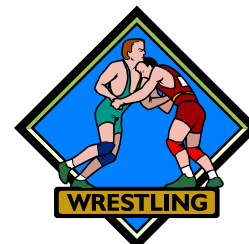


# Mid Columbia Schools Activities Association

## Constitution, By-Laws & Standard Operating Procedures



Proposed: 4-16-13  
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# **Mid-Columbia Schools Activities Association**

## **CONSTITUTION**

### **ARTICLE I**

#### **NAME**

The name of this organization shall be the Mid-Columbia Schools Activities Association.

### **ARTICLE II**

#### **PURPOSE**

The purpose of this organization shall be to unite member schools in athletic/activity competition for the betterment of the athletic/activity program in all sports/activities, and to have mutual understandings of all member schools for the improvement of relationships between the member schools.

### **ARTICLE III**

#### **MEMBERSHIP**

##### **Section 1: Member Schools**

The members of the Mid-Columbia Schools Activities Association as formed by action of the member schools on May 22, 2013, shall be; Bethlehem Lutheran, Columbia-Burbank, Christ The King, Connell, Finley, Kiona Benton, Kingspoint, McFarland, Royal, Saint Joseph, Saint Patrick, Wahluke, Warden.

##### **Section 2: Future Members**

In the future, schools within WIAA District 5, which do not have appropriate competition available to them, may petition the conference for membership. Schools are voted in by a two-thirds vote of existing member schools or when YVIAA action places them in the Conference.

##### **Section 3: Dues**

An annual assessment may be charged each member school for the purpose of financing the various conference - sponsored activities; the amount to be determined annually at the first regular meeting of the school year.

##### **Section 4: Sports Commitment**

As members of the Mid-Columbia Schools Activities Association, schools are expected to compete in the conference athletic schedules drawn annually. Commitments are made each spring for the following school year.

### Section 5: Scheduled Activities

The Conference will develop standard operating procedures for the following activities: Football, Volleyball, Cross Country, Wrestling, Basketball, Fast Pitch Softball, Baseball, Track and Soccer.

## **ARTICLE IV**

### **MANAGEMENT AND OFFICERS**

#### Section 1: Management

The management of this organization shall be vested in the officers elected by member schools at a regularly scheduled meeting as described in Article V.

#### Section 2: Officers

The officers of the Mid-Columbia Schools Activities Association shall consist of: President/ Secretary, Treasurer, and one YVIAA representatives.

- A. Duties of the President/Secretary: The president/secretary shall be a principal or athletic director from one of the member schools. The term of office shall be for one year. He/She shall be responsible for those duties that ordinarily evolve upon the president. He/She shall keep the minutes of all conference meetings, handle all official correspondence, maintain an attendance record by school name, and keep a file of all official conference business and correspondence. Term of office is one year.
- B. Duties of the Treasurer: The treasurer shall be a principal or athletic director of a member school. The treasurer shall have charge of all conference monies, pay all Conference bills when authorized by the Conference, and shall maintain an accurate record of all such funds and expenditures. The treasurer shall have the Conference funds audited as needed. Term of office is one year.
- C. YVIAA Representative: The YVIAA representative shall attend the meetings of the YVIAA executive board as called by the board secretary. He/She shall report monthly to the Conference on activities of the YVIAA and represent the concerns and interests of the Conference to the YVIAA

#### Section 3: Conference Schedules

All Conference schedules are to be approved by a quorum (one more than half) of the Conference members at a regular meeting. Except for mutually acceptable changes by member school, official conference schedules are binding upon member schools. If, for reasons beyond the control of the schools involved, a contest must be cancelled, it is to be either (a) rescheduled for a mutually acceptable date and place or (b) forfeited by the canceling school.

- A. Conference schedules will be developed, wherever possible, on a two-year basis.
- B. In the event a scheduled conference contest must be postponed or cancelled due to circumstances beyond the control of either participating school, every effort will be made to have direct communications between the administrators or athletic directors of the schools and reschedule the event as quickly as possible.

Section 5: 2013-2014 Officers and Representatives

<i>President/Secretary</i>	<i>Steve Frucci</i>	<i>Connell</i>
Treasurer YVIAA Board Rep.	John Doran Steve Frucci	River View Connell

**ARTICLE V**

**ELECTIONS**

Election of the officers shall be held in the spring of the year, during the April or May meeting. A quorum of members must be present to validate such an election. New officers assume duty at the regular meeting in May of each year. All officers shall be elected annually. There shall be no limit on the number of terms that may be served in office. The officers shall be nominated from the floor.

**ARTICLE VI**

**VOTING**

Section 1: Parliamentary Procedures

Except as listed in this Article, voting on all business shall follow the guidelines of Roberts Rules of Order with a quorum needed to conduct business and a majority vote needed to carry general motions. A quorum shall exist when one more than half of the member schools are officially represented at a regular or special meeting.

Section 2: One-School/One-Vote

For the purposes of voting on all business of the Mid-Columbia Schools Activities Association, each member school may cast only one vote. When the president is the only representative of his/her school, the president will be allowed to cast the vote for his/her school.

Section 3: Tie Votes

A tied vote defeats the issue in question.

**ARTICLE VII**

**DISPUTES**

Section 1: Procedures

When disputes arise between schools, the parties involved should make every effort to resolve the problem between them. If the problem cannot be solved, the schools involved should submit the problem to the Conference. The League president will form a dispute committee (if needed). The committee will be composed of at least two neutral members. The Conference's decision is binding on all parties to the dispute, pending appeal to the YVIAA Executive Board.

## Section 2: Appeals

If any school wishes to appeal a decision to the Mid-Columbia Schools Activities Association, the principal of such school must:

- A. Notify the Conference president in writing that they wish to appeal the decision.
- B. Notify the YVIAA Board that they wish to appeal the decision of the Mid-Columbia Schools Activities Association.
- C. Provide the YVIAA Board with complete typed details of the problems, signed by the school principal.
- D. Request that the Conference president or secretary provide the YVIAA with all details of the problem along with the Conference's rationale for the decision that was handed down by the Conference.

## Section 3: Final Appeal

The decision of the YVIAA Board may be appealed to the WIAA Board, under Article 28.2.0 of the WIAA constitution.

# **ARTICLE IX**

## **AMENDING PROCEDURES**

### Section 1: Amendments

The Constitution and By-Laws of the Mid-Columbia Schools Activities Association may be amended by a majority vote of the membership of the Conference.

### Section 2: Procedure

Schools wishing to submit an amendment for consideration by the Conference must:

- A. Submit the proposal, in writing, to the members at a regular meeting at least one meeting prior to asking for a vote on the amendment.
- B. Submit to the president a letter of endorsement for the amendment signed by the principal of the school requesting consideration of the amendment.

### Section 3: Operating Procedures

Review of Constitution, By-Laws, and Amendments will take place in the spring. Revision of Standard Operating Procedures will take as necessary throughout the year.

# MID-COLUMBIA SCHOOLS ACTIVITIES ASSOCIATION

## BY-LAWS

### Section 1: Standard Operating Procedures

Standard Operating Procedures (SOP's) will be developed and reviewed annually by the membership of the Mid-Columbia Schools Activities Association according to Article IX.

### Section 2: General Operating Guidelines

Except as amended by specific regulations in a particular sport SOP the following guidelines shall regulate sports activities within the Mid-Columbia Schools Activities Association. Members shall adhere to these regulations during the conduct of all events. Warnings, probations, loss of reimbursement revenues, and expulsions from the conference will all include correspondence to: School Boards, Superintendents, Principals, and Athletic Directors.

## DIVISIONS

For athletic competition there shall be two divisions. These will be MCSAA Public and MSCAA Private. For general purposes the MCSAA Public schools are: Columbia-Burbank, Connell, Finley, Kiona Benton, Royal, Wahluke, Warden and the MCSAA Private schools are: Bethlehem Lutheran, Christ The King, Kingspoint, Saint Joseph, Saint Patrick. McFarland will act as an independent school.

## TIMES AND SITES

The starting times established in the SOP's shall be followed in the conduct of all conference events. Times may be changed only by mutual consent of the athletic directors of the schools involved.

### Section 3: Amendments

Only the same process set forth in Article VIII of the Constitution of the Mid-Columbia Schools Activities Association may amend these By-Laws of the Mid-Columbia Schools Activities Association.

## HOST SCHOOL GUIDELINES

The following procedures are to be followed by all member schools of the Mid-Columbia Schools Activities Association. The emphasis of the Conference is for the home school to act as hosts and visiting school to act as guest.

- A. The host school should have a representative who identifies himself/herself to visiting coaches and/or student supervisors. Visiting coaches and/or supervisors should seek out host school representatives and introduce themselves.
- B. Separate cheering sections should be provided for visiting schools when possible.
- C. Artificial noisemakers will not be permitted. Band instruments are not to be used as noisemakers. Only uniformed cheerleaders may use megaphones.
- D. Negative or derogatory cheers are not permitted.
- E. Throwing of any objects into the playing areas will not be permitted.

- F. Signs should be limited to welcome signs and booster advertisements and signs that promote good sportsmanship.
- G. The host school representative will make sure locker rooms are open and clean for visiting school teams. Supervision of student behavior in locker rooms is the responsibility of the visiting team coach. Visiting team schools will be responsible for any damage or vandalism to host school locker rooms. The host school shall provide a key, upon request, for use by visiting coaches or make appropriate arrangements for locking visiting team lockers. Under such conditions the visiting team is responsible for any loss of visiting team property. Each school will provide at least one locker room for the visiting teams. In basketball it may be the same locker room for both boys and girls.
- H. Host school is responsible for emergency service plan.

The spirit of the Mid-Columbia Schools Activities Association should be to create a healthy atmosphere for athletic competition such that the opportunities are equal for all. To this end, it is the desire of the conference that young men and women will be afforded the opportunity to take part in a positive, competitive, interscholastic experience.



## SPORTSMANSHIP

### STANDARD OPERATING PROCEDURES

1. The Fans:
  - A. Recommended parent night for each sport season. One of the items covered would be spectator etiquette.
  - B. Game introductions are to be equal for both teams
  - C. Encourage coaches not to incite fans
  - D. Instruct student body on what good sportsmanship is.
  - E. General rules: NO noisemakers, NO stomping/pounding on bleachers, NO negative activity during player introductions, NO booing of officials/opponents.
  
2. The Teams:
  - A. Coaches will coach proper attitude/behavior toward opponents and officials.
  - B. Coaches will discipline/temporarily remove players from contest who display poor sportsmanship.
  - C. Have a pre-game handshake during introductions.
  - D. Have a post-game hand slap, immediately following the game.
  - E. All non-spontaneous celebrations and/or post-game rituals will not be held at center court or mid-field.
  - F. Recommend pre/post game social interaction.

### MID-COLUMBIA SCHOOLS ACTIVITIES ASSOCIATION SPORTSMANSHIP MOTTO

"A general way of thinking and behaving"

Definition: "Sportsmanship is more than a series of behaviors - it is an attitude. It is based on honesty, fairness, and humanity toward others."

### SPORTSMANSHIP/FAN ETIQUETTE

1. Welcome visitors to your gym and treat them as guests!
2. Do not "boo" opponents or officials!
3. No chanting in poor taste or distractions during opposing introductions and free throw situations!
4. Always display appreciation for good performance, even if it is by the opposing team!
5. Exercise self control and permit only POSITIVE sportsmanlike behavior - Don't accept swearing or negative comments about players or coaches in your rooting section!
6. Avoid stomping on the bleachers - This is very destructive!
7. Make an effort to know the rules of the contest!
8. Be supportive to all and this will greatly enhance your enjoyment of the contest!
9. General rules: NO noisemakers, NO stomping/pounding on bleachers, NO negative activity during player introductions, NO booing of officials/opponents.

**Sportsmanship is Good Citizenship in Action**

**MID-COLUMBIA MIDDLE SCHOOL ACTIVITIES ASSOCIATION**  
**BASEBALL RULES**  
**REVISED 3/18/11**

IT IS ADVISED THAT ALL COACHES KEEP A COPY OF THESE RULES WITH THEM.

1. The season limit is 8 games plus a jamboree.
2. The season is not to start before Monday following the last scheduled week of the second winter season or subject to the agreement of the Athletic Activities Ass.
3. A pitcher is eligible to pitch in no more than seven (7) innings or one complete contest if shorter than seven (7) innings during any consecutive five day period (Monday-Saturday, Tuesday-Monday, Wednesday-Monday, Thursday-Tuesday, Friday-Wednesday).
4. A player shall participate in not more than two (2) baseball contests per week. In the event of a rain out or other circumstance, players are permitted play 3 times in one week.
5. Games are to begin at 4:00 p.m.
6. Bases will be 80 feet for the 7<sup>th</sup> and 90 feet for the 8<sup>th</sup> and the pitcher's plate 57 feet 6 inches.
7. The ten-run rule will be in effect after five complete innings. (If five innings have been played and a team is ahead ten or more runs, the game is ended.)
8. Metal cleats are permitted.
9. A starting player may re-enter the game once and take his original place in the batting order. (As stated in National Federation Handbook.)
10. It is recommended that the speed-up rule be used for the catcher and pitcher. The courtesy runner must be a bench player.
11. There will be a two-hour time limit on all games. No new innings will begin after two hours of play.
12. The home team must take infield practice first so games can be started as close as possible to 4:00p.m..
13. Schools whose field dimensions are at variance with league rules are responsible to notify opponents.
14. Only the players who start in the field may bat, with the exception of the designated hitter.
15. Mid-Columbia Middle School Activities Association encourages all coaches to play as many players in a game as possible, however, it is up to the individual schools to decide the amount of playing time per game for each player.

**MID-COLUMBIA MIDDLE SCHOOL ACTIVITIES ASSOCIATION**  
**BASKETBALL RULES**  
REVISED 10/6/15

**IT IS ADVISED THAT ALL COACHES KEEP A COPY OF THESE RULES WITH THEM.**  
**POST THESE RULES IN THE GYM FOR THE OFFICIALS.**

1. The season game limit is eight (8) (private schools may play up to 10) and a jamboree.
2. Games are limited to two (2) per week. (One exception per season is allowed to play three (3) games in one week if necessary to accommodate scheduling.)
3. All levels shall play 8 minute quarters. All overtime quarters will be 4 minutes.
4. An athlete shall be eligible to play on only one squad on any given day. (In case of school teams not having enough players to field two full squads, follow the 4 quarter rule per player per day with mutual consent of coaches). See WIAA Handbook.
5. **Official** beginning time of game is 4 P.M.
6. The seventh grade team (or C squad) will play the first game starting at 4:00 P.M.
7. Warm-up time will be ten minutes with eight (8) minutes between halves.
8. All suited players must appear at least once in any one game, or the game is forfeited.
9. Teams WILL NOT full-court press when possessing a 15 point or higher lead.
  - a. *C squad cannot press (In the private school league this includes B teams)*
  - b. *There will be no shot clock.*

**MID-COLUMBIA MIDDLE SCHOOL ACTIVITIES ASSOCIATION**  
**FOOTBALL RULES**  
REVISED 9/8/10

**IT IS ADVISED THAT ALL COACHES KEEP A COPY OF THESE RULES WITH THEM.**

1. The season limit is six (6) games plus a jamboree.
2. The season is not to start before September 1 or the first day of school, whichever is earlier.
3. Schools shall have a minimum of 12 team practices before the first game. Practices are required for an individual participant. The first 3 days of practice for each player shall be without pads.
4. Three certified officials should be secured for all games.
5. Games will be at 4:00 p.m. **NOTE: 8<sup>th</sup> grade teams in Double headers should be ready to play 5 minutes after the 7<sup>th</sup> grade game—There will no warm-up time prior to the game**
6. Extra points: Two (2) points for place kick or drop kick.  
One (1) point for a run or pass.
7. There will be no tiebreakers.
8. The home team will call to determine jersey colors for the game.
9. A seventh grader may play on the eighth grade team, but an eighth grader cannot play on the seventh grade team, unless prior arrangements are made.
10. An athlete shall play on only one (1) squad in a given week unless the WIAA rule is used.
11. A player may participate in a maximum of 4 quarters in a 3 day period
12. Intermediate size football will be used.
13. The traveling team should bring their own towels.
14. All football games for 7<sup>th</sup> and 8<sup>th</sup> grade will have four (4) quarters with each quarter 8 minutes in length.

**MID-COLUMBIA MIDDLE SCHOOL ACTIVITIES ASSOCIATION**  
**SOCCER RULES**  
REVISED 11-7-12

IT IS ADVISED THAT ALL COACHES KEEP A COPY OF THESE RULES WITH THEM.

1. The season game limits are 8 games (private schools may play up to 10) plus a jamboree.
2. The season is not to start before September 1 or the first day of school, whichever is earlier.
3. Each player needs a minimum of 10 practice days.
4. A team shall not participate in more than two games per week, with one week of three games.
5. National Federation soccer rules will apply.
6. A certified official should be secured for all games.
7. Games will start at 4:00 p.m.
8. The traveling team should bring their own towels.
9. Games will consist of two (2) 30-minute halves.
10. Free substitutions at all times with single notification to the official.
11. Referee will stop the game after 15 minutes of each halve for major substitutions, if needed.
12. No overtime.
13. In the private school league there will be a maximum of 9 boys on the field at a time. (approved 11-7-12)

**MID-COLUMBIA MIDDLE SCHOOL ACTIVITIES ASSOCIATION**  
**SOFTBALL RULES**  
REVISED 3/18/11, 4-12-16

IT IS ADVISED THAT ALL COACHES KEEP A COPY OF THESE RULES WITH THEM.

1. The season limit is 8 games plus a jamboree.
2. The season is not to start before the Monday following the last scheduled Week of the second winter sports season or subject to the agreement of the Athletic Activities Association.
3. Regulation fast pitch rules and a 12 inch softball will be used.
4. A pitcher is NOT limited to seven (7) innings during a calendar week such as in baseball.
5. A player shall participate in no more than two (2) softball games per week. In the event of a rain out or other circumstance, girls are permitted to play 3 times in one week.
6. Games are to begin at 4:00 p.m.
7. Bases will be 60 feet apart, and the pitching rubber will be 42 feet from home base.
8. **Metal cleats are permitted.**
9. A starting player may re-enter the game once and take her original place in the batting order. (As stated in National Federation Handbook).
10. The home team must take infield practice first so games can be started as close as possible to 4:00 p.m.
11. There will be a two-hour time limit on all games. No new inning will begin after two hours of play.
12. It is recommended that the speed-up rule be used for the catcher and pitcher. The courtesy runner must be a bench player.
13. The ten-run rule will be in effect after 5 complete inning. (If five innings have been played and a team is ahead ten or more runs the game is ended.)
14. Only the players who start in the field may bat, with the exception of a designated hitter.
15. Mid-Columbia Middle School Activities Association encourages all coaches to play as many players in a game as possible; however, it is up to the individual schools to decide the amount of playing time per game for each player.
16. The five run rule per inning is for all teams below the 8<sup>th</sup> grade level (i.e. 7<sup>th</sup>, C's, etc).

## Track SOP's

- 1) We will start running events promptly at 4:00 pm.
  - a) All events are run by girls and boys
  - b) Girls run first, followed by the boys
    - i) 100 hurdles
    - ii) 100
    - iii) 1600
    - iv) 400
    - v) 4X100 Relay
    - vi) 800
    - vii) 4X4
    - viii) 200
    - ix) 800 Medley Relay
- 2) Field Events
  - a) Home school will provide the equipment for field events (shot, discus, and javelin)
  - b) All boys will throw the shotput and javelin starting at 4:00 and ending at 4:45
  - c) All girls will throw the discus from 4:00 through 4:45
  - d) All girls will throw the shot put and javelin starting at 4:45.
  - e) All boys will throw the discus starting at 4:45
  - f) The boys will long jump at 4:00 through 4:45
  - g) The girls will long jump 4:45 through 5:30
  - h) All girls will high jump at 4:00 through 4:45
  - i) All boys will high jump at 4:45 through 5:30
- 3) The number system will be used so there will be no signup ahead of time.
  - a) Contestants will just show their number as they go to their event.
  - b) Coaches...email a master list of your athletes and their corresponding numbers for the clerk at the beginning of the meet.
  - c) Please use a non-permanent marker and write the number of the athlete on the back of their left hand. Or pin numbers on the contestants' chests
    - i) Please use the lowest 25 numbers of 7<sup>th</sup> grade girls
    - ii) The next lowest 25 numbers for 7<sup>th</sup> Grade boys
    - iii) The next for 8<sup>th</sup> grade girls
    - iv) The last 25 numbers for 8<sup>th</sup> grade boys.
    - v) Exception: If you have more than 25 tracksters out at any level, for example, if you have thirty 7<sup>th</sup> grade girls out, then start the 7<sup>th</sup> grade boys at number 31 and continue moving upward
    - vi) Connell #'s: 1-100
    - vii) Royal #'s: 101-200
    - viii) KiBe #'s: 201-300
    - ix) Othello #'s: 301-400
    - x) Wahluke #'s 401-500

**MID-COLUMBIA MIDDLE SCHOOL ACTIVITIES ASSOCIATION**  
**VOLLEYBALL RULES**  
REVISED 9/4/12

IT IS ADVISED THAT ALL COACHES KEEP A COPY OF THESE RULES WITH THEM. POST THESE RULES IN THE GYM FOR THE OFFICIALS.

1. The season match limit is eight (8) (private schools may play up to 10) plus a jamboree.
2. The season is not to start before September 1 or the first day of school, whichever is earlier.
3. A player or team shall not participate in more than two (2) matches per week, with one week of three matches.
4. A player may participate in no more than 3 sets per day.
5. The National Federation Volleyball rules will apply.
6. One (1) certified official should be used.
7. Court rules will be covered before the match starts.
8. Time: Two (2) minutes between games, twelve (12) minutes for warm up (5, 5, 2).
9. Two (2) out of three (3) games win the contest. All schools will play three (3) games no matter the outcome of the first two. \*\* Scoring: All games will have rally scoring to 25 points and be ahead by two (2).
10. Game time will be 4:00 p.m.
11. The 7<sup>th</sup> grade team and C Teams will play first.
12. The traveling team will bring their own towels.



**MID-COLUMBIA MIDDLE SCHOOL ACTIVITIES ASSOCIATION**  
**WRESTLING RULES**  
REVISED 10/10/12

**IT IS ADVISED THAT ALL COACHES KEEP A COPY OF THESE RULES WITH THEM. POST THESE RULES IN THE GYM FOR THE OFFICIALS.**

1. The season match limit is ten (10) per team and twenty - two (22) per individual plus a jamboree.
2. The season is not to start before the first day after Christmas Break.
3. There shall not be more than two (2) matches per week, per squad and four (4) matches per individual.
4. Match time is 4:00 p.m.
5. The traveling team should bring their own towels.
6. Weights as established by WIAA.
7. Weigh-in shall be conducted after practice the day before the contest or before lunch the day of the contest.
8. Hair length is to conform to the rules of the National Federation. If a referee declares that a wrestler's hair is too long, the coach will trim it (schools may need parent's permission) or the student will not be allowed to wrestle.
9. If a wrestler does not wrestle due to forfeit, it does NOT count as one of the twenty (22) allowable matches. This is according to WIAA regulators.
10. A participant may wrestle only one (1) weight division higher than his actual certified weight division.

**Standard Operational Procedure (SOP)**

1. Coaches' meeting at 3:30 PM
2. Rank by ability #1-5. 1 being higher ability.
3. Email a list of wrestlers (weights and ability) by 10 AM day of match to hosting location.