

DIABLO FOOTHILL ATHLETIC LEAGUE

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ACALANES ALHAMBRA CAMPOLINDO DOUGHERTY VALLEY DUBLIN LAS LOMAS MIRAMONTE

DIABLO FOOTHILL ATHLETIC LEAGUE BY-LAWS

Section 1 MEMBERSHIP

Membership in the Diablo Foothill Athletic League is composed of the following schools.

<u>School</u>	<u>Mascot</u>	<u>School Colors</u>
Acalanes	Dons	Blue & White
Alhambra	Bulldogs	Blue & Gold
Campolindo	Cougars	Navy, Red & White
Dougherty Valley	Wildcats	Navy, Columbia Blue & Silver
Dublin	Gaels	Navy, Red & White
Las Lomas	Knights	Maroon & Gold
Miramonte	Matadors	Green & White

Section 2 MEETINGS

The Board of Governors will determine meetings. An agenda will be posted in the appropriate manner.

Section 3 MEETING PLACE

The president shall designate the place and time of meetings of the Board of Governors after consultation at a general meeting. If no agreement can be reached, the president may set up the place of meeting.

Section 4 DUTIES OF THE PRESIDENT OF THE BOARD OF GOVERNORS

- A. The school represented by the principal, or designee, chosen president of the Board of Governors shall preside over all league meetings.
- B. The president will represent the league at all NCS Board of Manager meetings.
- C. The president shall appoint a review committee to update the constitution and by-laws annually and submit its recommendations to the Board of Governors.
- D. The President shall post the league meeting agenda, visible outside the building, at his/her school at least 72 hours prior to the meeting in order to comply with the Brown Act.

Section 5 LEAGUE COMMISSIONER

- A. The league commissioner shall be selected by a majority vote of the Board of Governors.
- B. The league commissioner's compensation will be reviewed annually by the Board of Governors.
- C. The league commissioner will be responsible for the recording and distribution of all minutes of official DFAL meetings.
- D. The league commissioner shall complete all league financial records, communications and pertinent league, section, and state CIF information.

- E. The league commissioner shall act as treasurer of the league. He/she shall keep the funds of the league on deposit in a bank. He/she shall draw checks on these funds to pay bills necessary for the operation of the league. He/she shall present a financial report and proposed budget at the first Board of Governors meeting each school year. He/she shall make monthly and end of the year financial reports to the Board of Governors.
- F. The league commissioner shall receive and file all classification sheets sent by each school.
- G. The league commissioner shall uphold the Constitution and By-laws of the Diablo Foothill Athletic League.
- H. The league commissioner shall interpret the rules, philosophy, procedures, and sport guidelines governing the DFAL subject to review by the Board of Governors.
- I. The league commissioner shall request a committee of three neutral principals be appointed by the league President when unable to interpret a league rule, philosophy, procedure, or guideline.
- J. The league commissioner shall have the authority to assess penalties and resolve problems applicable to schools and individuals judged in violation of DFAL rules.
- K. Commissioner decisions may be appealed to a neutral committee of three principals appointed by the DFAL president.
- L. All records of the league shall be kept in the commissioner's office.
- M. The Board of Governors shall establish and approve a uniform set of records to be used by the league and maintained by the commissioner.
- N. It shall be the duty of the commissioner to keep an active file of all eligible participants from each school in the league. This file shall be open for inspection by any principal in the league.
- O. The commissioner has the authority to deny admission to any individual into any or all DFAL interscholastic athletic events.
- P. The commissioner will prepare an agenda for all league meetings.
- Q. The commissioner shall set agendas and schedule all pre- and post-season sport meetings.
- R. The commissioner shall be part of the negotiations with officials' organizations under contract to the league.
- S. The commissioner shall preside over official meetings of the Board of Athletic Directors.
- T. The commissioner shall schedule and distribute annually a schedule and location for all pre- and post-season sport committee meetings by sport season.

Section 6 SPORT COMMITTEES

- A. Each league sport shall have a committee consisting of the head coach of each league school participating in that sport.
- B. The varsity coach of the school of the league president shall chair each sport committee. He/she will assist the commissioner in preparing agendas and calling special meetings. The commissioner shall be

responsible for reproduction and distribution of minutes of all meetings. It is recommended that an athletic director be in attendance at all meetings.

- C. Each sport committee shall develop and maintain guidelines to define the specific parameters for the sport. The Board of Governors must approve adoption, changes and additions to the guidelines.
- D. Sport committees will meet at a pre-season and a post-season meeting each year to discuss the problems related to their activity and to make recommendations to the Board of Athletic Directors for consideration of the Board of Governors. Recommended changes to guidelines shall be made at the post-season meeting.

Section 7 SCHOOL SPONSORED TOURNAMENTS/SANCTIONED EVENTS

- A. Any league school sponsoring an invitational tournament shall notify their intention in writing to the league commissioner annually. Completion of the league or NCS sanctioned event form complies with this requirement.
- B. All league or school hosted tournaments shall receive commissioner or league approval prior to NCS or State CIF required sanctioning.

Section 8 RESPONSIBILITIES OF SCHOOLS HOSTING DFAL OR NCS POST-SEASON EVENTS

- A. Each school shall accept responsibility for hosting league meets for any sport upon the request of the Board of Governors. Costs of any staff coverage, equipment, etc., unusual circumstances and exceptions should be acted upon by the league before commitment. Costs covered by the league are delineated below.
- B. The host school of league-sponsored contests should have an adequate number of service personnel, such as ticket sellers, gate people, competent timers, and scorers. Police are assigned as the Event Director deems necessary. Any other expenses are to be cleared, in advance, by the Event Director with the league commissioner.
- C. Profits from events hosted by DFAL schools will be retained by the league treasury.
- D. The Board of Governors will set pay rates, fees, and admission prices.

Section 9 POST-SEASON COMMITMENTS

The DFAL will conduct post-season qualifying meets and tournaments when necessary. These events fall into two categories:

- A. Events where admission fees for spectators are charged when feasible: basketball, soccer, swimming, track, volleyball, water polo, and wrestling.
 - 1. The events listed above will have a paid Meet Director who will be responsible for organizing and conducting the events with the assistance of league member schools.
 - 2. The admission fees are \$4.00 with student body card and \$7.00 general admission.
 - 3. School Booster Club cards are valid only for scheduled home school events.
- B. Events where no admission fees for spectators are charged: cross-country, golf, tennis, softball, and baseball.

1. The responsibility for conducting these events will be shared by league member schools on a rotating basis (refer to sport guidelines).

Section 10 SCHEDULING

- A. The number of games which may be scheduled in any sport, day/dates, time of day, and length shall be established by the Board of Governors. These will be presented in the sports guidelines.
- B. When advisable, rotation-type sports scheduling is recommended.
- C. The Principals or their designees must approve any change in a scheduled event between their two schools. The league commissioner must be notified of the change.
- D. The commissioner shall designate dates and times for possible tie-breaking contests.

Section 11 MAKE-UP GAMES

- A. All games must be played as scheduled except as noted below. The school that cancels the scheduled game will automatically forfeit that game.
- B. If any two schools mutually agree to play any games at any other time than that which is posted on the schedule, the responsibility of notifying all parties involved rests with the "home team school." All changes must be approved by both principals and/or athletic directors and reported to the commissioner.
- C. When adverse conditions occur (inclement weather, unsafe pool/field conditions, etc.) warrant re-scheduling a contest, determination shall be made by the head coach and athletic director of the home team involved and the principal or designee, shall be notified. Variations in this by-law may be covered in individual sport guidelines.

Section 12 VACATION RULE

- A. Practice during the vacations of the school calendar year is permitted.
- B. No league games are permitted during winter of spring vacations, or any extended school vacations, unless approved by the Board of Governors.

Section 13 DFAL APPROVED SPORTS

FALL SPORTS

Cross-country, (B&G)
 Football
 Golf, Girls
 Tennis, Girls
 Volleyball, Girls
 Water Polo, (B&G)

WINTER SPORTS

Basketball, Boys
 Basketball, Girls
 Soccer, Boys
 Soccer, Girls
 Wrestling

SPRING SPORTS

Baseball
 Golf, Boys
 Lacrosse, (B&G)
 Softball
 Swimming/Diving, (B&G)
 Tennis, Boys
 Track/Field, (B&G)
 Volleyball, Boys

Section 14 ELIGIBILITY

- A. Student athletic eligibility is established and maintained by NCS rules. Refer to NCS Constitution and By-laws.
- B. Each school must verify the current eligibility of all athletic participants in all sports in every season of sport.

- C. Coaches have the option of moving eligible players up and down, between JV, Frosh/Soph, and Varsity on a game-by-game basis, one day at a time, allowing athletes one level of play in one sport per day.
- D. Seniors are prohibited from playing on Junior Varsity teams unless there is an exception approved by the DFAL Board of Governors except in the sports of Cross Country and Swimming.

Section 15 TROPHIES, AWARDS, AND CHAMPIONSHIPS

The Board of Governors shall determine championships in varsity sports. The Board of Governors shall also consider the establishment of awards.

Section 16 MAXIMUM FEES FOR ADMISSION

- A. Member schools may charge admission for league regular season competition. The following shall be the established maximum prices for admission to the Varsity, J.V. and Frosh DFAL athletic contests:

- \$7.00 Adult general admission – varsity sports
- \$7.00 Junior Varsity games when followed by a varsity game
- \$4.00 Senior Citizens
- \$4.00 Visiting student’s admission with a student body card
- \$4.00 Junior high student when accompanied by an adult
- \$4.00 General admission – junior varsity sports when varsity game does not follow
- \$4.00 General admission – Frosh sports

- B. Member schools opting not to charge admission should notify the league commissioner and the other member schools.
- C. School booster cards are only valid at home events, excluding post-season events.

Section 17 COMPLIMENTARY PASSES

Principals shall determine the persons from the school and community who are to receive complimentary passes. League passes are good for all league events including league playoffs, but not league member school invitational events.

Section 18 ENTRY FEES

- A. The league will advance team and individual entry fees for member schools continuing beyond league play to NCS competition. Entry fees are a budgeted item and will be billed back to schools.
- B. School(s) entering NCS competition in sports that are not a part of the regular league sports program are responsible for their own NCS entry fees.

Section 19 NOTICE OF TRANSFER

All league member schools are required to include the following, or a similar statement, in the materials given to students transferring to/from another school:

Notice Regarding Eligibility to Participants in Interscholastic Athletics: Transferring from one school to another may affect your athletic eligibility under the Diablo Foothill Athletic League, North Coast Section, and/or California Interscholastic Federation rules. It is the athlete's responsibility to see his/her school principal for a copy of the rules.

Section 20 INVESTIGATION OF VIOLATIONS

Any member school, through the principal, may request an investigation of potential violations of the league Constitution, By-laws, rules and guidelines. The principal must notify the league commissioner of the alleged violations in writing. The commissioner shall ask the principal of the school being investigated to submit all pertinent data relative to the alleged violation. The commissioner shall investigate the allegations without publicity. The commissioner shall render a decision based on his/their interpretation of the league Constitution, By-laws, rules, philosophy, procedure, and sports guidelines. When the commissioner deems it necessary, he/she may request the league president to establish a committee of three neutral principals to review the alleged violations and render a decision. Involved parties will be notified within 72 hours by phone of the decision of the commissioner or the committee of neutral principals. A written decision will be submitted to the Board of Governors. In such matters, the league commissioner or the committee shall have the authority to render decision and to act on behalf of the DFAL Board of Governors. To ensure due process, hearing procedures will be conducted within the guidelines of the NCS Constitution and By-laws.

Section 21 **CODE OF ETHICS**

The Board of Governors of the Diablo Foothill Athletic League hereby reaffirms the CIF Code of Ethics for Athletes.

It is the duty of all concerned with high school athletics (administrators, coaches, and students):

- 1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play,*
- 2. To eliminate all possibilities which tend to destroy the best values of the game,*
- 3. To stress the values derived from playing the game fairly,*
- 4. To show cordial courtesies to visiting teams and officials,*
- 5. To establish a positive relationship between visitors and hosts,*
- 6. To respect the integrity and judgment of sports officials,*
- 7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility,*
- 8. To encourage leadership, use of initiative, and good judgment of the players on a team,*
- 9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players,*
- 10. To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, officials, fans, community, state, or nation.*

Section 22 **CONDUCT AT ATHLETIC CONTESTS**

A. All activities and actions by fans/spectators at athletic events are to be of a positive nature (i.e. negative rooting in support of your team and other negative or distracting forms of activities shall not be permitted). In line with this objective, all rooting sections will be under the direction and leadership of school officials, cheerleaders, and song leaders. The following kinds of actions will not be allowed:

1. Obscenities or vulgarities - verbal, gestured, or printed.
2. Provoking signs or gestures.
3. Abuse of officials,
4. Unauthorized noisemakers and amplified sound by either school. at indoor sports

such as basketball, volleyball or wrestling,

5. Pep bands at basketball games are not to exceed 15 instruments and are permissible for host school only. The instruments are to be used only for appropriate musical selections by the group.
- B. Vandalism or littering of opposing school's campus will not be tolerated and may be grounds for forfeiture of the contest.
- C. No distracting or derogatory activity or noise is to be permitted behind the basket area while free throw shooting is occurring.
- D. At basketball games, seating in the area near the opponent's basket is not permitted. In gyms in which bleachers are located behind the basket the bleachers are not to be used for seating.
- E. The home school is the host school and is in charge of the seating arrangements for games at that site.
- F. No tape decks, radios, portable televisions or other amplified sound are allowed in the spectator area.
- G. Confetti is not allowed.
- H. Only banners that promote good sportsmanship are permitted.
- I. Only home management may provide appropriate pre-game music.
- J. An individual school may have an organized activity at basketball halftime, provided that it does not extend the regulation halftime length.
- K. At basketball and football events, any activity by spectators is not permitted on the floor/field during halftime, unless it is part of the halftime activities. Players who will be playing in the next game may be permitted on the floor/field at half time when in uniform.
- L. It is the home school's responsibility to plan and execute a football homecoming halftime program that confines itself to the National Federation Rule of 20 minutes.
- M. Spectators are prohibited from wearing masks, paper bags or anything over their faces or from painting their faces, which make it difficult for school officials to identify them.
- N. Possession and use of laser pointers is strictly prohibited at all DFAL athletic contests.
- O. The DFAL subscribes to the NCS ejection policy.
- P. Spectator Sportsmanship and Conduct Policies
 1. All spectator activity and action are to be positive, respectful of all athletes, officials, coaches, cheerleaders, supervisory staff, and fans.
 2. At Basketball games, sitting or standing in the area near the basket is not permitted.
 3. No derogatory or distracting activity behind the basket area is permitted while free throws are occurring.
 4. Spectators are to remain off the playing floor before, during, at half time, and after games.
 5. Tape decks, radios, portable televisions, and other amplified sound devices are not permitted in the spectator seating area.
 6. Air horns, confetti, bells, whistles, and other noisemakers are not permitted.
 7. Possession and use of laser devices are prohibited
 8. Masks, face painting, or any device to make identification of spectators difficult for security or school personnel is not permitted.

9. Spectators may not sit in the row closest to the court unless the game is sold out except at Alhambra High School and Dougherty Valley High School

To be read prior to the beginning of each home event:

“Good evening ladies and gentlemen. _____High School welcomes you to tonight’s Diablo Foothill Athletic League contest between _____and _____High Schools.

We, at _____High School would like to remind you that activity programs in the DFAL are primarily for student participation. The purpose of the activity is to provide positive learning experiences and opportunities for personal growth of the participants. We are pleased to welcome our guests from _____High School this evening.

This competition is being conducted according to the rules of the CIF, North Coast Section, Diablo Foothill Athletic League and _____School District. Cheerleaders, officials, and spectators are expected to assist in the promotion and achievement of good sportsmanship ideals by being personally responsible for demonstrating the highest ideals of fair, clean and wholesome competition.

We wish good luck to both teams.

Thank you.

Section 23 **CONDUCT VIOLATION**

If overt acts of unsportsmanlike conduct by coaches, players, school officials, students, spectators or crowds before, during, or after athletic contests are reported, in writing, by a school official to the Board of Governors, a special committee of three principals shall be appointed by the commissioner to consider each overt act as an individual situation. This committee should be comprised of principals whose schools are not involved in the dispute and be representative of as many districts as possible. The committee will review the situation immediately and decide a course of action for the Board of Governors within 48 hours of the hearing. This report will include findings and consequences. All consequences must be specific and well defined. A statement as to the effective date of all consequences is also necessary.

This committee will act for the Board of Governors. The chairperson of the committee will notify all schools affected by the findings and consequences by phone immediately after the hearing.

Section 24 **APPEALS PROCEDURE**

- A. An appeal of the commissioner's decision to penalize an individual player or school may be made by the school principal, in writing, to the league commissioner within two working days. Procedures for such appeals hearing will be conducted within the guidelines of the NCS Constitution and By-laws. Suspension from participation will be held in abeyance pending the result of the hearing.
- B. A decision of the DFAL Board of Governors may be appealed in writing to the North Coast Section within one calendar month of such decision. Guidelines for such appeals hearing will be conducted within the North Coast Section Constitution and By-laws.
- C. The league recognizes the necessity for game officials to enforce the rules of the game and policies of the DFAL/NCS/CIF. Therefore, the DFAL respects and acknowledges the judgement of the officials in all matters of game enforcement and, as such, that judgement of officials is final and not subject to appeal.

Section 25 **RESPONSIBILITIES OF PARTICIPATING PERSONNEL**

A. Principals:

1. Principals will review the CIF Code of Ethics and above rules with all coaches and supervisors at the beginning of each school year.
2. Principals will ensure that adequate supervision is provided for each home and away contest.
3. Principals will review the CIF Code of Ethics and the above rules of conduct with the cheerleaders and student body officers at the beginning of each year.

B. Administrative Supervisors:

1. The visiting administrative supervisor shall be responsible for reporting to the home team supervisor at least 30 minutes prior to the beginning of the varsity contests.
2. The administrative supervisors from both schools will identify themselves to the game officials prior to the start of the contest.
3. The administrative supervisors will be responsible for the behavior of their students and rooting section.
4. The administrative supervisors will be available to aid the home team supervisor when necessary.
5. The host school administrator must provide adequate security for the athletic facility and the surrounding area.
6. Each school should send at least one administrator, or a designee, to all league varsity football and basketball games.
7. The administrative supervisors will place themselves where they can adequately supervise and be visible to their rooting section.
8. Administrators from each school must remain at the site after the contest until the crowd has dispersed.

C. Coaches:

1. Coaches will be responsible for establishing examples of conduct that reflect the highest levels of sportsmanship and integrity.
2. Coaches will be responsible for reviewing the CIF Code of Ethics, NCS Sportsmanship rules, and league and district expectations with all players at the beginning of each sport season.
3. Coaches are prohibited from holding team meetings or conducting team practices on Sunday. Exceptions may be made to this by-law for special circumstances with league or Commissioner approval

Section 26 **HEALTH PRECAUTIONS**

- A. Aggressive treatment of open wounds or skin lesions should be followed wherever a participant suffers a laceration or wound in which oozing or bleeding occurs. The practice or game should be stopped at the earliest possible time, and the contestant should be removed from the activity for appropriate treatment. The student-athlete should not return to the activity without approval of the appropriate official.
- B. Universal Precautions:
1. Routine use of barrier precautions should be taken to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated. Gloves should be worn for touching blood, bloody fluids, mucous membranes of non-intact skin (e.g. handling items or surfaces soiled with blood or body fluids), and for performing venipuncture. Gloves should be changed after contact with each student-athlete. Masks and protective eye wear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
 2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
 3. Surfaces contaminated with blood should be cleaned with a solution made from a 1-10 dilution of household bleach.
 4. Precautions should be taken to prevent injuries caused by needles, scalpels, and other sharp instruments or devices. To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringe, or otherwise manipulated by hand.
 5. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
 6. Health-care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care until the condition is resolved.
 7. Soiled linen should be bagged and washed in hot water with detergent.
 8. In the athletic environment, universal guidelines should be considered in the immediate control of bleeding, and when handling bloody dressings, mouth guards, and other articles containing body fluids.

APPROVED MAY 18, 2000

REVISED/APPROVED FEBRUARY 20, 2003 (Section 22; Item P Student Sportsmanship)

REVISED/APPROVED NOVEMBER 18, 2004 (Section 13; Addition of Lacrosse to sports)

REVISED/APPROVED MARCH 17, 2005 (Section 14; Item C)

REVISED/APPROVED SEPTEMBER 21, 2006 (Section 25; C-3)

REVISED/APPROVED MARCH 20, 2008 (Section 14; Item D)

REVISED/APPROVED MAY 15, 2008 (Section 16; Item A--Admission Fees)

REVISED/APPROVED SEPTEMBER 18, 2008 (Section I; Membership—New Schools in League)

REVISED/APPROVED APRIL 16, 2009 (Section 22; Item K)

REVISED/APPROVED OCTOBER 15, 2009 (Section 4; Item D)

REVISED/APPROVED MAY 20, 2010 (Section 16; Item A: Game admission price)

REVISED/APPROVED: October 7, 2010 (Section P2: Students are allowed to stand at BB games)