
2019-2020 PIAA

POLICIES

AND

PROCEDURES

PIAA POLICIES AND PROCEDURES

PIAA BOARD OF DIRECTORS AND DISTRICT COMMITTEES

Code of Ethics for PIAA Board of Directors	3
Conflict of Interest Policy.....	4
Conflict of Interest Statement.....	5
Open Meetings Policy	6
PIAA Board of Directors' Committees, Advisory Committees, and Steering Committees.....	8
Policy for Election and Replacement of Officers.....	13
Protocol for Approving and Implementing Changes to the By-Laws, Policies and Procedures, and/or Rules and Regulations of PIAA	14
PIAA Board of Directors' Meeting Protocols	14
Policy Regarding PIAA-Appointment of Chairmen of District Committees as District Championship Contest Managers and Appointment of their Relatives to Serve as Event Personnel	15
Policy Regarding PIAA-Appointment of Members of Board of Directors as Inter-District Championship Contest Managers and Appointment of their Relatives to Serve as Event Personnel.....	15
Policy Regarding Annual Report of PIAA Board of Directors to Member Schools	15
Policy Regarding Investigators	15
District Accountability Policy	16

PROCEDURAL STANDARDS FOR HEARINGS

Procedural Standards for:	
Regional Panels and District Committees.....	19
Appeal Hearings.....	27
Discipline of PIAA-Registered Sports Officials.....	35
Policy Regarding Review of Video Media of Contests.....	41

PIAA-REGISTERED CONTEST OFFICIALS

Assignment of Contest Officials Policy	45
--	----

ASSIGNMENTS OF OFFICIALS

Policy for Assigning:	
Regular Season Contest Officials/Assignor(s).....	45
District Championship Contest Officials.....	46
Inter-District Championship Contest Officials	46
Absence or Withdrawal of Official at Contest.....	47

FEES:

Policy Regarding Regular Season Contest Officials' Fees	47
Contract Disputes.....	48

EVALUATION OF OFFICIALS:

Policy Regarding Evaluation of Regular Season, District Championship, and Inter-District Championship Contest Officials:	
Evaluation of Regular Season Contest Officials	48
Evaluation of PIAA District Championship Contest Officials.....	48
Evaluation of PIAA-Assigned Inter-District Championship Contest Officials	49
Nondiscrimination Policy on the Evaluation of Contest Officials.....	49
Procedure for Addressing Concerns of Sports Officials Regarding Assignments and Evaluations	49
Policy Regarding Member School Supervision of PIAA-Registered Sports Officials Engaged to Officiate Contests	50

FINANCES

Policy Regarding:	
Standardization of Reporting Procedures and Centralization of Accounting.....	55
Maintaining a District-Wide Banking Relationship and Disbursing Payments by Check at District Championship Contests.....	55
Maintaining a Statewide Banking Relationship and Disbursing Payments by Check at Inter-District Championship Contests	55
Inter-District Championship Contests Policy Requiring the Submission of IRS 1099 Information and Adherence to Schedules of Honoraria.....	55

PURCHASES:

Purchases:

- Subject to Request for Quotation (RFQ) 56
- Budgeted 56
- Not Budgeted 57

Policy Regarding:

- Budgetary Reserve 57
- Budgetary Transfers..... 57
- PIAA Miscellaneous Expenditures 58
- Purchases for Members of the PIAA Board of Directors 58

REIMBURSEMENT POLICIES:

- Policy Regarding Reimbursement for PIAA-Business Related Expenses..... 58
- National Federation of State High School Associations (NFHS)
 - Annual Summer Meeting Attendance and Reimbursement Policy 58
- Reimbursement Policy Regarding Member Schools Participating in PIAA Inter-District:
 - Football Championships..... 59
 - Wrestling Regions 59
 - Wrestling Championships 59
 - Basketball Championships..... 59

PERSONNEL

- Policy Concerning the Annual Evaluation of the Executive Director and Other Administrative and Support Staff 63
- PIAA Internship 63
- Policy Regarding Anonymous Calls, E-Mails, and Letters..... 64
- Advice by PIAA Regarding Eligibility Issues 64
- Policy Regarding E-Mail Responses..... 64

RECORDS

Policy Regarding:

- Disclosure of Records 67
- Retention of Records 70

PIAA DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIPS

- General Control of Inter-District Championship Contests 75
- Selection of Inter-District Championship Contestants and/or Teams 75
- Inter-District Championships Student Admission Policy 75
- Inter-District Championship Contest Awards 75
- Use of Drones Policy..... 76
- District and/or Inter-District Championship Contests Weapons and Inspection Policy 76
- Policy and Procedure Concerning Scheduling of PIAA District and/or Inter-District Championship Contests and Religious Observances 77
- Policy Relating to Inclement Weather During District and/or Inter-District Championship Tournaments 78
- Policy Regarding Spectator Decorum: Indoor Events 78
- Policy Regarding Spectator Decorum: Outdoor Events..... 79
- Policy Regarding Throwing of Objects onto Competition Surfaces at Inter-District Championship Contests 79
- Postgame Policy Regarding Spectators Entering the Competition Surface and Players/Coaches Entering Spectator seating Area..... 79
- Policy Regarding District and/or Inter-District Championship Post-Contest Interviews of Coaches and Team Personnel 79
- Policy Regarding Interrupted PIAA District and/or Inter-District Championship Contest..... 79
- Policy Regarding Coach(es) and/or Contestant(s) Disqualified From PIAA Inter-District Championship (Final) Contest for Unsportsmanlike Conduct or Flagrant Misconduct 80
- Incidents Arising During Inter-District Championship Contests and Other Matters Delegated to the Executive Director 80
- Restriction on Cheerleading Activities at District and/or Inter-District Championship Contests 83
- Policy Relating to Pep Bands Performing at Outdoor PIAA District and/or Inter-District Championship Contests 83

Policy Relating to Naming Rights and Corporate Sponsorship of Tournaments, Contests, Etc.	84
PIAA Inter-District Individual Championships and Regional Policies and Procedures	85
PIAA Inter-District Team Championships and Regional Policies and Procedures	85
Merchandising	88
Public Address Protocol	88

QUALIFICATION FOR POSTSEASON PARTICIPATION:

Policy Concerning Qualification for Postseason Competition of Individual Students From Schools That Do Not Sponsor a Team During the Regular Season	89
Policy for Determining Number of Member Senior High Schools Sponsoring a Sport Before PIAA Board of Directors Considers Establishing or Discontinuing an Inter-District Championship in that Sport	89
Policy for Determining Number of Entries (Qualifiers) to PIAA Inter-District Championships in the Sports of Baseball, Basketball, Cross Country, Field Hockey, Football, Golf, Lacrosse, Soccer, Softball, Swimming and Diving, Tennis, Track and Field, Volleyball, and Wrestling	89

CROSS COUNTRY SPECIFIC POLICIES:

Policy Regarding Picture-Based Finishing/Timing Systems at Cross Country Events	90
---	----

FOOTBALL SPECIFIC POLICIES:

Policy to Prohibit More than Three (3) Days of Physical Contact per Calendar Week	90
Policy Restricting the Performance of Schools' Bands at Regular Season Football Contests and at PIAA District and Inter-District Football Championship Contests	90
Complimentary Admission Policy for PIAA Inter-District Football Championships	90

COMPETITIVE SPIRIT SPECIFIC POLICIES:

Divisions in Competitive Spirit	91
Policy for Determining Number of Entries to PIAA Competitive Spirit Championships	91

SWIMMING AND DIVING SPECIFIC POLICY:

Policy Prohibiting Deck Dressing/Changing	91
---	----

BASKETBALL SPECIFIC POLICIES:

Complimentary Admission Policy for PIAA Inter-District Basketball Championships	91
Home Team will Supply the Game Ball During Inter-District Basketball Playoff Contests	92

SITE SELECTIONS

Inter-District Championship (Final) Contest Sites Subject to Request for Proposal (RFP)	95
Policy Regarding Criteria to be Utilized in Considering Selection of Sites for District and/or Inter-District Championship Contests	95
Policy Regarding Criteria to be Utilized in Determining First, Quarterfinal, and Semi-Final Round Inter-District Championship Contest Sites in the Sport of Football	96
Policy Regarding Criteria to be Utilized in Determining Preliminary Round Inter-District Championship Contest Sites in the Sport of Team Wrestling	96
Policy Regarding Criteria to be Utilized in Determining First Round Inter-District Championship Contest Sites in the Sports of Baseball, Basketball, Field Hockey, Lacrosse, Soccer, Softball, Tennis (Team), Girls' Volleyball, and Wrestling (Team)	96
Policy Regarding Criteria to be Utilized in Determining Second, Quarterfinal, and Semi-Final Round Inter-District Championship Contest Sites in the Sports of Baseball, Basketball, Field Hockey, Lacrosse, Soccer, and Softball	97

MEDIA

Policy Regarding:	
Media of Communication Access to Inter-District Championship Contests	101
Media Credentials for Websites	101
Restrictive Advertising and Commentary by Broadcasting and Cablecasting/Telecasting Media	101
General Radio Broadcasting, Webcasting (Audio Streaming), and/or Real-Time Web Publishing Policies	102
Live and Delayed Radio Broadcasting, Webcasting (Audio Streaming), and/or Real-Time Web Publishing Policies	102
PIAA Baseball, Basketball, Field Hockey, Football, Lacrosse, Soccer, Softball, Inter-District Region Wrestling, and Team and Individual Wrestling Championships Minimum Delayed Radio Broadcasting and/or Webcasting (Audio Streaming) Rights Fees	102

MEDIA (Continued)

General Cablecasting/Telecasting and/or Webcasting (Video Streaming) Policies 103
Live Cablecasting/Telecasting and/or Webcasting (Video Streaming) Policies 103
Delayed Cablecasting/Telecasting and/or Webcasting (Video Streaming) Policies..... 103
PIAA Baseball, Basketball, Field Hockey, Football, Lacrosse, Soccer, Softball, Inter-District
Region Wrestling, and Team and individual Wrestling Championships Minimum
Delayed Cablecasting/Telecasting and/or Webcasting (Video Streaming) Rights Fees 104
Policies Regarding Cablecasting/Telecasting, Filming, Photographing,
Videotaping, and/or Webcasting (Video Streaming) 104
Request for Proposal (RFP) to Cablecast or Telecast, and/or Video Streaming the PIAA
Championships (Finals) 106

ENROLLMENT CLASSIFICATIONS

Designation of Enrollment Classifications 109
Policy for Determining Number of Member Senior High Schools in Each Enrollment Classification 109
Policy for Change in Numbers of Qualifiers, Brackets (Pairings) 110
Corrections to School’s Enrollment Report 110
Correction of Enrollment Report Errors..... 110
Voluntary Increase in Enrollment Classification 110

STUDENT-ATHLETES AND PIAA MEMBER SCHOOLS

Policy Regarding Confidentiality of Information Relating to Student-Athletes,
Member Schools, Sports Officials, and Other Adults 113
Equal Opportunity and Treatment Policy 115
Transgender Policy 116
Adherence to and Enforcement of PIAA Constitution and/or By-Laws..... 116
PIAA Philosophy 116
PIAA Position Regarding Competition Standards Relative to
Girls Playing on Boys’ Teams or Boys Playing on Girls’ Teams..... 116
Policy Regarding Minimizing Loss of Instructional Time..... 116
Policy Regarding Member School Supervision of PIAA-Registered Sports
Officials Engaged to Officiate Contests 116
Restriction on Use of Tobacco Products..... 117
Religious Headwear Guidelines Policy 117
Accommodations of Religious Observances 117
Requests for Accommodations Due to Disabilities 117
Member School Request for Student-Athlete to use a Motorized Cart in the Sport of Golf Form 119
Member School Request for Student-Athlete to Modify Equipment of Uniform Form 121
Policy Regarding the Regular Season Participation of Wheelchair Athletes
in the Sport of Outdoor Track and Field..... 123
Procedures During Strikes 125
Policy To Adjust Winter Sports Starting Date 126

UNIFORMS

Restriction on Advertisement or Sponsors Names on Uniforms
and/or Warm-Up Apparel 129
Policy Regarding the Wearing of an American Flag and Either a
Commemorative Patch or a Memorial Insignia on Contest Jersey/Shirt/Top 129
Policy For Charity Event Requests Made to the PIAA Office 129
Policy Regarding the Use of Eye Shade 129

PIAA TRADEMARKS POLICY

PIAA Trademarks Policy 133
Registered Trademarks..... 133

PIAA BOARD OF DIRECTORS AND DISTRICT COMMITTEES

CODE OF ETHICS FOR PIAA BOARD OF DIRECTORS

As a member of the PIAA Board of Directors, I recognize that I have an obligation:

1. To organize, develop, and direct interscholastic athletic competition by and between PIAA member schools which will promote, protect, and conserve the health and physical welfare of all participants.
2. To formulate and maintain policies that will safeguard the educational values of interscholastic athletics and cultivate the high ideals of good sportsmanship.
3. To promote uniformity of standards in interscholastic athletic competition.

In view of the foregoing considerations, it shall be my constant endeavor:

1. To devote time, thought, and study to the duties and responsibilities of a board member so that I may render effective and creditable service.
2. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
3. To base my personal vote upon all available facts in each situation; to vote my honest conviction in every case, not swayed by partisan bias of any kind; and thereafter, to abide by and uphold the final decisions of the PIAA Board of Directors.
4. To remember, at all times, that, as an individual, I have no authority to bind or commit PIAA to any relationship or agreement or to represent to the media that I speak on behalf of the organization.
5. To resist every temptation and outside pressure to use my position as a member of the PIAA Board of Directors to benefit either myself or any other individual or agency apart from the total interest of PIAA.
6. To recognize that it is as important for the PIAA Board of Directors to understand and evaluate the educational values of interscholastic athletics as it is to plan for the business of PIAA operations.
7. To bear in mind that the primary function of the PIAA Board of Directors is to establish the policies by which interscholastic athletics is to be administered, but that the administration of interscholastic athletics and the conduct of PIAA day-to-day business is the responsibility of the employed Administrative Staff.
8. To welcome and encourage active cooperation by constituents and the media of communication with respect to establishing policy on current PIAA operations and proposed future developments.
9. To support the National Federation of State High School Associations (NFHS).
10. Finally, to strive toward creating conditions for the most effective PIAA Board of Directors' service to my constituents, in a spirit of teamwork and devotion to the educational values of interscholastic athletics as the greatest instrument for the preservation and perpetuation of our respective democracy.

CONFLICT OF INTEREST POLICY

The PIAA Board of Directors requires that each person serving as a member of the Board of Directors, a District Committee, employee, or an agent of PIAA (collectively, "Covered Persons"), perform their duties without influence or the appearance of influence by any other business or financial interest of such person. Each Covered Person must comply with the letter and spirit of this Policy.

No code or policy can anticipate every situation that may arise or replace the thoughtful behavior of an ethical director, officer, or employee. Covered Persons are encouraged to bring questions about particular circumstances that may implicate one or more of the provisions of this code to the attention of the President of PIAA or the PIAA Executive Director.

Potential conflicts of interest include, but are not limited to, a person's direct financial interest in a company or product which could be affected by a decision of the PIAA Board of Directors or a District Committee on which the person serves. PIAA is not critical of such interests. It merely requests that persons disqualify themselves from PIAA decisions on matters relating to such interests.

A. Conflict of Interest

Each Covered Person must avoid any conflict of interest between that person and PIAA unless the relationship is approved in advance by the Board of Directors. If a Covered Person should develop or have a conflict of interest, such person shall (1) immediately identify the conflict in writing to the President of PIAA or the District Chairman, as applicable; and (2) remove themselves from any decision involving the Covered Person or a firm or company with which the Covered Person is affiliated. A "conflict of interest" can occur when:

- A Covered Person's personal or representative interest is adverse to, or may appear to be adverse to, the interests of PIAA.
- A Covered Person or a member of his or her immediate family receives improper personal benefits as a result of his or her position as an employee of PIAA.

Some of the more common conflicts are listed below:

- Relationship of PIAA with third-parties

A Covered Person may not receive a material personal benefit from a person or firm which is seeking to do business or to retain business with PIAA unless approved by the Board of Directors or the PIAA Executive Director.

- Compensation from non-PIAA sources

Covered Persons may not accept compensation for services performed for PIAA from sources other than PIAA.

- Gifts

Covered Persons may not offer, give or receive gifts from persons or entities who deal with PIAA in those cases where any such gift is being made to influence the Covered Person's actions or decisions, or where acceptance of the gifts could create the appearance of a conflict of interest. A gift, meal, or entertainment valued at more than \$100 would be presumed to create the appearance of a conflict of interest.

- Personal use of PIAA assets

Covered Persons may not use PIAA assets, labor, or information for personal use unless approved by the Board of Directors in advance.

B. Corporate Opportunities

Covered Persons are prohibited from:

1. Taking for themselves or third parties with which they are affiliated, opportunities that are discovered through the use of PIAA property or information or their position as a director, officer, or employee;
2. Using PIAA property or information for personal gain; or
3. Competing with PIAA for business opportunities. However, if PIAA's disinterested directors determine that PIAA will not pursue an opportunity that relates to PIAA's business, then a Covered Person may do so.

C. Encouraging the Reporting of any Illegal or Unethical Behavior

Covered Persons must promote ethical behavior and take steps to ensure that PIAA:

1. Encourages employees to talk to supervisors, managers, and other appropriate personnel when in doubt about the best course of action in a particular situation.
2. Encourages employees to report violations of laws, rules, regulations, or PIAA's Policy to appropriate personnel.
3. Informs employees that PIAA will not allow retaliation for reports made in good faith.

D. Compliance Standards

In case of doubt about the existence of a conflict, a Covered Person should submit the question and the relevant facts to the President of PIAA or the District Chairman, as applicable, for a decision.

Covered Persons must communicate any suspected violations of this Policy promptly to the Board of Directors. Violations will be investigated by the Board or by persons designated by the Board, and appropriate action will be taken in the event any violations of the Policy are confirmed.

E. Waiver of Policy

Any waiver of this Policy must be made by the Board of Directors.

PIAA CONFLICT OF INTEREST STATEMENT

The PIAA Board of Directors requires that each person serving as a Board member or employee of PIAA performs his or her duties without influence or the appearance of influence by any other business or financial interest.

Potential conflicts of interest include, but are not limited to, a person's direct financial or close personal interest in a company or product which could be affected by a decision of a committee on which the person serves. An interest in a sport camp, sporting goods manufacturer, or insurance company holds potential for a conflict.

PIAA is not critical of such interests. It merely requests that persons disqualify themselves from service to the PIAA on matters relating to such interests.

If a member of the Board of Directors or any employee of PIAA should have or develop a conflict of interest, such person shall:

1. Immediately identify the conflict in writing to the President and/or Executive Director; and

2. Remove himself or herself from any discussion or decisions involving the matter in conflict.

In case of doubt about the existence of a conflict, the question and the relevant facts should be submitted to the President and/or Executive Director for a decision.

I have read the above and agree to comply:

(Signature) _____ (Date)

(Representing)

OPEN MEETINGS POLICY

Purpose To increase member school and public awareness of and input to PIAA governance functions, by clarifying criteria and procedures for member school and public access to PIAA Board of Directors' meetings.

Open Meetings Meetings of the PIAA Board of Directors and its committees shall be open, except where closed as set forth in this policy. "Meetings" as used in this policy includes prearranged gatherings of the Board of Directors or its committees, attended by a quorum of members, at which official action on PIAA business is to be considered or taken. "Meetings" does not include training sessions, ceremonial functions, or other informal gatherings not convened for the purpose of considering or taking official action on PIAA business.

Notice Notice of the date, time and place of all open meetings of the Board of Directors and its committees shall be made available through:

- the PIAA Calendar and
- posting on the PIAA Web site at www.piaa.org.

Regular Meetings Notice of all regularly scheduled meetings shall be provided at least three (3) calendar days prior to the time of the meeting. It is not necessary to provide additional separate notice for meetings taking place in accordance with a master schedule which has been publicized annually or at other intervals using the means listed above.

Special Meetings Notice of any special meetings shall be given at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall not be necessary when a special meeting is called to deal with a real or potential emergency involving immediate risk to life, property, the legal or financial interests of PIAA, or other matters requiring immediate action by the Board of Directors or one of its committees.

Special meetings can be called by the President or by request of a majority of the members of the Board of Directors.

The committee chairperson or a majority of the designated committee members can call committee meetings.

Minutes The Board of Directors shall cause to be made, and shall retain as a permanent record of the organization, minutes of all open meetings of the Board of Directors. The minutes shall summarize the substance of all official

action taken by the Board of Directors, and shall be approved at the next succeeding meeting of the Board of Directors.

Publication of Minutes

The approved minutes shall be made available to the member schools upon request, and a list of the actions taken shall be published on the PIAA Web site at www.piaa.org.

Executive Sessions

The Board of Directors and its committees may meet in executive session before, during, or at the conclusion of an open meeting, or at other times, at the call of the presiding officer or upon motion approved by a majority of the members. Executive sessions may be convened for the purpose of discussing or considering any of the following matters:

- a. labor relations and other employment issues relating to PIAA employees, officials or appointees, whether paid or unpaid;
- b. purchase or lease of real estate;
- c. pending or potential litigation and other legal issues;
- d. adjudicative functions, including hearings and appeals;
- e. other matters which should be discussed or conducted in private in order to protect individual privacy interests, to preserve a lawful privilege or confidentiality, or to avoid harm to the legal or financial interests of PIAA.

The presiding officer shall announce, at the open meeting preceding or following the executive session, which of the foregoing categories of matters was the reason for which the executive session was called.

Official action based on discussions held in executive session shall be taken at an open meeting, except with respect to situations in which taking action at an open meeting would result in the disclosure of information protected by individual privacy, lawful privilege or confidentiality, or would cause harm to PIAA legal or financial interests.

Member School and Public Participation

In recognition of the value to the organization of member school and public comment on issues affecting the Board of Directors' responsibility for interscholastic athletic competition, the Board of Directors shall provide an opportunity for attendees to comment on matters before the Board of Directors, prior to official action by the Board of Directors. Member school representatives shall be given priority in the scheduling of open discussion time periods.

Comments by representatives of member schools and the public attending meetings shall be made at the beginning of each meeting and shall be limited in time to no more than three minutes per individual, unless, upon advance written request, the presiding officer permits a longer presentation in special circumstances. The individual time limit may be further shortened to accommodate larger numbers of persons wishing to speak.

The portion of the meeting devoted to comment shall not exceed thirty (30) minutes, unless extended by the Board of Directors for special reasons.

Agenda

Attendees at an open meeting shall have access to a copy of the meeting agenda and attachments, except agenda attachments relative to labor relations and other employment issues relating to PIAA employees, officials, or appointees, whether paid or unpaid; purchase or lease of real estate;

pending or potential litigation and other legal issues; adjudicative functions, including hearings and appeals; and other matters which should be discussed or conducted in private to protect individual privacy interests, to preserve a lawful privilege or confidentiality, or to avoid harm to the legal or financial interests of PIAA.

Recording Devices

Persons attending open meetings may use audio and video recording devices so long as such use does not disrupt or interfere with the proceedings or the ability of any other attendee to observe, enter or exit the proceedings, and does not otherwise create a risk or injury to persons or property. Persons using such devices do so at their own risk and shall be solely responsible for the consequences of such use. PIAA has no responsibility for the content of any recording or the subsequent use of such contents.

Adjournment

The Board of Directors may, at any time, recess or adjourn a meeting to a specified time, date or place upon the vote of a majority of those present.

Notice of a rescheduled meeting shall be given as provided in this policy.

**PIAA BOARD OF DIRECTORS' COMMITTEES, ADVISORY COMMITTEES,
AND STEERING COMMITTEES**

The PIAA Board of Directors has established various Board of Directors' Committees; Advisory Committees, organized by constituency or according to subject matter; and Steering Committees, organized by constituency or with reference to particular sports in which PIAA member schools participate.

All of these committees are standing committees.

I. Board of Directors' Committees

The PIAA Board of Directors has established the following committees composed of members of the Board of Directors:

- | | |
|------------------------------|---------------------------------|
| 1. Executive Committee | 5. Nominating Committee |
| 2. Budget Committee | 6. Policy Review Committee |
| 3. Compliance Committee | 7. Strategic Planning Committee |
| 4. Human Resources Committee | |

Executive Committee

The PIAA Board of Directors has established the Executive Committee pursuant to authority contained in the Pennsylvania Nonprofit Corporation Law ("NPCL") and has granted the Executive Committee all power and authority permitted of it by the NPCL.

The Executive Committee consists of those persons who, as of any given time, occupy the positions of President, Vice President, and Treasurer of PIAA.

The principal purpose of the Executive Committee is to review and approve proposed agendas for Board of Directors' meetings as prepared by the Executive Director, or the Executive Director's designee, from requests received from District Chairmen and member schools, and such other items as the Executive Director believes are appropriate for the information or consideration of the Board of Directors. The Executive Committee is also to be available for consultation with the Executive Director as considered appropriate by any member of the Executive Committee or the Executive Director. The Executive Committee may also act for the Board of Directors as to matters normally within the scope of the authority of the Board of Directors (except as restricted by statute) when the interests of PIAA warrant action before the next meeting of the Board of Directors. Minutes of any such action shall be distributed to all members of the Board of Directors immediately following that meeting of the Executive Committee.

The Executive Committee shall meet prior to each regular Board of Directors meeting, sufficiently in advance of such meeting to permit finalization and distribution of the agenda for receipt by members of the Board of Directors and selected others prior to the meeting. The President, in consultation with the Executive Director, may call additional meetings of the Executive Committee.

Should a member of any committee not be able to attend a meeting of that committee, that member may designate a substitute from that person's PIAA Advisory or Steering Committee or District to attend, participate and vote on all matters coming before that committee at that meeting. Should no person be so designated, the District Chairman for that PIAA District or Executive Director may appoint a substitute for that meeting. The designated substitute shall not be required to meet any criteria for membership on said committee that might otherwise exist. Notice of appointment of a substitute shall be effective upon written or oral notice by the committee member or District Chairman to the PIAA Executive Director, shall be effective at the start of the meeting and shall end upon adjournment of the meeting. This paragraph shall not apply to the PIAA Executive Committee, the members of which may not designate a substitute unless such appointment is unanimously approved by the other members of the Executive Committee.

Unless otherwise specified in this Policy, the chairs of each of the identified committees shall be appointed by the PIAA President and shall serve at the pleasure of the President.

Budget Committee

The purpose of the Budget Committee is to review the draft of the Operating Activities Budget and Cash Flows Budget as prepared by the Administrative Staff, and to meet with the Administrative Staff to review that draft for the purpose of preparing a recommendation to the Board of Directors relative to adoption of those budgets. The Budget Committee shall also respond to such requests, recommendations, and changes in those budgets as the Board of Directors may direct.

Each member of the Executive Committee is ex officio a member of the Budget Committee. The Treasurer shall serve as Chairman. Every even year, the President shall appoint, as additional members of the Budget Committee, rotating persons representing the even-numbered or odd-numbered Districts, together with such other members of the Board of Directors as the President may consider appropriate for that year.

The Budget Committee shall meet at the call of the President in consultation with the Treasurer and Executive Director.

Compliance Committee

The purpose of the Compliance Committee is to review PIAA's Constitution, By-Laws, Policies and Procedures, Rules and Regulations, and general practices to ensure that PIAA is in compliance with applicable state and federal laws.

The Compliance Committee is appointed by the President and shall meet at the call of the President in consultation with the Chairman of the Committee and the Executive Director.

Human Resources Committee

The purpose of the Human Resources Committee is to review the Administrative and Support Staff needs of PIAA, the PIAA Employee Handbook, and the salaries, wages and benefits of the respective Administrative and Support Staffs. Recommendations relative to increases and decreases in the number of Administrators and/or Support Staff and changes to the PIAA Employee Handbook shall be submitted to the Board of Directors for its consideration. Recommendations relative to salaries and wages of the respective Administrative and Support Staffs shall be submitted to the Budget Committee for its consideration.

Each member of the Executive Committee is ex officio a member of the Human Resources Committee. The Vice President shall serve as Chairman. Every even year the President shall appoint, as additional

members of the Human Resources Committee, rotating persons representing the even-numbered or odd-numbered Districts, together with such other members of the Board of Directors, as the President may consider appropriate for that year.

The Human Resources Committee shall meet at the call of the President in consultation with the Vice President and Executive Director.

Nominating Committee

The purpose of the Nominating Committee is to solicit from among the elected District Committee Representatives those persons who desire to occupy the positions of President, Vice President, and Treasurer of PIAA.

The Pennsylvania Association of Secondary School Principals (PASSP) Representative shall serve as Chairman. The Nominating Committee consists of members of the Board of Directors representing the Pennsylvania School Boards Association (PSBA), Pennsylvania Association of School Administrators (PASA), and Pennsylvania State Athletic Directors Association (PSADA).

The Nominating Committee shall meet not less often than annually after the March meeting of the Board of Directors, and at such other times as may be determined by the Chairman of the Committee in consultation with the Executive Director.

Policy Review Committee

The purpose of the Policy Review Committee is to review proposed new Board of Directors' policies, and make recommendations to the Board of Directors with regard to Board of Directors' policies.

The Policy Review Committee is appointed by the President and shall meet at the call of the President in consultation with the Chairman of the Committee and the Executive Director.

Strategic Planning Committee

The purpose of the Strategic Planning Committee is to review the functions of PIAA in the areas of finance, operations, and programs; and to plan a course of action for the future of PIAA that will ensure financial security, maintain successful operations, and enhance program offerings.

Each member of the Executive Committee is ex officio a member of the Strategic Planning Committee. The Strategic Planning Committee consists of the elected District Committee Representatives.

The Strategic Planning Committee shall meet not less often than every other even-numbered year at the call of the President in consultation with the Executive Director.

II. Advisory Committees

The following Advisory Committees have been established:

1. Coaches' Advisory Committee
2. Committee on Gender and Minority Equity
3. Media Advisory Committee
4. Parents' Advisory Committee
5. Sports Medicine Advisory Committee

Coaches' Advisory Committee

The purpose of the Coaches' Advisory Committee is to maintain open lines of communication between PIAA and representatives of each of the statewide high school sport specific Coaches associations, with regard to recruiting and retaining qualified Coaches, Coaching opportunities for women and members of minority groups and Coaches education programs.

Membership of this committee shall consist of the President, or the President's designee, of each of the statewide high school sport specific Coaches associations.

The committee shall meet three times each year, in conjunction with the fall, winter, and spring sports steering committees, and at such other times as may be determined by the Executive Director.

Committee on Gender and Minority Equity

The purpose of the PIAA Committee on Gender and Minority Equity is to increase opportunities for women and members of minority groups for involvement in the various aspects of interscholastic athletics.

PIAA will act directly in those areas under its control, including the registration of sports officials and the retention of Contest management and administrative personnel, and will act in a recommendatory capacity as to those persons and positions under the control of PIAA member schools, such as student-athletes, Coaches, and athletic administrators.

The PIAA Board of Directors, in consultation with the Chairmen of the PIAA District Committees, shall select the members of the committee.

The committee shall meet at the call of the Executive Director.

Media Advisory Committee:

The purpose of the PIAA Media Advisory Committee is to maintain open lines of communication between PIAA and the sports departments of cable television systems, broadcast television stations, radio stations, and newspapers and magazines with regard to cablecasting and/or telecasting, radio broadcasting and print media coverage of Inter-District Championship Contests, and the coverage of such events for sports news purposes.

Membership on this committee shall be as selected by the PIAA Board of Directors in consultation with the Pennsylvania Cable and Telecommunications Association, the Pennsylvania Association of Broadcasters, Pennsylvania Newspapers Publishers' Association, and representatives of sports departments of newspapers, respectively.

The committee shall meet not less often than annually, at the PIAA Summer Workshop, and at such other times as may be determined by the Executive Director.

Parents' Advisory Committee

The purpose of the Parents' Advisory Committee is to maintain open lines of communication between PIAA and representatives of parent organizations that are directly involved with student activities at PIAA member schools.

The Chairman of each PIAA District shall appoint a male and a female representative of a parent organization that is directly involved with student activities at a PIAA member school under the jurisdiction of that District Committee.

The committee shall meet not less often than each even-numbered year, at the PIAA Summer Workshop, and at such other times as may be determined by the Executive Director.

Sports Medicine Advisory Committee

The purpose of the PIAA Sports Medicine Advisory Committee is to promote the health and safety of interscholastic athletes by providing medical advise to the PIAA Board of Directors, encouraging continuing education (in-service) programs for physicians, certified athletic trainers, and others who contribute to the sports medicine effort at the interscholastic level, promoting more effective working relationships among all persons associated with interscholastic athletics, and providing, upon request, site coverage at PIAA Inter-District Championship Contests.

Membership on this committee shall include, but not be limited to, physicians, certified athletic trainers, other health professionals, and athletic administrators.

Members of the committee shall be selected by the PIAA Board of Directors in consultation with the Chairmen of the PIAA District Committees, recognized organizations of health professionals, and existing members of the committee.

The committee shall meet not less often than annually, prior to the March meeting of the PIAA Board of Directors, and at such other times as may be determined by the Executive Director.

Guidelines and other statements recommended by the Sports Medicine Advisory Committee and approved by the PIAA Board of Directors shall be included in the PIAA Handbook.

III. Steering Committees

Steering Committees other than those identified with a particular sport are the following:

1. Athletic Directors
2. Girls' Athletics
3. Junior High/Middle Schools
4. Officials' Council
5. Private Schools
6. Sportsmanship

With the exception of the Officials' Council, each PIAA District shall select one member to serve on each of the foregoing Steering Committees. Where a District Committee has a member representing one of the above constituencies, that person shall be the District's representative on that committee.

The Officials' Council shall be composed of the elected representative(s) of the PIAA-registered sports officials in each District.

The member Private Schools' Steering Committee shall be comprised solely of persons currently employed by a PIAA member Private School or as a school administrator currently employed in the central office of a Private Schools' education system that has at least one member in PIAA. If a District Committee does not have a Committee member who is currently employed by a PIAA member Private School or as a school administrator currently employed in the central office of a Private Schools' education system that has at least one member in PIAA, that District Committee shall designate an individual currently employed by a PIAA member Private School or as a school administrator currently employed in the central office of a Private Schools' education system that has at least one member in PIAA, which is under the jurisdiction of that PIAA District Committee, as that District's representative on the PIAA Member Private Schools' Steering Committee. Any PIAA District Committee that does not have a PIAA member Private School under its jurisdiction shall not be represented on the PIAA Member Private Schools' Steering Committee.

With the exception of the Junior High/Middle Schools', Girls' Athletics, Athletic Directors', and Private Schools' Steering Committees, each of these Steering Committees shall meet not less often than annually, at the PIAA Summer Workshop, and at such other times as may be determined by the Executive Director.

The Junior High/Middle Schools' and the Girls' Athletics Steering Committees shall meet not less often than each odd-numbered year and the Athletic Directors' and Private Schools' Steering Committee shall meet not less often than each even-numbered year, at the PIAA Summer Workshop, and at such other times as may be determined by the Executive Director.

The remaining Steering Committees are organized according to sport, and consist of the following:

7. Baseball
8. Basketball
9. Competitive Spirit
10. Cross Country
11. Field Hockey
12. Football
13. Golf
14. Lacrosse
15. Softball
16. Soccer
17. Swimming and Diving
18. Tennis
19. Track and Field
20. Volleyball
21. Wrestling

The Chairman of each PIAA District shall appoint a member of, or other representative from, the District Committee to each of the foregoing committees where the particular sport is participated in by PIAA member schools within the District. The person appointed shall have specialized knowledge as to the sport.

In addition, the PIAA-appointed statewide rules interpreter in that sport and the president or the president's designee of the statewide high school Coaches' association in that sport shall be members of each of the foregoing committees.

Each of these Steering Committees shall meet not less often than annually, following the applicable sport season (fall, winter, or spring), and at such other times as may be determined by the Executive Director.

The purpose of these committees is to use their knowledge and expertise in the particular sport to make recommendations to the PIAA Board of Directors with regard to matters involving that sport.

Minutes of all meetings of all Board of Directors Committees, Advisory Committees and Steering Committees shall be prepared by the Executive Director, or the Executive Director's designee, submitted to the PIAA Board of Directors, and retained at the PIAA Office consistent with the PIAA Policy Regarding Retention of Records.

POLICY FOR ELECTION AND REPLACEMENT OF OFFICERS

On an annual basis, and between January 1 and May 1 of the applicable year, the PIAA Nominating Committee shall solicit nominations for the positions of President, Vice President, and Treasurer of PIAA. Any member of the PIAA Board of Directors may submit a nomination, provided that the nominees are members of the Board of Directors.

On an annual basis, and before May 1 of the applicable year, the Nominating Committee shall submit to the Board of Directors a slate of officers for consideration by the Board of Directors and may, at its discretion, set forth recommendations for the positions of President, Vice President and/or Treasurer.

The annual election of officers of PIAA shall occur at the last regularly scheduled meeting of the Board of Directors immediately preceding July 1 of any given year. In addition to the proposed slate of the Nominating Committee, nominations for the positions of President, Vice President, and Treasurer of PIAA may be made by any member of the Board of Directors from the floor.

Each member of the Board of Directors shall have one vote. Unless unanimously agreed to by the Board of Directors, the election shall be conducted by written ballot. Ballots shall not be required to be signed. Ballots shall be counted by the Executive Director, the Director of Legal Affairs, and Legal Counsel for PIAA, or their respective designees.

The candidate having a majority of ballots of those present and voting shall be the winner of the election. No absentee ballots are permitted. If there are multiple candidates and, after the first ballot, no candidate has a majority of the cast ballots, the candidate receiving the fewest ballots shall be dropped and a second ballot taken with the remaining candidates. This process shall continue until a candidate has a majority of the ballots cast. The results of each ballot shall be announced by the Executive Director in open session. Those officers elected shall take office effective July 1.

Should an election not occur until after July 1, or should an officer die, resign, or be removed, an election to replace that officer shall be held at the next regularly scheduled meeting of the Board of Directors and the officer(s) so elected shall take office immediately and shall serve until the following July 1. In the interim, the President shall appoint a replacement to temporarily fill the vacancy. In the absence or disability of the President, the Vice President shall perform the duties and execute the powers of the President until a replacement is elected.

Should an officer be determined, by a 2/3 vote of the members of the Board of Directors, to be incapable of performing the responsibilities of the office, the Board of Directors shall elect an interim officer to serve in the place of the infirm officer until that officer is able to resume the duties of his or her office.

An officer may be removed for any, or no, reason by a 2/3 vote of the Board of Directors. Notice of the anticipated motion to remove the officer shall be sent to the officer and all members of the Board of Directors at least ten (10) days prior to consideration of the motion.

PROTOCOL FOR APPROVING AND IMPLEMENTING CHANGES TO THE BY-LAWS, POLICIES AND PROCEDURES, AND/OR RULES AND REGULATIONS OF PIAA

To enable the PIAA Board of Directors to have sufficient time to properly consider changes to the By-Laws, Policies and Procedures, and/or Rules and Regulations of PIAA, to provide PIAA member schools with sufficient lead time to respond to proposed changes to the By-Laws, Policies and Procedures, and/or Rules and Regulations of PIAA and to provide the Executive Director and Administrative Staff sufficient lead time to properly disseminate the proposed changes the following procedures are recommended:

1. All proposed changes must receive two (2) readings by the Board of Directors and can only be voted on at a third reading by the Board of Directors.
2. All proposed changes must appear in the Minutes of two (2) regularly scheduled meetings of the Board of Directors, and those Minutes must be posted to the PIAA Web site at www.piaa.org before the Board of Directors can vote on the proposed changes.
3. Changes that are approved by the Board of Directors, beginning with the first Board of Directors meeting in July through the last meeting of the Board of Directors in May, will become effective July 1 of the following school year, and these approved changes will be posted to the PIAA Web site at www.piaa.org for the following school year.

The procedures set forth in this Protocol may be made inapplicable to any change which, in the judgment of the Board of Directors, should, in the interest of PIAA and/or its members, become effective earlier than as provided in this Protocol, including immediate effectiveness. The vote required for the Board of Directors to make this Protocol inapplicable to a particular change shall be the same as the vote necessary to make the change.

PIAA BOARD OF DIRECTORS' MEETING PROTOCOLS

Generally, meetings of the PIAA Board of Directors are administered in a fairly informal manner, with a goal of open and frank discussion on topics of interest to the Board. For this reason, formal procedural rules are not enforced. The following, however, provides guidance as to handling of motions brought before the Board.

1. **TABLING A MOTION:** A request to table a motion must be seconded. It is not debatable and requires a majority vote.
2. **REFERRING A MOTION TO COMMITTEE:** A request to send another motion to a PIAA Board of Directors' committee, advisory committee, and/or steering committee for its consideration and review must be seconded, is debatable, and requires a majority vote.
3. **"CALL THE QUESTION":** A motion to stop debate and vote on the underlying motion must be seconded, is not debatable, and requires a 2/3 vote.
4. **RECONSIDERING A MOTION:** A request to reconsider a prior decision at the same meeting must be seconded, is debatable, and requires a majority vote.

5. VOTES ON MATTERS.

- A. Votes on most matters are presumptively taken by voice. To the extent that a split occurs, the presiding officer may request a show of hands to obtain an accurate count of yeas and nays.
 - B. At the discretion of the presiding officer, votes on final approval of proposed amendments to the PIAA Constitution; changes to the PIAA By-Laws, Policies and Procedures, and/or Rules and Regulations; and/or other matters of significance, may be taken by roll call vote.
 - C. Upon motion of any member of the Board of Directors, and thereupon by majority vote of those present, a motion may be voted on by either roll call or by secret ballot. A request to conduct a vote by roll call or secret ballot is not debatable and is approved upon a majority voting in favor.
6. Matters not covered in this Policy shall be resolved by the presiding officer. To the extent that a Board member disagrees with a decision of the presiding officer, the Board member may move for the Board to proceed in a different manner. Said motion must be seconded, is debatable, and is approved upon majority vote.

**POLICY REGARDING PIAA-APPOINTMENT OF CHAIRMEN OF DISTRICT COMMITTEES
AS DISTRICT CHAMPIONSHIP CONTEST MANAGERS AND
APPOINTMENT OF THEIR RELATIVES TO SERVE AS EVENT PERSONNEL**

PIAA District Committees may appoint or designate their Chairmen to serve as District Championship Contest managers whenever those Chairmen are the Chairperson of that sport in that PIAA District, or have been designated by that District Committee's Chairperson to do so.

PIAA District Committees shall not permit immediate family members of their Chairmen from serving as event personnel at District Championship Contests, except under exigent circumstances, and with appropriate documentation.

**POLICY REGARDING PIAA-APPOINTMENT OF MEMBERS OF BOARD OF DIRECTORS AS
INTER-DISTRICT CHAMPIONSHIP CONTEST MANAGERS AND APPOINTMENT OF THEIR
RELATIVES TO SERVE AS EVENT PERSONNEL**

PIAA may appoint or designate members of the PIAA Board of Directors as Inter-District Championship Contest managers whenever the involved member is the Chairperson of that sport in the PIAA District in which the Contest is being played, or has been designated by that Chairperson.

PIAA shall not permit immediate family members of the members of the PIAA Board of Directors from serving as event personnel at Inter-District Championship Contests, except under exigent circumstances, and with appropriate documentation.

**POLICY REGARDING ANNUAL REPORT OF
PIAA BOARD OF DIRECTORS TO MEMBER SCHOOLS**

PIAA shall provide for an Annual Report of the PIAA Board of Directors to the member schools.

POLICY REGARDING INVESTIGATORS

District Committees and/or Board of Directors may employ at their cost an Investigator to investigate, request, receive and/or otherwise obtain information (written and/or oral) regarding students and/or school violations of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of PIAA.

DISTRICT ACCOUNTABILITY POLICY

A. DISTRICT PERSONNEL

"District Employees" are those persons hired to work for PIAA Districts in a full-time or part-time employment capacity. This Policy is not intended to apply to independent contractors utilized by Districts.

District Employees may be hired and terminated by District Chairmen and District Executive Directors only following consultation with the PIAA Executive Director. The terms and conditions of all management level employees shall be set forth in a written agreement executed by the employee and the District Chairman or District Executive Director. For all at-will employees, Districts are encouraged to identify basic terms and conditions in a letter offering employment to the prospective employee. District Chairmen and/or District Executives shall also consult with the PIAA Executive Director as to the terms and conditions of employment, including the amount of compensation to be paid to all District Employees.

All Districts and District Employees shall comply with the provisions of the PIAA Employee Handbook.

B. CONTRACTS

Districts, through their designees, are authorized to enter into written contracts for Chairmen Host Site Agreements: All Districts may enter into contracts for the purposes of exercising their powers and duties; provided, however that contracts must be consistent with the standard forms which have previously been approved by the PIAA Executive Director. If a prospective host site desires to use its own form contract, or if a party desires to use terms or agreements not previously approved by the PIAA Executive Director, the District, through its designees, must consult with PIAA's Director of Legal Affairs prior to said contract being executed.

Any person purporting to execute an agreement on behalf of PIAA who has not been authorized to do so is subject to immediate discipline including, if an employee, immediate termination of employment from PIAA and, if a volunteer, immediate removal from any and all elected and/or appointed PIAA positions.

C. SPONSORSHIP AGREEMENTS

District Committees, through their designees (District Chairmen, District Executive Directors, etc.) shall consult with the PIAA Executive Director before entering into any sponsorship agreements with third parties.

PROCEDURAL STANDARDS FOR HEARINGS

**PROCEDURAL STANDARDS FOR
REGIONAL PANELS AND DISTRICT COMMITTEES**

I. Introduction

These procedural standards apply to matters heard by PIAA Regional Panels, PIAA District Committees, and PIAA District Committee Hearing Panels.

II. Matters Under Regional Panel and District Committee Jurisdiction

A. Pursuant to ARTICLE VIII, REGIONAL PANELS, Section 5, Powers and Duties of a Regional Panel, of the PIAA Constitution, Regional Panels have the authority to hear the following matters:

1. Disputes between two or more PIAA member schools located in the participating Districts.
2. Matters arising under ARTICLE VI, TRANSFERS, RESIDENCE, AND RECRUITING, of the PIAA By-Laws, involving Transfers or athletic recruiting, involving students and/or schools from two or more PIAA Districts.
3. Alleged breaches of contracts that affect multiple Districts or schools in multiple Districts.
4. Alleged violations by Cross-District Schools of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of PIAA arising out of Contests between member schools from two or more PIAA Districts.

B. Pursuant to ARTICLE IX, DISTRICT COMMITTEES, Section 3, Powers and Duties of a District Committee, District Committees have the authority to hear the following matters:

1. The eligibility of a student at a member school located within the District.
2. Whether a member school, or a person employed by or connected with a member school (including a student) located within the District, has committed a violation of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations, and if so, what, if any, penalty should be imposed.
3. To recommend to the Board of Directors whether a member school located within the District should be permitted to transfer to the jurisdiction of an adjacent District and to recommend whether a member school located in another District should be permitted to transfer to the jurisdiction of the District.

III. Manner in which Matters may arise before Regional Panel or District Committee

A. Matters may be brought before the Regional Panel in any of the following ways:

1. On a request by a member school to resolve a dispute between that member school and one or more PIAA member schools located in another PIAA District.
2. On a complaint made by a member school regarding matters arising under ARTICLE VI, TRANSFERS, RESIDENCE, AND RECRUITING, of the PIAA By-Laws, involving Transfers or athletic recruiting involving schools from two or more PIAA Districts.
3. On a complaint made by a member school alleging violations by a school in another PIAA District of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of PIAA.
4. On the Regional Panel's own initiative, as a result of information received from any source.

B. Matters may be brought before the District Committee in any of the following ways:

1. On a request by a member school within the District Committee to consider an issue.
2. On a complaint made by member school within the District relating to the conduct of another school, its personnel and/or students. Such complaints must be in writing and submitted to the District Chairman. Where a District has a staffed office hired personnel, receipt at the office or by the District Representative will be treated as compliance with this requirement.
3. On the District Committee's own motion, as a result of information received from any source.
4. Students and other individuals desiring that the District Committee hear a matter shall contact their school Principal. The member school, regardless of whether it supports the request, should forward the request to the District Chairman so that the matter may be heard. In so doing, the member school may state whether it supports or opposes the position of the person requesting to be heard.
5. On referral or remand from the Board of Directors or a Board of Appeal. This is most likely to occur where information at an appeal hearing leads the Board to consider that there is a possible issue as to discipline or eligibility or if new evidence is presented which was not previously considered by the District Committee.

IV. Manner of Regional Panel or District Committee Consideration of Matter

A. Without a Hearing.

A decision may be made without a hearing under the following circumstances:

1. Where a member school seeking action requests a decision on the paperwork and without a hearing.
2. Where a request for a decision as to the athletic eligibility of a student is uncontested and the Committee determines that it can be approved on the basis of the submitted paperwork.

B. With a Hearing.

A hearing should be held:

1. In any matter (1) which is contested, (2) where information which has been provided is insufficient to issue a ruling based on the paperwork, (3) where there is a reasonable expectation of a disagreement as to important facts, or (4) where the issues appear complicated or uncertain; or (5) where a member school requests a hearing.
2. Prior to a determination under ARTICLE VI, TRANSFERS, RESIDENCE, AND RECRUITING, of the PIAA By-Laws, that a student's Transfer was materially motivated in some way by an athletic purpose.
3. Prior to a determination under ARTICLE VI, TRANSFERS, RESIDENCE, AND RECRUITING, of the PIAA By-Laws, that a student who is not otherwise eligible under ARTICLE VI transferred for reasons was not materially motivated in some way by an athletic purpose.
4. Prior to a determination under ARTICLE VI, TRANSFERS, RESIDENCE, AND RECRUITING, of the PIAA By-Laws, that a Coach and/or member school engaged in recruiting for an athletic purpose.
5. In any situation where there is a reasonable possibility that penalties may be imposed against a sports official, a member school, student or an individual employed by or connected or affiliated with a member school.

6. In any instance where a member school submits a complaint against another member school, its students and/or its personnel.

C. Decision-Makers.

Except as provided herein, all members of a Regional Panel or District Committee are eligible to vote on all matters falling within their respective jurisdictions. No person shall, however, deliberate or vote on, or serve upon the Panel or a Hearing Panel in, any matter involving such member's school or (with the exception of the members of the PIAA District VIII Committee and, as to matters involving only public PIAA member schools in the City of Philadelphia, the PIAA XII Committee) school district.

V. Notification of Hearing.

A. In all cases where a hearing is to be held, written notice shall be sent to the Principal of the schools involved advising him/her of the following:

1. The date, time, and place of the hearing.
2. How the matter arose (by request of the student's school, complaint of another school, or by the Regional Panel or District Committee's receipt of information).
3. The issue(s) involved, citing (if possible) the applicable provision(s) of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations. This should be sufficiently specific to inform the parties of the scope of the issues, but sufficiently general to cover collateral issues that may arise. (For example, a case arising under the Transfer Rule may be identified simply as involving ARTICLE VI, TRANSFERS, RESIDENCE, AND RECRUITING, of the PIAA By-Laws, but if the precise section or sections are known, they could also be identified).
4. The fact that the school and any individuals involved, including students, are entitled to bring with them to the hearing any persons whom they desire to attend, to submit any written material which they desire, and to be represented by counsel. Where any party intends to submit written material, they should bring an appropriate number of copies for the panel and any other parties. If written materials are received by the Regional Panel or District Committee in advance, it should provide sufficient copies for the decision-makers and all other parties.
5. Any local ground rules for hearings (which may not conflict with these Standards).
6. That, if the Principal has any questions, that Principal is to contact an identified person (Regional Panel Chairman, District Chairman, District Executive, etc.).
7. Any time limitations applicable to the hearing.

B. Where a student's eligibility is at issue and/or any adult may be subject to sanction as a result of findings by the Regional Panel or District Committee, the member school shall be directed to forward the written notification of the hearing to such persons. Where such notice is not timely provided, any student and/or person whose interest is at issue may request a continuance of the hearing until that person has an opportunity to properly prepare for the hearing. Where notice is not provided, and the hearing proceeds without the person whose interest is at issue, the lack of notice is prima facie grounds for striking the imposition of any sanctions against said individuals.

C. Where possible, the notice letter should be mailed, e-mailed, or faxed under circumstances that would result in its being received by the Principal at least two weeks before the hearing. A shorter period of notice may be appropriate depending on factors such as the parties' ease of preparing for the hearing, a party's request for an earlier hearing, or the scheduling of meetings of the Regional Panel, District Committee, or a Hearing Panel.

- D. Where the matter arises on the written complaint of member school, the notice letter to the accused school shall include a copy of the written complaint and any other written materials submitted by the complaining school.
- E. Member schools are expected to cooperate in any investigations and, upon request of PIAA, to have representatives of the school attend the hearing and be prepared to present evidence setting forth the position of the school.
- F. Where a participating school is aware that a party is represented by counsel, the school shall provide said counsel with a copy of the letter notifying the Principal of the hearing.
- G. PIAA does not have subpoena power and, therefore, no power to compel the attendance of witnesses and the production of documents. However:
 - 1. ARTICLE XIII, PENALTIES, of the PIAA By-Laws, provides that "all PIAA member schools shall cooperate fully with PIAA District Committees, Regional Panels, and/or the PIAA Board of Directors, within their respective jurisdiction, to further the objectives of PIAA and to investigate incidents relating to disciplinary matters and application of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations. All PIAA member schools shall make available, upon request by the District Committee, Regional Panel, and/or the Board of Directors, documents relating to a particular incident and shall further make available for questioning Principals, Athletic Directors, Coaches, student-athletes, and other school and/or Team personnel whose testimony may be desired by the District Committee, Regional Panel, and/or the Board of Directors."
 - 2. The PIAA Constitution authorizes Regional Panels and District Committees to receive, request, or require data from member schools. This provision authorizes the District Committees and Regional Panels to require member schools to present a witness to testify concerning that data.
 - 3. ARTICLE XVII, CERTIFICATION OF CONTESTANTS, Section 2, Information to be Furnished in Case of Dispute, of the PIAA By-Laws, authorizes the Regional Panel or District Committee to require eligibility data from the Principal. The power to require that person's presence is inferred.
- H. Hearings may be arranged by telephone contact with the Principal; however, where this is done, a confirmatory letter or e-mail in accordance with the foregoing Standards should promptly be prepared and sent to the appropriate recipients.

I. Continuances and Postponements.

A request by any party for a continuance or postponement of a hearing shall be sent in writing to the Regional Panel Chairman or District Chairman, who shall have the discretion to grant or deny the request. Requests should set forth the reasons for requesting the continuance or postponement of the hearing, and should be submitted at least one week prior to the scheduled date of the hearing. Where there will be no prejudice to any party, the request should be given serious consideration by the Regional Panel Chairman or District Chairman.

Requests made within one week of the scheduled hearing will be granted only upon the showing of unforeseen circumstances and compelling grounds, and if the hearing can be rescheduled without prejudice to the other parties.

Requests made on the day of the hearing may be decided by the presiding officer or submitted by him/her for consideration by the body hearing the appeal. Requests made on the day of the scheduled hearing will be granted only upon the showing of unforeseen circumstances and compelling grounds, and if the hearing can be rescheduled without prejudice to the other parties. As a condition of granting the request, the party requesting

the continuance or postponement may be required to reimburse other parties for expenses incurred in attending the hearing.

VI. Conduct of Hearing

- A.** Consistent with local practice, introductions should be made of all persons present.
- B.** The presiding officer should begin the hearing with a brief introductory statement which identifies the manner in which the matter arose, the issue(s) or the rule(s) involved, and any local ground rules for hearings.

C. Confidentiality (Student Information).

During hearings, when a student, the student's family, and/or the student's school, anticipates that Personal Private Information (as defined in the GLOSSARY of the PIAA By-Laws) relating to the student and/or the student's family or others may be disclosed, the student, the student's family, and/or the student's school may request that the all or parts of the matter be closed to persons not involved in the hearing or affiliated with PIAA. Absent objection, and under normal circumstances, the presiding officer should honor such request.

If any person objects to closure of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall carefully consider the privacy interests of students as the primary factor to be weighed, but shall take into account a general goal of openness of proceedings. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should limit closure to those parts of the hearing where Personal Private Information of the student or the student's family is likely to be disclosed.

D. Confidentiality (Other Information).

Where actions may be taken against a school or its personnel, or PIAA-registered sports officials, the school or adults who may be subject to sanction may request that all or parts of the matter be closed to persons not involved in the hearing or affiliated with PIAA. Under normal circumstances, and if no objection is made, such request may be honored by the presiding officer when potentially criminal conduct or the employment of Coaches or other school personnel may be at issue. In other instances, the presiding officer should be reluctant to close the hearing.

If any person objects to closure of any part of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall weigh the privacy interests of persons or school seeking closure and the legitimate interest of PIAA members and the public in knowledge of enforcement of the PIAA Constitution, By-Laws, Policies and Procedures, and Rules and Regulations. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should attempt to limit closure.

E. Order of Proceeding.

1. Where the matter arose on the complaint of a member school, the representatives of that school shall be requested to make the first presentation.
2. Where the matter involves the eligibility of a Transfer student, representatives of the transferor/sending school should be requested to make the first presentation.
3. Where the matter involves a complaint of athletic recruiting, the complaining school or party shall make the first presentation.

4. The time for hearing from witnesses not affiliated with schools, such as sports officials, is determined according to the position they are expected to support. This is something that is often decided at the hearing.

F. The evidentiary portion of the hearing shall begin with the presiding officer calling upon the applicable Principal or the Principal's designee to present the matter. The designee could include school personnel, the school district's solicitor, counsel for the person whose interest is at stake, or a parent or a guardian of the student involved. Leeway is to be provided to counsel representing any person, but if a dispute arises between counsel and the Principal, the Principal is to be given the first opportunity to speak, and counsel should be given an opportunity to do so thereafter.

G. Consistent with the maintenance of an orderly and informative hearing, the manner of presentation of a school's case shall be as chosen by the Principal or the Principal's designee.

1. While the manner of presentation may involve formal trial-type proceedings in which witnesses are called and asked questions, it is more common (and usually more effective and efficient) for witnesses to simply be asked to present their testimony/evidence.

2. Reasonable cross-examination of witnesses is permitted. Cross-examination may be conducted by one representative of any party, such as a school's principal, or the school's counsel, and by a student or the student's counsel or parent.

3. Any person in attendance is subject to questioning by a school, party, member of the Regional Panel or District Committee, counsel for the Regional Panel or District Committee, or other person so authorized by the chair. NOTE: if a member of the Regional Panel or District Committee has personal knowledge of relevant facts, that person should identify such knowledge. He/she is then subject to questioning by any other person and may be asked by any party to be disqualified from participating in deliberations and voting on the matter.

4. Counsel cannot reasonably expect formal rulings on legal objections in the context of the hearing. However, if an evidentiary objection is raised, the presiding officer may indicate that the objection will be taken under advisement and the applicability/admissibility of the evidence considered during deliberations. The presiding officer also has the authority to control issues of relevance and repetitiveness even in the absence of any objection.

5. Approach to hearsay generally: Hearsay, as a general matter, is testimony, affidavits, statements, and/or other documents which convey what another person, not present to be cross-examined at the hearing, previously said about something that is now relevant to the proceeding. Because other parties and the decision makers do not have an opportunity to question the person making the statement(s), the evidence should not be relied upon unless there are strong indicia that the information is reliable. Unsubstantiated rumors are particularly unreliable. There are several situations in which hearsay can be used or relied upon by the decision makers:

a. If the alleged speaker is present for the hearing and can be questioned about it, the hearsay may be admitted. Also, if the adverse party admits to the accuracy of the statement, it can be admitted as well.

Example: A Principal testifies that a parent told the Principal that a student told the parent that he or she was transferring to play for a particular Coach. If the parent is present to confirm that discussion, it can be considered. Also, if the student is present and confirms the discussion, it can be admitted. If the student denies the discussion, and there is no other corroborating evidence, it should not be considered.

b. The hearsay may be used, even if not relied on in the decision, to question other witnesses.

Example: A newspaper article containing information is hearsay since it was written by someone not in the hearing. However, adverse parties and the decision makers may question witnesses about contents of the article.

- c. School, business, medical, and governmental records, if prepared in the normal course of the entity's operations, can be admitted and relied upon.

Example: Transcript, attendance records, and other school forms may be relied upon as accurate.

- d. Documents that have indicia of reliability. This is left to the discretion of the decision makers but, if accepted, an explanation should be provided as to why the information is believed to be credible and should be relied upon by the decision makers.

Example: Leases and sales agreements for homes if prepared and signed by realtors can usually be relied upon as supporting the existence of a sale or lease of property.

- e. The hearsay may be used to explain why someone did something.

Example: A witness may testify that he or she did something in reaction to what someone else told that person. What was told to the witness, however, may not be relied on as necessarily being truthful.

- f. The hearsay is not being offered for its truth.

Example: A witness says that a friend told him that the sky was blue one day. If it doesn't matter to the case what color the sky was, and the statement was made for other purposes, it can be considered (but not to prove that the sky was blue).

- g. Statements of a party whose interest is at issue.

Example: A school official testifies about what a student whose eligibility is at issue tells that school official. The statement is admissible regardless of whether the student is present at the hearing.

6. Sworn and unsworn statements: Parties will often offer sworn or unsworn statements at hearings. While sworn statements may be more reliable than unsworn ones, both still constitute hearsay because other persons at the hearing cannot question the person making the statement. Therefore, they should be relied upon only if undisputed or there is other evidence that supports the reliability of the statements made therein.

H. Length of Hearings.

Presentations at the hearing should be limited to no more than forty-five (45) minutes per party, including questions to adverse witnesses. Unless a student's interest differs from that of the student's school, the student's time for presentation shall be included within the period set for the presentation of the student's school. Should a party believe that its presentation is likely to require more than forty-five (45) minutes, it should request the presiding officer to permit an extension of the deadline. Absent showing of good cause, a party will not be permitted an extension of more than fifteen (15) minutes. Also, parties should be aware that several hearings are often scheduled for the same day. If a need for an extension is known, it should be requested as early as possible so that schedules can be established in a manner minimizing inconvenience to other schools and witnesses.

I. Other Procedural Issues.

1. **Tape Recordings.** Parties may tape record hearings if such recording is unobtrusive and does not interfere with the hearing process. Video recordings are not allowed. Hearings and presentations will not be delayed or altered to accommodate persons desiring to record the hearing.

2. **Transcription of Hearing.** Where a request is made by a party that the hearing be transcribed by a court reporter, such transcription shall be permitted so long as (1) it is at

the expense of the requesting party, and (2) PIAA receives a copy of the transcript at the expense of the requesting party contemporaneously with the delivery of the original to the requestor. The Regional Panel or District Committee, on its own, may elect to transcribe the hearing. If it chooses to do so, it will bear the expense for attendance of the court reporter. Costs for a transcript sought by a party must be borne by the party requesting preparation of the transcript and a copy must be provided by the requesting party to PIAA.

3. **Swearing of Witnesses.** Swearing of witnesses is not permitted absent the consent of the witness.

4. **Sequestration of Witnesses.** Sequestration of witnesses (so that witnesses not be able to hear the testimony of other witnesses) is at the discretion of the presiding officer. Such requests generally relate to anticipated credibility problems with subsequent witnesses if they have heard prior witnesses. Sequestering of witnesses should be permitted where there is a sound basis for preventing future witnesses from hearing the testimony of earlier ones. Parties to the proceeding (including at least one representative of a school) may not be sequestered.

5. **Review of Video Media.** Video media of Contests and other activities are treated as any other piece of evidence which may be of use to the District Committee. Those persons intending to use such video media at a hearing should be prepared to identify and show the specific parts of relevant video, but should have the entire video of the event available as well. Persons intending to present such evidence should make arrangements in advance to ensure that the video media can be viewed by all present.

- J. All persons who are in attendance and who desire to speak to the issue(s) shall be afforded an opportunity to do so.
- K. Before concluding the testimonial portion of the hearing, the presiding officer shall inquire as to whether every person who desired to present evidence has done so. When no one else desires to do so, the presiding officer shall state that the hearing is closed.

VII. **Deliberations Following Hearing.**

- A. The presiding officer may limit attendance at the deliberations to voting members of the Regional Panel or District Committee but may, for training/educational purposes also allow the attendance of other members of the Regional Panel or District Committee and any executives or advisors affiliated with the Regional Panel or District.
- B. Deliberations may not be tape-recorded or transcribed.
- C. The decision shall be based only on the evidence, written and oral, presented. Uncorroborated information in newspaper articles and anonymous correspondence is not considered evidence (although it may serve as a basis for questions during the hearing).
- D. Prior violations by a party may be considered in determining what penalty to assess for the current violation, but shall not consider such matters in determining whether the alleged current violation was in fact committed.
- E. Members of the Regional Panel or District Committee who are employed by the school district (not just the individual school) involved, and any other members who have a conflict of interest, shall not be present during deliberations nor vote on the matter. This provision, as it applies to the school district, is not applicable to Districts VIII and XII.
- F. The vote on the decision shall be taken in public session.

VIII. Notification of Decision.

- A. The Principal of the school(s) involved, shall be notified of the decision by letter (the "Decision Letter"). Where a student's eligibility is at issue and/or where another adult has an interest addressed by the decision, the school's Principal shall forward the Decision Letter to said persons, including any counsel representing them and (if a student) the student's parents.
- B. The Decision Letter shall identify the date of the hearing or other consideration and the rule(s) under which the decision was made, shall give a brief description of the reason(s) for the decision, and shall advise the recipients of appeal rights.

IX. Rehearing or Reconsideration.

- A. There is no right to a rehearing or reconsideration. Where there is a request for a rehearing or reconsideration, the Regional Panel or District Committee's first decision is whether it will permit a rehearing or reconsideration.
- B. A rehearing or reconsideration is generally permitted only where a party asserts that it has new evidence to present that it could not have presented at the original hearing.
- C. Considerations in deciding whether to grant rehearing or reconsideration include whether the additional information might change the decision, might avoid an appeal to the Board of Directors, or might advance the convenience and efficiency of the parties and the Regional Panel or District Committee.

X. Persons with Standing to Appeal.

- A. Any member school participating in the matter has the right of appeal.
- B. Students and other individuals affiliated with a school desiring that an appeal be filed shall contact their school Principal and request that the school appeal the decision on their behalf. Regardless of its position on the matter, the school should submit the appeal. The school may set forth its position in the appeal.
- C. Any adult not affiliated with a school who has had sanctions imposed upon him/her has the right of appeal.

PROCEDURAL STANDARDS FOR APPEAL HEARINGS

I. Introduction.

These procedural standards apply to (1) appeals heard by the PIAA Board of Directors and PIAA Boards of Appeal from decisions of Regional Panels or District Committees and (2) proceedings within the original jurisdiction of the PIAA Board of Directors.

II. Matters That May Be Heard By the Board of Directors.

- A. Appeals from decisions of District Committees or Regional Panels relating to the eligibility of a student at a member school.
- B. Appeals from decisions of District Committees or Regional Panels finding that a member school, or a person employed by or connected with a member school (including a student), or any other person, has committed a violation of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations and the penalty applied for such violation.
- C. Matters brought to the Board by the Executive Director averring that a member school, or a person employed by or connected with a member school (including a student), or any other person, has committed a violation of the PIAA Constitution, By-Laws, Policies and

Procedures, and/or Rules and Regulations during the Inter-District Championship Tournament in any sport.

- D. Whether a member school is to be given approval to Transfer to the jurisdiction of an adjacent District.
- E. Whether a school should be admitted to membership in PIAA.
- F. Whether a school and/or individual should be granted relief from any applicable By-Law, Policy, Procedure, Rule or Regulation of PIAA.
- G. An appeal from the decision of the Executive Director made within the scope of his authority.
- H. The Board of Directors will not consider appeals submitted more than thirty days after the decision of a Regional Panel or District Committee. The need for timely decisions results in most cases being heard by a Board of Appeal.

III. Persons with Standing to Have a Hearing Before the Board of Directors.

- A. Any member school involved in a matter before a Regional Panel or District Committee.
- B. Students and other individuals desiring that an appeal be filed shall contact their school Principal and request that the school appeal the decision on their behalf. Regardless of its position on the matter, the school should submit the appeal. The school may set forth its position in the appeal.
- C. Any adult not affiliated with a school who has had sanctions imposed upon him/her.
- D. A request by a nonmember school for admission to PIAA members.

IV. Request for Hearing.

- A. All appeals by member schools (whether brought on its own behalf or on behalf of a student or personnel of the school) shall be submitted in writing by the Principal of the appealing school, to the Executive Director. The letter shall provide sufficient information to enable the Executive Director to identify the issue(s) involved.
- B. All appeals by adults not affiliated with a school but who has had sanctions imposed against that person shall be submitted in writing by the individual to the Executive Director. The letter shall provide sufficient information to enable the Executive Director to identify the issue(s) involved.
- C. A nonmember school request for membership shall be submitted in writing by the school to the Executive Director.
- D. Upon scheduling of the hearing, the Executive Director (if the matter is an appeal) shall request the Regional Panel Chairman, District Chairman, or District Executive of the District Committee from which the appeal arose to forward to the Executive Director for use by the Board of Directors or Board of Appeal all materials presented to and prepared by it in connection with its decision, and any transcript which has been made of the proceedings before the Regional Panel or District Committee.
- E. Upon request of the Principal of the appealing school(s), the parents or guardians of a student whose eligibility is at issue, an adult who is subject to sanction at the hearing, and/or counsel for any of the above, the Executive Director shall provide the requesting person with a copy of all written material received for the appeal hearing.

V. Manner of Board of Directors and Board of Appeal Consideration of Matter.

- A.** In all appeals from a decision of a Regional Panel or District Committee, the appealing party shall be afforded the opportunity for a hearing.
- B.** If party requests that a matter be heard solely upon written submission, without a hearing, the Executive Director shall so notify the person who is to be the presiding officer at the appeal, and the presiding officer shall determine whether to hold a hearing or consider the matter on written submission.
- C.** Where a transcript has been made of the proceedings before the Regional Panel or District Committee, the record on appeal shall be limited to that transcript and any written materials that were before the Regional Panel or District Committee in connection with the making of its decision.
- D.** Where no transcript has been made of the proceedings before the Regional Panel or District Committee, the record on appeal shall consist of the written material submitted to and by the Regional Panel or District Committee, and any oral testimony and additional written material which the appealing party and others involved desire to present.

VI. Notification of Hearing.

A. Scheduling Letter.

In all cases where a hearing is to be held, the Executive Director, or the Executive Director's designee, shall send a letter ("Scheduling Letter") to the Principal of the school(s) involved. The Principal shall then forward the Scheduling Letter to; (1) if a student's eligibility is at issue, to the parents or guardians of that student; and (2) any student or adult who may be subject to sanction as a result of findings by the Board of Directors or the Board of Appeal; and (3) any counsel representing any of the above. The Scheduling Letter shall advise the recipients of the following:

- 1. The date, time, and place of the hearing.
- 2. How the case arose (by request of the student's school or upon the complaint of another school, etc.).
- 3. The issue(s) involved, citing the applicable provision(s) of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations. This should be sufficiently specific to inform the appealing party of the issues, but sufficiently general to cover collateral issues that may arise (for example, a case arising under the Transfer Rule may be identified simply as involving ARTICLE VI, TRANSFERS, RESIDENCE, AND RECRUITING, of the By-Laws, but if the precise section or sections are known, they could be identified also).
- 4. (a) Where there is a transcript of the proceedings before the Regional Panel or District Committee, and the record on appeal is therefore limited to the testimony and papers before the Regional Panel or District Committee, the fact that the appealing party and any individuals involved, including students, are entitled to bring with them to the appeal hearing any persons whom they desire to attend, and to be represented by counsel. The hearing shall be limited, however, to argument based upon the record previously submitted.

(b) Where there is no transcript of the proceedings before the Regional Panel or District Committee, the fact that the parties, including students, are entitled to bring with them to the appeal hearing, and to have testify, any persons whom they desire to attend, to submit any written material which they desire, and to be represented by counsel. Where a party intends to submit written material, the Executive Director may require that an appropriate number of copies be provided.

5. That the Board of Directors or Board of Appeal will have copies of the written materials submitted to and by the Regional Panel or District Committee, as well as any correspondence subsequent thereto, making it unnecessary for the parties to provide them. Should the school or student not have copies of any of these materials, a request may be made to the Executive Director to provide a set to the parties.
 6. That, if the Principal has any questions, that Principal is to contact the Executive Director or another specified person.
- B.** Where possible, the Scheduling Letter should be mailed, or e-mailed or faxed under circumstances that would result in its being received by the Principal at least two weeks before the hearing. A shorter period of notice may be appropriate depending on factors such as the appealing party's ease of preparing for the hearing, a school's request for an earlier hearing, or the scheduling of meetings of the Board of Directors or a Board of Appeal. A telephone call from the Executive Director, or the Executive Director's designee, to the Principal may be of assistance.
- C.** Representatives of all member schools having information relating to the appeal may be requested to attend the appeal hearing and to be prepared to present evidence on the matter.
- D.** Hearings may also be arranged by telephone contact with the Principal. Where this is done, a confirmatory e-mail and/or letter in accordance with these Standards should be promptly sent.
- E. Production of Documents and Witnesses:** PIAA does not have subpoena power and, therefore, no power to compel the production of documents and the attendance of witnesses at appeal hearings. However:
1. ARTICLE XIII, PENALTIES, Preamble, of the PIAA By-Laws, provides that "all PIAA member schools shall cooperate fully with ... the PIAA Board of Directors ... to further the objectives of PIAA to investigate incidents relating to disciplinary matters and application of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations. All PIAA member schools shall make available, upon request by the ... Board of Directors, documents relating to a particular incident and shall further make available for questioning Principals, Athletic Directors, Coaches, student-athletes and other school and/or Team personnel whose testimony may be desired by the ... Board of Directors."
 2. ARTICLE XVII, CERTIFICATION OF CONTESTANTS, Section 2, Information to be Furnished in Case of Dispute, of the PIAA By-Laws, authorizes the Board of Directors to require eligibility data from the Principal. The power to require that person's presence is inferred.
 3. The Principal (or his/her designee) and other school personnel, who have information relative to the issues are expected to attend the hearing.

F. Continuances and Postponements.

A request by any party for a continuance or postponement of a hearing shall be sent in writing to the Executive Director, who shall have the discretion to grant or deny the request. Requests should set forth the reasons for requesting the continuance or postponement of the hearing, and should be submitted at least one week prior to the scheduled date of the hearing. Where there will be no prejudice to any party, the request should be given serious consideration by the Executive Director.

Requests made within one week of the scheduled hearing will be granted only upon the showing of unforeseen circumstances and compelling grounds, and if the hearing can be rescheduled without prejudice to the other parties.

Requests made on the day of the hearing may be decided by the presiding officer at the hearing or submitted by him consideration by the body hearing the appeal. Requests made on the day of the scheduled hearing will be granted only upon the showing of unforeseen circumstances and compelling grounds, and if the hearing can be rescheduled without prejudice to the other parties. As a condition of granting the request, the party requesting the continuance or postponement may be required to reimburse other parties for expenses incurred in attending the hearing.

VII. Conduct of Appeal Hearing.

A. Immediately prior to the beginning of the appeal hearing, the Executive Director, or the Executive Director's designee, shall arrange to introduce all persons present.

B. The presiding officer should begin the hearing with an introductory statement that identifies the manner in which the matter came before the Board of Directors or Board of Appeal, and the issue(s) or the rule(s) involved.

C. Confidentiality (Student Information).

During hearings, when a student, the student's family, and/or the student's school, anticipates that Personal Private Information (as defined in the GLOSSARY of the PIAA By-Laws) relating to the student and/or the student's family or others may be disclosed, the student, the student's family, and/or the student's school may request that the all or parts of the matter be closed to persons not involved in the hearing or affiliated with PIAA. Absent objection, and under normal circumstances, the presiding officer should honor such request.

If any person objects to closure of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall carefully consider the privacy interests of students as the primary factor to be weighed, but shall take into account a general goal of openness of proceedings. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should limit closure to those parts of the hearing where Personal Private Information of the student or the student's family is likely to be disclosed.

D. Confidentiality (Other Information).

Where actions may be taken against a school or its personnel, or PIAA-registered sports officials, the school or adults who are subject to sanctions may request that all or parts of the matter be closed to persons not involved in the hearing or affiliated with PIAA. Under normal circumstances, and if no objection is made, such request may be honored by the presiding officer when potentially criminal conduct or the employment of Coaches or other school personnel may be at issue. In other instances, the presiding officer should be reluctant to close the hearing.

If any person objects to closure of any part of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall weigh the privacy interests of persons or schools seeking closure and the legitimate interest of PIAA members and the public in knowledge of enforcement of the PIAA Constitution, By-Laws, Policies and Procedures, and Rules and Regulations. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should attempt to limit closure.

E. Order of Proceeding.

1. Where the matter arose on the complaint of a member school, the representatives of that school shall be requested to make the first presentation.
2. Where the matter involved the eligibility of a Transfer student, representatives of the transferor/sending school, they should be requested to make the first presentation.
3. The time for hearing from witnesses not affiliated with a school, such as sports officials, is determined according to the position they are expected to support. This is something that will often have to be decided at the appeal hearing.

F. The evidentiary portion of the hearing shall begin with the presiding officer calling upon the applicable party to present the matter. A Principal may designate other school personnel, the school district solicitor, counsel for the student or other individual involved, or a parent or a guardian of the student involved to present the matter. Leeway is to be provided to counsel representing any individual, but if a dispute arises between counsel and the Principal, that Principal is to be given the first opportunity to speak, and counsel should be given an opportunity to do so thereafter.

G. Consistent with the maintenance of an orderly and informative hearing, the manner of presentation of a party's case shall be as chosen by the party.

1. While manner of presentation may involve formal trial-type proceedings in which witnesses are called and asked questions, it is more common (and usually more effective and efficient) for witnesses to simply be asked to present their testimony.
2. Reasonable cross-examination of witnesses is permitted. Cross-examination may be conducted by one representative of any party, such as a school's Principal or the school's counsel, and by a student or the student's counsel or parent.
3. Any person in attendance other than representatives of the Board of Directors or Board of Appeal is subject to questioning as to relevant facts within that person's knowledge. NOTE: if a member of the Board has personal knowledge of relevant facts, that person should identify such knowledge. He/she is then subject to questioning by any other person and may be asked by any party to be disqualified from participating in deliberations and voting on the matter.
4. Counsel cannot reasonably expect formal rulings on legal objections in the context of these appeal hearings. However, if an evidentiary objection is raised, the presiding officer may rule. In the alternative, the presiding officer may indicate that the objection will be taken under advisement and the applicability/admissibility of the evidence considered, during deliberations. The presiding officer also has the authority to control issues of relevance and repetitiveness even in the absence of any objections.
5. Representatives from the District whose decision is appealed may question witnesses and may respond to questions from any person in the room seeking factual information within the personal knowledge of the representative.

H. Other Procedural Matters:

1. **Tape Recording of Hearing.** Parties may tape record hearings if such recoding is unobtrusive and does not interfere with the hearing process. Video recordings are not allowed. Hearings and presentations will not be delayed or altered to accommodate persons desiring to record the hearing.
2. **Transcription of Hearing.** Where a request is made by a party that the hearing be transcribed by a court reporter, such transcription shall be permitted so long as (1) it is at the expense of the requesting party, and (2) PIAA receives a copy of the transcript at the expense of the requesting party contemporaneously with the delivery of the original to the requestor.
3. **Hear on the Record.** That District Committees hear on the record student transfer eligibility hearings.

Where the Executive Director and/or Board elect to have a court reporter attend a hearing, the cost of attendance shall be borne by the Board. The costs of any transcript sought by a party, however, shall be borne by that party, which shall provide a copy of the transcript to PIAA.

4. **Swearing of Witnesses.** Swearing of witnesses is not permitted absent the consent of the witness.

5. **Sequestration of Witnesses.** Sequestration of witnesses (so that witnesses not be able to hear the testimony of other witnesses) is at the discretion of the presiding officer. Such requests generally relate to anticipated credibility problems with subsequent witnesses if they have heard prior witnesses. Sequestering of witnesses should be permitted where there is a sound basis for preventing future witnesses from hearing the testimony of earlier ones. Parties to the proceeding (including at least one representative of a school) may not be sequestered.

6. **Approach to hearsay generally:** Hearsay, as a general matter, is testimony, affidavits, statements, and/or other documents which convey what another person, not present to be cross-examined at the hearing, previously said about something that is now relevant to the proceeding. Because other parties and the decision makers do not have an opportunity to question the person making the statement(s), the evidence should not be relied upon unless there are strong indicia that the information is reliable. Unsubstantiated rumors are particularly unreliable. There are several situations in which hearsay can be used or relied upon by the decision makers:

- a. If the alleged speaker is present for the hearing and can be questioned about it, the hearsay may be admitted. Also, if the adverse party admits to the accuracy of the statement, it can be admitted as well.

Example: A Principal testifies that a parent told the Principal that a student told the parent that he or she was transferring to play for a particular Coach. If the parent is present to confirm that discussion, it can be considered. Also, if the student is present and confirms the discussion, it can be admitted. If the student denies the discussion, and there is no other corroborating evidence, it should not be considered.

- b. The hearsay may be used, even if not relied on in the decision, to question other witnesses.

Example: A newspaper article containing information is hearsay since it was written by someone not in the hearing. However, adverse parties and the decision makers may question witnesses about contents of the article.

- c. School, business, medical, and governmental records, if prepared in the normal course of the entity's operations, can be admitted and relied upon.

Example: Transcript, attendance records, and other school forms may be relied upon as accurate.

- d. Documents that have indicia of reliability. This is left to the discretion of the decision makers but, if accepted, an explanation should be provided as to why the information is believed to be credible and should be relied upon by the decision makers.

Example: Leases and sales agreements for homes if prepared and signed by realtors can usually be relied upon as supporting the existence of a sale or lease of property.

- e. The hearsay may be used to explain why someone did something.

Example: A witness may testify that he or she did something in reaction to what someone else told that person. What was told to the witness, however, may not be relied on as necessarily being truthful.

- f. The hearsay is not being offered for its truth.

Example: A witness says that a friend told him that the sky was blue one day. If it doesn't matter to the case what color the sky was, and the statement was made for other purposes, it can be considered (but not to prove that the sky was blue).

- g. Statements of a party whose interest is at issue.

Example: A school official testifies about what a student whose eligibility is at issue tells that school official. The statement is admissible regardless of whether the student is present at the hearing.

7. **Sworn and unsworn statements:** Parties will often offer sworn or unsworn statements at hearings. While sworn statements may be more reliable than unsworn ones, both still constitute hearsay because other persons and the decision makers cannot question the person making the statement. Therefore, they should be relied upon only if undisputed or there is other evidence that supports the reliability of the statements made therein.

8. **Review of Video Media of Contests.** Video media of Contests and other activities are treated as any other piece of evidence which may be of use to the Board. Those persons intending to use such video at a hearing should be prepared to identify and show the specific parts of relevant video, but should have the entire video of the event available as well. Persons intending to present such evidence should make arrangements in advance to ensure that the video Contest can be viewed by all present.

- I. All persons who are in attendance and who desire to speak to the issue(s) shall be afforded an opportunity to do so.
- J. **Length of Hearing.** Presentations should be limited to no more than forty-five (45) minutes per party, including questions to adverse witnesses. Unless a student's interest differs from that of the student's school, the student's time for presentation shall be included within the period set for the presentation of the student's school. Should a party believe that its presentation is likely to require more than forty-five (45) minutes, it should request the Executive Director or presiding officer to permit an extension of the deadline. Absent showing of good cause, a party will not be permitted an extension of more than fifteen (15) minutes. Also, parties should be aware that several hearings are often scheduled for the same day. If a need for an extension is known, it should be requested as early as possible so that schedules can be established in a manner minimizing inconvenience to other schools and witnesses.

- K. Before concluding the testimonial portion of the hearing, the presiding officer shall inquire as to whether every person who desired to speak has done so. When no one else desires to speak, the presiding officer shall state that the hearing is closed.

VIII. Deliberations Following a Hearing.

- A. The presiding officer may limit attendance at the deliberations to voting members of the Board of Directors or Board of Appeal, but may, for training/educational purposes, allow the attendance of any observing Board members, as well as executives or advisors affiliated with PIAA.
- B. Deliberations may not be tape-recorded or transcribed.
- C. The decision shall be based only on the evidence, written and oral, presented. Uncorroborated information in newspaper articles and anonymous correspondence is not considered evidence (although it may serve as a basis for questions during the hearing).
- D. Prior violations by a party may be considered in determining what penalty to assess for the current violation, but shall not consider such matters in determining whether the current alleged violation was in fact committed.
- E. Representatives of the Regional Panel or District Committee from which the appeal is taken, and all witnesses, shall not attend the deliberations or vote on the appeal.
- F. The vote on the decision shall be taken in public session.

IX. Notification of Decision.

- A. The Principal of the school(s) involved, shall be notified of the decision by letter (the "Decision Letter"). Where a student's eligibility is at issue and/or where another adult has an interest addressed by the decision, the school's Principal shall forward the Decision Letter to said persons, including any counsel representing them and (if a student) the student's parents.
- B. The Decision Letter shall identify the date of the hearing or other consideration, the rule(s) under which the decision was made, and shall give a brief description of the reason(s) for the decision.

X. Rehearing or Reconsideration.

- A. There is no right to a rehearing or reconsideration. Where there is a request for a rehearing or reconsideration, of the Board of Directors' first decision is whether it will permit a rehearing or reconsideration.
- B. A rehearing or reconsideration is generally permitted only where a party asserts that it has new evidence to present that it could not have presented at the original hearing.
- C. Considerations in deciding whether to grant rehearing or reconsideration include whether the additional information might change the decision or might advance the convenience and efficiency of the parties or the Board of Directors.

**PROCEDURAL STANDARDS FOR DISCIPLINE OF
PIAA-REGISTERED SPORTS OFFICIALS**

I. Introduction.

These procedural standards apply to the hearings arising out of, or relating to, ARTICLE XV, OFFICIALS, of the PIAA By-Laws.

II. Basis for Hearings and Appeals.

ARTICLE VII, POWERS AND DUTIES OF BOARD OF DIRECTORS AND OFFICERS, of the PIAA Constitution, authorizes the PIAA Board of Directors to make and apply necessary policies, procedures, rules, and regulations of PIAA-registered sports officials, and to fix and enforce penalties for any violation of the PIAA Constitution, By-Laws, Policies and Procedures and Rules and Regulations.

ARTICLE XV, OFFICIALS, Section 6, Removal of Registered Sports' Officials, of the PIAA By-Laws, governs the registration, conduct and removal of PIAA-registered sports officials (hereafter "official" or "officials").

III. Matters that may be Heard.

Matters that may be heard by the Executive Director are those which relate to the possible discipline, including removal, suspension, and/or probation of officials.

Matters that may be heard are those which relate to the conduct of officials. Those matters include:

- A.** A hearing held by the Executive Director to consider whether to remove, suspend or place on probation an official.
- B.** A hearing held by the Board of Directors to consider an appeal of the decision of the Executive Director to remove, suspend or place on probation an official.
- C.** A hearing held by the Board of Directors to consider, under ARTICLE XV, OFFICIALS, Section 6, Removal of Registered Sports Officials, Sub-Section B, Discretionary Removal, of the PIAA By-Laws, whether to remove an official.

IV. Persons with Standing to Initiate Proceedings.

- A.** The Executive Director may, on the Executive Director's own initiative, investigate, and resolve matters arising under ARTICLE XV, OFFICIALS. In so doing, the Executive Director may schedule a hearing to consider the matter.
- B.** A member school which believes that an official should be removed, suspended, or placed on probation pursuant to ARTICLE XV, OFFICIALS, has the right to request that such matter be considered by the Executive Director and, if dissatisfied with the decision of the Executive Director to appeal his/her decision to the Board of Directors.
- C.** An official who has been notified that the Executive Director is conducting an investigation and/or considering imposition of sanctions under ARTICLE XV, OFFICIALS, may request a hearing before the Executive Director.
- D.** An official removed, suspended, or placed on probation by the Executive Director has the right of appeal to the Board of Directors.
- E.** The Executive Director or the President of PIAA may request a hearing to consider the removal of an official pursuant to ARTICLE XV, OFFICIALS, Section 6, subsection B, Discretionary Removal.
- F.** A member school which believes that an official should be removed pursuant to ARTICLE XV, OFFICIALS, Section 6B, has the right to request that such matter be heard by the Board of Directors.

V. Request for Hearing.

Requests by officials or member schools for hearings shall be made in writing to the Executive Director. The letter shall provide sufficient information to enable the Executive Director to identify the issue(s) involved.

Upon request of the official or the Principal of the requesting school, or counsel for either, the Executive Director shall provide a copy of all written materials in the Executive Director's possession which are to be used at the hearing.

VI. Manner of Consideration of Matter.

In all cases where an official or member school has properly requested a hearing prior to a determination, such opportunity shall be granted.

If an official or member school requests that a matter be resolved solely upon written submission, without a hearing, the Executive Director may do so only if the official consents to such consideration.

Where a transcript has been made of the proceedings before the Executive Director, the record on appeal shall be limited to that transcript and any written materials which were before the Executive Director in connection with the making of the Executive Director's decision.

Where no transcript has been made of the proceedings before the Executive Director, the record on appeal shall consist of the written material submitted to and by the Executive Director, and any oral testimony and additional written material which the appealing official, school, and others involved desire to present.

VII. Notification of Hearing.

A. In all cases where a hearing is to be held, the Executive Director, or the Executive Director's designee, shall send a letter ("Scheduling Letter") to the official and/or Principal of the school involved, providing the following:

1. The date, time, and place of the hearing.
2. How the matter arose (by request of the official, a school, the Executive Director or the Board of Directors).
3. The issue(s) involved, citing (if possible) the applicable provision(s) of the PIAA Constitution, By-Laws, Policies and Procedures, Rules and Regulations, etc. This should be sufficiently specific to inform the official and/or school of the scope of the issues, but sufficiently general to cover collateral issues that may arise.
4. That, on an appeal of a decision of the Executive Director, where there is a transcript of the proceedings before the Executive Director, and the record on appeal is limited to the testimony and papers before the Executive Director. Any persons involved are entitled to bring with them to the appeal hearing any persons whom they desire to attend, and to be represented by counsel.
5. That, on an appeal of a decision of the Executive Director, where there is no transcript of the proceedings before the Executive Director, all persons involved are entitled to bring with them to the appeal hearing any persons whom they desire to attend, to submit any written material which they desire, and to be represented by counsel. Where the persons involved intend to submit written material, they should bring a sufficient number of copies for distribution to the decision-makers and any other parties.
6. That the Board, if on appeal, will have copies of the written materials submitted to and by the Executive Director, making it unnecessary for participants to provide them.
7. That the Executive Director, if on a matter before the Executive Director, will have copies of the written material previously submitted to the Executive Director, making it unnecessary for participants to provide them.
8. That if the official has any questions, the official is to contact the Executive Director or another specified person.

B. Where possible, the Scheduling Letter should be mailed, e-mailed or faxed under circumstances which would result in its being received by the official and/or Principal at least two weeks before the

hearing. A shorter period of notice may be appropriate depending on the exigencies of the circumstances.

C. Where the matter arises from a written complaint of a member school, representatives of that school are expected to attend the hearing and to be prepared to present evidence in support of the complaint.

D. If the official and/or school involved are represented by counsel, the school and/or official is expected to provide such counsel shall be provided with a copy of the letter scheduling the hearing.

VIII. Conduct of Hearing.

A. Immediately prior to the beginning of the hearing, the Executive Director, or the Executive Director's designee, shall introduce all persons present.

B. The presiding officer shall begin the hearing with an introductory statement which identifies the manner in which the matter arose, and the issue(s) or the rule(s) presented.

C. Where the matter arose on the complaint of a member school, the representatives of that school shall be requested to make the first presentation.

D. The time for hearing from witnesses not affiliated with the official or schools, is to be determined according to the position they are expected to support. This is something which often is decided at the appeal hearing; the goal is to provide an official with adverse evidence to which the official would desire an opportunity to respond before beginning to make the official's presentation.

E. In matters arising under ARTICLE XV, OFFICIALS, Section 6B, and in matters appealed from a decision of the Executive Director, where a school has initiated the proceeding, the testimonial portion of the hearing shall begin the Principal of the school or the Principal's designee presenting the evidence which would support removal, suspension, or probation of the official. Leeway is to be provided to counsel representing any individual, but if a dispute arises between counsel and the Principal, the Principal will be given the first opportunity to speak, and counsel will be given an opportunity to do so thereafter.

F. In matters arising under ARTICLE XV, OFFICIALS, Section 6B, and in matters appealed from a decision of the Executive Director, where no school has initiated the proceeding, the testimonial portion of the hearing shall begin with the presiding officer calling upon the Executive Director or the Executive Director's designee to present the evidence which would support the removal, suspension, or probation of the official.

G. Consistent with the maintenance of an orderly and informative hearing, the manner of presentation shall be as chosen by the official or school initiating the proceeding.

1. The manner of presentation can range from formal trial-type proceedings in which witnesses are called and asked questions, to the more informal and common approach where witnesses simply are given the opportunity to present a narrative as to any applicable facts within their knowledge. The latter is usually more effective.

2. Reasonable cross-examination of witnesses is permitted. Cross-examination may be conducted by an official or the official's counsel or representative, by a school's principal representative or the school's counsel, and/or (on appeal) the Executive Director.

3. Any person in attendance is subject to questioning as to relevant facts within that person's knowledge.

4. Counsel cannot reasonably expect formal rulings on legal objections in the context of these appeal hearings. However, if an evidentiary objection is raised, the presiding officer may rule. In the alternative, the presiding officer may indicate that the objection will be taken under advisement and the applicability/admissibility of the evidence considered during deliberations.

The presiding officer also has the authority to control issues of relevance and repetitiveness even in the absence of any objections.

H. Other Procedural Matters:

1. **Tape Recordings.** Parties may tape record hearings if such recording is unobtrusive and does not interfere with the hearing process. Hearings and presentations will not be delayed or altered to accommodate persons desiring to record the hearing.
2. **Transcription of Hearing.** Where a request is made by a party that the hearing be transcribed by a court reporter, it is PIAA policy that transcription shall be permitted so long as (1) it is at the expense of the requesting party, and (2) PIAA receives a copy of the transcript at the expense of the requesting party contemporaneously with the delivery of the original to the requestor.

Where the Executive Director and/or Board elect to have a court reporter attend a hearing, the cost of attendance shall be borne by PIAA. The costs of any transcript sought by a party, however, shall be borne by that party, which shall provide a copy of the transcript to PIAA.

3. **Swearing of Witnesses.** Swearing of witnesses is not permitted absent the consent of the witness.
4. **Sequestration of Witnesses.** Sequestration of witnesses (so that witnesses shall not be able to hear the testimony of other witnesses) is at the discretion of the presiding officer. Such requests generally relate to anticipated credibility problems with subsequent witnesses if they have heard prior witnesses. Sequestering of witnesses should be permitted where there is a sound basis for preventing future witnesses from hearing the testimony of earlier ones. Parties to the proceeding (including the official whose interest is at issue) may not be sequestered.
5. **Approach to hearsay generally:** Hearsay, as a general matter, is testimony, affidavits, statements, and/or other documents which convey what another person, not present to be cross-examined at the hearing, previously said about something that is now relevant to the proceeding. Because other parties and the decision makers do not have an opportunity to question the person making the statement(s), the evidence should not be relied upon unless there are strong indicia that the information is reliable. Unsubstantiated rumors in particularly unreliable. There are several situations in which hearsay can be used or relied upon by the decision makers:
 - a. If the alleged speaker is present for the hearing and can be questioned about it, the hearsay may be admitted. Also, if the adverse party admits to the accuracy of the statement, it can be admitted as well.

Example: A Principal testifies that a parent told the Principal that a registered sports official told the parent that he or she was going to ensure that a particular Team would win a particular Contest. If the parent is present to confirm that discussion, it can be considered. Also, if the registered sports official is present and confirms the discussion, it can be admitted. If the registered sports official denies the discussion, and there is no other corroborating evidence, it should not be considered.

- b. The hearsay may be used, even if not relied on in the decision, to question other witnesses.

Example: A newspaper article containing information is hearsay since it was written by someone not in the hearing. However, adverse parties and the decision makers may question witnesses about contents of the article.

- c. School, business, medical, and governmental records, if prepared in the normal course of the entity's operations, can be admitted and relied upon.

Example: Court docket sheets and related court filings may be relied upon as accurate.

- d. Documents that have indicia of reliability. This is left to the discretion of the decision makers but, if accepted, an explanation should be provided as to why the information is believed to be credible and should be relied upon by the decision makers.

Example: Leases and sales agreements for homes if prepared and signed by realtors can usually be relied upon as supporting the existence of a sale or lease of property.

- e. The hearsay may be used to explain why someone did something.

Example: A witness may testify that he or she did something in reaction to what someone else told that person. What was told to the witness, however, may not be relied on as necessarily being truthful.

- f. The hearsay is not being offered for its truth.

Example: A witness says that a friend told him that the sky was blue one day. If it doesn't matter to the case what color the sky was, and the statement was made for other purposes, it can be considered (but not to prove that the sky was blue).

- g. Statements of a party whose interest is at issue.

Example: A person testifies about what the registered sports official whose status is at issue tells that person. The statement is admissible regardless of whether the registered sports official is present at the hearing.

6. Sworn and unsworn statements: Parties will often offer sworn or unsworn statements at hearings. While sworn statements may be more reliable than unsworn ones, both still constitute hearsay because other persons and the decision makers cannot question the person making the statement. Therefore, they should be relied upon only if undisputed or there is other evidence that supports the reliability of the statements made therein.

7. Review of Video Media of Contests. Video of Contests and other activities are treated as any other piece of evidence which may be of use to the Executive Director and the Board of Directors. Those persons intending to use such video at a hearing should be prepared to identify and show the specific parts of relevant video, but should have the entire video available as well. Persons intending to present such evidence should make arrangements in advance to ensure that the video can be viewed by all present.

I. All persons who are in attendance and who desire to speak to the issue(s) shall be afforded an opportunity to do so.

J. Before concluding the testimonial portion of the hearing, the presiding officer shall inquire as to whether every person who desired to present evidence has done so. When no one else desires to do so, the presiding officer shall state that the hearing is closed.

IX. Deliberations Following Hearing.

A. The presiding officer may limit attendance at the deliberations to voting members of the Board of Directors or to the Board of Appeal, but, for training/educational purposes, may allow the attendance of any observing Board members, as well as executives or advisors employed or retained by PIAA.

B. Deliberations may not be tape recorded.

C. The decision shall be based only on the evidence, written and oral, presented. Although it may serve as a basis for questioning during the hearing, uncorroborated information in newspaper articles and anonymous correspondence is not evidence.

D. The Executive Director, Board of Directors, and/or Board of Appeal may consider prior violations by the official in determining what penalty to assess for the current violation, but shall not consider such matters in determining whether the current alleged violation was in fact committed.

E. All witnesses and, if the matter involves an appeal from a decision of the Executive Director, the Executive Director shall be absent from the deliberations.

X. Notification of Decision.

A. The decision of the Executive Director and/or Board of Directors shall be made in open session.

B. The Executive Director, or the Executive Director's designee, or, if on appeal, the presiding officer, shall follow the oral decision with confirmation of the decision by letter setting forth the reasons for the decision.

C. The letter shall identify the date of the hearing or other consideration, and shall give a brief description of the reason(s) for the decision.

D. A copy of the letter shall be provided to the official and any school involved in the matter. Any person or entity represented by counsel will be expected to convey the letter to said counsel.

POLICY REGARDING REVIEW OF VIDEO MEDIA OF CONTESTS

PIAA member school produced and provided, and/or production company provided, video media of Contests may be reviewed and utilized at PIAA related hearings consistent with (1) Section VII, Conduct of Hearing, subsection I, Other Procedural Issues, sub-subsection 5, Review of Video Media of Contests, of the Procedural Standards for Regional Panels and District Committees; (2) Section VIII, Conduct of Appeal Hearing, subsection H, Other Procedural Matters, sub-subsection 7, Review of Video Media of Contests, of the Procedural Standards for Appeal Hearings; and (3) Section VIII, Conduct of Hearing, subsection H, Other Procedural Matters, sub-subsection 6, Review of Video Media of Contests, of the Procedural Standards for Discipline of PIAA-Registered Sports Officials.

PIAA member school produced and provided, and/or production company provided, video media of Contests may be reviewed and utilized by the Executive Director, or the Executive Director's designee, in (1) considering a request to reverse a disqualification under ARTICLE XIII, PENALTIES, Section 8, Disqualification From Next Contests, subsection D, Appeal of Disqualification, sub-subsection 2, Misapplication of a rule, relating to misidentification of a person and (2) certain other situations where such review will, in the judgment of the Executive Director, assist the Executive Director in the performance of the Executive Director's duties.

PIAA member school produced and provided, and/or production company provided, video media of Contests will not be reviewed by the Executive Director or Board of Directors for the purpose of reversing or changing the outcome of a Contest nor will they be reviewed simply on assertions that Contest officials missed calls and/or made one or more incorrect calls. Where evidence of such errors does exist, member schools should convey the information to the appropriate PIAA-chartered chapter rules interpreter so that the information can be used to improve the training of officials affiliated with that chapter.

PIAA-REGISTERED CONTEST OFFICIALS

ASSIGNMENT OF CONTEST OFFICIALS POLICY

I. General.

PIAA is committed to the principles of equal treatment for all individuals. PIAA will engage Contest personnel and contract with and assign PIAA-registered sports officials to Postseason Contests without regard to race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap.

II. Equal Opportunity Assignment of PIAA-Registered Sports Officials.

It is the policy of PIAA to provide equal opportunity in its assignment of PIAA-registered sports officials to Postseason Contests; and to assign Contests in a manner that does not discriminate against any person because of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap.

To further this policy, PIAA will:

- (a) make all Contest assignments without regard to race, color, religion, sex, age, national origin, ancestry, or non-Contest related disability or handicap and take affirmative measures to seek qualified minority group and female sports officials;
- (b) further the principle of equal opportunity in its assignment of sports officials to Postseason Contests which are based on qualifications in accord with the essential functions to perform the assignments; and
- (c) ensure that assignments are in accord with general principles of equal opportunity by applying only merit based requirements for assignments.

ASSIGNMENTS OF OFFICIALS

POLICY FOR ASSIGNING CONTEST OFFICIALS:

POLICY FOR ASSIGNING REGULAR SEASON CONTEST OFFICIALS/ASSIGNOR(S)

Member schools are ultimately responsible for entering into contracts with PIAA-registered sports officials to officiate Regular Season Contests. Member schools may, either directly or through an organized group of member schools, delegate the responsibility of arranging for officiating at specific Regular Season Contests to another individual, typically referred to as an "assignor", under the following conditions:

- 1) The assignor annually provides certification to the member school, or an organized group of member schools of which the contracting school is a member, that the assignor does not assess Contest officials, nor accept from Contest officials, a fee. If there is any fee or other compensation to be paid to the assignor, it shall be paid by the member school, or an organized group of member schools.
- 2) The assignor annually provides certification to the member school, or an organized group of member schools, that the assignor does not discriminate on the bases of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap of official or participating student-athletes with respect to the level, quality, or number of assignments, and does not otherwise discriminate against any official on the basis of race, color, religion, gender, age, national origin, or ethnic background.
- 3) No member school, or an organized group of member schools, shall utilize the services of an assignor whom the member school, or an organized group of member schools, determines is seeking or accepting fees from officials or who is discriminating against officials on the bases of race, color, religion, gender, age, national origin, ethnic background or non-performance related disability or handicap of official or participating student-athletes.

- 4) Member schools and organized groups of member schools, which utilize the services of an assignor, are encouraged to enter into a written agreement with the assignor specifying the relationship with the assignor and the responsibilities of the assignor. A form agreement, which can be modified to meet the specific circumstances as needed, is provided in the Forms section of the PIAA Handbook.

POLICY FOR ASSIGNING DISTRICT CHAMPIONSHIP CONTEST OFFICIALS

It is PIAA policy that PIAA District Officials' Representative(s), or the Officials' Representative's designee(s), with the concurrence of the respective PIAA District Chairmen, assign PIAA-registered Contest officials in the sports of baseball, basketball, cross country, field hockey, football, lacrosse, softball, soccer, swimming and diving, track and field, volleyball, and wrestling to all District Championship Contests.

The PIAA District Officials' Representative(s), and any agents and employees thereof, who participate in the assignment of officials, shall not refuse to assign an official based on the gender, national origin, race, religion, or ethnic background of the official or the gender, national origin, race, religion, or ethnic background of the participating student-athletes; shall not discriminate against any official on the basis of race, color, religion, gender, age, nation origin, ethnic background or non-performance related disability or handicap with respect to the level, quality, or number of assignments; and shall not otherwise discriminate against any official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap.

POLICY FOR ASSIGNING INTER-DISTRICT CHAMPIONSHIP CONTEST OFFICIALS

It is PIAA policy that the Executive Director, or the Executive Director's designee, assigns PIAA-registered Contest officials in the sports of baseball, basketball, cross country, field hockey, football, lacrosse, softball, soccer, swimming and diving, track and field, volleyball, and wrestling to all Inter-District Championship Contests.

Beginning July 1, 2010, the failure of a PIAA-registered sports official to attend at least one PIAA Officials' Convention during the preceding five (5) years may be considered a factor in determining whether to assign that sports official to officiate a PIAA Inter-District Championship Contest.

PIAA, and any officers, agents and employees thereof and Chapters of Registered Officials, and any officers, agents and employees thereof who participate in the assignment of officials to Postseason Contests, shall not refuse to assign a Contest official based on the gender, national origin, race, religion, or ethnic background of the Contest official or the gender, national origin, race, religion, or ethnic background of the participating student-athletes, shall not discriminate against any Contest official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap with respect to the level, quality, or number of assignments, and shall not otherwise discriminate against any Contest official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap.

A Contest official may report an alleged violation of the nondiscrimination provisions of this Policy for Assigning Contest Officials to the Officials' Representative(s) of the PIAA District in which the Contest official resides, or to the Assistant Executive Director, in writing, describing the alleged violation in such detail as is available to the Contest official. The Officials' Representative will forward a copy of any such report to the Assistant Executive Director. In either case, the Assistant Executive Director will circulate any such report in summarized form to the officers of PIAA and to the PIAA Board of Directors. PIAA, and any officers, agents, and employees thereof, and Chapters of Registered Officials, and any officers, agents, and employees thereof who participate in the assignment of Contest officials, shall not retaliate against any person because of the filing of a report with the Officials' Representative or the Assistant Executive Director, or because of any person's involvement in the resolution of the report, or because of participation in any capacity in the case of Noreen P. Kemether v. PIAA.

In those instances in which a PIAA member school or group of member schools enters into a contract by which responsibility for the assignment of Contest officials is given to another person or entity, PIAA

recommends that PIAA member schools include contract language that is identical to the nondiscrimination provisions of this Policy. PIAA also recommends that, in those instances in which the responsibility for the assignment of Contest officials is given to another person or entity by a PIAA member school or group of member schools in a document that is less formal than a contract (such as, for example, an annual letter), the document include equivalent language.

ABSENCE OR WITHDRAWAL OF OFFICIAL AT CONTEST

Where a PIAA-registered official engaged to officiate a Contest does not timely arrive at the Contest site, is unwilling to officiate, or is unable (for medical or other reasons) to complete a Contest that is underway, the participating schools and/or Contest manager shall proceed as follows:

1. An effort should be made to find a replacement PIAA-registered official to officiate the Contest.
2. If (1) no PIAA-registered official willing to officiate the Contest can be located within a reasonable period of time, (2) the Contest was to have multiple officials, and (3) one or more officials remain available to officiate, the schools, with the consent of the remaining official(s), may agree to proceed with the Contest. This should only occur if the schools and officials agree that they can do so without posing an increased risk of injury to the participants. The Contest may not proceed if any participating school, or the remaining official(s), believes that proceeding would result in an increased risk of injury. This provision will only apply when the number of required officials falls below the number listed in the corresponding NFHS rules book.
3. If no PIAA-registered official is available to officiate the Contest, or the parties cannot agree to continue under #2 above, the Contest may not proceed. Reasonable efforts should be made to reschedule the Contest. If the Contest was already underway before the loss of an official, the rescheduled Contest will resume at the point of suspension, subject to the rules of the contest.

FEES:

POLICY REGARDING REGULAR SEASON CONTEST OFFICIALS' FEES

PIAA has no involvement in the establishment of regular season Contest officials' fees.

The matter of Contest officials' fees is an agreement between the individual Contest official and the school or entity hosting the Contest(s).

1) Host schools or entities, and sports officials who have agreed to work a Contest or a multi-Contest event, such as a Tournament involving two or more PIAA member schools, should, as early as is reasonably feasible, agree on terms for officiating the Contest. It is recommended that some written contract (paper or electronic) identifying the Contest (sport, schools involved, location, date and time) and the Contest fee to be paid by the host school is entered into between the Contest official and the school or entity hosting the Contest(s). The form "Contract for Officials Under PIAA Rules" (Officials' Contract) is made available to the schools as a resource, but is not required by PIAA.

Host schools and entities should ensure that Contest officials' fees are paid to the officials **in a timely fashion**.

2) Officials should timely complete any requested expenditure reports, state, local, or federal tax forms, and any other accounting documents that may reasonably be required by the host school or entity to facilitate proper payment by check or through electronic means.

3) Officials are expected to complete their assignment as contracted and perform all duties in accordance with the sport specific National Federation of State High School Athletic Associations (NFHS)

rules book and/or adopted PIAA policies. This includes, but is not limited to, appropriate time of arrival, equipment and Contest site inspections, pre-Contest activities (i.e., weigh-in).

4) If a Contest official accepts a contract for an assignment for a regular season contest and is unable to complete the assignment, the official either directly or through the assignor (if any) must locate a replacement official who is properly registered in the applicable sport. PIAA does not determine the method by which replacements are selected for regular season contests.

Contract Disputes

Any dispute arising out of an Officials' Contract may be brought by either the official or the host school or entity to the local elected PIAA District Officials' Representative, who shall attempt to mediate the dispute.

If the local District Officials' Representative is unable to resolve a claim by an official asserting a breach of the contract, the official may request a hearing before the local PIAA District Committee for failure of the host school or entity to adhere to the PIAA Policies and Procedures. Penalties may be enforced as per ARTICLE XIII, PENALTIES, of the PIAA By-Laws. This procedure is not available until the official has made a good faith effort to resolve the dispute through mediation with the District Officials' Representative.

EVALUATION OF OFFICIALS:

POLICY REGARDING EVALUATION OF REGULAR SEASON, DISTRICT CHAMPIONSHIP, AND INTER-DISTRICT CHAMPIONSHIP CONTEST OFFICIALS:

EVALUATION OF REGULAR SEASON CONTEST OFFICIALS

Evaluation forms for local chapters are available in each sport's chapter rules interpreter's meeting guide. Local chapters, in evaluating their member officials, may utilize these evaluation instruments. A composite of chapter members' evaluations should be submitted to each elected PIAA District Officials' Representative(s) for their information and use.

As a continuing service to local chapters, additional information and/or discussion items may also be obtained by contacting the PIAA Office.

EVALUATION OF PIAA DISTRICT CHAMPIONSHIP CONTEST OFFICIALS

It is recommended that all officials assigned to District Championship Contests in the sports of baseball, basketball, field hockey, football, lacrosse, softball, soccer, volleyball, and wrestling be evaluated.

It is recommended that PIAA District Officials' Representative(s) assign evaluators to District Championship Contests in the sports of baseball, basketball, field hockey, football, lacrosse, softball, soccer, volleyball, and wrestling. The District Officials' Representative(s) may defer to the PIAA District-appointed site manager to secure a capable evaluator. A list of chapter or district rules interpreters is available from the PIAA Office to assist in identifying trained observers to evaluate District Championship Contest-assigned officials.

An evaluation instrument, which has been developed by the Assistant Executive Director with assistance from the respective statewide rules interpreters, district interpreters, chapter interpreters and District Officials' Representative(s), is available from the PIAA Office to assist in the PIAA District evaluation process.

It is recommended that a completed evaluation form be submitted to the PIAA District Officials' Representative(s), Executive Director/Secretary and/or sport specific chairman immediately following the conclusion of the District Championship Contest but no later than 24 hours after the conclusion of that Contest, for use in further assessing Contest officials for subsequent rounds.

EVALUATION OF PIAA-ASSIGNED INTER-DISTRICT CHAMPIONSHIP CONTEST OFFICIALS

All officials assigned to Inter-District Championship Contests in the sports of baseball, basketball, field hockey, football, lacrosse, softball, soccer, volleyball, and wrestling are to be evaluated.

A District which hosts an Inter-District Championship Contest in that PIAA District shall have that District's elected Officials' Representative(s) communicate with the Assistant Executive Director as to who is assigned to evaluate the officials PIAA has assigned to that Contest. The Officials' Representative(s) may defer to the PIAA-appointed site manager to secure a capable evaluator. A list of chapter or district rules interpreters will be provided in each Inter-District Championship Contest Tournament director's handbook to assist in identifying trained observers to evaluate PIAA-assigned Contest officials.

An evaluation instrument, which has been developed by the Assistant Executive Director with assistance from the respective statewide rules interpreters, district interpreters, chapter interpreters and District Officials' Representative(s), is available in each Inter-District Championship Contest manager's handbook and is to be utilized in the evaluation process.

A completed evaluation form is to be submitted to the Assistant Executive Director, immediately following the conclusion of the Inter-District Championship Contest but no later than 24 hours after the conclusion of that Contest, for use in further assessing Contest officials for subsequent rounds.

NONDISCRIMINATION POLICY ON THE EVALUATION OF CONTEST OFFICIALS

If PIAA, or any officers, agents, or employees thereof, or Chapters of Registered Sports Officials, or any officers, agents, and employees thereof participate in an evaluation of officials for Regular Season Contests involving a PIAA member school or District or Inter-District Championship Contests, they shall not discriminate against any Contest official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap with respect to evaluation and rating.

If PIAA, or any officer, agent, or employee thereof, or any Chapter of Registered Sports Officials, or any officer, agent, or employee thereof, creates or maintains a system of evaluating officials for Regular Season Contests involving a PIAA member school or District or Inter-District Championship Contests, the evaluation system must be fair and equitable, must use race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap-neutral evaluation criteria and procedures, and must include women among the persons performing the evaluations wherever it is practicable to do so. No person or entity listed in the immediately preceding sentence may participate in any such evaluation system if the person or entity knows that such system is not fair and equitable, does not use race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap-neutral evaluation criteria, or does not include women among the persons performing the evaluation wherever it is practicable to do so.

In those instances in which a PIAA member school or group of member schools enters into a contract by which responsibility for the evaluation of Contest officials is given to another person or entity, PIAA recommends that PIAA member schools include contract language that is identical to or similar to the nondiscrimination provisions of this Policy. PIAA also recommends that, in those instances in which the responsibility for the evaluation of Contest officials is given to another person or entity by a PIAA member school or group of member schools in a document that is less formal than a contract (such as, for example, an annual letter), the document include equivalent language.

PROCEDURE FOR ADDRESSING CONCERNS OF SPORTS OFFICIALS REGARDING ASSIGNMENTS AND EVALUATIONS

A. Discrimination in Assignments and/or Evaluations.

Any PIAA-registered sports official who believes that he or she has been discriminated against by a school, assignor, or evaluator on the basis of race, color, religion, gender, national origin, ethnic background, or non-performance related disability or handicap should report, in writing, such allegation to

either the Officials' Representative(s) of the PIAA District in which the sports official resides or the Assistant Executive Director. The sports official's report should identify the assignor(s) and/or evaluator(s) believed to have discriminated against the sports official, and describe in as much detail as is available the alleged discrimination. If the report is provided to the District Officials' Representative, that person shall promptly forward the report to the Assistant Executive Director.

Upon receipt of the report, the Assistant Executive Director shall offer to, directly or through a designee, mediate the dispute. Any assignor or evaluator accused of discrimination will be expected to participate in good faith in the mediation process. Refusal to so participate shall be communicated to the conference(s) or league(s) using the assignor or evaluator and shall render the assignor or evaluator ineligible to further assign or evaluate until the dispute is resolved.

Upon conclusion of efforts to mediate the dispute, the Assistant Executive Director will circulate the report from the sports official, in summarized form, as well as a report of the mediation, to the officers of PIAA and to the PIAA Board of Directors.

Any sports official who is dissatisfied with the results of mediation and who believes that a school, assignor, or evaluator engages in discrimination against sports officials may request a hearing before the PIAA Board of Directors. The sports official shall have the burden of demonstrating such discrimination. If such discrimination is found, the PIAA Board of Directors may (1) permanently, or for a specified period of time, prohibit any member school from utilizing the services of the assignor; (2) place the assignor on probation consistent with the provisions of ARTICLE XIII, PENALTIES, Section 7, Probation, of the PIAA By-Laws; and/or (3) publicly censure the assignor consistent with the provisions of ARTICLE XIII, PENALTIES, Section 6, Public Censure, of the PIAA By-Laws.

PIAA, and any officers, agents, and employees thereof, and Chapters of Registered Officials, and any officers, agents, and employees thereof who participate in the assignment of sports officials for Regular Season Contest involving a PIAA member school or District or Inter-District Championship Contests, shall not retaliate against any person because of the filing of a report with the Officials' Representative or the Assistant Executive Director, or because of any person's involvement in the resolution of the report, or because of participation in any capacity in the case of Noreen P. Kemether v. PIAA.

B. Dissatisfaction with Evaluation.

Any registered sports official who believes that he or she has been incorrectly evaluated shall report, in writing, such dissatisfaction to either the Officials' Representative(s) of the PIAA District in which the sports official resides or the Assistant Executive Director. The sports official's report should describe, in as much detail as is available, the reasons why the evaluation is inaccurate.

Upon receipt of the report, the District Officials' Representative shall offer to, directly or through a designee, mediate the dispute. Any evaluator whose evaluation is challenged will be expected to participate in good faith in the mediation process. Refusal to so participate shall be communicated to the conference(s) or league(s) using the evaluator and shall render the evaluator ineligible to further evaluate absent a decision from the Board of Director reinstating the evaluator. If mediation is unsuccessful, the sports official may request a hearing before the District Committee to review the evaluation. Upon the conclusion of the hearing, the District Committee may (1) leave the evaluation as originally prepared; (2) strike the evaluation; and/or (3) direct that a new evaluation occur.

POLICY REGARDING MEMBER SCHOOL SUPERVISION OF PIAA-REGISTERED SPORTS OFFICIALS ENGAGED TO OFFICIATE CONTESTS

At all Contests between PIAA member schools, the host school shall ensure that PIAA-registered sports officials who have been engaged to officiate their Contests are given a changing area separate and apart from those changing areas utilized by student-athletes. If this is not physically possible, the host school shall establish and enforce a detailed plan identifying how it intends to prevent one-on-one unsupervised or unobserved contact by sports officials with student-athletes. Host schools shall take all steps reasonably necessary to ensure that the sports officials do not have other opportunities for one-on-one unsupervised or unobserved contact with student-athletes. The failure to adopt and implement

appropriate procedures may disqualify the host school from hosting future Contests between PIAA member schools for a period of time deemed appropriate by the PIAA District Committee or the PIAA Board of Directors, within their respective jurisdictions, as well as imposition of other sanctions under ARTICLE XIII, PENALTIES, of the PIAA By-Laws.

FINANCES

POLICY REGARDING STANDARDIZATION OF REPORTING PROCEDURES AND CENTRALIZATION OF ACCOUNTING

All PIAA District Committees shall adopt and implement the Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) Accounting and Procedures Manual and a modified version of its Chart of Accounts, to provide for the standardization of reporting procedures and centralization of accounting.

All PIAA District Committees shall report their operating activities to PIAA, no less often than quarterly, to provide for the PIAA Board of Directors to fulfill its fiduciary responsibilities to the membership.

POLICY REGARDING MAINTAINING A DISTRICT-WIDE BANKING RELATIONSHIP AND DISBURSING PAYMENTS BY CHECK AT DISTRICT CHAMPIONSHIP CONTESTS

PIAA District Committees shall maintain a District-wide banking relationship to provide District Championship Contest managers with a mechanism for depositing revenues generated as a result of those Contests. Such revenues shall be deposited within two (2) business days of the completion of the Contest and shall not be deposited in any personal or other accounts.

PIAA District Committees shall issue checks for reimbursement to participating member schools (if applicable) and payments to Contest sites for their non-contracted rental charges and services, PIAA District-Appointed Contest managers, PIAA District-Assigned Contest officials, and all other individuals compensated in an amount in excess of \$100 for facilities or services rendered in connection with District Championship Contests. Payments to Contest sites for their non-contracted rental charges and services, PIAA District-Appointed Contest managers, and all other individuals compensated in an amount in excess of \$100 for facilities or services rendered in connection with District Championship Contests shall occur as soon as reasonably possible following the (1) submission of the respective District Championship Contest(s) financial reports to the respective PIAA District Treasurers.

POLICY REGARDING MAINTAINING A STATEWIDE BANKING RELATIONSHIP AND DISBURSING PAYMENTS BY CHECK AT INTER-DISTRICT CHAMPIONSHIP CONTESTS

PIAA shall maintain a statewide banking relationship to provide Inter-District Championship Contest managers with a mechanism for depositing revenues generated as a result of those Contests. Such revenues shall be deposited within two (2) business days of completion of the Contest and shall not be deposited in any personal or other accounts. Inter-District Championship Contest managers may, in the alternative, deposit those revenues in the respective PIAA District Committee depository. Within two (2) business days of depositing the revenues in the District Committee depository, all deposited funds shall be transferred to PIAA's bank.

PIAA shall issue checks for reimbursement to participating member schools and payments to Inter-District Championship Contest(s) sites for their non-contracted rental charges and services, PIAA-Appointed Contest(s) Managers, PIAA-Assigned Contest(s) Officials, and all other individuals for facilities or services rendered in connection with Inter-District Championship Contest(s). Payments shall occur as soon as reasonably possible following the submission of the respective Inter-District Championship Contests financial reports to the PIAA Business Operations Supervisor.

INTER-DISTRICT CHAMPIONSHIP CONTESTS POLICY REQUIRING THE SUBMISSION OF IRS 1099 INFORMATION AND ADHERENCE TO SCHEDULES OF HONORARIA

PIAA shall remit payment to Contest managers, Contest officials, and all other individuals who are compensated for services rendered in connection with Inter-District Championship Contests only upon submission of their respective social security numbers, full names, and home addresses.

PIAA shall require Contest managers to adhere to the schedule of honoraria provided for in the respective Contest managers' handbooks.

PURCHASES:

PURCHASES SUBJECT TO REQUEST FOR QUOTATION (RFQ)

Non-incident merchandise and services expected to cost more than \$5,000 may be let on telephonic quotations.

PIAA shall issue Requests for Quotation (RFQs) for non-incident merchandise and services expected to cost more than \$10,000.

Office and electronic data processing equipment, furniture, championship apparel, championship awards, and promotional items to be purchased by PIAA and all contracts for printing, construction, reconstruction, repairs, maintenance or work on the PIAA building and property, expected to cost more than \$5,000 but less than \$10,000 may be let on telephonic or written quotations.

Office and electronic data processing equipment, furniture, championship apparel, championship awards, and promotional items to be purchased by PIAA and all contracts for printing, construction, reconstruction, repairs, maintenance or work on the PIAA building and property, expected to cost \$10,000 or more may be let only on written quotations in the form of sealed bids.

Requests For Quotation (RFQs) shall be transmitted by no less than USPS First Class Mail to vendors named on the PIAA established vendor bid lists for office and electronic data processing equipment, furniture, championship apparel, championship awards, and promotional items to be purchased by PIAA and all contracts for printing, construction, reconstruction, repairs, maintenance or work on the PIAA building and property, expected to cost \$10,000 or more.

Requests for Quotation (RFQs) specifications for merchandise or services expected to cost \$10,000 or more shall be prepared by the Director of Business Affairs and the sealed bid responses shall be opened publicly by the Director of Business Affairs before a Committee of the PIAA Board of Directors following the deadline for receipt of sealed bid responses to Requests For Quotation (RFQs) in the PIAA Office.

Whenever a party responds to a Request for Quotation (RFQ) for performance of work and later claims a mistake, error or omission in preparing said response, before the RFQs are opened, it shall make known the fact; in such case the response shall be returned unopened, without prejudice to the opportunity for the party to submit a substitute response.

This policy is not intended to prevent the letting of contracts under emergency conditions without a Request for Quotation (RFQ).

PURCHASES BUDGETED

It is the policy of the Board of Directors that when funds are available all purchases contemplated within the current budget and not subject to Request for Quotation (RFQ) shall be made in a manner that ensures the best interests of PIAA.

All purchases that are within budgetary limits and were originally contained within the budget may be made upon authorization of the Director of Business Affairs.

All purchase requests must be referred to the Director of Business Affairs, who shall check whenever the proposed purchase is subject to Request for Quotation (RFQ) and whether sufficient funds exist in the budget.

In the interests of economy, fairness and efficiency in its business dealings, the Board of Directors requires that:

1. Items commonly used be standardized whenever possible.

2. Opportunity to do business with PIAA shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.

While it is the Board of Directors' intent that PIAA purchase quality materials, merchandise, and supplies at the lowest possible cost through open competition if all other considerations are equal, the Board of Directors prefers that PIAA purchase within the Commonwealth of Pennsylvania from established merchants.

PURCHASES NOT BUDGETED

PIAA's interests require fiscal responsibility by the Board of Directors in the operation of the Association. Appropriate fiscal controls shall be adopted to ensure that funds are not disbursed in amounts in excess of the current budget.

When funds are not available for a proposed purchase, the Board of Directors may make a transfer from one class of expenditure to another if it is apparent that the necessary surplus funds do exist in another class of expenditure, and it can be demonstrated that the proposed purchase would be warranted in the current fiscal year.

Under normal conditions, planned purchases that would exceed the amount appropriated by no more than \$1,000 may be placed in accordance with PIAA policy by the Director of Business Affairs provided a sufficient amount is available in some other category of the budget for transfer by the Board of Directors to cover the purchase.

Any expenditure in excess of appropriation made in conformance with this policy shall be reported to the Board of Directors at its next meeting with a recommendation of funds to be transferred to cover said purchase.

POLICY REGARDING BUDGETARY RESERVE

As it is considered sound management practice to provide for operating contingencies, it is the policy of PIAA that a budgetary reserve be established.

Experience indicates that there are certain variables over which control is impossible regardless of the care with which the budget is prepared. These variables include unpredictable changes in the cost of goods sold and services and the occurrence of events which are vaguely perceptible during the time of budget preparation but which, nevertheless, may require expenditures by PIAA during the year for which the budget is being prepared.

In determining an appropriate budgetary reserve, the Administrative Staff should estimate expenditures using Generally Accepted Accounting Principles (GAAP), and estimate revenues using historical trends; national, Regional, and statewide economic conditions; and identifiable local events that will materially affect PIAA's income at Board of Directors'-approved championships (finals) sites.

Expenditures may not be recorded against the budgetary reserve, only against the line items that appear throughout the Association's unrestricted expenses.

POLICY REGARDING BUDGETARY TRANSFERS

As unforeseen events or changes in priorities that occur during the year often require a redirection of budgeted funds, it is PIAA policy that budget transfers of unrestricted expenses, unrestricted revenues, and cash flows, be made on an as needed basis.

The budget may be amended by a two-thirds majority of the Board of Directors, with the minutes of the meeting(s) at which the as needed budget transfers are made, disclosing the original budget amount, the amount of the amendment, and the amended budget amount.

POLICY REGARDING PIAA MISCELLANEOUS EXPENDITURES

To enhance the morale and enthusiasm of volunteers and to recognize outstanding service by volunteers and employees of PIAA, the PIAA Board of Directors authorizes the Executive Director to periodically, and at the Executive Director's discretion, provides tokens of appreciation to volunteers and employees. Unless first approved by the PIAA Executive Committee, each expenditure shall not exceed \$500.00. Expenditures under \$500.00 shall be reported by the Executive Director to the Board of Directors at its next regularly scheduled meeting.

This policy includes, but is not limited to, the expenditure of monies for memorial contributions and/or remembrances, recognition of Secretaries' Day, and the Holiday Luncheon.

POLICY REGARDING PURCHASES FOR MEMBERS OF THE PIAA BOARD OF DIRECTORS

PIAA shall provide a PIAA-business bag and a watch, all on a one-time basis, to incoming members of the PIAA Board of Directors. PIAA shall also provide a 5-year service ring, on a one-time basis, to members of the PIAA Board of Directors, in appreciation of their voluntary service to statewide interscholastic athletics.

REIMBURSEMENT POLICIES:

POLICY REGARDING REIMBURSEMENT FOR PIAA-BUSINESS RELATED EXPENSES

PIAA shall provide for reimbursement of ordinary and necessary expenses incurred in conducting the business of this Association. Reimbursement for PIAA-business related expenses shall be made upon submission of itemized receipts for non-alcoholic beverages, meals and incidental expenses, or, in the alternative, the relevant IRS per diem, lodging, telephone charges, parking charges and other transportation related expenses, including mileage at the prevailing IRS rate.

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS (NFHS) ANNUAL SUMMER MEETING ATTENDANCE AND REIMBURSEMENT POLICY

PIAA shall provide for the attendance of the members of the PIAA Board of Directors and Administrative Staff at National Federation of State High School Associations (NFHS) annual summer meetings, subject to the Policy Regarding Reimbursement for PIAA-Business Related Expenses, with travel reimbursement for the lesser of either roundtrip airfare or roundtrip mileage and subject to appropriate budgetary restrictions.

Where expenditures exceed the amount budgeted, the established treasuries of the District Committees or affiliated associations of the Board of Directors attending the NFHS annual summer meeting shall share proportionately in the amount expended over budget, based on the number of representatives from those District Committees or affiliated associations in attendance at that meeting.

PIAA shall also provide for the attendance of the Executive Director, and/or the Executive Director's designee(s) from the Administrative Staff, Legal Counsel, and PIAA Statewide Rules Interpreters at NFHS Section 2, Winter, and Summit Meetings; NFHS Legal Meeting; and NFHS Rules Interpreters' Meetings, respectively; and other appropriate out-of-state meetings, subject to the Policy Regarding Reimbursement For PIAA-Business Related Expenses, with travel reimbursement for the lesser of either roundtrip airfare or roundtrip mileage and subject to appropriate budgetary restrictions. Such expenditures shall be reported by the Executive Director to the Board of Directors at its next regularly scheduled meeting.

**REIMBURSEMENT POLICY REGARDING MEMBER SCHOOLS PARTICIPATING
IN PIAA INTER-DISTRICT FOOTBALL CHAMPIONSHIPS**

The following reimbursement policy shall apply to all PIAA Inter-District football **first, quarterfinal, semi-final round** and **championship (final)** Contests to help defray the expenses incurred by participating member schools:

Schools shall be reimbursed \$250 flat rate for under 50 miles and \$500 flat rate for over 50 miles.

All reimbursement checks, made payable to the respective participating member schools, shall be mailed to those schools, from the PIAA Headquarters, following the conclusion of the PIAA Football Championships.

Mileage claims made by participating member school athletic administrators will be determined by PIAA Headquarters staff utilizing MAPQUEST or a similar Internet site designed to calculate mileage from a starting point to a destination.

**REIMBURSEMENT POLICY REGARDING MEMBER SCHOOLS
PARTICIPATING IN PIAA INTER-DISTRICT WRESTLING REGIONS**

Member schools are responsible for acquiring their own lodging and meals. Each competing member school is responsible for the transportation expenses of its Coaches and contestants. PIAA will *not* reimburse member schools for lodging, meals, or transportation expenses.

**REIMBURSEMENT POLICY REGARDING MEMBER SCHOOLS
PARTICIPATING IN PIAA INTER-DISTRICT WRESTLING CHAMPIONSHIPS**

Member schools are responsible for acquiring their own lodging and meals. Each competing member school is responsible for the transportation expenses of their Coaches and contestants. PIAA will not reimburse member schools for transportation expenses.

PIAA will reimburse member schools an expense allowance to defray the cost of lodging and meals for all contestants and two (2) Coaches per member school. Member schools will be reimbursed for lodging and meals when a contestant has been eliminated from further competition in the Championship bracket. Reimbursement will be on a per person basis, based upon the region from which the member school qualified, as follows:

Region	Preliminaries	Quarterfinals	Semi-Finals	Finals
SC	\$20	\$30	\$40	\$50
SE	\$30	\$40	\$50	\$60
ME	\$40	\$50	\$60	\$70
SW	\$50	\$60	\$70	\$80
NW	\$60	\$70	\$80	\$90

All reimbursement checks, made payable to the respective participating member schools, shall be mailed to those schools, from the PIAA Headquarters, following the conclusion of the PIAA Wrestling Championships.

**REIMBURSEMENT POLICY REGARDING MEMBER SCHOOLS PARTICIPATING
IN PIAA INTER-DISTRICT BASKETBALL CHAMPIONSHIPS**

The following reimbursement policy shall apply to all PIAA basketball **first, second, quarterfinal, semi-final round** and **championship (final)** Contests to help defray the expenses incurred by participating member schools:

Schools shall be reimbursed \$125.00 flat rate for under 50 miles and \$250 flat rate for over 50 miles.

All reimbursement checks, made payable to the respective participating member schools, shall be mailed to those schools, from the PIAA Headquarters, following the conclusion of the PIAA Basketball Championships.

Mileage claims made by participating member school athletic administrators will be determined by PIAA Headquarters staff utilizing MAPQUEST or a similar Internet site designed to calculate mileage from a starting point to a destination.

PERSONNEL

POLICY CONCERNING THE ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR AND OTHER ADMINISTRATIVE AND SUPPORT STAFF

Purpose:

To provide a formal process for the annual evaluation of the Executive Director and other administrative and support staff.

Policy:

EXECUTIVE DIRECTOR

The President of the PIAA shall annually initiate the process for the evaluation of the Executive Director.

This process shall include:

1. Mailing of Board of Directors-approved evaluation form to all members of the Board of Directors by no later than April 15 each year.
2. Return of all evaluations in a special marked, postage-paid envelope to the attention of the President of PIAA at that President's designated address by no later than May 1 each year.
3. The President shall open and tabulate the evaluation results for presentation to the Executive Committee by no later than its meeting to prepare for the May Board of Directors' meeting.
4. The President shall initiate a review of the tabulated evaluations by the full Board of Directors no later than its May meeting.

OTHER ADMINISTRATIVE AND SUPPORT STAFF

The Executive Director shall initiate and complete a formal evaluation process for all other administrative and support staff by no later than June 30 each year.

The results of these evaluations shall be reviewed with the Executive Committee at their next scheduled meeting following completion of this process.

The Executive Committee shall initiate a review of the other administrative and support staff evaluations with the full Board of Directors no later than its July meeting.

PIAA INTERNSHIP

The purpose of this internship is to provide college students with practical experience in the field of Sports Administration/Management. The student interns are required to coordinate their experience with their classroom activities and course requirements. The PIAA Administrative Staff supervises the experience in conjunction with a faculty advisor of the respective college/university.

The process to determine qualified candidates encompasses the following items:

1. Letter of application.
2. Copies of transcripts - graduate and undergraduate (as appropriate).
3. Letters of recommendation (at least two).
4. Professional references (at least three) with appropriate contact information including business, home telephone numbers and e-mail address.
5. Internship requirements - at least 20 hours per week.
At least 120 hours total or as determined by college/university policy.

6. Journaling of activities in a daily log - compilation of all days, weeks, months.
7. Definition of projects/contracts/deadlines (as determined by PIAA).
8. Financial reimbursement will only include travel and out-of-pocket expenses borne on behalf of PIAA by the student or as determined by college/university policy.
9. Standards and requirements to be followed and incorporated in the practical experience, as provided by the advisor of the involved college/university.
10. Documentation/paperwork to be completed with confirmation of satisfactory performance including signoff by college/university and by PIAA as per college/university policy.

POLICY REGARDING ANONYMOUS CALLS, E-MAILS, AND LETTERS

The PIAA Administrative Staff receives many calls, e-mails, and letters each day. On occasion, the caller or the author of the e-mail or letter is anonymous. This type of communication is difficult, at best, for the PIAA Administrative Staff to handle. Many anonymous communications seek specific interpretations of PIAA By-Laws and/or matters of eligibility; or to report alleged violations of the PIAA Constitution, By-Laws, Policies and Procedures, and/or Rules and Regulations. In many instances a complaint is presented with no way to identify and confirm with the affected member school or individual.

Accordingly, anonymous communications received at the PIAA Office, which allege a violation by a specifically identified member school, Coach or other representative of a member school, or student, shall be forwarded to the athletic administration of the affected member school and to the chairman of the PIAA District Committee that has jurisdiction over that school. Where such anonymous communications received at the PIAA Office allege a violation by a specifically identified sports official, such communication shall be forwarded to that sports official and that sports official's elected District Committee Officials' Representative. The PIAA Administrative Staff shall take no further action in regard to anonymous communications.

ADVICE BY PIAA REGARDING ELIGIBILITY ISSUES

PIAA regularly receives questions from schools, students, parents, and other interested persons requesting advice relating to student eligibility. PIAA staff members and District Committees may respond to questions of a general nature but are not authorized to bind PIAA as to a particular student's eligibility. PIAA staff members and District Committees shall not respond to e-mail requests for advice regarding eligibility. Any school desiring a formal decision relating to the eligibility of a particular student shall submit a written request for such a determination to the appropriate District Committee.

POLICY REGARDING E-MAIL RESPONSES

Because of the volume of e-mail messages that arrive at the PIAA headquarters, the staff may not be able to timely respond to all inquiries. The first priority in responding to messages is to member schools and registered sports officials. If time permits, PIAA staff members shall thereafter attempt to respond to other e-mails.

RECORDS

POLICY REGARDING DISCLOSURE OF RECORDS

A. DISCLOSURE OF RECORDS TO MEMBERS OF THE BOARD OF DIRECTORS: Directors of PIAA stand in a fiduciary relation to the corporation and are required to perform their duties as directors in good faith, in a manner they reasonably believe to be in the best interest of the corporation, and with such care, including reasonable inquiry, skill, and diligence, as persons of ordinary prudence would use under similar certain circumstances. PIAA directors are entitled to see and use documents of PIAA that are necessary for them to carry out their duties as directors.

B. DISCLOSURE OF RECORDS TO DISTRICT COMMITTEES AND MEMBERS: The decision as to what documents, or categories of documents, should be made available to District Committees and PIAA members shall be determined by the Board of Directors, through specific decisions, the adoption of policies, or delegation of authority to officers and administrative staff. The Board of Directors should permit access by District Committees and PIAA members to those documents necessary for them to carry out their duties under the PIAA Constitution and By-Laws.

C. DISCLOSURE OF RECORDS PURSUANT TO REQUEST OF NON-PIAA ENTITIES AND PERSONS: In accordance with the following procedures, certain PIAA records may, upon request, be made available to persons not covered by the above stated policies.

1. Open-Records Officer. The Executive Director, or the Executive Director's designee, shall be the Open-Records Officer of PIAA. The Open-Records Officer shall receive requests for records received by PIAA, shall direct requests to appropriate persons within PIAA, shall track PIAA's progress in responding to requests and shall issue interim and final responses to said requests.

2. Form of Request. Requests for records submitted to PIAA shall be addressed to the Open-Records Officer. PIAA personnel may fulfill oral and informal requests for documents but are not required to do so. A written request intended to be submitted pursuant to the Pennsylvania Right To Know Law, ("RTKL") shall be directed to the PIAA Open-Records Officer and shall be on the standard Office of Open Records RTKL form, as set forth on the PIAA website. A request submitted not on such form shall be deemed by PIAA to be an informal request not subject to the RTKL and the requester shall not have any rights of appeal to PIAA's response under the RTKL. The request should identify or describe the records sought with sufficient specificity to enable PIAA to ascertain which records are being requested and shall include the name and address to which PIAA should address its response. For requests submitted under the RTKL, the following procedures shall apply:

Receipt of Request. Upon receiving a request, the Open-Records Officer shall:

- a. Note the date of receipt on the written request;
- b. Note on the written request when five (5) business days from date of receipt will expire;
- c. Maintain an electronic or paper copy of the written request, including all records submitted with the request; and
- d. Create a file as to the request. Said file shall include at least the following: (1) the original request; (2) a copy of the response; and (3) a copy of other communications.

Timing of Response. Within five (5) business days of receipt of a request, the Open-Records Officer shall respond to said request. Said deadline shall be extended if the Open-Records Officer determines that one of the following applies:

- a. The request requires redaction of a record;
- b. The request requires retrieval of records stored in a remote location;
- c. A timely response to the request cannot be accomplished due to bona fide and specified staffing limitations;
- d. A legal review is necessary to determine whether the record is subject to access under this Policy;

- e. The requester has not complied with the Policy;
 - f. The requester has refused to pay the applicable fees; and/or
 - g. The extent or nature of the request precludes a response within five (5) business days.
- Should the Open-Records Officer determine that an extension is necessary, the Open-Records Officer shall, within five (5) business days of receipt of the request, so notify the requester. The notice shall state that the request is being reviewed and shall set forth the reason for the extension, a reasonable date upon which a response is expected to be provided, and an estimate of applicable fees owed when the records become available. Unless consented to by the requester, the extension shall not exceed thirty (30) days.

Form of Response.

- a. **Format of Production:** The Open-Records Officer shall timely make available for inspection during normal business hours all non-privileged requested records. To the extent that copies of records are requested, said copies shall be provided in the medium requested if the records are kept in said medium. Otherwise, the records shall be produced in the medium in which they exist. No requester shall be entitled to have access to any computer maintained by PIAA or any of its personnel. In responding to a request for records, the Open-Records Officer shall not be required to create, compile, or organize records which do not already exist or are not so compiled or organized.
- b. **Records Available on Web Site:** If the requested records are available on the PIAA Web site, the Open-Records Officer may respond to the request by so notifying the requester. If the requester nevertheless requests production of the records, PIAA shall do so and shall charge an appropriate fee for provision of such records.
- c. **Specific Categories of Records Available for Inspection/Copying:** The following records shall be accessible for inspection and duplication by a requester in accordance with this Policy.
 1. Records of athletic performances and athletic records of student athletes and member schools.
 2. The PIAA Constitution, By-Laws, Policies and Procedures, and Rules and Regulations.
 3. Agendas for and Minutes of PIAA Board of Directors and its Committees (with the exception of its Human Resources Committee) meetings.
 4. Agendas for and Minutes of PIAA Advisory and Steering Committees meetings.
 5. All contracts between PIAA and third parties.
 6. Bids submitted by, and contracts entered into with, vendors.
 7. Bids submitted by, and contracts entered into with, entities seeking to host PIAA Inter-District Championship Contests. Entities submitting proposals should be aware that requests to keep all or some of the contents thereof confidential cannot be accepted by PIAA.
 8. School membership applications.
 9. Contracts for cooperative sponsorship of a sport.
 10. Annual financial statements.
 11. Annual budget.
- d. **Specific Categories of Records not Subject to Inspection/Copying:**
 1. Personal Private Information of student athletes, sports officials, and PIAA personnel.
 2. Athletic eligibility and school sanction decisions, except as permitted in PIAA's Policy Regarding Confidentiality of Information Relating to Student-Athletes, Member Schools, Sports Officials, and Other Adults.

3. Background check reports obtained from sports officials registered with PIAA since April 1, 2007.
4. Agendas for and Minutes of executive sessions of the Board of Directors and its Human Resources Committee.
5. Employee personnel files and records, other than the name, position, salary, actual compensation, and employment contracts of personnel.
6. Memoranda and reports of PIAA's counsel relating to litigation.
7. Medical information regarding any PIAA-related personnel.
8. Records containing the Social Security number; driver's license number; personal financial information; home, cellular, or personal telephone numbers; personal e-mail addresses; and other confidential personal identification information of any person.
9. Records containing a spouse's name, marital status, beneficiary, or dependent information of any person.
10. Drafts of amendments to the PIAA Constitution, By-Laws, Policies and Procedures, and Rules and Regulations not yet disseminated to members of the Board of Directors.
11. Records relating to investigations of student-athletes, sports officials, and schools; including complaints, investigative materials, correspondence, and reports.

e. Redaction: The Open-Records Officer shall redact from production those records, and portions of records, which are privileged or are exempt from production.

f. Notification of Third Parties: Where records produced have been provided to PIAA by third parties, and those records are the subject of the request, the Open-Records Officer may, if deemed appropriate, notify the third parties of the request and the requester.

Payment of Fees: The Open-Records Officer may charge a requester the costs incurred by PIAA for (1) actual postage; and (2) costs of duplication. Where said costs are projected to exceed \$100, said payment shall be required in advance of production. No future production shall be made to any person or entity who has not paid for a prior production until such amount due and owed is paid. Additionally, where payment for prior productions was not made within thirty (30) days of production, the Open-Records Officer may make future productions contingent upon prepayment of estimated costs.

Denial of Request: If the Open-Records Officer denies a written request for access, said denial shall specify (1) a description of the record(s) requested; (2) the specific reasons for the denial; (3) the typed name, title, business address, business telephone number, and signature of the Open-Records Officer; (4) the date of the response; and (5) the procedure to appeal the denial of the request to the Office of Open Records.

D. RETENTION: Nothing in this policy is intended to modify, rescind, or supersede any record retention and disposition schedule established pursuant to PIAA policy.

E. CONFIDENTIAL INFORMATION: Nothing in this policy is intended to supersede PIAA's Policy Regarding Confidentiality of Student-Athlete and Member School Information.

F. POSTING OF INFORMATION. PIAA shall post, at its Headquarters and on its Web site, the following:

1. This Policy;
2. Contact information for the Open-Records Officer; and
3. A [form](#) which may be used to file a request with PIAA.

PIAA OPEN RECORDS OFFICER:

Dr. Robert A. Lombardi, PIAA Executive Director
 550 Gettysburg Rd., Mechanicsburg, PA 17055
 Tel. 717-697-0374 * Fax. 717-697-0374 * Email: rlombardi@piaa.org

POLICY REGARDING RETENTION OF RECORDS

A. Records Retention.

The administrative staff should keep PIAA documents for a reasonable period of time which, unless substantial reasons exist to extend such period, shall be presumed to be three years.

If the records have a possibility of being related to pending or threatened litigation, they should be retained as long as litigation is pending or possible. In determining whether records can be destroyed prior to the expiration of the statute of limitations, consideration should be given to the chances of litigation, which party will have the burden of proof, and the exact time period when the statute of limitation applies.

B. Employee Related Records.

1. PIAA shall keep copies of the following records for a period of three years:

records of hours worked and wages paid to each employee;

records of the wages, job classification, and other terms and conditions of employment for each employee;

records of each minor with a transferable work permit who is employed;

authorizations from employees for PIAA to deduct money from wages;

information relating to wages, places of work, names, social security numbers, goods manufactured, and certificate numbers of home workers;

records showing the personal information, number of hours worked each day in each craft, and the hourly rate paid to each worker employed in connection with a public-works project;

records of the total remuneration paid, travel and business expenses, place of employment, and separation information of employees;

records of every work-related injury reported by an employee or which he or she has knowledge;

employment and personnel records made or kept by the employer, including application forms, records concerning hiring, promotion, demotion, transfer, layoff or termination, rates or other terms of compensation, and selection for training (to be kept from the date the record was made or personnel action was taken, whichever is later);

basic records containing employee, payroll, individual contracts or collective bargaining agreements, certificates and notices of the Wage-Hour Administrator, and sales and purchase records;

supplementary basic records, including billing records, basic earnings records, and documentation of basis for any wage differential to employees of opposite sex should be retained for 2 years; and

all records relating to compliance with the Family Medical Leave Act's general requirement for leave and any notices or documents relating to such. All documents relating to medical certifications or medical histories of employees or their families are to be treated as confidential and to be kept as separate files.

2. Personnel records in relation to a charge brought against PIAA shall be kept at least until the disposition of the charge or action.
3. Records relating to apprenticeship programs, including records made for EEO-2 or similar reports shall be kept for 2 years from the date the application was received or for the period of successful applicant's apprenticeship, whichever is longer.
4. Employee benefit plans and written seniority or merit rating systems shall be maintained during the term of the plan plus 1 year after termination.
5. Certificates of age should be maintained until the termination of employment.

6. Payroll records must be maintained for 4 years after the unemployment compensation insurance contributions relating to that payroll period have been paid. Attendance records should be maintained for 2 years after that period.

C. Retention by Schools of PIAA Related Records.

Unless reasonable grounds exist to retain them for a longer period, PIAA member schools should retain all records (including CIPPE forms) relating to the athletic eligibility of students so long as the student remains eligible and for two years thereafter.

D. Other Records.

The PIAA Administrative Staff shall conduct a periodic review of other categories of PIAA records to determine whether such documents have some fiscal, legal, or administrative value. They shall then establish a program, to be maintained by the Executive Director, or the Executive Director's designee, for the systematic destruction or disposal of such records.

If a record becomes involved with litigation, PIAA shall retain the record through the course of litigation. In terms of litigation, records directly relating thereto shall be retained for 10 years.

There shall be routine purges, to be conducted every six months, of PIAA's back up tapes to eliminate the e-mails that are wasting space on computer hard drives. To permit employees to retrieve information from the system prior to the purge, employees shall be advised of the upcoming purge with a two-month, a month, and then a week's notice of the purge. Employees may print out any item of correspondence that has some value, or transfer it to another drive on the computer. The paper or electronic document should then be retained so long as it has utility, or so long as required by PIAA policy.

PIAA DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIPS

GENERAL CONTROL OF INTER-DISTRICT CHAMPIONSHIP CONTESTS

The PIAA Board of Directors shall have general control of and responsibility for all Inter-District Championship Contests, including PIAA Inter-District Championship (Final) Contests.

The District Committee of each PIAA District shall conduct and control all District Championship Contests, subject to approval of the PIAA Board of Directors.

PIAA District qualifying procedures must conform to the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of PIAA.

PIAA Districts shall conclude all District Championship Contests in each sport no later than the deadline for the conclusion of District Championships, as established by PIAA. In the case of emergency or extenuating circumstances, District Championships may be completed following the PIAA District Deadline, with prior approval from the Executive Director, or the Executive Director's designee.

The Executive Director, or the Executive Director's designee, shall have the authority and responsibility for determining preliminary, first, second, quarterfinal, and semi-final round sites for all Inter-District Championship Contests.

SELECTION OF INTER-DISTRICT CHAMPIONSHIP CONTESTANTS AND/OR TEAMS

District Committees shall determine all contestants and/or Teams to represent that District in all PIAA Inter-District Championship Contests, subject to the approval of the PIAA Board of Directors.

INTER-DISTRICT CHAMPIONSHIPS STUDENT ADMISSION POLICY

Student general admission prices will be charged, for all PIAA Inter-District Championship Contests, to all students, in grades K-12 inclusive. Reserved seat student admission prices will be charged to all pre-school age individuals **and** to all students in grades K-12, inclusive.

INTER-DISTRICT CHAMPIONSHIP CONTEST AWARDS

Baseball: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (25 per Team).

Basketball: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (25 per Team).

Competitive Spirit: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (20 per small; 25 per medium; and 30 per large and co-ed Teams).

Cross Country: First 25 finishers receive individual awards.

Cross Country, Team: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (10 per Team).

Field Hockey: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (25 per Team).

Football: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (50 per Team).

Golf: First five female finishers and first ten male finishers receive individual awards. East and West Regions: First three finishers receive individual awards.

Golf, Team: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (10 per Team).

Lacrosse: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (25 per Team).

Soccer: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (25 per Team).

Softball: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (25 per Team).

Swimming and Diving: Champion and runner-up Teams receive trophy. First eight finishers in each event receive individual awards.

Tennis: First four finishers receive individual awards.

Tennis, Team: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (12 per Team).

Track & Field: Champion and runner-up Teams receive trophy. First eight finishers in each event receive individual awards.

Volleyball: Champion and runner-up Teams receive trophy. Members of champion and runner-up Teams receive individual awards (25 per Team).

Wrestling: Champion and runner-up Teams receive trophy. First eight finishers in each weight class receive individual awards. Regions: Champion Team receives trophy. First four finishers (first six finishers in SE AA and SW AA) in each weight class receive individual awards.

Wrestling, Team: Champion, runner-up, third, and fourth place Teams receive trophy. Members of champion, runner-up, third, and fourth place Teams receive individual awards (25 per Team).

USE OF DRONES POLICY

For the purposes of this policy, a drone is any unmanned aerial device ("UAV").

Drones are not permitted above the competition surface or spectator areas during interscholastic Contests, Inter-school Practices and Scrimmages. Drones may not be used to scout opposing team Practices. Member schools may utilize drones for their own school team practice sessions based upon their local school policies.

Persons and/or schools violating this Policy shall be subject to sanctions which may be imposed under Sections 5, 6, 7 and/or 9 of ARTICLE XIII, PENALTIES, of the PIAA By-Laws.

Upon timely requests submitted to PIAA, the Executive Director is authorized to grant exceptions to this policy on a case-by-case basis with any host school/facility local policies.

DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIP CONTESTS WEAPONS AND INSPECTION POLICY

Weapons and items that could be used as weapons, including, but not limited to, any knife, cutting instrument, cutting tool, ice pick, nunchaku, firearm, shotgun, rifle, bat, club, and any other tool, instrument, or implement capable of inflicting serious bodily injury, may not be possessed at District and/or Inter-District Championship Contests by persons other than personnel previously authorized by PIAA or by the owner or director of security of the host facility to possess such weapons.

All persons, including, but not limited to, spectators, student-athletes, Coaches, trainers and other Team personnel, Contest officials, and media representatives attending District and Inter-District Championship Contests are subject to inspection for weapons. The inspections may be conducted by persons designated to do so by either PIAA or the host facility and may also include inspection of items including, but not limited to, bags, backpacks, belt bags, coats, and purses.

Any unauthorized person in possession of an object determined by the inspecting personnel to be a weapon shall be prohibited from attending the District and/or Inter-District Championship Contest or, if already in attendance, shall be required to leave the premises. The person may seek admission or re-admission upon demonstrating that he or she is no longer in possession of the weapon.

Any person refusing inspection shall not be permitted entry to the District and/or Inter-District Championship Contest or, if already having entered, shall be required to leave the premises.

POLICY AND PROCEDURE CONCERNING SCHEDULING OF PIAA DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIP CONTESTS AND RELIGIOUS OBSERVANCES

PIAA will attempt to avoid the scheduling of District and/or Inter-District Championship Contests on known major religious holidays. PIAA member schools are requested to do likewise. They are also requested to give serious consideration to requests for religious accommodations and should do so where such request is reasonable. In considering whether a request is reasonable, PIAA member schools should consider the factors discussed below.

PIAA District and Inter-District Championship Contests are scheduled several years in advance and the rescheduling of such Contests to other days cannot be reasonably considered by PIAA. As more fully set forth below, PIAA will consider, under appropriate circumstances, requests for other accommodations and scheduling changes on religious grounds.

Procedure to Request Rescheduling of District and/or Inter-District Championship Contests:

Requests, based upon a religious conflict, to reschedule Contests currently scheduled or to be scheduled in avoidance of particular dates, shall be made in writing by the Principal of the PIAA member school to the applicable PIAA District Chairman or District Executive, as to all District Championship Contests, and to the Executive Director, as to all Inter-District Championship Contests.

Each such request shall identify the Contest(s) to which the request applies, and shall set forth in reasonable detail the religious basis for the request and the beginning and end of the period of time involved.

The District Chairman or District Executive, or the Executive Director, as applicable, shall decide whether to grant or deny the request, in whole or in part, following such consultation, if any, as he or she may deem advisable under the circumstances.

Evaluation of Requests: The following factors should be addressed by the requester, and will be considered in evaluating requests for the scheduling or rescheduling of Contests on religious grounds, to the extent applicable:

1. the amount of time remaining between the request and the event to be affected;
2. the number of persons on whose behalf the request is made;
3. the number of other persons potentially affected by granting of the request;
4. the nature of the effect on others, e.g. time, distance, competitive issues;
5. the status of arrangements for use of a site for the event;
6. the status of other arrangements for conducting the event; and
7. the potential that granting the request may create conflicts with the religious observances of others.

The above list is not intended to be exhaustive. Such other factors as may be relevant under the circumstances of a given request are also to be addressed.

**POLICY RELATING TO INCLEMENT WEATHER DURING
DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIP TOURNAMENTS**

The decision whether to postpone a Contest during a PIAA District and/or Inter-District Championship Tournament, prior to the start of such Contest, is the responsibility of the PIAA District-Appointed Contest Manager, in consultation with the PIAA District Tournament Director, or the PIAA-Appointed Contest Manager, in consultation with the PIAA Tournament Director, within their respective jurisdictions. Once a Contest begins, said decision is the responsibility of the Contest Official(s).

In considering whether a postponement is appropriate, Contest Managers, in consultation with the applicable Tournament Director, shall give priority consideration to the travel conditions and the health and safety of the participants, Contest Officials, and spectators. Contest Managers shall consider requests made by school officials. They may also weigh available reports and information from other sources regarding road and weather conditions and/or forecasts; and shall take into account the consequences of postponement, such as the availability of dates and sites for make-up Contests.

Where a decision is made not to postpone a Contest, the failure of a school to participate in such Contest shall constitute an automatic forfeit.

Time permitting; a school may appeal the imposition of forfeiture. For a forfeiture occurring during a District Tournament, said appeal shall be submitted to, and resolved by, the applicable District Chairman, or that District Chairman's designee. For a forfeiture occurring during the Inter-District Championship Tournament, said appeal shall be submitted to, and resolved by, the PIAA Executive Director, or the Executive Director's designee. Appeals will be considered only if they can be resolved in sufficient time to reasonably permit rescheduling of the Contest. An appeal may be denied solely on the basis that scheduling a make-up Contest is not reasonably feasible. The decision may not be further appealed.

If time does exist to schedule a make-up Contest, the applicable District Chairman, or that District Chairman's designee, or the Executive Director, or the Executive Director's designee, within their respective jurisdictions, shall have discretion to grant relief upon consideration of the following factors:

1. whether a request was timely made by the school to postpone the Contest;
2. whether the appeal was timely presented by the school;
3. whether road and weather conditions were, or were expected to become, extremely hazardous;
4. whether most other schools did participate in Contests in the same area on the same Contest date;
5. whether there were any unique or unusually dangerous conditions relating to the appellant school;
6. whether the appellant school, in making its decision, relied on information not available to the Contest Manager; and
7. the impact on the opponent and other participants in the Tournament of rescheduling the Contest.

INDOOR EVENTS: SPECTATOR DECORUM

The presence and/or the use of balloons, banners, laser pointers, noisemakers, pom-poms (by spectators), shakers, signs, sirens, strips of material, towels, whistles, and/or portable listening devices (without earphones) are PROHIBITED! Persons using such items may be removed from the Contest. The use of pom-poms by cheerleaders and small portable listening devices with earphones is permitted. During basketball Contests cheerleaders may utilize portable signs in their cheer performances and confirm that this does not violate the intent of the "no sign" policy. Spectators are prohibited from removing their shirt and/or using body paint while in attendance at District and Inter-District Championship Contests and may be removed from the Contest for doing so. Principals and Athletic Directors shall inform and publicize these regulations to students. The failure of a school to so inform or publicize will not, however, prevent removal from the Contest for violations of this policy.

OUTDOOR EVENTS: SPECTATOR DECORUM

The presence and/or the use of balloons, whistles, and/or portable listening devices (without earphones) are PROHIBITED! Persons using such items may be removed from the Contest. The use of pom-poms by cheerleaders and small portable listening devices with earphones is permitted. Spectators are prohibited from removing their shirts and/or using body paint while in attendance at District and Inter-District Championship Contests and may be removed from the Contest for doing so. Principals and Athletic Directors shall inform and publicize these regulations to students. The failure of a school to so inform or publicize will not, however, prevent removal from the Contest for violations of this policy.

The Principal, Athletic Director, Coaches, team physician, team trainer, players in uniform, managers, ball holders, and statisticians are the only persons permitted in the team box.

POLICY REGARDING THROWING OF OBJECTS ONTO COMPETITION SURFACES AT INTER-DISTRICT CHAMPIONSHIP CONTESTS

The PIAA Board of Directors is concerned with the practice of throwing objects onto competition surfaces during and at the end of Inter-District Championship Contests that determine qualifiers to PIAA Championships (Finals).

This practice places participants, Contest officials, Coaches, and others at risk of serious injury. It also creates additional competition surface maintenance problems for the host facilities of those Inter-District Championship Contests.

Accordingly, the throwing of objects onto competition surfaces is prohibited and PIAA will further request that the owner or director of security of the concerned facility request the police to enforce the littering provision of the Crimes Code on those offending persons.

POSTGAME POLICY REGARDING SPECTATORS ENTERING THE COMPETITION SURFACE AND PLAYERS/COACHES ENTERING SPECTATOR SEATING AREA

PIAA member schools are responsible for the treatment of all visitors and officials attending Contests conducted by their school. Access to competition areas should be limited to participating student-athletes, coaches, officials, and game personnel. For the safety of participants and spectators alike, at no time before, during or after a Contest should spectators be permitted to enter the competition area prior to the teams and contest officials leaving the competition area. For the safety of participants and spectators alike, at no time before, during or after a contest should players and/or coaches be permitted to enter the spectator seating area.

POLICY REGARDING DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIP POST-CONTEST INTERVIEWS OF COACHES AND TEAM PERSONNEL

Following completion of a PIAA District and/or Inter-District Championship Contest, Coaches, other school personnel, and persons affiliated with the Team shall not allow or participate in any interviews with the electronic and/or print media or other persons until both Teams have completed the congratulatory handshake ceremony, completed the awards presentation ceremony (applies to championship [final] Contests only), and departed the competition surface.

POLICY REGARDING INTERRUPTED PIAA DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIP CONTEST

PIAA District and/or Inter-District Championship Contest managers, in conjunction with the respective PIAA District-Assigned or PIAA-Assigned crew of Contest officials, are authorized to make the determination as to whether or not a PIAA District and/or Inter-District Championship Contest will be resumed following an interruption.

**POLICY REGARDING COACH(ES) AND/OR CONTESTANT(S) DISQUALIFIED
FROM PIAA INTER-DISTRICT CHAMPIONSHIP (FINAL) CONTEST FOR
UNSPORTSMANLIKE CONDUCT OR FLAGRANT MISCONDUCT**

A Coach(es) disqualified from a PIAA Inter-District Championship (Final) Contest in a sport for unsportsmanlike conduct or flagrant misconduct shall be prohibited from participating in the congratulatory handshake and awards presentation ceremonies which immediately follow that Inter-District Championship (Final) Contest.

A contestant(s) disqualified (ejected) from a PIAA Inter-District Championship (Final) Contest in a sport for unsportsmanlike conduct or flagrant misconduct shall be prohibited from participating in the congratulatory handshake ceremony that immediately follows that Inter-District Championship (Final) Contest, but shall be permitted to participate in the awards presentation ceremony that immediately follows that Inter-District Championship (Final) Contest.

**INCIDENTS ARISING DURING INTER-DISTRICT CHAMPIONSHIP CONTESTS
AND OTHER MATTERS DELEGATED TO THE EXECUTIVE DIRECTOR**

I. Introduction.

These procedural standards apply to matters arising during Inter-District Championship Contests and to other matters for which the Board of Directors has directed the Executive Director to investigate and make a determination.

II. Basis for Executive Director to Make Determinations.

ARTICLE VII, POWERS AND DUTIES OF BOARD OF DIRECTORS AND OFFICERS, Section 1G, of the PIAA Constitution, authorizes the PIAA Board of Directors to decide matters involving member schools located in different Districts. ARTICLE VII, POWERS AND DUTIES OF BOARD OF DIRECTORS AND OFFICERS, Section 1K, of the PIAA Constitution, further provides the Board of Directors with general control of Inter-District Championship Contests. ARTICLE VII, POWERS AND DUTIES OF BOARD OF DIRECTORS AND OFFICERS, Section 1M, of the PIAA Constitution, further provides that the Board of Directors shall exercise such other powers as are in keeping with the growth and needs of the Association. ARTICLE VII, POWERS AND DUTIES OF BOARD OF DIRECTORS AND OFFICERS, Section 2C, of the PIAA Constitution, provides, in part, that the Executive Director shall perform such other acts and duties in connection with the growth and needs of the Association as the Board of Directors may direct.

III. Matters that the Executive Director may Hear.

By resolution adopted by the Board of Directors on May 21, 2003, the PIAA Board of Directors authorized the Executive Director to investigate, make determinations, and impose appropriate penalties and remedies relating to incidents occurring during Inter-District Championship Contests. The Board of Directors may, at such times and under such circumstances deemed by it to be appropriate, further specifically authorize the Executive Director to investigate, make determinations, and impose appropriate penalties and remedies relating to incidents not properly brought initially before a District Committee.

The Executive Director shall not initiate an investigation or take disciplinary action without first advising the PIAA Executive Committee of such intention.

The Executive Director may delegate to an individual and/or District Committee the Executive Director's authority under this Policy to investigate and take disciplinary action relating to specified matters. All references in this Policy to "Executive Director" shall be deemed to include the delegate of the Executive Director.

IV. Investigation and Hearing.

Upon being made aware of an incident within the Executive Director's authority, the Executive Director shall notify in writing the affected school(s) of the Executive Director's intention to investigate and decide the matter.

The Executive Director may investigate and request that the appropriate persons conduct investigations and submit reports for the Executive Director's review. Upon receipt of such information, he may (1) consider the matter closed; (2) schedule a hearing to consider the matter; (3) request additional information; and/or (4) inform the school(s) of the Executive Director's analysis and proposed actions based upon the written submissions. If any school objects to the proposed resolution, that school may request a hearing before the Executive Director.

Upon request of the Principal of the school requesting a hearing, the Executive Director shall provide the Principal with a copy of all written material received for the hearing.

V. Manner of Consideration of Hearing.

In all cases where a school has properly requested a hearing before the Executive Director, the school shall be afforded the opportunity for a hearing. Any school may waive its right to such hearing and may, with the understanding that no further appeal is possible, request that the matter be heard directly by the Board of Directors or a Board of Appeal, as deemed appropriate by the Executive Committee.

If a school requests that a matter be heard solely upon written submission, without a hearing, the Executive Director shall determine whether to hold a hearing or grant the school's request for a decision on written submission.

VI. Notification of Hearing.

A. In all cases where a hearing is to be held, the Executive Director shall send a letter ("Scheduling Letter") to the Principal of the school(s) involved, advising of the following:

1. The date, time, and place of the hearing.
2. The issue(s) involved, citing the applicable provision(s) of the PIAA Constitution, By-Laws, Policies and Procedures, Rules and Regulations, etc. This should be sufficiently specific to inform the school(s) of the issues, but sufficiently general to cover collateral issues that may arise.
3. The school(s) and any individuals involved, including students, are entitled to bring with them to the hearing any persons whom they desire to attend, to submit any written material which they desire, and to be represented by counsel.

B. Where possible, the Scheduling Letter should be e-mailed, faxed, and/or mailed under circumstances that would result in its being received by the Principal at least two weeks before the hearing. A shorter period of notice may be appropriate depending on factors such as the school's ease of preparing for the hearing, a school's request for an earlier hearing, and the schedule of the Executive Director.

C. Where the Executive Director is aware that the school(s) and/or an individual(s) involved are represented by counsel, said counsel shall be provided with a copy of the Scheduling Letter.

D. Hearings may also be arranged by telephone contact with the Principal; however, where this is done, a confirmatory letter in accordance with these Standards is promptly to be prepared and e-mailed, faxed, and/or mailed.

VII. Conduct of Hearing.

A. Immediately prior to the beginning of the hearing, the Executive Director shall introduce those persons who may be present.

B. The Executive Director shall begin the hearing with an introductory statement that identifies the manner in which the matter came before the Executive Director, and the issue(s) or the rule(s) involved.

C. Where the matter arose on the complaint of another member school, the representatives of that school shall be requested to make the first presentation.

D. The time for hearing from witnesses not affiliated with schools, such as Contest officials, is to be determined according to the position they are expected to support. This is something that will often have to be decided at the appeal hearing; the goal is to provide a school with adverse evidence to which it would desire an opportunity to respond before it begins to make its presentation.

E. The testimonial portion of the hearing shall begin with the Executive Director calling upon the applicable Principal or the Principal's designee to present the matter. The designee may be another representative of the school, the school district solicitor, counsel for the student or other individual involved, or a parent or a guardian of the student involved. Leeway is to be provided to counsel representing any person before the Executive Director but if a dispute arises between counsel and the Principal, the Principal is to be given the first opportunity to speak, and counsel is to be informed that the counsel will be given an opportunity to do so thereafter.

F. Consistent with the maintenance of an orderly and informative hearing, the manner of presentation of the case shall be as chosen by the Principal or the Principal's designee.

1. The manner of presentation can range from formal trial-type proceedings in which witnesses are called and asked questions, to the more informal and common situation where witnesses are simply given the opportunity to tell their stories.

2. Reasonable cross-examination of witnesses is permitted. Cross-examination may be conducted by a school's Principal, representative, or counsel, and by a student's or other individual's Principal, representative, or counsel.

3. Any person in attendance other than representatives of the Executive Director is subject to questioning by a school, party, member of the District Committee, counsel for the District Committee, or other person so authorized by the Executive Director.

4. Counsel cannot reasonably expect formal rulings on legal objections in the context of these hearings. However, if a Principal or counsel interposes an evidentiary objection, the Executive Director may resolve them or refer them to legal counsel for advice or determination. The Executive Director may, by the Executive Director's own action or upon advice of counsel state that certain evidence is repetitive or irrelevant.

G. Other Procedural Matters.

Where a request is made that the hearing be transcribed by a court reporter, it may be permitted so long as (1) it is at the expense of the requesting party, and (2) PIAA receives a copy of the transcript at the expense of the requesting party contemporaneously with the delivery of the original to the requestor.

Swearing of witnesses is not permitted absent the consent of the witnesses.

Sequestration of witnesses (so that witnesses not be able to hear the testimony of other witnesses) is at the discretion of the Executive Director. Such requests generally relate to anticipated credibility problems with subsequent witnesses if they have heard prior witnesses.

H. All persons who are in attendance and who desire to speak to the issue(s) shall be afforded an opportunity to do so.

I. Before concluding the testimonial portion of the hearing, the Executive Director shall inquire as to whether every person who desired to speak has done so. When no one else desires to speak, the Executive Director shall state that the hearing is closed.

VIII. Determination and Findings.

A. The Executive Director shall base the Executive Director's decision only on the evidence, written and oral, presented to him. Uncorroborated information in newspaper articles and anonymous correspondence is not evidence (although it may serve as a basis for questions during the hearing).

B. The Executive Director may consider prior violations by the school(s) or individual(s) in determining what penalty to assess for the current violation, but shall not consider such matters in determining whether the current alleged violation was in fact committed.

IX. Notification of Decision.

A. The Executive Director may issue the Executive Director's decision immediately following the hearing or may take the matter under advisement and issue the decision at a later time. In either situation, the Executive Director shall notify the Principal of the affected school(s) of the decision as soon as is practical to do so. The Executive Director shall set forth the reasons for the decision in a letter to the Principal(s). The letter shall identify the date of the hearing or other consideration, the rule(s) under which the decision was made, and shall give a brief description of the reason(s) for the decision.

B. A copy of the letter shall be provided to any counsel involved, and to any other parties. Where two schools are parties, they may be notified by a single letter containing a double inside address, or by separate letters.

RESTRICTION ON CHEERLEADING ACTIVITIES AT DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIP CONTESTS

The PIAA Board of Directors is concerned with dangerous activities performed by cheerleaders at Contests. In an effort to eliminate or minimize injury to cheerleaders, the following shall be in effect for all PIAA District and/or Inter-District Championship Contests:

- 1) No cheerleader shall stand on another person unless that other person has at least one (1) foot on the ground.
- 2) No flips are permitted from another person unless that other person has both feet on the ground.
- 3) Trampolines and/or mini tramps shall not be used.

The above regulations are also recommended to PIAA member schools for implementation during Regular Season Contests.

POLICY RELATING TO PEP BANDS PERFORMING AT OUTDOOR PIAA DISTRICT AND/OR INTER-DISTRICT CHAMPIONSHIP CONTESTS

"Pep Bands" are considered to be school sponsored and supervised bands that seek to play at PIAA Contests, other than in the sport of football.

Pep Bands are NOT authorized to play at indoor PIAA District and/or Inter-District Championship Contests.

Pep Bands are authorized to play at outdoor PIAA District and/or Inter-District Championship Contests subject to the following conditions:

- 1. Prior Notice and Consent:** At least 24 hours prior to the applicable outdoor PIAA District and/or Inter-District Championship Contests at which the Pep Band is to play, the Principal, or the Principal's designee, of a school desiring such participation shall provide notice of such intent to the appropriate PIAA District-appointed or PIAA-appointed Championship Contest manager, within their respective jurisdictions. Unless there are unique circumstances relating to a particular outdoor Contest that mitigate against the participation by a Pep Band, the appropriate Contest Manager shall consent to such participation.

2. Size of Pep Bands: A maximum of twenty (20) Pep Band members shall be authorized to play during an outdoor Contest.

3. Entry and Seating: The Contest Manager shall ensure that appropriate seating is available for the Pep Band, plus one adult director, at the applicable outdoor Contest. The members of the Pep Band, and accompanying adult(s), shall be required to present the appropriate admission ticket, and shall utilize the seating assigned by the applicable outdoor Contest manager. Pep Band members shall wear identifiable clothing (shirt and slacks) to assist outdoor Contest managers in maintaining the security of the assigned seating area.

- 4. Performance:** Pep Bands, and any component thereof (including drums),
- a. may perform only at the outdoor PIAA District and/or Inter-District Championship Contest in which their school is participating;
 - b. may not begin performing earlier than 30 minutes prior to the outdoor Contest starting time;
 - c. are expected to support their respective Teams in a positive manner and influence those Teams' fans to do the same. In that regard, "pep bands" are expected to perform appropriate music selections;
 - d. shall not participate in derogatory, profane, or unsportsmanlike activities;
 - e. may not use amplifiers and/or electronic musical instruments.

If a Pep Band fails to comply with this Policy, the PIAA District-appointed or PIAA-appointed Championship Contest manager, within their respective jurisdictions, shall notify the appropriate Principal and/or Athletic Director to rectify the situation. If that Principal and/or Athletic Director is unable to do so, that Pep Band shall be prohibited from further performing at the outdoor Contest and the school may be prohibited from having Pep Bands perform at future outdoor Contests.

POLICY RELATING TO NAMING RIGHTS AND CORPORATE SPONSORSHIP OF TOURNAMENTS, CONTESTS, ETC.

Inter-District Tournaments and Championships: Consistent with this policy, the PIAA Board of Directors is authorized to enter into agreements with corporate and other entities and persons ("Sponsors") for the purpose of obtaining financial sponsorship of Inter-District Championship Tournaments and Contests played within such Tournaments. Such sponsorship may include the licensing of the "naming rights" for Inter-District Tournaments or Contests.

District Tournaments and Championships: Consistent with this policy, the District Committees of PIAA are authorized to enter into agreements with Sponsors for the purpose of obtaining financial support of District Tournaments and Contests played within such Tournaments. Such sponsorship may include the licensing of the "naming rights" for District Tournaments or Contests.

Neither the PIAA Board of Directors nor any District shall enter into any agreement or relationship which would result in the advertising or promotion of gaming, alcoholic beverages, tobacco products, political candidates, parties or organizations, or other products or services which advocate the use of drugs, gambling, adult-themed entertainment, or alcoholic, tobacco or sexual products, or which are otherwise contrary to the promotion of the purposes of PIAA.

PIAA may enter into an agreement with a manufacturer to designate certain products as "official PIAA championship" products.

PIAA INTER-DISTRICT INDIVIDUAL CHAMPIONSHIPS AND REGIONAL POLICIES AND PROCEDURES

The following policies and procedures apply to any PIAA inter-district individual championships in which a District is combined with another (other) District(s) to form a Region.

1. A member school which does not sponsor, during the Regular Season, a Team which participates in at least 50% of the maximum permitted number of regular Contests in a sport shall be ineligible to receive a Team score in that sport in Region Contests, and shall be ineligible to enter in that sport in Region Contests any event which requires the participation of more than one individual, including but not limited to relay Teams and doubles tennis Teams.
2. The minimum number of entries to a Region Contest from a member school shall be one (1) per individual event and one (1) Team in a relay event or in doubles tennis, provided the school that sponsors that sport competes in at least 50% of the maximum permitted number of Regular Season Contests in that sport. Additional entries from a member school to a Region Contest shall be subject to qualifying standards agreed to by the involved District Committees.
3. The location (site) of any Region Contest involving member schools under the jurisdiction of different District Committees shall be a location (site) agreed to by the involved District Committees, and the Contest officials assigned to any Region Contest involving member schools under the jurisdiction of different District Committees shall be approved by the Executive Director or the Executive Director's designee, unless otherwise provided for by agreement of the involved District Committees.
4. Admission ticket prices to any Region Contest involving member schools under the jurisdiction of different District Committees shall be established by agreement of the involved District Committees.
5. Awards presented to individuals representing member schools under the jurisdiction of different District Committees shall be established by agreement of the involved District Committees.
6. Excess revenues over expenses or excess expenses over revenues from any Region Contest involving member schools under the jurisdiction of different District Committees shall be divided or shared proportionally between the involved District Committees, unless otherwise provided for by agreement of the involved District Committees.

PIAA INTER-DISTRICT TEAM CHAMPIONSHIPS AND REGIONAL POLICIES AND PROCEDURES

The following policies and procedures apply to any PIAA inter-district Team championships in which a District is combined with another (other) District(s) to form a Region.

1. A District having at least four (4) member schools sponsoring a sport in an enrollment classification shall be entitled to at least one (1) entry (qualifier) in that sport when it is combined with another (other) District(s) to form a Region.
2. Except as provided for in number 1 and the second paragraph of this number 2, member school Teams eligible for a ranking (rating) shall be limited to those member school Teams included in a Region in a sport that have a **better than .500** Regular Season winning percentage (divide number of Contests won by number of Contests won and lost).

The better than .500 Regular Season winning percentage standard may be waived whenever District Committees of Districts combined to form a Region agree to conduct an "open Tournament" in that sport, or where necessary to complete (fill) a bracket (pairing) in that sport.

3. The following ranking (rating) system shall apply to member school Teams included in a Region in a sport, and shall apply to the least number of Regular Season Contests played in that sport by any one of the eligible member school Teams, with all losses and all ties applied first:

- a) 150 points for defeating an opponent five (5) enrollment classifications above the enrollment classification of the winning school.
- b) 75 points for tying an opponent five (5) enrollment classifications above the enrollment classification of the tying school.
- c) 140 points for defeating an opponent four (4) enrollment classifications above the enrollment classification of the winning school.
- d) 70 points for tying an opponent four (4) enrollment classifications above the enrollment classification of the tying school.
- e) 130 points for defeating an opponent three (3) enrollment classification above the enrollment classification of the winning school.
- f) 65 points for tying an opponent three (3) enrollment classification above the enrollment classification of the tying school.
- g) 120 points for defeating an opponent two (2) enrollment classification above the enrollment classification of the winning school.
- h) 60 points for tying an opponent two (2) enrollment classification above the enrollment classification of the tying school.
- i) 110 points for defeating an opponent one (1) enrollment classification above the enrollment classification of the winning school.
- j) 55 points for tying an opponent one (1) enrollment classification above the enrollment classification of the winning school.
- k) 100 points for defeating an opponent of the same enrollment classification as the winning school.
- l) 50 points for tying an opponent of the same enrollment classification as the tying school.
- m) 90 points for defeating an opponent one (1) enrollment classification below the enrollment classification of the winning school.
- n) 45 points for tying an opponent one (1) enrollment classification below the enrollment classification of the tying school.
- o) 80 points for defeating an opponent two (2) enrollment classifications below the enrollment classification of the winning school.
- p) 40 points for tying an opponent two (2) enrollment classifications below the enrollment classification of the tying school.
- q) 70 points for defeating an opponent three (3) enrollment classifications below the enrollment classification of the winning school.
- r) 35 points for tying an opponent three (3) enrollment classifications below the enrollment classification of the tying school.
- s) 60 points for defeating an opponent four (4) enrollment classification below the enrollment classification of the winning school.
- t) 30 points for tying an opponent four (4) enrollment classifications below the enrollment classification of the tying school.
- u) 50 points for defeating an opponent five (5) enrollment classifications below the enrollment classification of the tying school.
- v) 25 points for tying an opponent five (5) enrollment classifications below the enrollment classification of the tying school.

In addition, the won-loss-tie record of defeated Regular Season opponents used in determining the ranking (rating) of an eligible member school Team shall be applied to the eligible member school Team's

ranking (rating) as follows: ten (10) points for each win, five (5) points for each tie, and zero (0) points for each loss.

In regard to certain East football Regions, the total number of points earned in the first ten (10) weeks of the Regular Season by the member school Teams included in those East football Regions be divided by the total number of Contests played by each of those schools in the first ten (10) weeks of the Regular Season to determine the rankings (ratings) of those schools in those Regions.

4. Ties in the rankings (ratings) shall be resolved as follows:
 - a) If the member school Teams played each other during the Regular Season, the winner of the majority of those Contests shall be ranked (rated) higher.
 - b) If (a) does not resolve the tie in the rankings (ratings), the won-loss-tie records of the tied member school Teams against common Regular Season opponents shall be used in breaking the tie in the rankings (ratings) with ten (10) points awarded for each win, five (5) points awarded for each tie, and zero (0) points awarded for each loss.
 - c) If (b) does not resolve the tie in the rankings (ratings), the won-loss-tie records of the tied member school Teams for the Regular Season Contests used in determining the rankings (ratings) shall be used in breaking the tie in the rankings (ratings) with ten (10) points awarded for each win, five (5) points awarded for each tie, and zero (0) points awarded for each loss.
 - d) If (c) does not resolve the tie in the rankings (ratings), the winning percentage (divide number of Contests won by number of Contests won and lost) of the tied member school Teams' common Regular Season opponents shall be used in breaking the tie in the rankings (ratings).
 - e) If (d) does not resolve the tie in the rankings (ratings), the winning percentage (divide number of Contests won by number of Contests won and lost) of the tied member school Teams' Regular Season opponents used in determining the rankings (ratings) shall be used in breaking the tie in the rankings (ratings).
 - f) If (e) does not resolve the tie in the rankings (ratings), the Team that yielded the fewest points when the member school Teams played each other during the Regular Season shall be used in breaking the tie in the rankings (ratings).
 - g) If (f) does not resolve the tie in the rankings (ratings), the fewest points yielded against the tied member school Teams' common Regular Season opponents shall be used in breaking the tie in the rankings (ratings).
 - h) If (g) does not resolve the tie in the rankings (ratings), the fewest points yielded against the tied member school Teams' Regular Season opponents used in determining the rankings (ratings) shall be used in breaking the tie in the rankings (ratings).
 - i) If (h) does not resolve the tie in the rankings (ratings), a coin toss shall be used in breaking the tie in the rankings (ratings).
5. The rankings (ratings) shall be used to determine the first round host District in any Region Contest involving member school Teams under the jurisdiction of different District Committees, unless otherwise provided for by agreement of the involved District Committees.

In regard to football only, the top ranked (rated) Team from a District qualifying through other Districts shall be placed in the District where that Team will receive the highest possible seed.

6. Subsequent round Contests involving member school Teams under the jurisdiction of different District Committees shall be played at a site approved by the Executive Director, or the Executive Director's designee, unless otherwise provided for by agreement of the involved District Committees.
7. Contest officials assigned to any Region Contest involving member school Teams under the jurisdiction of different District Committees shall be approved by the Executive Director, or the

Executive Director's designee, unless otherwise provided for by agreement of the involved District Committees.

8. Admission ticket prices to any Region Contest involving member school Teams under the jurisdiction of different District Committees shall be established by agreement of the involved District Committees.
9. Awards presented to member school Teams under the jurisdiction of different District Committees shall be established by agreement of the involved District Committees.
10. Excess revenues over expenses or excess expenses over revenues from any Region Contest involving member school Teams under the jurisdiction of different District Committees shall be divided or shared equally between the involved District Committees, unless otherwise provided for by agreement of the involved District Committees.

MERCHANDISING

PIAA retains the exclusive right to produce and sell souvenir products (apparel and otherwise) at all District and Inter-District Championship Tournament Contests.

Participating schools may not sell products or items depicting any registered PIAA trademarks without prior written permission from PIAA.

PUBLIC ADDRESS PROTOCOL

The public address announcer is considered a bench official for all PIAA District and Inter-District Contests. He/she shall maintain complete neutrality at all times and, as such, shall not be a "cheerleader" for any Team. The announcer will follow the PIAA script for promotional announcements, player introduction and awards ceremonies. These scripts may be obtained from PIAA headquarters. Other announcements are limited to:

- those of an emergency nature (e.g., paging a doctor, lost child or parent, etc.);
- those of a "practical" nature (e.g., announcing that a driver has left his/her vehicle lights on);
- Starting lineups or entire lineups of both participating Teams (what is announced for the home Team must be announced for the visiting Team); and
- Announcements that the PIAA souvenir merchandise, souvenir programs and concessions are on sale in the facility.

During the Contest, the announcer should:

- Recognize players about to attempt a play (e.g., coming up to bat in baseball, punting, kicking or receiving a kick or punt in football, serving in volleyball, etc.);
- Recognize a player for making a play (e.g., "basket by Jones" in basketball, "Smith on the kill" in volleyball);
- Report a penalty as signaled by the referee/official;
- Report substitutions and time-outs;
- NOT call the "play-by-play" or provide "color commentary" as if he/she were announcing for a radio or television broadcast;
- NOT make any comment that would offer either Team an unfair advantage in the Contest; and

- NOT make any comments critical of any school, Team, player, Coach or official, nor make any other comment that has the potential to incite unsporting conduct on the part of any individual.

The announcer should be certain of the accuracy of his/her statements before making them. When in doubt, the announcer should remain silent.

**QUALIFICATION FOR POSTSEASON PARTICIPATION:
POLICY CONCERNING QUALIFICATION FOR POSTSEASON
COMPETITION OF INDIVIDUAL STUDENTS FROM SCHOOLS
THAT DO NOT SPONSOR A TEAM DURING THE REGULAR SEASON**

A student attending a member school that does not sponsor a Team which participates in at least 50% of the maximum permitted number of Regular Season Contests in a particular sport, may qualify for the first round of Postseason competition (District or Region meet or Tournament, as applicable) in that sport during a Regular Season Contest being conducted by another member school, in either of the following ways:

1. Where qualification is or may be based on achieving a particular performance level, by achieving that level.
2. Where qualification is based on placing in the competition, by so placing.

With the exception of invitational meets or Tournaments and conference or league championship meets or Tournaments, placement and Team points shall be awarded to the other member schools as if the student from the non-sponsoring member school had not participated in that Contest.

A PIAA Contest official registered in the sport must certify to the contestant's performance, in writing, to the District or Region meet or Tournament director. It is the responsibility of the student's school Principal or Athletic Director to make the necessary arrangements with the host member schools a minimum of two (2) weeks prior to the meet or Tournament.

All students who are attempting to qualify to the District or Region meet or Tournament under the procedures described above must meet all PIAA eligibility rules and requirements and must be accompanied and supervised by a Coach from the member school that the student is representing, or by a full-time professional employee of the school or school district in lieu of a Coach. The Coach or full-time professional employee must be a properly designated representative of the school for the student, and that Coach or full-time professional employee must be fully responsible for supervision of the student.

**POLICY FOR DETERMINING NUMBER OF MEMBER SENIOR HIGH SCHOOLS
SPONSORING A SPORT BEFORE PIAA BOARD OF DIRECTORS CONSIDERS ESTABLISHING
OR DISCONTINUING AN INTER-DISTRICT CHAMPIONSHIP IN THAT SPORT**

The PIAA Board of Directors shall consider establishing or discontinuing an Inter-District Championship in a sport upon the number of member senior high schools sponsoring that sport reaching 100.

**POLICY FOR DETERMINING NUMBER OF ENTRIES (QUALIFIERS) TO
PIAA INTER-DISTRICT CHAMPIONSHIPS IN THE SPORTS OF BASEBALL, BASKETBALL,
CROSS COUNTRY, FIELD HOCKEY, FOOTBALL, GOLF, LACROSSE, SOCCER, SOFTBALL,
SWIMMING AND DIVING, TENNIS, TRACK AND FIELD, VOLLEYBALL, AND WRESTLING**

Each PIAA District or Region that sponsors a qualifying Tournament involving at least four (4) member schools sponsoring a Team, which participates in at least 50% of the maximum permitted number of Regular Season Contests in the sports of baseball, basketball, cross country, field hockey, football, golf, lacrosse, soccer, softball, swimming and diving, tennis, track and field, volleyball, and wrestling, shall be entitled to a minimum of one (1) entry (qualifier), per enrollment classification, to PIAA Inter-District Championships in those sports.

Additional entries (qualifiers) are computed on a modified proportional representation basis, with the larger Districts limited to an appropriate maximum number of entries (qualifiers) to PIAA Inter-District Championships in those sports.

**CROSS COUNTRY SPECIFIC POLICIES:
POLICY REGARDING PICTURE-BASED FINISH/TIMING
SYSTEMS AT CROSS COUNTRY EVENTS**

PIAA authorizes the use of a picture-based finish/timing system, which, in conjunction with chip timing or other electronic timing system which is attached to the shoe(s)/torso of each runner, enhances the accuracy of the finishing position of each runner by utilizing the torso breaking the plane of the finish line.

**FOOTBALL SPECIFIC POLICIES:
POLICY TO PROHIBIT MORE THAN THREE (3) DAYS
OF PHYSICAL CONTACT PER CALENDAR WEEK**

Schools are prohibited from having more than three (3) Practice days of physical contact per Calendar Week; excluding Scrimmages and Contests; once the First Regular Season Contest day has passed and through the remainder of the Regular Season.

**POLICY RESTRICTING THE PERFORMANCE OF SCHOOLS' BANDS AT
REGULAR SEASON FOOTBALL CONTESTS AND AT PIAA DISTRICT
AND INTER-DISTRICT FOOTBALL CHAMPIONSHIP CONTESTS**

Schools' bands are prohibited from performing at Regular Season Football Contests and PIAA District and Inter-District Football Championship Contests whenever the opposing schools' football Teams are in either a scrimmage formation or a scrimmage kick formation.

**COMPLIMENTARY ADMISSION POLICY
FOR PIAA INTER-DISTRICT FOOTBALL CHAMPIONSHIPS**

1. Upon request, members of the PIAA Board of Directors, Administrative Staff, and Support Staff shall be issued four (4) complimentary tickets by the Executive Director.
2. Upon request, the Chairman of each PIAA District shall be issued two (2) complimentary tickets for each member of that Chairman's District Committee by the Executive Director.
3. School bands, majorettes, and marching units, in uniform, and "band-aides" ("band-aides" may not exceed fifteen [15] persons) will be extended complimentary admission to each PIAA Inter-District Football Championship Contest. A maximum of twenty (20) members of a cheerleading party, including mascot and advisor(s), shall be admitted to each PIAA Inter-District Football Championship Contest.
4. Ten (10) complimentary tickets shall be issued to each participating member school for use at its discretion. In addition, a maximum of twenty-five (25) persons, including Coaches and non-player personnel, shall be admitted upon identification of the head Coach.
5. The Executive Director shall use careful judgment in the distribution of any additional complimentary tickets to individuals whose cooperation and service with PIAA deserves such consideration. In all such cases, the Executive Director shall limit the issuance of such complimentary tickets to the lowest possible number.
6. A record of the number of complimentary tickets and to who issued shall be kept by the Executive Director and made available to the Board of Directors.

COMPETITIVE SPIRIT SPECIFIC POLICIES:

DIVISIONS IN COMPETITIVE SPIRIT

In PIAA Competitive Spirit Championships, there shall be three (3) divisions. Said divisions are NOT based upon the female enrollment of students but upon the size of the competitive spirit squad entered by the member school in the PIAA Competitive Spirit Championships. Those competitive spirit squads entering no more than 15 student-athletes in the PIAA Competitive Spirit Championships shall participate in the Small Varsity Division. Those competitive spirit squads entering between 16 and 20 student-athletes in the PIAA Competitive Spirit Championships shall participate in the Medium Varsity Division. Those competitive spirit squads entering 21 or more student-athletes in the PIAA Competitive Spirit Championships shall participate in the Large Varsity Division. There shall be no presumption that the three divisions shall have an equal number of competitive spirit squads.

POLICY FOR DETERMINING NUMBER OF ENTRIES TO PIAA COMPETITIVE SPIRIT CHAMPIONSHIPS

A total of ninety-six (96) competitive spirit squads shall be admitted to participate in the PIAA Competitive Spirit Championships. The number of competitive spirit squads in each division shall be determined by the number of squads entered and there shall be no presumption that the three divisions will have an equal number of competitive spirit squads.

Each PIAA District shall be entitled to enter at least one competitive spirit squad in the PIAA Competitive Spirit Championships. Thereafter, additional entries are computed on a proportional representation basis determined by the number of member senior high schools within each District. Competitive spirit squads may be entered in any of the three divisions. Should any District not fill its allotment, the Executive Director, or the Executive Director's designee, may assign the additional entries to other Districts in a manner deemed appropriate by the Executive Director, or the Executive Director's designee.

SWIMMING AND DIVING SPECIFIC POLICY:

POLICY PROHIBITING DECK DRESSING/CHANGING

The act of wrapping a towel around an athlete's body in order to change into or remove a swimsuit in public is known as "deck dressing/changing." The Pennsylvania Interscholastic Athletic Association (PIAA) policy states: swimmers/divers are prohibited from changing into or out of swimsuits (deck dressing/changing) outside the designated locker rooms at any level of PIAA sanctioned competition including warm-ups.

The PIAA has determined "deck dressing/changing" is unsporting conduct. For violation of this policy, the swimmer/diver shall be disqualified from further participation for unsporting conduct per NFHS 2018-2018 Swimming Rules, page 27, Rule 3-5-1, "Conduct."

Member schools are strongly encouraged to adopt a similar policy for all practice sessions held during the PIAA swimming/diving season.

BASKETBALL SPECIFIC POLICIES:

COMPLIMENTARY ADMISSION POLICY FOR PIAA INTER-DISTRICT BASKETBALL CHAMPIONSHIPS

1. Upon request, members of the PIAA Board of Directors, Administrative Staff, and Support Staff shall be issued four (4) complimentary tickets by the Executive Director.
2. Upon request, the Chairman of each PIAA District shall be issued two (2) complimentary tickets for each member of that Chairman's District Committee by the Executive Director.

3. There shall be no marching bands, majorettes, or marching units admitted to any PIAA Inter-District Basketball Championship Contest. A maximum of twenty (20) members of a cheerleading party, including mascot and advisor(s), shall be admitted to each PIAA Inter-District Basketball Championship Contest.

4. Ten (10) complimentary tickets shall be issued to each participating member school for use at its discretion. In addition, a maximum of twenty-five (25) persons, including Coaches and non-player personnel, shall be admitted upon identification of the head Coach.

5. The Executive Director shall use careful judgment in the distribution of any additional complimentary tickets to individuals whose cooperation and service with PIAA deserves such consideration. In all such cases, the Executive Director shall limit the issuance of such complimentary tickets to the lowest possible number.

6. A record of the number of complimentary tickets and to who issued shall be kept by the Executive Director and made available to the Board of Directors.

**THE HOME TEAM WILL SUPPLY THE GAME BALL DURING
INTER-DISTRICT BASKETBALL PLAYOFF CONTESTS**

The HOME team will supply the game ball for the entire contest during Inter-District playoff contests.

SITE SELECTIONS

**INTER-DISTRICT CHAMPIONSHIP (FINAL) CONTEST SITES
SUBJECT TO REQUEST FOR PROPOSAL (RFP)**

PIAA shall issue Requests for Proposal (RFPs) for all PIAA Inter-District Championship (Final) Contest sites. All facilities must be geographically located within the boundaries of the Commonwealth of Pennsylvania.

RFP specifications shall be prepared by the Executive Director in consultation with the sport specific steering committee and subject to the approval of the Board of Directors by sports season as the current RFP terminates.

Following the deadline for receipt of sealed RFP responses in the PIAA Office, the sealed RFP responses shall be opened by the Director of Business Affairs before a Committee of the PIAA Board of Directors or, if no Committee is meeting, by a group of at least three (3) members of the PIAA Executive Staff or at least three (3) members of the PIAA Board of Directors, as designated by the PIAA President, to witness such opening.

Whenever a party responds to an RFP for an Inter-District Championship (Final) Contest and later claims a mistake, error or omission in preparing said response, before the responses are opened, it shall make known the fact; in such case the response shall be returned unopened, without prejudice to the opportunity for the party to submit a substitute response.

The Executive Director shall have the authority and responsibility for recommending all PIAA Inter-District Championship (Final) Contest sites to the Board of Directors for its approval.

**POLICY REGARDING CRITERIA TO BE UTILIZED IN
CONSIDERING SELECTION OF SITES FOR DISTRICT AND/OR
INTER-DISTRICT CHAMPIONSHIP CONTESTS**

The following criteria are used by PIAA in assessing the suitability of sites to host PIAA District and/or Inter-District Championship Contests:

- Quality of the Contest site competition surface.
- Location of the Contest site.
- Accessibility to the Contest site.
- Contest site Emergency Response Plan (ERP).
- Contest site handicapped parking areas and handicapped accessibility to facility, spectator seating, and restrooms.
- Contest site parking areas.
- Contest site security.
- Contest site spectator seating.
- Contest site restroom facilities.
- Contest site locker room and athletic training facilities.
- Accessibility at Contest site to Automatic External Defibrillator (AED).
- Number of telephone lines available to the broadcasting and/or print media.
- Ability to properly display the American Flag and ability to play the National Anthem, prior to the start of each Contest.

If a site proposing to host a Contest, or being asked to host a Contest, is aware of a deficiency in any of the above criteria, such deficiency shall be disclosed to PIAA prior to the selection of the site to host a Contest.

Sport-specific and other relevant criteria may be considered as appropriate under the circumstances. A deficiency in one or more of the criteria shall not, in itself, disqualify a site but such deficiency shall be weighed against the other criteria and the availability of other qualified sites.

POLICY REGARDING CRITERIA TO BE UTILIZED IN DETERMINING FIRST, QUARTERFINAL, AND SEMI-FINAL ROUND INTER-DISTRICT CHAMPIONSHIP CONTEST SITES IN THE SPORT OF FOOTBALL

The following criteria are used by PIAA in determining first, quarterfinal, and semi-final round Inter-District Championship Contest sites in the sport of football:

- Availability of Inter-District Championship Contest sites.
- Suitability of Contest sites, pursuant to the Policy Regarding Criteria to Be Utilized in Considering Selection of Sites for District and/or Inter-District Championship Contests.
- Suitability of Contest sites for hosting multiple Contests in a sport.
- Contest sites geographically located in the PIAA District of the member school listed at the top of the Inter-District Championship brackets (pairings).
- Contiguous nature of involved PIAA Districts.
- The site selection process of non-contiguous districts will be selected in consultation with the respective District Football Chairmen and the PIAA Tournament Director. The PIAA Tournament Director will select the site if a dispute arises.

Sport-specific and other relevant criteria may be considered as appropriate under the circumstances.

POLICY REGARDING CRITERIA TO BE UTILIZED IN DETERMINING PRELIMINARY ROUND INTER-DISTRICT CHAMPIONSHIP CONTEST SITES IN THE SPORT OF TEAM WRESTLING

The following criteria are used by PIAA in determining preliminary round Inter-District Championship Contest sites in the sport of Team wrestling:

- Suitability of Contest sites, pursuant to the Policy Regarding Criteria to be Utilized in Considering Selection of Sites For District and/or Inter-District Championship Contests.
- The Contest site may be the home gymnasium of the Team at the top of the preliminary round Inter-District Team wrestling Championships brackets (pairings).

Sport-specific and other relevant criteria may be considered as appropriate under the circumstances.

POLICY REGARDING CRITERIA TO BE UTILIZED IN DETERMINING FIRST ROUND INTER-DISTRICT CHAMPIONSHIP CONTEST SITES IN THE SPORTS OF BASEBALL, BASKETBALL, FIELD HOCKEY, LACROSSE, SOCCER, SOFTBALL, TENNIS (TEAM), GIRLS' VOLLEYBALL, AND WRESTLING (TEAM)

The following criteria are used by PIAA in determining first round Inter-District Championship Contest sites in the sports of baseball, basketball, field hockey, lacrosse, soccer, softball, tennis (Team), girls' volleyball, and wrestling (Team):

- Availability of Inter-District Championship Contest sites.
- Suitability of Contest sites, pursuant to the Policy Regarding Criteria to be Utilized in Considering Selection of Sites for District and/or Inter-District Championship Contests.
- Suitability of Contest sites for hosting multiple Contests in a sport.
- Contest sites geographically located in the PIAA District of the member school listed at the top of the Inter-District Championship brackets (pairings).
- Contiguous nature of involved PIAA Districts.

Sport-specific and other relevant criteria may be considered as appropriate under the circumstances.

POLICY REGARDING CRITERIA TO BE UTILIZED IN DETERMINING SECOND, QUARTERFINAL, AND SEMI-FINAL ROUND INTER-DISTRICT CHAMPIONSHIP CONTEST SITES IN THE SPORTS OF BASEBALL, BASKETBALL, FIELD HOCKEY, LACROSSE, SOCCER, AND SOFTBALL

The following criteria are used by PIAA in determining second, quarterfinal, and semi-final round Inter-District Championship Contest sites in the sports of baseball, basketball, field hockey, lacrosse, soccer, and softball:

- Availability of Inter-District Championship Contest sites.
- Suitability of Contest sites, pursuant to the Policy Regarding Criteria to be Utilized in Considering Selection of Sites for District and/or Inter-District Championship Contests.
- Suitability of Contest sites for hosting multiple Contests in a sport.
- Contest sites geographically located as close to midway or an equal distance travel point between the competing member schools, as possible.

Sport-specific and other relevant criteria may be considered as appropriate under the circumstances.

MEDIA

POLICY REGARDING MEDIA OF COMMUNICATION ACCESS TO INTER-DISTRICT CHAMPIONSHIP CONTESTS

"Media Credentials" are special passes to PIAA Contests which may be issued by PIAA to appropriate persons employed by, and responsible to, recognized media entities. The terms governing such passes shall be communicated by PIAA to the media for each specific event. PIAA reserves the right to revoke Media Credentials and to reject requests for Media Credentials should it conclude that the applicant (1) is not employed by a responsible and recognized media entity; (2) seeks the Media Credentials for purposes other than the legitimate collection and dissemination of event information to the public; or (3) has previously been expelled from an Inter-District Championship Contest for abuse of Media Credentials or for improper conduct.

Media Credentials will be issued only upon compliance with the PIAA "Media Credential Process," the provisions of which can be found on the PIAA website. Decisions to grant, deny or revoke Media Credentials shall be made by the Executive Director, or the Executive Director's designee. All such decisions may be appealed to the PIAA Board of Directors.

Those persons having Media Credentials shall be given complimentary admission privileges to Inter-District Championship Contests and shall be permitted to have seating in areas designated for such persons.

Media Credentials are **NON-TRANSFERABLE**. Family, relatives, and friends of the holder of Media Credentials, as well as athletic administrators, Coaches, and Contest officials will not be admitted on Media Credentials. Violation(s) of this policy shall result in the removal of the unauthorized individual(s) from the Inter-District Championship Contest, and may result in the loss of complimentary admission privileges to the authorized holder of the Media Credentials from the Inter-District Championship Contest at which the violation occurred and from future Inter-District Championship Contests.

POLICY REGARDING MEDIA CREDENTIALS FOR WEBSITES

Online personnel from official sites of a national or regional broadcast or print news media organization or from a fan-based website staffed by full-time employees with the intent of reporting on news events will be granted Media Credentials on an individual and as-space-permits basis.

Online personnel following or from a participating member school, as approved by that school's athletic administration, will be granted Media Credentials on an individual and as-space-permits basis.

POLICY REGARDING RESTRICTIVE ADVERTISING AND COMMENTARY BY BROADCASTING AND CABLECASTING/TELECASTING MEDIA

To the extent this policy does not contravene any applicable state or federal law or regulation on these subjects, advertising of and announcements relative to, alcoholic beverages, gaming, tobacco products, and/or political candidates, parties, and/or organizations are prohibited.

In keeping with the high ideals of good sportsmanship, it is respectfully requested that the media of communication refrain from making negative comments towards participants, Coaches or Contest officials; and report acts of good sportsmanship without giving undue publicity to unsportsmanlike conduct.

It is respectfully requested that reports of any accidents, injuries, or other incidents be minimized and factual, in order to prevent undue anxiety on the part of listeners and/or viewers.

**GENERAL RADIO BROADCASTING, WEBCASTING
(AUDIO STREAMING), AND/OR REAL-TIME WEB PUBLISHING POLICIES**

1. Radio broadcasting, webcasting (audio streaming), and/or real-time Web publishing of any PIAA Inter-District Championship Contest is prohibited without the prior consent of PIAA.
2. Expenses incurred in the radio broadcasting, webcasting (audio streaming), and/or real-time Web publishing of any PIAA Inter-District Championship Contest shall be the sole responsibility of the originating radio station, Internet audio broadcaster, and/or real-time Web publisher.
3. To the extent this policy does not contravene any applicable state or federal law or regulation on these subjects, advertising of and announcements relative to, alcoholic beverages, gaming, tobacco products, and/or political candidates, parties, and/or organizations are prohibited.
4. In keeping with the high ideals of good sportsmanship, it is respectfully requested that the media of communication refrain from making negative comments towards participants, Coaches, or Contest officials; and report acts of good sportsmanship without giving undue publicity to unsportsmanlike conduct.
5. It is respectfully requested that reports of any accidents, injuries, or other incidents be minimized and factual, in order to prevent undue anxiety on the part of listeners and/or viewers.

**LIVE AND DELAYED RADIO BROADCASTING, WEBCASTING
(AUDIO STREAMING), AND/OR REAL-TIME WEB PUBLISHING POLICIES**

1. Rights fees shall be remitted to the Inter-District Championship Contest administrator at least one-half (1/2) hour prior to the start of the Contest.
2. There shall be no delay of the scheduled start of an Inter-District Championship Contest.
3. No more than one (1) live radio broadcasting and/or live webcasting (audio streaming) seventy (70)-second time-out shall be granted per competition period in the sports of football and basketball.
4. There shall be no radio broadcasting, webcasting (audio streaming), and/or real-time Web publishing extension.

**PIAA BASEBALL, BASKETBALL, FIELD HOCKEY, FOOTBALL, LACROSSE, SOCCER,
SOFTBALL, INTER-DISTRICT REGION WRESTLING, AND TEAM AND INDIVIDUAL
WRESTLING CHAMPIONSHIPS MINIMUM DELAYED RADIO BROADCASTING
AND/OR WEBCASTING (AUDIO STREAMING) RIGHTS FEES**

Subject to a 50% discount whenever a member school owned radio station broadcasts and/or Web site webcasts (audio streams) its Team and/or, in the case of individual wrestling, its wrestler(s), the minimum **delayed** radio broadcasting and/or webcasting (audio streaming) rights fees, per Contest (round or session), per radio station and/or Internet audio broadcaster, are as follows:

1. Radio and/or Internet audio broadcast delayed between one (1) hour following the conclusion of the event and eight (8) hours following the conclusion of the event - 80% of the minimum live radio broadcasting and/or webcasting (audio streaming) rights fee.
2. Radio and/or Internet audio broadcast delayed between nine (9) hours following the conclusion of the event and sixteen (16) hours following the conclusion of the event - 60% of the minimum live radio broadcasting and/or webcasting (audio streaming) rights fee.
3. Radio and/or Internet audio broadcast delayed between seventeen (17) hours following the conclusion of the event and twenty-four (24) hours following the conclusion of the event - 40% of the minimum live radio broadcasting and/or webcasting (audio streaming) rights fee.
4. Radio and/or Internet audio broadcast delayed after twenty-four (24) hours following the conclusion of the event - 20% of the minimum live radio broadcasting and/or webcasting (audio streaming) rights fee.

**GENERAL CABLECASTING/TELECASTING
AND/OR WEBCASTING (VIDEO STREAMING) POLICIES**

1. Cablecasting/telecasting and/or webcasting (video streaming) of any PIAA Inter-District Championship Contest is prohibited without the prior written consent of PIAA.
2. Expenses incurred in the cablecasting/telecasting and/or webcasting (video streaming) of any PIAA Inter-District Championship Contest shall be the sole responsibility of the originating cable company/television station and/or Internet video broadcaster.
3. To the extent this policy does not contravene any applicable state or federal law or regulation on these subjects, advertising of and announcements relative to, alcoholic beverages, gaming, tobacco products, and/or political candidates, parties, and/or organizations are prohibited.
4. In keeping with the high ideals of good sportsmanship, it is respectfully requested that the media of communication refrain from making negative comments towards participants, Coaches, or Contest officials; and report acts of good sportsmanship without giving undue publicity to unsportsmanlike conduct.
5. It is respectfully requested that reports of any accidents, injuries, or other incidents be minimized and factual, in order to prevent undue anxiety on the part of listeners and/or viewers.
6. Any film, videotape, or other visual recorder of a PIAA Inter-District Championship Contest, other than those permitted under general rule 7 hereof, shall become and remain the property of PIAA and may not be duplicated or re-cablecast/re-telecast and/or re-webcast (re-video streamed) for any reason or under any circumstances without the prior written consent of PIAA.
7. Cablecasting/telecasting and/or webcasting (video streaming) of up to ninety (90) seconds of video transmission of any PIAA Inter-District Championship Contest for use as part of a local sportscast shall be permitted without charge. Any such use shall include visual credit to PIAA and shall be permitted only after completion of the Contest in question. Use of production programs, such as Periscope, to video stream Inter-District Contests without prior written permission from PIAA is prohibited.

**LIVE CABLECASTING/TELECASTING
AND/OR WEBCASTING (VIDEO STREAMING) POLICIES**

1. Rights fees shall be remitted to the Inter-District Championship Contest administrator at least one (1) hour prior to the start of the Contest.
2. The starting time shall be delayed no more than five (5) minutes from the scheduled starting time of an Inter-District Championship Contest.
3. No more than one (1) live cablecasting/telecasting and/or webcasting (video streaming) seventy (70)-second time-out shall be granted per competition period in the sports of football and basketball.
4. Halftime shall be extended no more than five (5) minutes beyond the normal length of intermission.
5. Post-Contest activities of any Inter-District Championship (Final) Contest shall include the awards presentation ceremony.

**DELAYED CABLECASTING/TELECASTING
AND/OR WEBCASTING (VIDEO STREAMING) POLICIES**

1. Rights fees shall be remitted to the Inter-District Championship Contest administrator at least one (1) hour prior to the start of the Contest.
2. There shall be no delay of the scheduled start of an Inter-District Championship Contest.

3. There shall be no media of communication time-outs.
4. There shall be no media of communication extension of halftime.
5. Post-Contest activities of any Inter-District Championship (Final) Contest shall include the awards presentation ceremony.

**PIAA BASEBALL, BASKETBALL, FIELD HOCKEY, FOOTBALL, LACROSSE, SOCCER,
SOFTBALL, INTER-DISTRICT REGION WRESTLING, AND TEAM AND INDIVIDUAL
WRESTLING CHAMPIONSHIPS MINIMUM DELAYED CABLECASTING/TELECASTING
AND/OR WEBCASTING (VIDEO STREAMING) RIGHTS FEES**

Subject to a 50% discount whenever a member school owned cable/television station cablecasts/telecasts and/or Web site webcasts (audio streams) its Team and/or, in the case of individual wrestling, its wrestler(s), the minimum **delayed** cablecasting/telecasting and/or webcasting (video streaming) rights fees, per Contest, per cable/television station and/or Internet video broadcaster, are as follows:

1. Cablecast/telecast and/or Internet video broadcast delayed between one (1) hour following the conclusion of the event and eight (8) hours following the conclusion of the event - 80% of the minimum live cablecasting/telecasting and/or webcasting (video streaming) rights fee.
2. Cablecast/telecast and/or Internet video broadcast delayed between nine (9) hours following the conclusion of the event and sixteen (16) hours following the conclusion of the event - 60% of the minimum live cablecasting/telecasting and/or webcasting (video streaming) rights fee.
3. Cablecast/telecast and/or Internet video broadcast delayed between seventeen (17) hours following the conclusion of the event and twenty-four (24) hours following the conclusion of the event - 40% of the minimum live cablecasting/telecasting and/or webcasting (video streaming) rights fee.
4. Cablecast/telecast and/or Internet video broadcast delayed after twenty-four (24) hours following the conclusion of the event - 20% of the minimum live cablecasting/telecasting and/or webcasting (video streaming) rights fee.

**POLICIES REGARDING CABLECASTING/TELECASTING, FILMING,
PHOTOGRAPHING, VIDEOTAPING, AND/OR WEBCASTING (VIDEO STREAMING)**

A. Photography, Film, Video and Audio. PIAA is the owner of the rights to and the copyright holder of all Contests conducted under its jurisdiction. Consistent therewith, the following policies, restrictions, and guidelines apply to audio and visual depictions of PIAA District and/or Inter-District Championship Contests, including all still photographs taken of such Contests, all film, analog and digital videos, audiotape and Internet depictions of such Contests and the live audio, visual, and webcasting broadcasts of such Contests.

As a general rule, still photography, filming, videotaping, audio recording and webcasting are prohibited at PIAA District and/or Inter-District Championship Contests, except as expressly and specifically authorized by this policy. All video, broadcast, title, and broadcast rights for PIAA District and/or Inter-District Championship Contests are the exclusive property of the involved PIAA District or PIAA, within their respective jurisdictions. PIAA District and/or Inter-District Championship Contests cannot be reproduced, rebroadcast, or used for any other purposes without the express written consent of the involved PIAA District or PIAA, within their respective jurisdictions.

B. General Policies Applicable to All Classes of Photographers, Videographers, etc.

1. Still photographs, films, videotapes, and audiotapes may not be used to review decisions of Contest officials.
2. Still photographs, films, videotapes, or audiotapes, in full or in part, may not be used for any commercial purpose unless authorized in writing by the involved PIAA District or PIAA, within their respective jurisdictions.

3. Any still photography, filming, videotaping, audiotaping, telecasting, webcasting (video streaming), and/or cablecasting shall not interfere with the visibility and comfort of spectators, shall not present a safety hazard to spectators, and/or shall not disrupt, disturb, or interfere with the competition or with any competitor.
4. Any person conducting photography, filming, videotaping, audiotaping, telecasting, webcasting (video streaming), and/or cablecasting shall not stand on any unsafe or potentially hazardous physical object or facility.
5. Any person conducting photography, filming, videotaping, audiotaping, telecasting, webcasting (video streaming), and/or cablecasting must remain in the areas that have been designated for spectators, sports photographers, schools, cable/television stations, or Internet video broadcasters, as appropriate.

C. Specific Classes of Photographer, Videographers, etc.

1. **Member Schools.** Representatives of PIAA member schools are authorized, at their own expense, to take still photographs and to film, videotape, and audiotape PIAA District and/or Inter-District Championship Contests.
2. **Spectators.** Individual spectators are authorized, at their own expense, and from the seating area or other designated space, to personally take still photographs, film, videotape, and/or audiotape of PIAA District and/or Inter-District Championship Contests for strictly personal use.
3. **Media.**
 - a. Members of the media are authorized, without paying a fee, to take still photographs and take short film, video, and/or audio clips of PIAA District and/or Inter-District Championship Contests for print, video, and electronic news coverage.
 - b. With advance permission from the involved PIAA District or PIAA, within their respective jurisdictions, members of the media may take still photographs and film, videotape, and/or audiotape of PIAA District and/or Inter-District Championship Contests for non-news coverage purposes.
 - c. The filming or taping of the majority of a PIAA District and/or Inter-District Championship Contest is prohibited, absent approval of the involved PIAA District or PIAA, within their respective jurisdictions.
 - d. Absent prior approval of the involved PIAA District or PIAA, within their respective jurisdictions, for other usage, videos (analog or digital) taken at any PIAA District and/or Inter-District Championship Contests may be used for the sole purpose of showing excerpts thereof as a part of a regularly scheduled sports or news program and for no other reason.
 - e. Media will not lend, give away, and/or sell film and/or videotape of PIAA District and/or Inter-District Championship Contests, either in whole or in part, except for the purposes herein above specifically set forth and/or in such cases as the involved PIAA District or PIAA, within their respective jurisdictions, approves requests to do so.
 - f. Absent prior approval of the involved PIAA District or PIAA, within their respective jurisdictions, in no case where excerpts of any PIAA District and/or Inter-District Championship Contest or Contests are used in connection with television programming, shall the action of the Contest or Contests exceed a total of ninety (90) seconds of running time.
 - g. Absent prior approval of the involved PIAA District or PIAA, within their respective jurisdictions, no live reports of a PIAA District and/or Inter-District Championship Contest are permitted during the time a Contest is being televised live by a television station or network with exclusive rights to the Contest.
 - h. Upon request of a PIAA member school or student, media may sell copies of photographs that are published to the requesting school and/or student (or the student's family).

**REQUEST FOR PROPOSAL (RFP) TO CABLECAST OR TELECAST, AND/OR VIDEO
STREAMING THE PIAA CHAMPIONSHIPS (FINALS)**

The purpose of the Request for Proposal (RFP) is to provide the opportunity for cable companies and/or television stations to bid on cablecasting, telecasting, and/or video streaming the PIAA Championships (Finals) for a four (4) year period.

ENROLLMENT CLASSIFICATIONS

DESIGNATION OF ENROLLMENT CLASSIFICATIONS

For competition purposes, PIAA classifies schools by (1) gender and/or (2) size of enrollment at schools. These classifications are created to promote equal opportunities for both boys and girls to participate in interscholastic athletics and to reduce the competitive imbalance created through competition between schools that vary significantly in enrollment.

Each school shall be placed in a class for each sport in which there is more than one class, based upon its enrollment as reported pursuant to ARTICLE IV, DUES AND ENROLLMENT REPORT, Section 1, Annual Dues and Enrollment Report, of the PIAA Constitution, for each odd-numbered year. Multi-class boys' sports shall be classified according to total male enrollment in grades 9, 10, and 11 and multi-class girls' sports shall be classified according to total female enrollment in grades 9, 10, and 11. Enrollment figures shall include all Cyber Charter School and Home-Schooled Students; all students attending an Alternative School, a Magnet School, or a Vocational-Technical school; and all students attending a Charter School who are eligible at a school in the school district of their residences. 10% of the total number of these students will be added to those students who are regularly enrolled and in attendance to complete each school's classification numbers.

The classification shall go into effect for the next school year and shall remain in effect for two school years, except as hereinafter provided.

When a school is merged into, or consolidated with, another school, the classification of the surviving or new school shall be based upon its enrollment as affected by the merger or consolidation, measured as of the date of merger or consolidation, and effective beginning with the first sports season which starts thereafter. When a school closes, and its students transfer to one or more other schools, the classification of each school receiving students from the closed school shall be based upon its enrollment as affected by the closing, measured as of the date of enrollment of the students from the closed school, and effective beginning with the first sports season which starts thereafter.

Baseball -- 1A-2A-3A-4A-5A-6A	Soccer -- 1A-2A-3A-4A
Basketball -- 1A-2A-3A-4A-5A-6A	Softball, Fast Pitch -- 1A-2A-3A-4A-5A-6A
Competitive Spirit -- Sm-Md-Lg or Coed Varsity Squads	Swimming and Diving -- 2A-3A
Cross Country -- 1A-2A-3A	Tennis -- 2A-3A
Field Hockey -- 1A-2A-3A	Track & Field -- 2A-3A
Football -- 1A-2A-3A-4A-5A-6A	Volleyball - Boys -- 2A-3A-4A
Golf -- 2A-3A	Volleyball - Girls -- 1A-2A-3A-4A
Lacrosse -- 2A-3A	Wrestling -- 2A-3A

POLICY FOR DETERMINING NUMBER OF MEMBER SENIOR HIGH SCHOOLS IN EACH ENROLLMENT CLASSIFICATION

In each sport in which the PIAA Board of Directors has established multiple enrollment classifications, each enrollment classification shall have as nearly as possible the same number of member senior high schools sponsoring that sport.

POLICY FOR CHANGE IN NUMBERS OF QUALIFIERS, BRACKETS (PAIRINGS)

If the number of member schools in a PIAA District changes due to school closings, consolidations, and/or opening/creating new schools, the PIAA Executive Staff will review the number of qualifiers and brackets (pairings) and, if the school actions affect the proportional representation distribution between Districts, the Executive Staff is authorized to propose to the Board of Directors an adjustment in qualifiers and bracketing to further the intent of proportional representation.

CORRECTIONS TO SCHOOL'S ENROLLMENT REPORT

The Annual Dues and Enrollment Report shall be filed with the PIAA Office not later than the date the Public School Enrollment Report is due to the Pennsylvania Department of Education (PDE). Member schools are expected to closely review the Enrollment Report for possible errors. To address possible mistakes or oversights, PIAA will provide a copy of the submitted report numbers to each member school for their review. PIAA member school may submit a written request to revise their Enrollment Report on or before November 15th of every odd numbered year. Oral requests for revisions to enrollment numbers and requests for revisions submitted after the November 15th deadline will not be considered by PIAA.

PIAA will formally announce the classification assignments for the next two year period within 30 days of the November 15th deadline or as soon thereafter as possible.

CORRECTION OF ENROLLMENT REPORT ERRORS

PIAA relies upon the accuracy of Enrollment Reports submitted by member schools pursuant to ARTICLE IV, DUES AND ENROLLMENT, Section 1, Annual Dues and Enrollment Report, of the PIAA Constitution, to establish enrollment classifications and entries (qualifiers) for each District in each sport in which the PIAA Board of Directors has established Inter-District Championships. It is, therefore, important that member schools take great care in submitting accurate Enrollment Reports. PIAA also recognizes, however, that inadvertent errors can occur and the organization does not seek to punish member schools where errors can be corrected within 30 days from its release and have minimal impact on the administration of sports. Any member school which, through excusable error, submits an erroneous Enrollment Report may request that a corrected Enrollment Report be accepted. Such request may be granted by the Board of Directors if the following criteria are met:

1. The Board of Directors is persuaded that the error was inadvertent and unintentional;
2. The error was caught within 30 days from its release and will not affect the enrollment classifications or number of entries (qualifiers) for any PIAA District;
3. There is no history of such errors being committed by the member school; and
4. The District Committee having jurisdiction over the member school supports the correction of the error.

VOLUNTARY INCREASE IN ENROLLMENT CLASSIFICATION

Any member school, in any sport that it sponsors, may voluntarily participate in a higher enrollment classification than would otherwise be appropriate based upon its enrollment. Once the PIAA-established deadline for voluntarily participating in a higher enrollment classification has passed, requests by member schools, which are supported by the respective District Committees having jurisdiction over the member schools, to participate in a higher enrollment classification shall not alter the number of entries (qualifiers) for any PIAA District.

STUDENT-ATHLETES AND PIAA MEMBER SCHOOLS

POLICY REGARDING CONFIDENTIALITY OF INFORMATION RELATING TO STUDENT-ATHLETES, MEMBER SCHOOLS, SPORTS OFFICIALS, AND OTHER ADULTS

PIAA respects and seeks to protect the legitimate privacy interests of student-athletes. The following policy outlines what student-athlete information one should expect to be provided to PIAA and how PIAA handles the use and disclosure of such information. The policy further sets forth how information relating to member schools, PIAA-registered officials, and other adults will be handled by PIAA.

I. Student-Athlete Information:

PIAA regularly requires production of certain factual information needed to determine athletic eligibility of students and/or to enforce the PIAA Constitution, By-Laws, Policies and Procedures, and Rules and Regulations. The information includes both public and Personal Private Information concerning student-athletes. Such information routinely includes the student's (1) name; (2) home address; (3) age and date of birth; (4) academic records; (5) attendance records; and (6) information relating to a student's participation in interscholastic athletic competition. In some instances, PIAA may require certain health and other records of students.

- A. General Policy:** It is PIAA policy that Personal Private Information concerning student-athletes, provided for the purpose of determining the eligibility of a student and to enforce the PIAA Constitution, By-Laws, Policies and Procedures, and Rules and Regulations, shall, unless a waiver of disclosure is provided by the student or the student's parent(s), if the student is under the age of eighteen (18), be limited to such purposes and shall not be disclosed to persons not properly involved in the handling of the matter.

The name of the student, the name of the student's school, the eligibility rule at issue, and the mere finding of eligibility or ineligibility are not considered confidential.

B. Confidentiality Prior to, and During, Eligibility and Disciplinary Proceedings:

1. Initial Consideration of Eligibility Matters:

On agendas of meetings and notices of special meetings to consider eligibility matters, PIAA and District Committees shall identify the names of students whose eligibility is in question, the names of the students' schools, and the eligibility rule(s) at issue.

Documents submitted to PIAA and District Committees in support of or opposing the eligibility of a student, and which contain Personal Private Information about a student, should not be disclosed to third parties without approval of the student or, if the student is under the age of eighteen (18), the student's parent(s).

Where there is no dispute concerning the eligibility of a student or group of students, District Committees shall, in open session, approve requests for determination of eligibility without discussion of particular circumstances. Where, however, there is any question of eligibility and consideration of the particular circumstances requires discussion of Personal Private Information, such discussion should occur in executive session. Action taken merely to schedule an eligibility hearing should be taken in public session.

2. Conduct of Eligibility Hearings:

During eligibility and disciplinary hearings, when a student, the student's family, and/or the student's school, anticipates that Personal Private Information relating to the student-athlete and/or the student's family or others may be disclosed, the student, the student's family, and/or the student's school may request that all or parts of the matter be closed to persons not involved in the hearing or affiliated with PIAA. Absent objection, and under normal circumstances, the presiding officer should honor such requests.

If any person objects to closure of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall carefully consider the privacy interests of students as the primary factor to be weighed, but shall take into account a general goal of openness of proceedings. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should limit closure to those parts of the hearing where Personal Private Information of the student or the student's family is likely to be disclosed.

3. Disclosure of Eligibility, Disciplinary, and Other Decisions:

Copies of correspondence, minutes of PIAA and its District Committee meetings, and other documents merely stating the determination of eligibility or ineligibility shall be freely disclosed to others. Copies of correspondence and other documents setting forth rationales for decisions may be disclosed unless such documents include discussion of Personal Private Information of students and/or their families or others, in which case such documents shall be sent only to (1) the student-athlete; (2) appropriate representatives of the school(s) involved in the proceeding; (3) the student's and/or school's legal counsel, if identified; (4) members of the Board of Directors; (5) appropriate members and employees of the relevant District Committee(s); (6) the PIAA Administrative Staff; and (7) legal counsel for PIAA. Other persons may receive copies of such correspondence upon approval of the PIAA Executive Committee.

PIAA and its District Committees may publish, on their respective Web sites, minutes, and newsletters, the following: (1) the name of the student whose eligibility was in question; (2) the name of the student's school; (3) the eligibility rule at issue; and (4) the finding of eligibility or ineligibility. Where such information is provided, no discussion of the circumstances of the student's situation or the reasons or rationale for the decision shall be provided. For the benefit of the PIAA membership, summaries of the recommendations and rationales also may be posted on PIAA and District Committee Web sites, minutes, and newsletters, provided that no Personal Private Information of the student, the student's family, or others, is disclosed.

Except as stated above, absent approval of the Executive Committee, the PIAA Administrative Staff, Board of Directors, District Committee personnel, and PIAA legal counsel shall treat Personal Private Information of students, their families, and others, including individual student records and letters setting forth rationales of decisions, as confidential. All inquiries should be directed to the affected school(s). Upon request, the Executive Committee may, in its discretion, authorize the disclosure of the rationales of the District Committee, or its Hearing Panel(s), the Board of Directors, or its Board(s) of Appeal provided that such disclosure does not include Personal Private Information of a student.

Any of the restrictions on disclosure set forth above may be waived upon consent of the student or, if the student is under the age of eighteen (18), the parents of the student, whose eligibility is at issue.

4. Information Relating To Athletic Performance of Students:

PIAA regularly obtains or develops information related to the athletic performance of student-athletes who participate in PIAA-sponsored interscholastic athletic competition. As such performances occur in a public setting and cannot be considered confidential; such information will not be treated as confidential.

II. Information Concerning Member Schools and Adults:

- A. General Policy:** As a general matter, information concerning (1) member schools; (2) personnel and representatives of member schools; (3) PIAA-registered officials; and (4) other adults, may be freely used and disclosed by PIAA with no restrictions. Exceptions to this general approach are set forth below.
- B. Confidentiality During Hearings:** Where actions may be taken against a school or its personnel, or PIAA-registered officials, pursuant to the provisions of ARTICLE XIII, PENALTIES, of the PIAA By-Laws, the school or adults involved may request that all or parts of the matter be closed to persons not involved in the hearing or affiliated with PIAA. Under normal circumstances, and if no objection is made, such request may be honored by the presiding officer when potentially criminal conduct or the employment of member school Coaches or other employees may be at issue. In other instances, the presiding officer should be reluctant to close the hearing.

If any person objects to closure of any part of the hearing, the presiding officer shall consider the merits of the respecting positions and determine whether complete or partial closure of the matter is appropriate. In reaching such decision, the presiding officer shall weigh the privacy interests of member school personnel and the legitimate interest of PIAA members and the public in knowledge of enforcement of the PIAA Constitution, By-Laws, Policies and Procedures, and Rules and Regulations. Where closure is deemed appropriate, and it is feasible to do so, the presiding officer should attempt to limit closure.

- C. Disclosure of Disciplinary and Other Decisions:** Copies of correspondence, minutes of PIAA and District Committees, and other documents merely stating the determination of eligibility or ineligibility shall be freely disclosed to others. Copies of correspondence and other documents which include discussion of Personal Private Information of individuals or information which relates to possible criminal matters and/or employment disciplinary matters shall be sent only to (1) appropriate representatives of the school(s) involved in the proceeding; (2) the school's legal counsel, if identified; (3) members of the Board of Directors; (4) appropriate members and employees of the relevant District Committee(s); (5) the PIAA Administrative Staff; and (6) legal counsel for PIAA. Other persons may receive copies of such correspondence upon approval of the PIAA Executive Committee. Subsequent compliance plans and/or investigatory reports submitted by member schools as a condition of probation or upon direction of the hearing body and containing Personal Private Information about any person(s) shall not be produced.

For the benefit of the PIAA membership, PIAA and its District Committees may publish, on their respective Web sites, minutes, and newsletters, summaries of the decisions and rationales, provided that Personal Private Information of individuals and information which relates to possible criminal matters and/or employment disciplinary matters is not published.

EQUAL OPPORTUNITY AND TREATMENT POLICY

The Pennsylvania Interscholastic Athletic Association, Inc. (PIAA) is committed to the principles of equal opportunity and treatment for all individuals involved in interscholastic athletics. PIAA believes that all boys and girls, Coaches, Contest officials, and athletic administrators should have equal opportunity to participate in, Coach, officiate, and administer at all levels of interscholastic athletics and receive equal treatment, without regard to race, color, religion, gender, age, national origin, or ethnic background.

Alleged violations of this Equal Opportunity and Treatment Policy should be reported to the Executive Director, who will, either directly or through a designee, attempt to resolve the matter informally. Any person dissatisfied with the efforts of the Executive Director may seek relief from the District Committee having jurisdiction over the matter. Appeals of District Committee decisions may be taken to the Board of Directors.

TRANSGENDER POLICY

Where a student's gender is questioned or uncertain, the decision of the Principal as to the student's gender will be accepted by PIAA.

ADHERENCE TO AND ENFORCEMENT OF PIAA CONSTITUTION AND/OR BY-LAWS

The initial responsibility for adherence to and enforcement of the PIAA Constitution and/or By-Laws by a member school and its students and other personnel rests with the Principal of that school.

Nevertheless, it continues to be PIAA policy that (1) the Principal of another member school, by written complaint to the Chairman of the appropriate District Committee or PIAA Office, may allege or bring to the attention of PIAA a violation of or a failure to meet applicable provisions of the PIAA Constitution and/or By-Laws, and (2) a District Committee or the Board of Directors may on its own motion enforce the PIAA Constitution and/or By-Laws in the absence of submission of the matter to it by the Principal of a member school.

PIAA PHILOSOPHY

It is unconscionable that a school or any of its employees would subvert the high purposes of interscholastic athletics by condoning any violation of the rules. To involve boys or girls in any practice or procedure which "gets around the rules" is unworthy of a person associated with athletics.

PIAA POSITION REGARDING COMPETITION STANDARDS RELATIVE TO GIRLS PLAYING ON BOYS' TEAMS OR BOYS PLAYING ON GIRLS' TEAMS

Girls playing on boys' Teams or boys playing on girls' Teams are subject to the competition standards established by the Contest rules of that sport.

POLICY REGARDING MINIMIZING LOSS OF INSTRUCTIONAL TIME

PIAA is, first and foremost, an organization supporting the overall education of students of PIAA member schools. PIAA recognizes that the primary responsibility of its member schools is to provide instruction and educational opportunities for students.

Interscholastic athletics is a part of the educational process but it should not be administered to the detriment of other educational objectives. Persistent removal of students from school during regular school hours to participate in interscholastic athletics is disfavored and, in scheduling Practices and Contests, PIAA member schools are encouraged to minimize disruptions of the educational process and any loss of instructional time.

POLICY REGARDING MEMBER SCHOOL SUPERVISION OF PIAA-REGISTERED SPORTS OFFICIALS ENGAGED TO OFFICIATE CONTESTS

At all Contests between PIAA member schools, the host school shall ensure that PIAA-registered sports officials who have been engaged to officiate their Contests are given a changing area separate and apart from those changing areas utilized by student-athletes. If this is not physically possible, the host school shall establish and enforce a detailed plan identifying how it intends to remedy this situation and prevent one-on-one unsupervised or unobserved contact by officials with student-athletes. All host schools shall take all steps reasonably necessary to ensure that the sports officials do not have other opportunities for one-on-one unsupervised or unobserved contact with student-athletes. The failure to adopt and implement appropriate procedures may disqualify the host school from hosting future Contests between PIAA member schools for a period of time deemed appropriate by the PIAA District Committee or the PIAA Board of Directors, within their respective jurisdictions, as well as imposition of other sanctions under ARTICLE XIII, PENALTIES, of the PIAA By-Laws.

RESTRICTION ON USE OF TOBACCO PRODUCTS

PIAA policy prohibits the use of tobacco products by participating and non-participating Team personnel, including Coaches, during any Contest at any level (varsity, junior varsity, or otherwise) of competition.

RELIGIOUS HEADWEAR GUIDELINES

Religious headwear is permitted provided it is not abrasive, hard, or dangerous to the participant and any other player and must be attached in such a way it is highly unlikely to come off during play. Religious headwear does not need to comply with any of the color restrictions defined in applicable sport uniform codes.

Religious headwear in swimming and diving and wrestling must comply with the safety standards of the sport and be approved by the head coach and contest referee.

Hijabs, turbans and yarmulkes are acceptable types of religious headwear.

ACCOMMODATIONS OF RELIGIOUS OBSERVANCES

PIAA requests that its member schools make reasonable accommodations for the religious observances of students where asked by the student to do so. Reasonableness would be determined by the amount of time remaining between the request and the event(s) affected and the undue hardship that would be caused by honoring the request.

REQUESTS FOR ACCOMMODATIONS DUE TO DISABILITIES

One of the purposes of PIAA, as stated in ARTICLE II, PURPOSES, Section 1C, of the PIAA Constitution, is "To promote uniformity of standards in all interscholastic competition." To that end, PIAA generally requires adherence to the rules adopted for each individual sport. PIAA is also cognizant, however, of the need to accommodate individuals with disabilities to the extent that reasonable accommodation will not (1) fundamentally alter essential elements of a sport, (2) increase the risk of injury to other participants, and/or provide the student-athlete with an unfair advantage. Therefore, evaluation of requests by students or Coaches for exemption from, or modification of, applicable sport rules and regulations due to a physical, mental, or emotional disability will be considered on a case-by-case basis. Guidelines for handling such requests are set forth below.

A. Authority to Grant Accommodation Requests:

Requests for accommodations due to disabilities shall be submitted to the Executive Director, who shall have the authority to consider and rule on (1) whether the student is disabled within the meaning of the Americans With Disabilities Act (see Sub-Section G below), (2) whether an accommodation is necessary for participation, and (3) what accommodation, if any, should be granted, taking into account the essential elements of the sport, risk of injury to other participants, and/or (3) fairness to other participants. If an accommodation would fundamentally alter an essential element of a sport, would increase the risk of injury to other participants, and/or would provide an unfair advantage to the student, the accommodation is not a reasonable one and should not be granted. Appeals from decisions of the Executive Director may be submitted to the PIAA Board of Directors.

B. Requests To Waive "Age Rule":

ARTICLE I, AGE, Section 1, Maximum Age Rule, of the PIAA By-Laws, sets forth a maximum age at which a student is eligible to participate in interscholastic athletics. Said limitation may be waived for students with disabilities. The standard for such waiver is set forth in ARTICLE I, AGE, Section 3, Waiver of Maximum Age Rule.

C. Requests for use of a Motorized Cart in the Sport of Golf:

Golfers with disabilities who, because of their disability, are unable to walk and/or carry their own bags where such walking and carrying is required may seek an accommodation allowing them to use a

motorized cart in the sport of golf. PIAA member schools seeking such accommodation for student-athletes shall submit to PIAA a completed "PIAA Member School Request for Student-Athlete to Use a Motorized Cart in the Sport of Golf Form." Requests will be granted upon determination that the student-athlete has a disability which substantially interferes with participation but for use of the requested cart, and the use of the cart will not provide the student-athlete with an unfair advantage. Accommodations may be granted for specific Contests and/or for a specific period of time.

D. Requests for use of other Special Equipment:

Requests for use of special equipment otherwise prohibited by the rules of a particular sport will be considered and granted where, (1) due to a disability, the equipment is necessary for participation, (2) the said equipment does not pose a cognizable increased risk of harm to teammates and/or opponents, and (3) the equipment does not provide the student, Coach, and/or school with an unfair advantage. Accommodations may be granted for specific Contests, specific sports, and/or for a specific period of time.

E. Information to be Provided with Request for Accommodation:

Requests for accommodations should include the name, contact information, specific accommodation requested, reason for the requested accommodation, and medical documentation supporting the request.

F. Consultation with Experts:

The applicable decision-maker may consult with appropriate medical personnel to assess the severity of the disability and the relationship between the disability and the requested accommodation. The decision-maker may also consult with sport-specific experts to assess the effect of the accommodation on the nature of the sport and on whether the accommodation would provide an unfair advantage to the participant.

G. Determining Whether a Student is Disabled:

Under the Americans With Disabilities Act, a person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities; who has a record of substantially limiting impairment; and/or who is perceived to have such an impairment. Major life activities would include such things as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working. An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability would be covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu, generally would not be covered.

H. Illustrations:

1. A request to accommodate a tennis player confined to a wheelchair by allowing the student two bounces to get to a ball should be denied as such accommodation would fundamentally alter an essential rule of the game of tennis.
2. A request to allow a wheelchair track athlete to compete against able bodied runners in a distance event over 400 meters should be denied since wheelchair athletes have a significant and unfair advantage in distance events over 400 meters.
3. A base Coach who requires the use of crutches, canes, or braces may be granted an accommodation provided that the Coach can demonstrate that, with the devices, that Coach is sufficiently mobile would be able to avoid contact with players during the course of a Contest.
4. A deaf swimmer may be granted an accommodation, such as the use of hand signals by a teammate, to assist the swimmer in the start of a race.

PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC. (PIAA)
MEMBER SCHOOL REQUEST FOR STUDENT-ATHLETE TO USE A
MOTORIZED CART IN THE SPORT OF GOLF FORM
(Effective July 1, 2015)

The purpose of this Form is to permit expeditious processing of requests from PIAA member schools for student-athletes to use a motorized cart in the sport of golf. Such authorization may be granted only under limited circumstances, as set forth in the "Requests for Accommodations Due to Disabilities" policy of PIAA. The policy, as specifically applied to the use of motorized golf carts, is as follows:

C. Requests for use of a Motorized Cart in the Sport of Golf:

Golfers with disabilities who, because of their disability, are unable to walk, may seek an accommodation allowing them to use a motorized cart in the sport of golf. PIAA member schools seeking such accommodation for student-athletes shall submit to PIAA a completed "PIAA Member School Request for Student-Athlete to use a Motorized Cart in the Sport of Golf Form." Requests will be granted upon determination that the student-athlete has a disability which substantially interferes with participation but for use of the requested cart, and the use of the cart will not provide the student-athlete with an unfair advantage. Accommodations may be granted for specific Contests and/or for a specific period of time.

To obtain consideration of such request, please complete the following:

(PLEASE PRINT OR TYPE)

DATE: _____

SECTION 1. MEMBER SCHOOL INFORMATION

A. Full Name of Principal: _____

B. Member School: _____

C. Member School Address: _____

D. Member School Phone No.: () _____ Member School Fax No.: () _____

SECTION 2. STUDENT INFORMATION

A. Full Name of Student: _____ Grade _____
(First) (Middle) (Last)

B. Place of Residence: _____
(Street Address) (City) (State) (Zip Code)

C. Name(s) of the head of household in which the student resides:
_____ Relationship to the student: _____

D. Residence is located within the boundaries of the _____ Public School District

E. Date of Student's Birth: ____/____/____ F. Age of Student on Last Birthday: _____

G. Date Student Enrolled for the Current School Year: ____/____/____

H. Disability Related Information

1. Identify the nature of the student's disability and why it requires that the student-athlete use a motorized cart in the sport of golf. **NOTE:** A physical impairment alone does not mean that a student is disabled. The impairment must result in the student being substantially limited in a major life activity. Therefore, please identify how the condition substantially limits the student in a major life activity and how the requested accommodation will address that limitation.

2. Please attach a statement from the student's attending physician, prepared within the past thirty (30) days, describing the nature and extent of the disability and explaining why it would be necessary for the student to be exempt from walking while playing interscholastic golf.

3. For what time period is the accommodation sought: ___/___/___ to ___/___/___.

4. If the disability is temporary, when will it be sufficiently resolved to permit the student-athlete to walk while playing interscholastic golf: ___/___/___.

SECTION 3. PRINCIPAL CERTIFICATION

I hereby certify that (1) I am Principal of _____ High School; (2) I have reviewed the above request with the student-athlete; (3) the information contained herein is accurate and complete, to the best of my knowledge, information, and belief; (4) the requested accommodation is needed for the student to participate in the sport of golf; (5) I do not believe the accommodation will give the student-athlete an unfair advantage over his or her competitors; and (6) I support the request for the accommodation.

(Signature of PIAA Member School Principal)

(Date)

PIAA Member School Principal's E-mail Address: _____

PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION, INC. (PIAA)
MEMBER SCHOOL REQUEST FOR STUDENT-ATHLETE
TO MODIFY EQUIPMENT, CONTEST RULES, OR UNIFORM FORM
(Effective September 1, 2016)

The purpose of this Form is to permit expeditious processing of requests from PIAA member schools for student-athletes to modify the equipment or uniform in a sport. Such authorization may be granted only under limited circumstances. Accommodations may be granted for specific Contests and/or for a specific period of time.

To obtain consideration of such request, please complete the following:

(PLEASE PRINT OR TYPE)

DATE: _____

SECTION 1. MEMBER SCHOOL INFORMATION

A. Full Name of Principal: _____

B. Member School: _____

C. Member School Address: _____

D. Member School Phone No.: () _____ Member School Fax No.: () _____

SECTION 2. STUDENT INFORMATION

A. Full Name of Student: _____ Grade _____
(First) (Middle) (Last)

B. Place of Residence: _____
(Street Address) (City) (State) (Zip Code)

C. Name(s) of the head of household in which the student resides: _____
Relationship to the student: _____

D. Residence is located within the boundaries of the _____ Public School District

E. Date of Student's Birth: ____/____/____ F. Age of Student on Last Birthday: _____

G. Date Student Enrolled for the Current School Year: ____/____/____

H. Disability Related Information

1. This request is for the sport of: _____

2. Identify the nature of the student's request and explain why it would be necessary for the student to request the modification of equipment or uniform.

3. If a medical reason, or a request for a consideration of a disability please attach a statement from the student's attending physician, prepared within the past thirty (30) days.

4. For what time period is the accommodation sought: ____/____/____ to ____/____/____.
[This request is only per school year.]

5. If the request is temporary, when will it be sufficiently resolved to permit the student-athlete to use equipment and/or uniform as outlined in the National Federation of State High School Associations (NFHS) Rules Book: ____/____/____.

SECTION 3. PRINCIPAL CERTIFICATION

I hereby certify that (1) I am Principal of _____ High School; (2) I have reviewed the above request with the student-athlete; (3) the information contained herein is accurate and complete, to the best of my knowledge, information, and belief; (4) the requested accommodation is needed for the student to participate in the sport listed in Section 2, Student Information, H; (5) I do not believe the accommodation will give the student-athlete an unfair advantage over his or her competitors; and (6) I support the request for the accommodation.

(Signature of PIAA Member School Principal)

(Date)

PIAA Member School Principal's E-mail Address: _____

POLICY REGARDING THE REGULAR SEASON PARTICIPATION OF WHEELCHAIR ATHLETES IN THE SPORT OF OUTDOOR TRACK AND FIELD

Track and field events administered by PIAA are intended for participation by able-bodied athletes. To promote the participation of students with disabilities, accommodations may be made in specific sports for such persons under PIAA's policy relating to "Requests for Accommodations Due To Disabilities." In establishing categories of competition within a particular sport specifically for students with disabilities, however, PIAA recognizes that there exists a broad range of disabilities suffered by many students and that the disabilities have varying effects on the capabilities of the students to compete athletically. This range of disabilities makes it challenging to develop a comprehensive policy governing such competition. PIAA recognizes, for example, that Wheelchair Track and Field USA (WTFUSA) has established numerous classifications for Wheelchair Athletes based upon the levels of disabilities present. PIAA is simply not equipped to offer the broad range of interscholastic competitive opportunities which might be desired or preferred.

In an effort to expand competitive opportunities, however, the PIAA Board of Directors has adopted this policy to permit student athletes utilizing Wheelchairs to participate in some events against other Wheelchair Athletes in interscholastic outdoor track and field during the Regular Season and under the following conditions and procedures. Although Wheelchair Athletes may have a range of functionality, PIAA applies standards generally consistent with the T53D and F53D classifications for senior high school wheelchair athletes and the T53C and F53C classifications for junior high/middle school wheelchair athletes, as defined by WTFUSA, for Regular Season competition.

A. General Approach:

Where conditions do not present an unusual and cognizable increased risk of danger to the Wheelchair Athletes or other participants, and subject to any member school's verified presentation of facility-related prohibitions directly related to the use of Wheelchairs, Wheelchair Athletes who meet all other PIAA eligibility requirements may participate in events identified in this Policy alongside able-bodied competitors.

Wheelchair Athletes may participate in any combination of four (4) of the following events: 100 meter dash; 200 meter dash; 400 meter dash; 800 meter run; shot put; discus throw; and javelin throw.

For scoring purposes, Wheelchair Athletes compete only against a set standard and other Wheelchair Athletes. To a degree, the points earned by Wheelchair Athletes are included in the point totals for the Wheelchair Athlete's Team.

B. Definitions

1. Wheelchair Athlete: A Wheelchair Athlete is a student who has a permanent muscular or neuromuscular disability, which significantly limits the student's ability to move, or a permanent skeletal deformity or abnormality, which significantly affects ambulation, and requires the student to use a Wheelchair for everyday activities. Permanent orthopedic impairment shall be verified by a licensed physician of medicine or osteopathic medicine and maintained on permanent file at the Wheelchair Athlete's school.

2. Wheelchair: A device that meets the following specifications:

- A Wheelchair used for track events shall have at least two large wheels and one small one. The maximum diameter of the large wheels, including the inflated tire, shall not exceed 70 cm and the maximum diameter of the small wheel(s), including the inflated tire(s), shall not exceed 50 cm.
- A Wheelchair used for track events shall be operated manually, with no mechanical, electronic, or other gears or levers used to propel the Wheelchair.
- Only one hand rim shall be attached to each large wheel of the Wheelchair.

- A device used by the Wheelchair Athlete to sit in for field events, including a cushion, shall not exceed 25 inches in height. The device need not meet the specifications for a Wheelchair used for track events.

C. Scoring.

1. As set forth below, Wheelchair Athletes compete against other Wheelchair Athletes and against a standard time or distance for the opportunity to score points for their Team.

2. Senior high school wheelchair Athletes are eligible to score points for their Team only if they meet or exceed the following minimum standards ("Qualifying Standards") in the identified events:

	Boys	Girls
100 meter dash	:24	:30
200 meter dash	:42	:55
400 meter dash	1:30	1:55
800 meter run	2:50	3:20
shot put	8-2	6-6
discus throw	14-9	9-10
javelin throw	16-4	11-5

3. Junior high/middle school wheelchair athletes are eligible to score points for their junior high/middle school Team only if they meet or exceed the following minimum standards ("Qualifying Standards") in the identified events:

	Boys	Girls
100 meter dash	:27	:33
200 meter dash	:45	1:00
400 meter dash	1:40	2:00
800 meter run	3:30	3:30
shot put	6-6	4-11
discus throw	13-1	8-2
javelin throw	14-9	10-7

4. If the Wheelchair Athlete meets or exceeds the Qualifying Standards set forth above, the Wheelchair Athlete shall score at least 1 point in the event.

5. If more than one Wheelchair Athlete competes in an event, scoring for each Wheelchair Athlete who meets or exceeds the Qualifying Standard shall be as follows:

- 1 participant: 1 point
- 2 participants: 1st place, 2 points; 2nd place, 1 point
- 3 or more participants: 1st place, 5 points; 2nd place, 3 points; 3rd place, 1 point

A competitor who does not meet or exceed the Qualifying Standard shall not receive any points, regardless of the number of participants in the event.

A competitor who does meet or exceed the Qualifying Standard receives the full number of points based on the number of competitors, regardless of whether any or all of the other competitors meet or exceed the Qualifying Standard.

6. **Team Scoring:** If the points scored by a Wheelchair Athlete have no impact on the results of the competition between two or more Teams, the Wheelchair Athlete's points shall be added to that Team's point total.

If the points scored by a Wheelchair Athlete enable his or her Team to tie or exceed the point total of one or more Teams in the Contest, then the Contest will be preliminarily determined to be a tie between those Teams and those tied Teams will apply the following tie-breaker:

1. The Team with the fewest number of coaches, contestants, and other Team/school personnel disqualified from an event **and** from further competition **or** involvement in the meet for **unsporting conduct**, shall be declared the winner;
2. If the tie still remains, the Team with the fewest number of competitors disqualified from an event for **unacceptable conduct**, shall be declared the winner;
3. If the tie still remains, the Team with the greater number of **first place finishes**, shall be declared the winner*;
4. If the tie still remains, the Team with the greater number of **second place finishes**, shall be declared the winner*;
5. If the tie still remains, the Team with the greater number of **third place finishes**, shall be declared the winner*;
6. If the tie is broken after applying 1, 2, 3, 4, **or** 5, the Team declared the winner* shall have **one point and an asterisk (*) added to their score**; or

If the tie remains after applying 1, 2, 3, 4, **and** 5, **the meet shall be scored as a tie.**

*Wheelchair events shall be counted only if both Teams have an equal number of Wheelchair Athletes competing. If the participants are equal between Teams, then their events will be counted as well.

D. Miscellaneous.

1. Wheelchair Athletes shall compete in school-issued or school-approved uniforms.
2. All Wheelchair Athletes must wear ANSI certified helmets.
3. Progression of a Wheelchair by any method except the competitor pushing on the wheels or hand rims will result in disqualification of the competitor.
4. Qualifying Standards are based on national standards established by WTFUSA, the national governing body of Wheelchair Sports USA. That body has not developed qualifying standards for cinder track surfaces. Therefore, no Qualifying Standards exist and points may not be earned for participation on cinder track surfaces
5. For field events, the following size implements shall be used by Wheelchair Athletes:

	Boys	Girls
Shot put	3 kg	3 kg
Discus throw	1 kg	1 kg
Javelin throw	600 g	600 g

NOTE: The 1 kg discus and the 600 g javelin are the standard implements for able-bodied girls in their respective events. Therefore, each should be available at a Contest under normal conditions. As a 3 kg shot is required in both boys and girls competition, the Wheelchair Athletes competing in that event must ensure that a proper size shot is present.

PROCEDURES DURING STRIKES

It is the philosophy of the PIAA Board of Directors, and PIAA member schools, that interscholastic athletics should not be used as a pawn during contract negotiations between School Boards and Education Associations.

While interscholastic athletics should not be considered to be different than any other extra-curricular activities, it is a simple fact of life that interscholastic athletics fan the emotions of a community to a higher and greater degree than any other school function.

Pursuant to ARTICLE XII, ATHLETIC RELATIONS, Section 6, Temporary Closure of School, of the PIAA By-Laws, there are several options that may be exercised during the period in which a member school is affected by a professional labor dispute:

- 1) A member school may Practice and compete in any scheduled Contests during the period of the work stoppage. If this option is elected, a Team may Practice only the length of time, each day that it would have Practiced had school been in session.
- 2) A member school may opt to Practice, but not play any Contests during the period of the work stoppage. If this option is elected, a Team may Practice only the length of time, each day that it would have Practiced had school been in session.
- 3) A Team (varsity, junior varsity, freshman, or junior high/middle school) **MUST** have completed the minimum length of Preseason Practice as specified for the sport in ARTICLE XVI, SEASON AND OUT-OF-SEASON RULES AND REGULATIONS, of the PIAA By-Laws, **BEFORE** the first Contest of each season.
- 4) If a member school's Practice schedule has been interrupted by a strike for more than three (3) consecutive days after the minimum length of Preseason Practice has been completed, that school must have had three (3) days of Practice prior to resuming its interscholastic athletic schedule.
- 5) If there are **ANY** questions as to the required Practice rule, a member school should contact its respective District Chairman or the PIAA Office.
- 6) The decision as to whether to Practice and/or play rests solely with a member school's School Board.
- 7) If a Contest is postponed, it may, by mutual agreement between the two member schools, be rescheduled. Decisions on cancellations or postponements must be made no less than three (3) days prior to the scheduled Contest. In situations where extenuating circumstances are present, the Executive Director may waive the requirement that notification concerning a postponement or cancellation must occur at least three (3) days prior to the scheduled Contest. Inability to reschedule the Contest shall result in forfeiture by the closed member school.

POLICY TO ADJUST WINTER SPORT STARTING DATES

The start date for winter sports will be moved to Monday of the previous week from Friday, whenever Thanksgiving is late in the calendar.

UNIFORMS

***RESTRICTION ON ADVERTISEMENTS OR SPONSORS NAMES ON UNIFORMS**

PIAA Contests are not intended as forums for the promotion of socio/political beliefs or preferences nor are they intended to be a vehicle for the promotion of commercial or business interests of students, sponsors, friends, or backers of contestants or schools. Such promotion distracts from the focus of the Contest on athletic competition and sportsmanship, and therefore detracts from the educational value of the event. Contestants or Coaches desiring to express socio/political or other opinions which are prohibited under this policy shall consult with their school officials and the host of the Contest to determine an appropriate time and place for the expression of their beliefs.

No advertisements, names or logos of sponsors, lettering, logos, trademarks, or other designs shall appear on any uniforms issued or provided by any PIAA member school, in any sport under PIAA jurisdiction, other than the name and/or logo of the school and/or Team, and the name and/or logo of the manufacturer of the uniform.

Upon a contestant, Coach, or Team arriving on or in the immediate vicinity of a competition surface prior to a Contest, and until the conclusion of that Contest, no contestant, Coach, or Team shall wear any uniform that includes a commercial, social, or political advertisement, name or logo of sponsor, lettering, logo, trademark, or other design of any entity other than (1) that of the student's or Coach's school (and which has been approved by an appropriate representative of the school); (2) the name and/or logo of the manufacturer of the clothing being worn by the student or Coach; and/or (3) PIAA-approved attire. Any contestant or Coach in violation of this policy shall be requested to remove the offending uniform. A contestant or Coach refusing to do so may be subject to sanction pursuant to the provisions of ARTICLE XIII, PENALTIES, of the PIAA By-Laws.

***NOTE:** Warm-up apparel has been removed from this restriction on advertisements or sponsors names.

POLICY REGARDING THE WEARING OF AN AMERICAN FLAG AND EITHER A COMMEMORATIVE PATCH OR A MEMORIAL INSIGNIA ON CONTEST JERSEY/SHIRT/TOP

An American Flag, not to exceed 2 by 3 inches, and either a commemorative patch or a memorial insignia, not to exceed 4 square inches, may be worn on a Contest jersey/shirt/top provided neither the flag nor the patch or the insignia interferes with the visibility of the number.

POLICY FOR CHARITY EVENT REQUESTS MADE TO THE PIAA OFFICE

Schools' are prohibited from altering the Contest uniform, but schools may provide ancillary equipment (towels, socks [with the exception of soccer], etc.) in various colors to signify certain causes (providing all Team members are the same color), which would be worn or used in charity/benefit Contests designated by the school.

POLICY REGARDING THE USE OF EYE SHADE

The use of eye shade must be worn as a single, solid stroke under the eye. There shall be no numbers, words, logos, symbols or other detail located in the eye shade. The eye shade shall not extend below the cheek bone and extend no further than the width of the eye socket. Players having eye shade that does not meet the standard are to remove it or comply with the PIAA interpretation before participation in the game. If the players do not comply, the officials may impose unsportsmanlike conduct type penalties as determined by their respective rules code.

PIAA TRADEMARKS POLICY

PIAA TRADEMARKS POLICY

A. PIAA Trademarks.

PIAA has registered various trademarks. At the end of this policy is a list of all of the PIAA's registered trademarks. A complete electronic listing of PIAA trademarks' applicable specifications is available on the PIAA Web site at www.piaa.org.

B. Who can use PIAA Trademarks.

Only authorized users can use or display a PIAA trademark. To be considered an "authorized user," a person or entity must qualify under one or more of the following categories:

1. **"PIAA Member Schools"** – Current PIAA member schools, their Principals and Athletic Directors, are authorized to use PIAA trademarks on behalf of the school, provided that they may not, without prior written permission from PIAA, use the trademarks on any product or item to be offered for sale.
2. **"Chartered Chapters of PIAA-Registered Sports Officials"** – Chapters chartered as a chapter of PIAA-registered sports officials in good standing are authorized to use PIAA trademarks on behalf of the chapter, provided that they may not, without prior written permission from PIAA, use the trademarks on any product or item to be offered for sale. Authorized users in this category include the chapter officers (President, Secretary, Treasurer, and/or Interpreter).
3. **"Licensee"** - A person or entity who has entered into an agreement with PIAA which specifically authorizes the licensee to use one or more PIAA trademarks. Persons desiring a license should contact the Executive Director.


C. Infringement

PIAA vigorously protects its trademarks and takes appropriate legal action should persons or entities not authorized to use its trademarks do so. Member schools should bring to the attention of PIAA any uses of the trademarks which they believe may be unauthorized.

D. Guidelines for Proper Trademark Usage

Authorized Users of PIAA trademarks should contact PIAA for guidance on usage of PIAA trademarks. In general, however, PIAA trademarks should be noted by displaying the letter R enclosed within a circle, thus ® on the "heel" or "shoulder" of the mark.

REGISTERED TRADEMARKS

Trademark	Registration Number
PIAA	2,361,556
	2,367,735



2,361,557



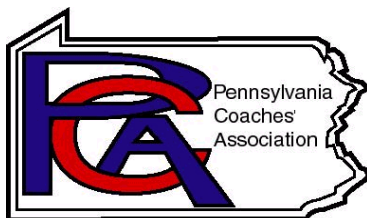
2,361,555



3,471,861



3,472,094



3,475,801



4,840,687