwing objects of any kind during any athletic contest.

We thank you for your support and cooperation and hope you enjoy tonight's game/match between the (visiting) _____, and the (home) _____."

Thank you for your cooperation and hope you enjoy the event.

****

If a home school announces line-ups, both teams need to be announced.

APPENDIX M: KINGCO TIEBREAKER LANGUAGE

Philosophy of Tiebreakers:

1. The regular season is given high value.
2. Each sport is different and unique but keeping continuity and consistency is also important.
3. It is important to eliminate additional playoff games to cut down on the number of nights student-athletes are out and the amount of time they miss from the school day. If a school has an opportunity to play in the post-season, tiebreak games are not needed to better position or seed.

Notes:

- When the tiebreaker system is used in the following situations, the steps listed below each situation will be applied in rank order (step #1 first, if that does not break the tie, go to Step #2 and so on through as many steps as necessary to break the tie).
- **Head-to-head competition will be the first criteria used in all tiebreaker situations regardless of what's at stake.** Head-to-head will also be used in determining when a League Champion can be applied.
- Since the KingCo Conference is currently a Multi-Classification League (2A/3A/4A) ~~for some sports~~, all results from league contests for schools in that division will count ~~for both Regular Season Championships~~ and will be used in seeding any tournaments.
- **If tiebreaker rules require that an additional play in game or "mini-playoff" is necessary to determine the final playoff berth the game will consist of a two-quarter contest with no modifications to the normal rules of football utilized during the regular season. If there are more than two teams involved, a team can play no more than two, two-quarter contests against two different opponents in the same night. The previously established random draw results will be relied upon to determine the order / rank of teams in the mini-playoff. Should the game tied at the end of two quarters, the game will then follow normal overtime rules as established during the regular season. These games are recommended to be played at a neutral site. If one is not available, the host site would be the team with the lowest random draw number that has an available facility**.

A. Determining League Champion and/or Entry into a Championship Contest:

Step 1 – Head-to-head regular league contests. If teams split or did not play, they will be determined co-champions.

Step 2 – The tiebreaking criteria/procedures below will be used for purposes of seeding into post-season.

B. Entry into Final Spot(s) of a Post Season Tournament Bracket:

Step 1 - Head-to-head contests.

Step 2 - If teams split head-to-head regular league contests or did not meet during the regular league season a playoff contest will occur. See breaking Multiple Ties below when 3 or more teams are involved.

C. Two Teams - Placement into a Post Season Tournament Bracket (bye, protected seed, bracket seeding, additional tennis/badminton entries):

Step 1 – Head-to-head regular league contests.

Step 2 – Record within the same division (**applies only to multiple division sports)**

Step 3 - Results against teams above and below in League/Division going in rank order from first to last place.

Step 4 – Results against teams above and below in opposite division going in rank order from first to last place.

Step 5 – Pre-Season Random Draw

Definition of Tiebreaking Steps Between Two Teams (Criteria):

Step 1 – Head-to-Head Contests:
If one team has a better won-loss record in regular league contests against the other team during the regular league season, then the tiebreaker will be awarded to the team with the better record in head-to-head competition. **Note: Some sports have league non-counters as part of their regular league schedule. These contests will not count when determining head-to-head won-loss records.**

Step 2 – Record within the same Division:
Isolate divisional record. Example: if a tie at 3rd, what is each team's record within their own Division. If one team is 5-3 and the other 4-4, the 5-3 team wins the tiebreaker.

Step 3 - Results against teams above and below in League/ Division going in rank order from first to last place: Example: If a tie at 3rd, how did each team do against the #1 team? If Team A beat the #1 team and Team B did not, then Team A would win the tiebreaker. If both teams beat the #1 team, we would go on to the #2 team and repeat the process all the way down to the last placed team in the league if necessary.

Step 4 - Results against teams above and below in opposite Division going in rank order from first to last place: See step 3 definition.

Step 5– Pre-Season Random Draw

D. Multiple Teams - Placement into a Post Season Tournament Bracket (bye, protected seed, bracket seeding, additional tennis/badminton entries):

Step 1 – Head-to-head regular league contests.
Step 2 – Record within the same division (**applies only to multiple division sports)**
Step 3 - Results against teams above and below in League/Division going in rank order from first to last place.
Step 4 – Results against teams above and below in opposite division going in rank order from first to last place.
Step 5 – Pre-Season Random Draw

Breaking Multiple Ties:

Step 1 – Head-to-Head: as many teams as are involved, a mini-standings of head-to-head records will be compiled for each team. The team with the best overall record against the other teams involved in the tie will be awarded the advantage (championship, last entries into tournament, higher seed, or BYE).

- If a tie between multiple teams can't be broken through step one and last entries) into the tournament is at stake, a multi-team playoff will occur. See sport specific guidelines below for multi-team playoff structures.
- If a tie between multiple teams is broken through head-to-head records and two teams remain, the mini standings will no longer be used, and those two teams will begin at step 1 of B (Entry into Final Spot of Tournament)
- If a tie between multiple teams can't be broken through step one and a championship is at stake, teams with best head-to-head record in mini standings will be declared co-champions.
- All other advantages (bye, protected seed, seeding) will proceed through steps below.

Step 2 - Record within the same Division: as many teams as are involved, mini-standings of divisional records will be compiled. Teams with the best record will be awarded the advantage.

Step 3 – Results against teams above and below in division going in rank order from first to last place: Example: If a multiple tie at 3rd, how did each team do against the #1 team? If Team A beat the #1 team and Team B and Team C did not, then Team A would win the tiebreaker and be placed in the bracket. Then the steps would start over with Teams B and C and they would be compared Head-to-Head. If they split, they would then go to the #2 Team and so on until the tie was broken. If all 3 teams beat the #1 team, we would go on to the #2 team and repeat the process all the way down to the last placed team in the league if necessary.

Step 4 – Results against teams above and below in opposite division going in rank order from first place to last place. See step 3 for definition.

Step 5 –Pre-Season Random Draw

Situations Not Covered: any situations not covered by these procedures will be resolved by the KingCo Executive Board and the sport commissioner(s) who represent the sport of the tie.

Sport Specific Multi-Team Tiebreaker Game Formats:

- If one playoff spot is available, teams will be placed in brackets based on pre-season random draw. Lowest number will receive bye. Two higher seeded teams will play each other. Lower numbers also determine the home team.
- If two playoff spots are available, teams will be placed in bracket based on pre-season random draw. Highest number will receive bye. Two lower seeded teams will play each other. The winner will make the post-season; the loser plays the team in a bye for the final spot. Lower numbers also determine the home team.
- If one playoff spot is at stake, the winner plays the team on bye for playoff spot.
- Games will be played at a neutral site.

Soccer: Games will consist of a 20-minute half. If tied after 20-minute half, one regulation overtime will be played. If still tied, penalty kicks will determine the winner.

Football: Two 20-minute games to determine which team(s) moves on, to occur on Tuesday.

Basketball: Games will consist of one regulation half (2 x 8 min. periods). 3 timeouts per game: two (2) full and one (1) :30 sec. If tied, a regulation overtime will be played.

Baseball: Games will be 3 innings in length. Games tied after 3 innings will continue until the game is won per NFHS rules.

Fastpitch/ Slow-pitch: Games will be 5 innings in length. Games tied after 5 innings will go to the Olympic tiebreaker.

Volleyball: Match will be best of 3 sets. The third set will be played to 25. Each set must be won by two.

Random Draw Tiebreaker Criteria

A. The first number after the school's name of the school is the number that will be used for fall tiebreakers, the second will be used for winter tiebreakers, and the third number will be used for spring tiebreakers. This matrix will only be used once all steps in the tiebreaking criteria have been completed and the "random draw" step is reached.

B. **Number Distribution for Future Years:** per approval by Athletic Directors of the KingCo Conference in June of 2020, were distributed from top to bottom on the left-hand row. In subsequent years, each new school year will move all schools down one row and the school in the last row to the top row. In the event schools are added to the league or schools leave the league, a new draw will be issued.

C. **Random Draw Tiebreaker Matrix: See chart on following page.**

2026-2027 KingCo Tiebreakers – updated 9.9.26

School	Classification	Fall	Winter	Spring	
Redmond	4A	1	6	12	19
Newport	4A	2	10	8	20
Juanita	4A	3	8	9	20
Eastlake	4A	4	11	4	19
Mount Si	4A	5	9	6	20
North Creek	4A	6	12	1	19
Bothell	4A	7	3	10	20
Hazen	4A	8	1	11	20
Woodinville	4A	9	5	5	19
Lake Washington	4A	10	7	2	19
Skyline	4A	11	2	7	20
Issaquah	4A	12	4	3	19
Sammamish	3A	1	4	7	12
Bellevue	3A	2	7	3	12
Mercer Island	3A	3	5	4	12
Interlake	3A	4	2	6	12
Highline	3A	5	6	1	12
Liberty	3A	6	1	5	12
Inglemoor	3A	7	3	2	12
Cedarcrest	2A	1	4	4	9
Evergreen	2A	2	5	2	9
Renton	2A	3	1	5	9
Lindbergh	2A	4	2	3	9
Foster	2A	5	3	1	9
Tyee	1A	NA	NA	NA	NA

2A Football Order: TBD
3A Football Order: TBD

Last Updated: ~~5/31/16~~, ~~6/1/17, 11/15/19,~~ ~~6/9/20, 9/22,~~ ~~6/21/23, 8/25/23, 10/6/25~~

APPENDIX N: KINGCO FORFEITURE LANGUAGE

When a forfeit occurs at the VARSITY LEVEL of any KINGCO League Competition, the schools involved will initiate the process:

1) Communication between schools:

a) As early as possible, the member school who identifies the potential for a possible forfeit by their program should notify the KingCo Athletic Director Board President and KingCo Sport Commissioner and communicate at the same time with ALL member schools that may be affected/impacted.

b) Prior to awarding a forfeit, the affected/impacted member schools must work collaboratively to complete the contests. If it is not possible to complete the contests, the impacted/affected member schools must work collaboratively to implement a plan to determine an equitable outcome for all impacted/affected member schools. Any plan implemented must be through agreement and when determining how to complete a contest, safety should be the primary concern.

c) A KingCo Hearing Panel will convene if the impacted/affected schools cannot determine an equitable solution, or if requested by any one of the impacted/affected schools.

2) Recording the forfeit:

a) A forfeit will be recorded in the season records of all teams involved.

b) A forfeit will be recorded as defined by individual sport rules (ex: Football is a 2-0 final score for the winning team).

3) KingCo Hearing Panel:

a) Once a forfeit seems inevitable a 5-person Hearing Panel of Athletic Directors will be assembled by the KingCo Athletic Director Board President to hear from member schools impacted.

b) The panel shall consist of neutral schools.

c) The hearing focus will be held for the impartial group to ensure that all schools were treated equitably through the process outlined above.

4) The Hearing:

a) The President of the Athletic Director Board schedules hearings during regular Athletic Director Board meetings.

i) **Exception**: Any one of the impacted/affected schools may request a special hearing outside of a regular meeting of the Athletic Director Board. The impacted/affected schools must keep a special hearing request once scheduled.

ii) As outlined in WIAA Due Process Guidelines, an impacted/affected school is entitled to bring counsel to the hearing only when notice is provided to the hearing panel no less than three (3) school business days prior to the hearing date.

(1) When an impacted/affected school notifies the hearing panel of their intent to bring counsel or when a hearing panel determines that they need legal advice at any time during a hearing, the President of the Athletic Director Board will contact the President of the KingCo Principal Board to seek guidance prior to taking any action.

b) The hearing will be closed to anyone other than those directly involved in the case being considered. This decision has been made by KingCo Athletic Director Board.

i) **NOTE**: The KingCo representative to the SeaKing Executive Board will be present as a non-voting member of all hearing panels as this individual provides SeaKing with a summary of all hearings at their Board meetings.

c) A written record of the proceedings will be maintained.

i) **NOTE**: Any of the impacted/affected schools and/or the Hearing Panel may request to audio-record the hearing.

ii) **NOTE:** The Athletic Director Board President will keep any audio recording for one (1) year.

d) All members of the Hearing Panel must be present for the entire process.

e) All impacted/affected schools will present oral and written testimony at the hearing. The forfeiting school presents this testimony at the hearing. Written testimony at a minimum includes a detailed accounting of all steps taken to avoid the forfeiture and reasons that forfeiture was the appropriate outcome of the collaborative discussions with the opposing school(s).

f) The Hearing Panel shall have the right to deliberate during closed session following testimony.

g) Possible Outcomes of the hearing:

i) As each situation is unique, the hearing panel has the capacity to implement other sanctions not explicitly listed here as appropriate.
ii) The hearing panel has the capacity to place post-season sanctions on a program when appropriate. When reviewing post-season sanctions, consideration of relevant post-season allocations should also occur.
iii) For a forfeit in revenue producing sports, there will be a review of lost revenue by the home team. The hearing panel has the capacity, if appropriate, to implement a financial restitution to the member school affected by the forfeit. Any restitution will have to be by mutual consent between the schools impacted.

5) Appeal Process: If a member school disagrees with the Hearing Panel's decision, a school administrator may file an appeal with the KingCo Principal Executive Board. This is the only level of appeal. The appeal process that will be utilized is:

a) **Notification of Intent to Appeal:**
i) Within three (3) school business days after a school receives the Hearing Panel's findings, they may file an appeal in writing to the KingCo Principal *Board.*
ii) *The appeal must* include the reason, rationale, and documentation pertinent to the appeal and the desired outcome of the appeal for review and action.

b) **Hearing Panel**: The hearing shall be conducted in compliance with due process procedures as follows:
i) The president of the Executive Board for principals will convene and chair a Hearing Panel consisting of three (3) members of the KingCo Principal Board. The Hearing Panel will hear and review the appeal as outlined.
ii) Hearing Panel members cannot be athletic directors nor have a conflict of interest in the matter.

c) **The Hearing**
i) The hearing will be held within five (5) school business days of receipt of the written appeal.
(1) As outlined in WIAA Due Process Guidelines, an impacted/affected school is entitled to bring counsel to the appeal hearing only when notice is provided to the hearing panel no less than three (3) school business days prior to the hearing date.
(a) When an impacted/affected school notifies the hearing panel of their intent to bring counsel or when a hearing panel determines that they need legal advice at any time during a hearing, the President of the KingCo Principal Board will consult with the Principal Board Executive Board to seek guidance prior to taking any action.
ii) The KingCo Principal Board has decided that all hearings will be closed to anyone other than those directly involved in the case being considered.
iii) A written record of the proceeding will be maintained.
(1) **NOTE**: The offending school and/or the Hearing Panel may request audio-record the hearing.
(2) **NOTE**: The KingCo Principal Board President will keep any audio record for one (1) year. All members of the Hearing Panel must be present for the entire process.
iv) The filing school will present written and oral testimony at the hearing. Written testimony at a minimum will include any misapplication of KingCo policy or procedure and any information not considered when rendering the original decision.
v) The Hearing Panel shall have the right to deliberate during closed session following the testimony.
vi) The Hearing Panel will consider the information provided in the appeal. **After deliberation, the board has the capacity to:**
(1) Uphold the original decision of the KingCo Athletic Director Hearing Panel based on the information provided during the appeal hearing.
(2) Overturn the original decision as questioned by the filing school based on the information provided during the appeal hearing.
vii) The Hearing Panel utilizes a majority vote to reach a decision in each matter, with the decision provided to the filing school in writing. The decision will also be recorded in the Athletic Director Board meeting minutes that follow the appeal hearing. Any decision rendered during an appeal hearing is final.
viii) The school filing the appeal will receive written confirmation of the Principal's Hearing Panel decision within three (3) business days.

APPENDIX O: KINGCO ALL LEAGUE SELECTION CRITERIA

Team Sports

All-KingCo Team: Key elements (Please note that team sports create postseason honors by DIVISION, with the sport-by-sport decision of all-tournament teams where applicable)

A. Nomination Process: The nomination process will take place in advance of voting through email or meeting so that commissioners can assure that all schools have participated. Once the nominations are complete, a ballot can be created that can be voted on again either at a meeting or through email.

B. Team Maximum Numbers - Best of the best and not just recognition: There should be a maximum number of athletes selected for 1st Team/2nd Team/Honorable Mention for each sport. A combination of positions and best players should both be considered in this process. Here are the **standards** for each team sport.

Sport	Regulation No. 1st/2nd Max.	Max (per school)	Specialists	Honorable Mention
Football	11	14	4	4
Soccer	11	14	4	
Baseball	10	12	4	
Softball/Fastpitch	10	12	4	
Volleyball	6	9	2	
Basketball 4A	5/8	7	2	
Basketball 2A/3A	5/5	7	2 (separate 5-person All-Defensive Team)	

Note: Ties – Any ties in voting that create more players than allowed on the chart above must be broken to stay within the guidelines.

Coach or School does not submit Information: Until all 100% of the schools have submitted their votes the All- KingCo process is not complete. If a coach has failed to either nominate or vote, the commissioner will contact that school AD to let them know this needs to be addressed. Everything will be done to make sure that the best athletes receive recognition and the failure of a coach to do their part will not stand in the way of athlete recognition.

C. Honorable Mention: Guidelines above for maximum number of athletes that can receive Honorable Mention All-League recognition. Honorable mention parameters will be left to each individual sport as to how they want to recognize athletes in this category.

Individual Sports

- Badminton:
  - Selections voted on by League coaches.
  - Coaches may nominate up to (3) three singles players and (3) three doubles teams.
  - Coaches may not vote for their own players.
  - Players are ranked in order by an attached numerical value.
  - Player with the highest point total will be declared the KingCo MVP
  - The next (5) five players make up the first team and the following (5) players make up the second team.
  - There are separate categories for singles and doubles All-league selections.
  - Any player receiving a nomination for All-League will be added to the honorable mention list.

- **Cross Country**:
    - 2A/3A/4A Cross-Country All-league selections are how the kids finish at the league meet.
        - The top 7 are the first team and the next 7 are the second team.
        - Honorable mention has not been talked about much. Not sure how to manage it unless we put a solid number on how many there should be.
- **Golf**:
    - Golf is a point system based on the average number of points you earned based on placing in dual matches (5 points for first, 4 points for second…) in addition to the Medalist Tournament. Golfers must play at least 50% of scheduled league matches to qualify for the All-League.
        - The top 5 players are first team,
        - The second 5 are the second team.
        - and the next five are honorable mention.
        - Coaches can add ONE additional player to the honorable mention team.
    - A team sportsmanship award will be given to one 2A/3A school and one 4A school. The team sportsmanship award will be voted on by opposing players. Etiquette, knowledge of rules, treatment of other players, friendliness and helpfulness will be criteria used to select the winning team.
    - A coach of the year award will be given to a 2A/3A and 4A coach. This award is voted on by coaches within their own league.
    - 2A/3A & 4A all-league teams will be determined off a point system from regular season league and medalist tournaments. This system will be explained in detail at the pre-season coaches meeting. Athletes that qualified for state, but did not make honorable mention, would be added. Coaches can ADD **one** honorable mention player.
- **Gymnastics**:
    - Kingco gymnasts will be recognized for placing in the top 4 in All-Around, Bars, Beam, Floor and Vault at the league meet or at the district meet if there is no league meet.
    - Champions will earn 1st Team All-Kingco and second place finishers will earn 2nd Team All-Kingco.
    - Third and fourth place finishers will be recognized with Honorable Mention All-Kingco.

- **Swim and Dive**:
    - **Coach of the Year**: The KingCo League presents the Coach of the Year award at the end of the season at the KingCo League Championship Meet. The recipient is named after a vote of head coaches of the individual schools. Votes will be distributed, collected, and tallied by the KingCo League Commissioner at the post-season meeting.
    - **All KingCo League Team:** The League coaches will determine All-KingCo League Team selections prior to the KingCo League Championship Meet. Head coaches are responsible for submitting a list of the top times for the season using HyTek software to the KingCo League Commissioner prior to the post-season meeting. All submitted times are ranked according to the NISCA power point table to determine which swimmer/diver and which event/time/score receives the highest point total for equity among events. The process is as follows:
        - The list will be distributed for all coaches to see and review.
        - There will be a total of eight (8) swimmers and one (1) diver on the First Team
        - There will be a total of eight (8) swimmers and one (1) diver on the Second Team.
        - All schools will be represented on the All KingCo League Team for 4A and the same is true for 2A/3A schools.
        - The top individual submitted by coaches on each individual event list from the submitted TM databases are the first nine athletes on the first team.
            - If an athlete finishes with the highest score on more than one list – it is that athlete's HIGHEST NISCA score that determines on which list, they finish on top....
                - Example: Swimmer A finishes at the top of every individual event during the dual meet season. Out of the eight individual events, the NISCA score in the 200 free was the HIGHEST score, meaning Swimmer A is the 200 free champions….and how Swimmer A is included in the first team. The second athlete in the remaining list would then be considered.
        - The second 9 would then be the next athlete on each individual list from the nominated athletes.

        - If an athlete were already on the All-KingCo team, the next athlete would be considered for addition until the nine spots are filled.
    - That will give a total of 16 swimmers and 2 divers.
    - The nine athletes for inclusion on the Honorable Mention list should be decided through a discussion at the 'seeding' meeting prior to the KingCo Championships. Coaches should consider the following when filling the spots:
        - Inclusion of athletes from a team without representation on the 1st or 2nd team.
            - This can be due to a lack of submitted names by the coach.
            - This can be due to a lack of attendance at the 'seeding' meeting.
            - This can be due to athletes not having high enough NISCA totals to make the 1st or 2nd team.
        - Remaining nominees to be considered as well by performance during the dual meet season measured by NISCA totals.
    - **All KingCo Team Sportsmanship Award:** Each season a sportsmanship award will be given to the team that demonstrates the best sportsmanship. The coaches determine selection criteria and vote on a ballot sent to them by the KingCo League Commissioner.
- **Tennis**:
    - 2A/3A/4A tennis All-league selections are voted on by the coaches.
    - Coaches are not allowed to vote for their own players.
    - The players are ranked in order with a numeric value attached.
    - Five players will be selected to the first team and five for the second team.
    - The player with the highest point total will be declared the MVP.
    - There will be separate categories for singles and doubles. A player may be nominated in both categories.
    - Any player receiving a vote will be considered honorable mention.
- **Track and Field:**
    - The KingCo champion is 1st Team All-League (per event).
    - Note: No selections for 2nd Team and Honorable Mention are made currently
- **Wrestling**:
    - The KingCo champion is 1st Team All-League (per weight class)
    - The KingCo 2nd Place is the 2nd Team All-League (per weight class)
    - The KingCo 3rd & 4th is the honorable mention (per weight class)

Last Updated: ~~6/1/16~~, ~~4/18/17,~~ ~~5/31/17~~, ~~5/31/19~~, ~~6/6/22~~, 6/20/23

APPENDIX P: PROCESS TO APPLY FOR KINGCO MEMBERSHIP

Conference Membership Limitation

The KingCo Conference has instituted a prohibition on the admission of new member schools. This prohibition reflects the Conference's determination that governance capacity is best maintained by limiting expansion except in the circumstances described below.

This prohibition is subject to the following limited exceptions only:

1. A newly established high school that is operated by a current KingCo member school district and opened within their geographic boundaries; or
2. A high school operated by an existing KingCo member school district that is not currently a member of the KingCo Conference.

Except as expressly provided above, applications for KingCo Conference membership will not be accepted or considered. Any application submitted pursuant to one of the exceptions above remains subject to the full review, criteria, and approval process outlined in this Appendix.

A. Applicants will only be considered in the 4th year of a classification cycle or the 2nd year of a scheduling cycle.

APPENDIX R: KINGCO League Progressive Discipline Guidelines

KINGCO Self-Report form:

The purpose of a self-report by a member school is for the offending school to address areas of concern in their athletics program and to seek advice or direction in improving processes. The school that has violated a KingCo or WIAA rule/regulation must follow KingCo General Policy 33.

Violations of WIAA and/or KingCo League Rules shall render the offending school liable to a penalty or penalties by the action of the school, league, District 2 or WIAA consistent with WIAA Rules.

Important Definitions

- **Forfeiture of contest(s)**: The forfeiture of contests/meets may be included in assessment of penalties for the violation.
- **Probation:**
  - **Definition:** A period during which a coach, program, or school is subject to critical examination and evaluation.
  - **What Happens During a Probationary Period:** During a probationary period, if a coach, program, or school is not compliant with WIAA or KingCo regulations, a penalty at a greater level will be applied to the coach or program. During the probationary period, the offending school may participate in all interscholastic activities at the league/state level, unless otherwise stated.
- **Restriction**:
  - **Definition**: When a coach, team, or school is limited in their ability to participate in regular season activity.
  - **What Happens During a Restriction**: A restriction may mean limiting game or meet participation for an individual coach, team, or school.
- **Suspension**:
  - **Definition**: When rights and privileges of a member school or individual coach are withheld for a specific period of time.
  - **What Happens During a Suspension:** Multiple violations or those violations at a level 3, provide the league the authority to suspend participating in competition(s). The suspension may be applied to an individual participant, team, group, or school. Suspension lengths are set depending upon the level of violation.
- **Financial Penalty**:
  - **Definition**: When a member school is assessed a financial penalty to be paid to the league or to be used to manage systems to ensure that a violation or violations will not occur again in the future.
  - **What does it mean to be levied a financial penalty**: A financial penalty may be levied on a school based on the violation of rule and the level of violation as set below:

Level 1 Violation: Defined as:

- A violation that was not willfully committed by an individual participant, team, group, or school.
- A self-reported violation by an individual participant, team, group, or school.
- A 1st violation by an individual participant, team, group, or school.

Level 1 Penalties: Possible penalties include:

- Probation
- Fine (financial penalty) $25 - $1,000
- Suspension from 0-20% of allowable competition
- Forfeiture of Contests/Meets

Level 2 Violation: Defined as:

- A violation that was willfully committed by an individual participant, team, group, or school.
- A violation by an individual participant, team, group, or school reported by others.
- A 2nd violation by an individual participant, team, group, or school.

Level 2 Penalties: Possible penalties include:

- Restriction
- Fine $500-$1,500
- Suspension from 10-50% of allowable competition
- Forfeiture of Contests/Meets

Level 3 Violation: Defined as:

- A violation that was a blatant disregard of rules/articles committed by an individual participant, team, group, or school.
- Recruitment, defined by the WIAA, by an individual participant, team, group, or school reported by others.
- Continuous violations by an individual participant, team, group, or school.

Level 3 Penalties: Possible penalties include:

- Suspension
- Fine $1,000-$2,500
- Suspension from up to one year of allowable competition
- Forfeiture of Contests/Meets

The list of violations is not all-inclusive, and if a violation of rules occurs which is not listed in the guidelines, then the league shall have the authority to assess penalties that are deemed appropriate.

Appendix S: JOB DESCRIPTION, KINGCO TREASURER

The primary duty of the KingCo Treasurer is to keep accurate records of all KingCo League financial transactions and pay all League bills in a timely manner.

- Present a written and oral budget report **monthly and** at the end of each sports season to the Athletic Director Board and at the end of each school year to the Principal Executive Board and Athletic Director Board.
- Pay all league tickets **and** awards **for all league** tournaments.
- Provide insurance when needed for tournaments.
- Renew the league's State license, taxes, and insurance.
- Communicate between KingCo and Sea-King District.

Financial Reporting

- Maintain up-to-date banking records and balance all accounts monthly. Prepare quarterly IRS Form 941 – employee form for the IRS.
- Prepare information for income tax preparation of the Form 990 for the I.R.S.
- Prepare financial reports for every scheduled Athletic Director Board meeting. This report (from Quicken) shall include:
    - Transaction Report
    - Project Job Report
    - Net Worth Statement
- Provide other financial reports as requested.
- Report and distribute Form 1099 as per I.R.S. regulations.
- Work with the KingCo Principals' treasurer to transfer funds from the KingCo athletic accounts to the principals' account (as needed).

Insurance

- Work with the League insurance agent regarding any League insurance matters.
- Communicate any insurance matters to the KingCo League executive team.
- Arrange a Certificate of Insurance for KingCo events for which they are required.

League Business

- Order KingCo League tickets (as needed) and provide them at the August Meeting.
- Before the end of each fiscal year, determine the shares to be distributed to each school in accordance with the KingCo Handbook guidelines.
- Coordinate the bank signatures for the KingCo accounts prior to September 1st.
- Renew the non-profit license with the State of Washington each year.

Sport Tournaments

- Make up KingCo Tournament financial packets including deposit slips for the commissioner of sport prior to their tournament.
- Assist all sport commissioners with the reporting of financial information and deposits.
- Provide a final report for each tournament that reflects: P & L, transactions, any outstanding bills, and a comparison to the previous two years.
- Assist the commissioner in the timely payment of tournament workers.
- Prepare a spreadsheet report by tournament/season.

Communication

- Attending at least one scheduled Athletic Director Board meeting each month.
- Attending the Athletic Director Board meeting at the beginning and the end of the school year.
- Communicate with WIAA District II (Sea-King) as needed.
- Perform other financial functions as needed

APPENDIX T: KINGCO EVENT WORKER STIPEND SCHEDULE

All Tournament Directors (sport commissioners) and Facility Managers will be paid at the rate of ~~$18.00~~ $20.00 an hour.

Tournament Directors and Facility Managers will not be paid for tournaments that run during the school day. With approval from the league, they may, however, submit hours they work to catch up for the work they missed at school that day.

KINGCO SPORTS

Badminton, Baseball, Basketball, Cross Country, Fastpitch, Football, Flag Football, Golf, Gymnastics, Soccer, Swimming, Tennis, Track and Field, Volleyball, and Wrestling

TOURNAMENT/PLAYOFF MEDICAL PERSONEL PAY SCHEDULE

Athletic Trainers will be paid at the rate of ~~$25.00~~ $45.00 an hour.
The Conference will pay trainer expenses for the following sports: Cross Country, Gymnastics, Track/Field, and Wrestling. The trainers of the participating schools will cover all other sports.

TOURNAMENT/PLAYOFF PERSONNEL PAY SCHEDULE

The tournament worker fee will be ~~$18.00~~ $20.00. Tournament Directors are encouraged to find as many volunteer workers as they can for the various KingCo Tournaments.

FACILITY AND OR CUSTODIAL FEES

These are managed as needed, per event.

	Badminton	Baseball	Basketball	Cross Country	Fastpitch	Football	Golf	Gymnastics	Soccer	Swim/Dive	Volleyball	Tennis	Track/Field	Wrestling
Announcer		A.N.	A.N.		A.N.	A.N.		A.N.	A.N.	A.N.	A.N.		A.N.	A.N.
Blocks													A.N.	
Budu Racing (racing chips)				A.N.										
Clerk													A.N.	
Computer/Scorekeeper										A.N.				
Course Personnel				A.N.										
Facilities Manager									A.N.					
Field Judges													A.N.	
Field preparation/setup.		A.N.	A.N.		A.N.									
Finish Pickers													A.N.	
Hurdle Crew													A.N.	
HyTek Manager													A.N.	
HyTek renewal													A.N.	
Matchmaker/Computer Entry														A.N.
Meet Referee										A.N.				
Music								A.N.						
Pre-Tournament Data -Entry														A.N.
Referee													A.N.	
Score Clock						A.N.								
Scorekeeper		A.N.	A.N.		A.N.			A.N.	A.N.		A.N.			A.N.
Security		A.N.	A.N.		A.N.	A.N.		A.N.	A.N.	A.N.	A.N.		A.N.	
Setup/Take Down								A.N.						A.N.
Starter				A.N.									A.N.	
Ticket Manager						A.N.								
Ticket Sellers		A.N.	A.N.		A.N.	A.N.		A.N.	A.N.	A.N.	A.N.		A.N.	A.N.
Ticket Takers		A.N.	A.N.		A.N.	A.N.		A.N.	A.N.	A.N.	A.N.		A.N.	A.N.
Timekeeper			A.N.						A.N.					
Timer				A.N.		A.N.							A.N.	
Trainer								A.N.						
Trainer (1 for every 2 mats)														A.N.
Trainers (2)				A.N.										
30 Second Clock			A.N.											

KingCo Conference Tournament/ Play-off Financial Report

Event Information

Sport:	
Classification:	
Tournament Name:	
Participating Teams:	
Event Venue:	
Competition Date(s):	
Event Manager:	
Manager Cell Phone:	

Deposits

All ticket sales income will be deposited directly by GoFan.

Other Deposits

For:		**Amount:**	

Requests for Payment

Facility/ Equiptment Rental

Approval needed in advance of the event. Rental contract required.

Facility:		**Amount:**	
Facility:		**Amount:**	
Facility Rent Total:		**Amount:**	

Miscellaneous Expenses

Approval needed in advance of the event. Invoices or receipts required.

School/ Company:		**Amount:**		**For:**	
School/ Company:		**Amount:**		**For:**	

School/ Company:		**Amount:**		**For:**	
School/ Company:		**Amount:**		**For:**	
School/ Company:		**Amount:**		**For:**	
School/ Company:		**Amount:**		**For:**	
Miscallaneous Expenses Total:		**Amount:**			

KingCo
Conference
Event Worker
Payroll

Event Title: **Date(s):**

	Name	Address Line 1	Address Line 2	City	State	Zip	Phone	Contracted Service	# of hours	Stipend Amount
ex.	Joe Smith	1111 24th Ave SE	Apt. B3	Bellevue	WA	98008	425-555-1818	Announcer	2 hours	$40
1										

2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

Appendix V: FOOTBALL TRAVEL LANGUAGE

KingCo Football Travel: Designed to help cover travel expenses for games in post-season football.

Formula:

1. Football travel money is not to exceed 50% of KingCo Conference playoff income received in weeks 10 and 11.
2. Travel points.
    a. SPSL + WESCO SITES = 1 pt.
    b. Southwest SITES = 2 pts
    c. TRI CITIES = 3 pts
    d. SPOKANE = 5 pts
3. All travel points are added together and then divided into 50% of playoff income. This determines the amount paid out per point. (50% of KingCo Conference Playoff Income / Total number of travel points)
4. Point payment is for team travel expenses, team food, team hotels. (bands, cheer, staff/admin expenses are not included)
5. Expenses incurred by a school that exceed the amount paid by the league are paid by the school.
6. If a school's travel expenses **are less than the amount paid out based on the school's points**, the school only receives amount of expenses, not the full travel point amount.
7. All travel expenses are documented and turned into league treasurer.
8. **Example**:
    - Playoff income = $20,000
    - Teams in league claim a total of 20 travel points.
    - ½ of $20,000 is $10,000. Divide $10,000 by 20 travel points = $500.00 per point
    - A team claiming 4 travel points can claim up to $2000.00 in travel expenses.
9. Unclaimed money for travel can be used to help further offset costs of KINGCO schools when approved by League AD board.

Appendix W: KINGCO INTERNET/ RADIO/TELEVISION BROADCAST APPLICATION

KINGCO RADIO / TV BROADCAST APPLICATION

COMPANY: _____ DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____

HEREBY applies for permission to broadcast the following game(s). We read the KingCo Radio/TV Broadcast Policy and agree to abide by its terms and conditions.

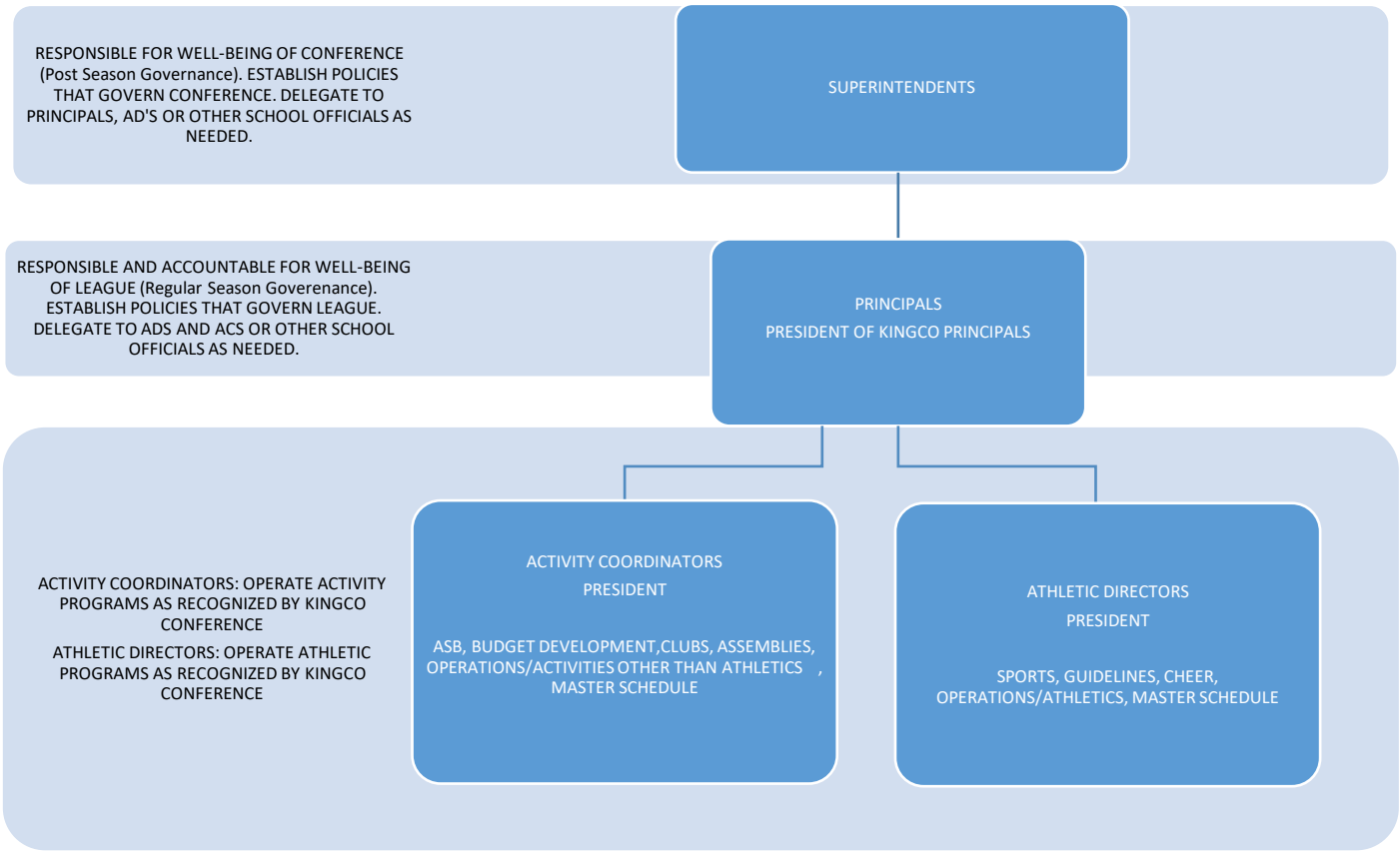
Application to broadcast KingCo League or playoff contests must be received seven (7) days prior to the contest. Extenuating circumstances will always be given consideration, BUT PRIOR APPROVAL MUST BE OBTAINED.

KINGCO TOURNAMENT CONTEST(S)

NAME OF EVENT: (Example: Football, Basketball, etc.)				
DATE AND SITE OF EVENT:				
HOST SCHOOL ATHLETIC DIRECTOR CONTACTED?	YES		NO	
AREA YOUR COMPANY SERVES:				
BROADCAST WILL BE:	Sponsored		Unsponsored	
IF SPONSORED, LIST ALL SPONSORS:				
WHAT SCHOOLS DOES YOUR COMPANY COVER REGULARLY?				
NAME AND TITLE OF CONTACTPERSON:				
PHONE AND EMAIL OF CONTACTPERSON	PHONE:		EMAIL:	
NUMBER OF CREW MEMBERS:				
APPLICATION PREPARED BY (NAME AND TITLE):				
PHONE AND EMAIL CONTACT FOR APPLICANT	PHONE:		EMAIL:	

For Official Use Only! TO BE COMPLETED BY KINGCO LEAGUE				
APPLICATION:	APPROVED:		NOT APPROVED:	
COMMENTS:				
SIGNED BY:				
TITLE:		DATE		

Appendix X: Internal Levels of KingCo as an Organization



Appendix Y: KINGCO AWARDS

Medals	2A	3A	4A	2A	3A	4A
Fall Season	**1,2,3 place each**	**1,2,3 place each**	**1,2,3 place each**	**Small KC medal**	**Small KC medal**	**Small KC medal**
Cross Country B	1	1	1	7	7	7
Cross Country G	1	1	1	7	7	7
Football	N/A	N/A	N/A	65	65	65
Golf, Boys	1	1	1	7	7	7
Soccer, Girls	N/A	N/A	N/A	22	22	22
Swim/D Girls	21	21	21	63	63	N/A
Slow-pitch	N/A	N/A	N/A	20	20	20
Tennis, Boys	3	3	3	12	12	12
Volleyball	N/A	N/A	N/A	14	14	14
total	**27 sets**	**27 sets**	**27 sets**	**217**	**217**	**154**

Medals	2A	3A	4A	2A	3A	4A
Winter Season	**1,2,3 place each**	**1,2,3 place each**	**1,2,3 place each**	**Small KC medal**	**Small KC medal**	**Small KC medal**
Basketball Boy	N/A	N/A	N/A	15	15	15
Basketball Girl	N/A	N/A	N/A	15	15	15
Girls Flag Football	N/A	N/A	N/A	20	20	20
Wrestling	14	14	14	20	20	20
Wrestling (Girls)	14			20		
Gymnastics	5	5	5	10	10	10
Swim/D Boys	21	21	21	63	63	N/A
Total	**54 sets**	**40 sets**	**40 sets**	**163**	**163**	**100**

Medals	2A	3A	4A	2A	3A	4A
Spring Season	**1,2,3 place each**	**1,2,3 place each**	**1,2,3 place each**	**Small KC medal**	**Small KC medal**	**Small KC medal**
Badminton	3	3	3	12	12	12
Baseball	N/A	N/A	N/A	20	20	20
Golf, Girls	1	1	1	7	7	7
Fastpitch	N/A	N/A	N/A	20	20	20
Soccer Boys	N/A	N/A	N/A	22	22	22
Tennis Girls	3	3	3	12	12	12
Track boys	30	30	30	40	40	40
Track girls	30	30	30	40	40	40
Ambilatory Track	**0**	**15**	**0**	**N/A**	**N/A**	**N/A**
Total	**67 sets**	**82 sets**	**67 sets**	**173**	**173**	**173**

Totals

Sets of 1-3 place medals	KingCo Medals	386 sets or 1,158 medals	1473 ind med

Appendix Z: KINGCO MEETING DATES FOR 2026-2027

Dates	Times	Locations
August 17 - w/ principals	9:00am - 11:00am	Lake Washington HS
August 20th Fall Coaches Meeting	7:00pm	Lake Washington HS
September 8	10:00am - 1:00pm	WISC - Bellevue
September 14 - SeaKing	10:00am - 1:00pm	WISC - Bellevue
October 5	10:00am - 1:00pm	ESC - East - Bellevue
October 19	10:00am - 1:00pm	ESC - East - Bellevue
November 2	10:00am - 1:00pm	WISC - Bellevue
November 12th Winter Coaches Meeting	7:00pm	Juanita HS
November 23	10:00am - 1:00pm	WISC - Bellevue
December 14	10:00am - 1:00pm	WISC - Bellevue
January 5	10:00am - 1:00pm	WISC - Bellevue
January 20	10:00am - 1:00pm	WISC - Bellevue
February 1	10:00am - 1:00pm	WISC - Bellevue
February 25th Spring Coaches Meeting	7:00pm	Bellevue HS
February 22	10:00am - 1:00pm	WISC - Bellevue
March 8	10:00am - 1:00pm	WISC - Bellevue
March 22	10:00am - 1:00pm	WISC - Bellevue
April 19	10:00am - 1:00pm	WISC - Bellevue
April 24th - 27th - WSSAAA		Kennewick, WA
May 3	10:00am - 1:00pm	ISD?
May 17	10:00am - 1:00pm	ISD?
June 1 - Retreat day 1	10:00am - 1:00pm	Leavenworth, WA
June 2 - Retreat day 2	10:00am - 1:00pm	Leavenworth, WA

Appendix AA: CONSTITUTION OF THE KINGCO ACTIVITIES COORDINATORS

This section of the handbook is being discussed – with a proposed plan to move the information to the appendices. A final vote on this section of the handbook will occur ahead of the beginning of the WIAA school year.