

SECTION VII OPERATING PROCEDURES

New York State Public High School Athletic Association

SECTION I APPEAL PROCEDURES

- Item 1 All cases of differences between member schools should be referred to their conference for decision. The conference should be guided by the Section VII Constitution and By-laws and the rules and regulations of the New York State Public High School Athletic Association (NYSPHSAA).
- Item 2 A member school may appeal the decision of the conference to the Section VII Appeal Committee. All appeals must be made in writing, signed by the chief school officer of the school(s) involved and submitted to the Section VII Executive Director. The Section VII Appeal Committee shall review evidence, may hear arguments, and shall have the power to affirm, reverse or modify the decision of the conference. In the case of new evidence the appeal will be returned to the conference level or the original committee that rendered the decision. (approved 1/14)
- Item 3 Appeals of the NYSPHSAA Handbook or any Section VII issue should be referred directly to the Section VII Appeal Committee. Such appeals must be made in writing, signed by the chief school officer of the school(s) involved and submitted to the Section VII Executive Director. Submission of film at a Section Appeal can only be presented for cases of misidentification of an athlete or coach. (approved 4/16)
- Prior to a sectional activity questions or protests of general eligibility will be heard by the Section VII Appeal Committee. Such appeals must follow the procedures outlined above. Due to time constraints the decision will be final with no right of formal appeal to another administrative body (approved 4/14)
- Questions or protests pertaining to the game/meet rules or the conduct of the game/meet during a sectional activity will be determined by the on-site Game Committee. The Sport Coordinator or Site Chairperson will established the Game Committee prior to the start of the activity. If a question or protest is presented the contest will stop and the question/protest along with the time/score will be recorded. At the conclusion of the sectional activity the Game Committee will review and render their decision. Due to time constraints the decision will be final with no right of formal appeal to another administrative body.(approved 4/14)
Note: Judgment calls of a game official during the section activity shall be final with no right of appeal.
(approved 4/14)

Item 4 The Section VII Appeal Committee shall consist of three voting members: Section VII Past President, one representative from the Champlain Valley Athletic Council (CVAC) and one representative from the Mountain Valley Athletic Council (MVAC). The Section VII Executive Director shall serve as chairperson of the Appeal Committee and will have no vote.

Item 5 A member school may appeal the decision of the Section VII Appeal Committee to the Section VII Executive Committee. Appeals of the Section VII Executive Committee may be made to the NYSPHSAA Appeal Panel if it meets requirements for appeal as outlined in the NYSPHSAA Handbook.

SECTION II ATHLETIC COUNCIL

Item 1 For the purpose of these by-laws, reference to member schools will include full and associate membership unless noted.

Item 2 Upon submission of a voucher, athletic council members will be eligible for compensation for travel to Athletic Council meetings.

Item 3 Any NYSPHSAA Executive or Central Committee member unable to attend an association meeting shall make the necessary arrangements for a proxy to attend.

Item 4 Electronic recording of any Section VII meeting must be approved prior to the start of the meeting.

Item 5 With conference approval, a proxy may be selected for an elected or appointed conference representative to the Athletic Council. This person should identify him/her self and who he/she will be representing prior to the start of the meeting. Athletic Council members not elected or appointed by a conference who are not able to attend or participate in an Athletic Council meeting can notify the Section VII Executive Director with the name of a selected proxy.

(approved 1/14)

For Section VII Standing Committees the President of Section VII has the authority to appoint a proxy for a committee member who is not able to attend or participate in the committee meeting. (approved 1/14)

Item 6 Every two years the Section VII President shall appoint a Nominating Committee who will be responsible for presenting a slate of officers at the spring meeting of the Athletic Council. Nominations from the floor can also be made at this meeting.

The Athletic Council will approve a two-year term for the positions of President, 1st Vice President, 2nd Vice President and Past President.

Item 7 Meetings of the Section VII Athletic Council or any committee thereof may be conducted by telephone, videoconferencing or any means of communication through which the participant may simultaneously communicate with each other during the meeting. Such participation should constitute personal presence at the meeting. The meeting must be called to order, attendance takes, date/time of meeting recorded and adjournment documented.

(approved 1/14)

SECTION III CLASSIFICATION

- Item 1 All member schools of Section VII will be classified by the approved NYSPHSAA structure.
- Item 2 Public Schools will be placed in the appropriate classifications according the procedure outlined in the NYPHSAA Handbook.
- Non-public and Charter schools will be subject to The Section Classification Committee who will annually review their sport specific classification.
- The Classification Committee will consist of the male and female MVAC and CVAC Representatives to the Section Athletic Council and the Section First Vice President who serves as chairperson.
- The committee will review information reported from the school and provide recommendations of sport specific classification to the Section Athletic Council for consideration.
- Information collected from the school includes but is not limited to conference and post season records from previous year(s), number and grade levels of returning athletes from last season, and number of athletes participating at JV and Modified levels.
- Item 3 A member school may request to move up in classification in any given sport. Requests for change must be made in writing, signed by the chief school officer, and received by the Section VII Executive Director six months prior to the start of the season in which the sport is conducted. Approval of change in classification in a sport will be effective for two consecutive seasons.

SECTION IV DUTIES AND PROCEDURES

- Item 1 Member schools must abide by all Regulations of the Commissioner of Education, the Eligibility Standards and By-laws of the NYSPHSAA, and the Constitution and By-laws of Section VII. A complete listing of the Commissioner of Education Regulations can be found on the New York State Education Department website. A complete listing of NYSPHSAA Eligibility Standards can be found in the NYSPHSAA Handbook or on their website.
- Item 2 **Section VII Procedures for Commissioner of Education Regulations:**
- Coaching Certification:** Member schools are responsible for complying with the coaching certification requirements outlined by the Commissioner of Education. Section VII will provide compensation to State Education Department certified instructors who teach the required coaching courses. Course offerings and compensation must be approved by the Section VII Executive Director.
- Duration of Competition/Extended Eligibility:** Member schools may request extended eligibility for a student that meets the requirements of the Commissioner of Education's Duration of Competition Regulation. Appeals

must be made in writing, signed by the chief school officer and submitted to the Section VII Executive Director for consideration by the Section VII Appeal Committee.

NOTE: Once the completed application has been received the student may participate in practice and scrimmages prior to the approval if all other NYSPHSAA eligibility standards have been met. Athletes are not permitted to compete in an interscholastic contest prior to approval.

Mixed Competition: The process of approval for Mixed Competition will follow the Regulations of the Commissioner of Education.

A school district approving a female to participate on a male team must report the information to their conference and the section.

A school district approving a male to participate on a female team must forward all pertinent information for consideration by the Section VII Appeal Committee. Request for approval must be made in writing, signed by the chief school officer, include the data collected and be submitted to the Section VII Executive Director.

Item 3

Section VII Procedures for NYSPHSAA Regulations and Eligibility Standards:

Combining of Athletic Teams: Details of procedure and applications may be obtained from the Section VII Executive Director.

Classification of a Combining of Teams involving Public Schools will be based on the current NYSPHSAA procedures outlined in the association Handbook.

Classification of Combining of Teams involving a Non-public or Charter school with a Public School will be subject to the Section Classification Committee:

The committee will consist of the male and female MVAC and CVAC Representatives to the Section Athletic Council and the Section First Vice President who serves as chairperson.

The committee will review information collected from the schools involved and provide a recommendation of classification to the Section Athletic Council.

Information collected from the schools includes but is not limited to conference and post season records from previous year(s), number and grade levels of returning athletes from last season, and number of athletes participating at JV and Modified levels.

Procedure for requesting a Combining of Teams:

School districts should make every effort to complete Steps 1-4 within the following time frame:

Fall Sports: May 15th of the previous school year

Winter Sports: 60 days prior to the winter practice date

Spring Sports: 60 days prior to the spring practice date

Emergency Combining of Teams may be considered outside the time frame but practice sessions after the season start date cannot be held until Steps 1-4 have been completed

Step 1: Merger approved by the Board Of Education of the schools involved

Exception: Mergers involving Non-Public and Public Schools are subject to the Section Classification Committee and requests for classification of these mergers may be submitted to the Section Athletic Office prior to school district approvals.

Step 2: Approval request submitted to the conference that combined team will be participate.

If combined team participates in a Section-Wide Sport both conferences must approve.

Step 3: Approval request submitted to the Section Athletic Council by the Conference Executive Secretary.

Step 4: Merger Applications from schools involved must be received by Section Athletic Office prior to any practices of the combined team.

Step 5: The Combined Team will be reported to NYSPHSAA Office.

(approved 6/15)

Member schools wishing to merge with a school located in another section must complete the approval process within Section VII.

Associate member schools that will be the host school for a merged team competing in Section VII must complete the approval process within Section VII. It is recommended that Athletic Directors of a previous Combined Team contact each other in a timely manner to inquire about the continuation of the Combined Team

Demergers should be reported to the Section VII Office prior to the first scheduled contest in that sport. The Section Office will notify the leagues, section sport coordinator and assignor. There will be no change in classification for a demerged program in that sport for that season

(approved 6/13)

Foreign Students: Member schools must annually report all Foreign Exchange and International Students registered in their district. The reporting form can be obtained from the Section VII Executive Director or the NYSPHSAA website.

Outside Agencies: Applications for outside agencies offering the use of their facilities or utilizing a school facility for competitions involving school based athletic programs should be submitted to the Section VII Executive Director. Approval may be granted if the conditions listed in the NYSPHSAA Handbook have been satisfied.

Penalties: A member school may appeal to gain relief from a prescribed penalty if the violation of eligibility standards resulted from circumstance out of the district's control. Such appeals will be reviewed by the Section VII Appeals Committee for a decision. Appeals must be made in writing, signed by the Chief School Officer and submitted to the Section VII Executive Director.

Senior All-Star Contests: Senior All-Star contests must be approved by the section and follow the rules and regulations of NYSPHSAA Eligibility Standards. Completed applications for the contest must be submitted to the Section VII Executive Director who will take the necessary steps for approval. Applications are available on the NYSPHSAA website or from the Section VII Executive Director.

Sportsmanship: The reporting procedure of disqualifications for unsportsmanlike conduct by an athlete or coach will be as follows:

- The incident is reported by the coach to the Athletic Director.
- The Athletic Director reports the incident to the Executive Secretary of the conference and to the school of the next scheduled contest.
- At the end of the season the conference Executive Secretary will report all disqualifications of unsportsmanlike conduct to the Section VII Executive Director.
- The reporting of unsportsmanlike conduct of an official will follow the procedures outlined in the Section VII/Official Organizations Contract.
- Forms for reporting unsportsmanlike conduct of an official are available in the contract.

Transfer Students: Member schools may request approval for a transfer student, without penalty, based on an undue hardship. The Section VII Transfer Committee will hear all requests for transfer approvals and will be guided by the Section VII Transfer Rule Policy. Application forms and a copy of the policy can be obtained from the Section VII Executive Director.

Note: Once the completed application has been received the student may participate in practice prior to the approval if all other NYSPHSAA eligibility standards have been met. Athletes are not permitted to compete in an interscholastic contest prior to approval. (revised 6/22)

Transfer Committee: The Section VII Transfer Committee shall consist of three voting members: one representative selected by the Champlain Valley Athletic Conference (CVAC), one representative selected by the Mountain and Valley Athletic Conference (MVAC) and one at-large member chosen by the Section VII Athletic Council. The Section VII Executive Director shall serve as a chairperson of the Transfer Committee and will have no vote. (approved 6/22)

Waiver of six competitions: To be eligible for sectional and post season competition a team must have completed in six scheduled contests held on six different dates. In individual sports an athlete must have competed in six contests held on six different dates.

The Section may request the NYSPHSAA to adjust the number of meets necessary for post season competition.

The Section VII Executive Director may waive the six competition requirement for individual athletes based on injury or illness. The member school is responsible for providing adequate documentation for the waiver request.

- Item 4 **Incomplete season contests:** If a team is unable to complete their regular season contests in a particular sport the issue will be referred to the league for determination of the procedure to be used for contests that have been played and for the remaining contests that have not been played. Leagues should consider the effects of their decision on the sectional seeding process in that sport.
(approved 6/10)

SECTION V OFFICIALS AND ASSIGNORS

- Item 1 Upon the recommendation from the official’s organization, the Athletic Council will approve the appointment of the assignor for that sport. Compensation and expenses incurred to execute the position will be equally shared by Section VII and the Officials Organization.
- Item 2 Member schools may request a non-preferred status for an official. The request must be made in writing, signed by the Chief School Officer and sent to the Section VII Executive Director. The Section VII Executive Director or his/her designee will direct the information to the appropriate assignor and/or sport coordinator.
Once a letter has been filed the following parameters will be in place:
- The official cannot be assigned to any contest involving that member school
 - The official cannot be assigned to any contest held at the facility of that member school
 - The request will remain in effect until further written communication is received from the Chief School Officer of that member school.
- NOTE:** The position of Section VII regarding the status of a non-preferred official is to implement the standard and will not solicit letters from member schools regarding this issue.

SECTION VI SECTIONAL AND POST SEASON CONTESTS

- Item 1 Planning of sectional activities shall be the responsibility of the appointed Section VII Coordinator of the sport and their committee. The final approval of the sectional schedule rests with the Executive Director. Change in procedures of sectional activities must be approved by the Section VII Athletic Council.
(updated 4/23)
- Item 2 For Section-Wide Sport Programs a committee comprised of the MVAC and CVAC Executive Secretaries and the Section VII Sport Coordinator will determine the division of competition for a merged team when the schools involved in the merger participate in different divisions.
- Item 3 If a team fails to complete their post season schedule once the seeding process in that sport has been completed the Section VII Executive Committee will review such incidents on a case by case basis with the ability to censor, impose sanctions or place on probation.
(updated 10/18)

The Chief School Officer of a district may appeal an imposed fine to the Section VII Executive Committee with entitlement of representation at the appeal hearing. (approved 6/12)

- Item 4 Admission shall be charged at all sectional contests where the facility enables a gate collection. The prices shall be:
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| Quarter and single semi final contests: | \$3.00 |
| Multiple semi final contests at one facility: | \$5.00 |
| Final contests: | \$6.00 |
| Final contests at sites w/ admission fee: | \$7.00 |
| Regional contests: | \$8.00 (approved 6/21) |
- Item 5 Participants in a sectional, regional or NYSPHSAA contest must be under the supervision of school appointed coaching personnel or their designee. Section VII Sport Committees in individual sports have the option for athletes to participate in a section uniform at the NYSPHSAA Championships as long as there is no cost to the students, school or section. (updated 6/21)
- Item 6 To be eligible for sectional and post season competition a **full member** school must follow the approved conference schedule in all JV and Varsity level programs the school provides as part of their interscholastic athletic program. To be eligible for sectional and post season competition an **associate member school** must follow the approved conference schedule at the JV and Varsity level for the sport(s) of participate in Section VII.
- Item 7 To be eligible to participate in interscholastic competition member schools must complete all workshop mandated by the NYSPHSAA.
- Item 8 Section VII will provide reimbursement for teams participating in regional and NYSPHSAA competitions based on the information presented in the Regional and State Reimbursement Form. Applications and information can be obtained from the Section VII Executive Director.