

CONSTITUTION OF THE LAKE CITY CONFERENCE

REVISED OCTOBER 2023

ARTICLE I – NAME

- A. The name of this organization shall be known as the Lake City Conference (“LCC”).

ARTICLE II – PURPOSE

- A. The purpose of the LCC is to promote and support curricular and co-curricular activities that foster sportsmanship and friendly rivalry for participants and spectators, develop good citizenship, and build character. LLC provides a forum for orderly athletic competition between member schools, engages in practices that will safeguard the educational values of interscholastic athletics, and encourages other cooperative ventures in non-athletic areas that will benefit the participating schools within the Conference and their respective student bodies.

ARTICLE III – MEMBERSHIP

- A. Current Members:
 - a. Chesterton Academy
 - b. Cristo Rey Jesuit High School
 - c. Eastbrook Academy
 - d. Faith Christian School
 - e. Hmong American Peace Academy
 - f. Salam School
 - g. St. Anthony
 - h. St. Augustine Prep
 - i. St. Joan Antida
 - j. Tenor/Veritas
 - k. University Lake School
- B. Member Qualifications: Any high school of the State of Wisconsin, geographically located within thirty (30) miles of Milwaukee City Hall (200 East Wells Street,

Milwaukee, WI 53202), with the exception of Faith Christian School, which was a founding member of the LCC.

a. To qualify for LCC membership, prospective members also must be able to participate in the following:

- i. At least three (3) Varsity sports,
- ii. at least one Varsity sport in every season (Fall, Winter, Spring), offered by the LCC, without the need to co-op with other schools.
- iii. Prospective members shall be in good standing with the Wisconsin Interscholastic Athletic Association (“WIAA”) at the time of application, and agree to follow all WIAA rules, policies, and regulations.

C. Application Procedures: Prospective LCC members must submit an application form to the WIAA and the LCC President by January 1st of any year to be eligible for Conference membership for the following school year (effective July 1 of that year).

a. Upon receipt of an application, the Commissioner shall request a letter of interest from the applicant. Upon submission of a letter of interest from an applicant, the letter of interest shall be presented and reviewed by the Controlling Body at its next scheduled meeting.

b. The LCC President, or their designee, and the Commissioner shall visit a Conference applicant. The purpose of such visit by the LCC President or their designee and the Commissioner will be to determine whether the applicant can successfully compete in a sportsmanlike manner with the rest of the Conference.

- i. The LCC President and Commissioner shall contact the applicant and schedule a visitation.
- ii. The LCC President and Commissioner shall tour the applicant’s facilities and fields, meet the applicant’s administrators, staff members, and coaches, and observe the general environment of the applicant’s school.
- iii. The LCC President and Commissioner may inquire about the following items:
 1. Strengths and weaknesses of the applicant’s athletic programs including indoor and outdoor facilities;
 2. Enrollment trends;

3. Sports that the applicant currently participate in;
 4. Sports that the applicant intends to participate in within the LCC;
and
 5. Other contributions to the LCC.
- iv. Upon completion of the visitation, the **LCC President and Commissioner** or their designee shall present and distribute a visitation report to the Controlling Body at its next scheduled meeting, discussing their experiences and recommendations.
- D. **Member Acceptance:** To become a member of the LCC, applicants must be approved by the LCC by a $\frac{3}{4}$ majority vote of the membership, as well as satisfy all WIAA requirements.
- E. **New Member Orientation:** If an applicant is accepted as a member school of the LCC, it shall complete an Orientation with the Commissioner. All of the new member school's coaches shall attend Orientation with the Commissioner. At Orientation, the Commissioner shall introduce the LCC's Sportsmanship Code. Specifically, at Orientation, the Commissioner shall discuss the following items:
- a. General operations and organizational structure of the LCC;
 - b. Website;
 - c. Individual sport guidelines;
 - d. Rosters and competition site maps, including parking options;
 - e. Decorum of athletic contests;
 - f. Visiting team welcome and facilities;
 - g. Statisticians;
 - h. Awards and Recognitions;
 - i. Junior Varsity and Varsity teams;
 - j. Athletic contest cancellations and rescheduling; and
 - k. General discussion and questions.
- F. **Existing Member Reorientation:** If an existing member school fails to comply with the LCC Constitution or LCC rules, regulations, or guidelines, and the Executive Committee concludes that disciplinary action is justified for such noncompliance, the Executive

Comment [1]: Unanimous?

Comment [2]: Unanimous would come in to play with a Fast Track scenario. The WIAA can place someone in our conference even after we have voted Unanimous to not take them.

Committee may require an existing member school to attend Reorientation, where the Commissioner will review the LCC's regulations and procedures.

G. Member Participation: Membership in the LCC requires a school to participate in the LCC in all varsity-level sports offered at the school, as well as all varsity-level sports sponsored by the LCC. If a school is the lead in a cooperative team ("co-op"), that school is required to play in the LCC. A school that is not the lead in the co-op will not be eligible to participate in the LCC's varsity competitions, unless a ¾ majority of the Conference's members vote in favor of the school's participation.

a. If a varsity-level sport is not offered by the LCC, a member school must gain permission from the Conference and the WIAA, before seeking another conference affiliation in that sport.

b. All schools retain voting rights of all LCC matters. However, schools that are not lead schools in a co-op do not have voting rights in that specific sport.

Comment [3]: Schools that are not the lead in the co-op do not have voting rights in that specific sport (all conference, LCC seeding, LCC tournament play)

H. Member Withdrawal: A member school may petition the LCC and the WIAA to withdraw from the LCC, for any reason. A member school wishing to withdraw from the LCC must provide written notice to the LCC President at least 18 months prior to anticipated departure. If a member school wishes to withdraw from the LCC with less than 18 months' notice, a withdrawal fee may be imposed, not exceeding the monetary amount of the school's most recent LCC membership dues. If a member school withdraws from the LCC, the school agrees to forfeit its entire share of LCC funding.

I. Member Expulsion: The LCC may vote to expel a member school from the LCC by a ¾ majority vote and by submitting a petition to the WIAA. The school being considered for expulsion shall not participate in the vote for expulsion. In the event the LCC votes not to expel a member school, the LCC may initiate a probationary contract with the member school. If the LCC votes to expel a member school, the member school shall forfeit their entire share of LCC funding.

J. Sport-Specific Member: It is the position of the LCC that sport-specific membership is considered an exceptional circumstance.

a. The LCC Controlling Body has sole discretion in determining whether a non-member school may participate in the LCC as a sport-specific member. To join

the LCC as a non-member school, a $\frac{3}{4}$ majority vote of the Controlling Body is required.

- b. If non-member school is voted into the LCC, an agreement must be executed by the non-member school's Athletic Director, the non-member school's Administrator, and the Commissioner.
- c. At each May meeting of the Controlling Body, the Controlling Body shall review all sport-specific arrangements and accommodations with non-member schools for continuation or termination. To continue as a non-member school within the LCC, a $\frac{3}{4}$ majority vote of the Controlling Body is required each year. If the Controlling Body votes to terminate the LCC's agreement with the non-member school, the LCC shall provide the non-member school with written notification of termination.

ARTICLE IV – ORGANIZATION

A. Controlling Body

- a. Each member school within the LCC shall be represented by an Athletic Director or Administrator, who shall serve as a member of the Controlling Body. Athletic Directors or Administrators shall attend Controlling Body meetings. When a matter is to be voted upon by the LCC, each member school shall be entitled to one (1) vote, cast by the Athletic Director or Administrator or, in the event of neither in attendance, by a duly appointed alternate.
- b. The Controlling Body's duties include, but are not limited to:
 - i. Dealing with all matters pertaining to the Constitution, bylaws, and policies of the LCC;
 - ii. Being responsible for the LCC's finances;
 - iii. Being responsible for all matters pertaining to LCC membership;
 - iv. Being responsible for any disciplinary matters enacted by the LCC;
 - v. Considering all WIAA-related issues on behalf of the LCC;
 - vi. Providing oversight and approval of all budgets, sport schedules, new memberships, and school conduct; and

vii. Approving and/or appointing committees and committee members when needed.

B. Officers

- a. The officers of the LCC shall include the President and the Vice President, both of which must be an Athletic Director or Administrator.
- b. LCC officers shall be appointed on a rotational basis.
- c. Officers are appointed and elected for two-year terms. An Athletic Director or Administrator shall serve as Vice President for the first year of their term, and then serve as President for the second year of their term. Officers shall not succeed themselves in their positions. A new Vice President is appointed annually by the Controlling Body.
- d. An officer shall hold only one (1) office at a time.
- e. The officer term is one (1) year, but may be renewed by a $\frac{3}{4}$ majority vote of the Controlling Body annually.
- f. All officers shall assume their positions on July 1st.
- g. All appointments are subject to annual review by the Executive Committee.

Comment [4]: Salam likes the idea of rotational basis

C. Executive Committee

- a. The officers and the LCC Commissioner shall comprise the Executive Committee.
- b. The Executive Committee's duties shall be to administer the operations of the LCC, to lead meetings through the development of appropriate business agendas, and to investigate complaints against member schools that fail to comply with the LCC Constitution, bylaws, or policies, or that engage in conduct that appears to be detrimental to the LCC's reputation. The Executive Committee shall also have the authority to recommend any necessary disciplinary action against a member school to the Controlling Body.
- c. Member schools are expected to accept and perform Executive Committee duties. However, the Executive Committee may consider requests by member schools to decline appointments to the Executive Committee.

D. President

- a. The President shall be responsible for the enforcement of the LCC Constitution, bylaws, and policies. The President shall also lead all Controlling Body meetings and monitor completion of all LCC athletic competition schedules.

E. Vice President

- a. The Vice President shall assist the President in enforcing the LCC Constitution, bylaws, and policies, serve in the absence of the President, call all Controlling Body meetings, monitor the completion of all LCC athletic competition schedules, appoint all necessary LCC sports committees, and conduct orientation sessions for new Athletic Directors or Administrations and new member schools each year.

F. Commissioner

- a. The Commissioner shall be appointed by the Controlling Body.
- b. The Commissioner reports to the Executive Committee.
- c. The Commissioner shall be responsible for investigating and recommending action on all LCC athletic and co-curricular concerns. The Commissioner shall also assist the President in resolving conflicts and addressing sportsmanship issues between member schools.
- d. The Commissioner shall attend all Controlling Body meetings. The Commissioner shall also record and distribute minutes of such meetings to the Controlling Body.
- e. The Commissioner shall represent the LCC at local and state meetings and conferences.
- f. The Commissioner shall serve as an advisor to the Executive Committee and the LCC.
- g. The Commissioner shall also serve as the fiscal manager of the LCC. Such duties include preparing the LCC's budget, collecting LCC dues, dispersing funds to member schools, and preparing and distributing monthly and annual financial reports. The Commissioner shall also assist the Executive Committee in conducting annual internal audits.
- h. The Commissioner shall be responsible for revising and distributing the LCC Constitution, bylaws, policies, schedules, directories, competition results, and

competition records. The Commissioner shall also be responsible for distributing LCC passes.

- i. The Commissioner shall order LCC awards and deliver such awards to individual and institutional recipients.
- j. The Commissioner shall maintain the LCC's website. The Commissioner shall periodically update the LCC's website to include results from LCC competitions, standings for all LCC sports, recognitions of individual and institutional awards, and relevant statistics, as determined by the Controlling Body.
- k. The Commissioner shall assist in the assignment of officials/referees and distribute contracts for the following LCC sport events: Cross Country, Track and Field, Volleyball, Basketball.
- l. The Commissioner shall create and distribute LCC athletic competition schedules for the aforementioned sports by the following deadlines:
 - i. Fall Sports: November 1st
 - ii. Winter Sports: March 1st
 - iii. Spring Sports: June 1st

G. Athletic Directors and Administrators

- a. A designated Athletic Director or Administrator from each member school shall attend all meetings of the Controlling Body.
- b. Athletic Directors or Administrators shall make recommendations regarding LCC activities, schedules, and expenses, implement the LCC Constitution, bylaws, and policies, and develop and modify LCC sport guidelines.

H. Sport Committees

- a. Each sport facilitated by the LCC shall be governed by a Sport Committee.
- b. The Sport Committee shall be responsible for sport-specific rules, schedules, and recommendations to the Controlling Body.
- c. Each LCC Sport Committee shall be directed by a Sport Chair. Each LCC Sport Committee shall also have a Guideline Chair.
- d. The Sport Chair shall be an Athletic Director or Administrator approved by the Controlling Body.

Comment [5]: Head coaches?

Comment [6]: Who is the guideline chair? Why can't sports chair submit proposed changes

- e. The Sport Chair shall review guidelines with sport-specific coaches at the annual Sport Conference Meeting.
 - f. The Guideline Chair shall submit all eligible proposed changes to sport-specific guidelines to the Controlling Body and the Commissioner and ensure all guidelines and contact information are posted on the LCC website.
 - g. All proposed changes to sport-specific guidelines shall require a majority vote of the sport-specific coaches, prior to presentation to the Controlling Body.
 - h. A $\frac{3}{4}$ majority vote of the Controlling Body shall be required to pass proposed changes to sport-specific guidelines.
- I. **Governance Committee**
- a. When changes to this Constitution are suggested, the LCC shall convene a Governance Committee, which shall include the Athletic Directors or Administrators and the Commissioner.
 - b. The Governance Committee shall be responsible for weighing the need for any refinements of the Constitution and, where appropriate, suggesting language to amend the Constitution.

Comment [7]: delete? controlling body should vote?

ARTICLE V – FINANCES

- A. The fiscal year of the LCC shall be from July 1st to June 30th.
- B. An annual review of all LCC finances shall be conducted at the August meeting.
- C. At the April and November meetings of the Controlling Body, the Controlling Body shall receive tentative fiscal reports.
- D. The Controlling Body shall approve the annual budget no later than the May meeting of the Controlling Body.
- E. The Controlling Body shall review all LCC fees, annual dues, and necessary assessments at the December meeting.
- F. All LCC fees, annual dues, and necessary assessments shall be approved by the Controlling Body no later than the January meeting.
- G. All LCC fees, annual dues, and necessary assessments shall be paid by the March meeting.
- H. Expenses incurred at LCC meetings shall be paid by each member school.

- I. If a member school withdraws from the LCC, that member school shall forfeit its share of LCC funds.

ARTICLE VI – SALARIES

- A. The Commissioner’s salary shall be reviewed annually by the Controlling Body. The Controlling Body shall approve any expenses incurred by the Commissioner beyond the Commissioner’s salary.
- B. Officials’ fees shall be reviewed annually by the Controlling Body. The Controlling Body shall ensure officials’ fees are competitive with other conferences.
- C. All other salaries shall be reviewed annually by the Controlling Body.

ARTICLE VII – MEETINGS

A. Meetings of the Controlling Body

- a. The Controlling Body shall meet once per month, August through June, as needed to conduct LCC business. The schedule for all LCC Controlling Body meetings shall be distributed by the Commissioner, prior to the beginning of the school year. Meetings of the Controlling Body shall be held in-person, unless otherwise communicated by the Commissioner.
- b. At least seven (7) days before each Controlling Body meeting, the Executive Committee shall send all member schools a repeat notice of the meeting, containing a complete agenda, meeting location, and meeting time.
- c. Additional meetings of the Controlling Body may be called, upon the recommendation of the majority of the Executive Committee. Notice of an additional meeting shall be distributed at least seven (7) days before such meeting and shall include a complete agenda, meeting location, and meeting time.
- d. Any Athletic Director or Administrator that is unable to attend a Controlling Body meeting may send a representative on their behalf, who may act as a proxy to cast ballots for their school. If an absent Athletic Director or Administrator exercises a proxy, they must inform the President of such a representative at least 24 hours before the scheduled meeting of the Controlling Body. Member schools may participate virtually.

B. Meetings of the Executive Committee

Comment [8]: virtual option? Can they still vote virtually

- a. The Executive Committee shall meet once per month, August through June, as needed to conduct LCC business. The schedule for all LCC Executive Committee meetings shall be distributed by the Commissioner, prior to the beginning of the school year. Meetings of the Executive Committee shall be held in-person, unless otherwise communicated by the Commissioner.
- b. At least seven (7) days before each Executive Committee meeting, the President shall send the Vice President and the Commissioner a repeat notice of the meeting, containing a complete agenda, meeting location, and meeting time.
- c. Additional meetings of the Executive Committee may be called, upon the recommendation of the majority of the Executive Committee. Notice of an additional meeting shall be distributed at least seven (7) days before such meeting and shall include a complete agenda, meeting location, and meeting time.
- d. Any individual that is unable to attend an Executive Committee meeting may send a representative on their behalf, who may act as a proxy to cast ballots for their school. If an absent individual exercises a proxy, they must inform the President of such a representative at least 24 hours before the scheduled meeting of the Executive Committee.

C. Meetings of Sport Committees

- a. Sport Committees shall meet annually, upon the conclusion of its sport's season. The purpose of the Sport Committees' annual meetings is to modify sport-specific guidelines, as needed, and to vote upon All-Conference selections. Every member school is required to have an Athletic Director or Administrator, Coach, or Representative in attendance at an annual Sport Committee meeting. Failure to attend an annual Sport Committee meeting shall result in a \$100.00 fine, payable to the LCC Account.
- b. Additional meetings of a Sport Committee may be called, upon a $\frac{3}{4}$ majority of the Sport Committee.

D. Meeting Procedure

- a. Those in attendance in a duly-called meeting shall constitute a quorum.

- b. The Executive Committee and the Commissioner shall be present at all regular and special meetings of the Controlling Body and, when needed, regular and special meetings of Sport Committees.
- c. A simple majority shall be required for a motion to pass, unless otherwise specified in this Constitution.
- d. Voting shall be completed by ballot or acclamation, at the President's discretion.
- e. A sample Controlling Body meeting agenda is as follows:
 - i. Call to order.
 - ii. Roll call recorded.
 - iii. Minutes from the previous meeting.
 - iv. Financial update.
 - v. Commissioner's report.
 - vi. Sport Committee Chair/Sport Guideline Chair report.
 - vii. Old business.
 - viii. New business.
 - ix. Adjournment.

Comment [9]: Should this move up? Seems out of place when talking about controlling body meetings

ARTICLE VIII – COMMUNICATIONS

- A. All LCC materials and correspondence shall be sent by the President or Commissioner to each member's Athletic Director or Administrator. Athletic Directors or Administrators shall distribute relevant LCC information to its administrators, coaches, staff, and students.

ARTICLE IX – AMENDMENTS

- A. Proposed amendments or revisions to this Constitution shall be submitted to the Executive Committee on or before April 1st of each year.
- B. At the April meeting of the Controlling Body, the Executive Committee shall present, in writing, all proposed amendments or suggested revisions.
- C. The Commissioner shall place all proposed amendments and suggested revisions on the notice and agenda for the May meeting of the Controlling Body.
- D. At the May meeting of the Controlling Body, the Controlling Body shall vote on the proposed amendments or suggested revisions. Amendments and revisions shall require a

majority vote of the Controlling Body. In the event of a tie vote, it shall be broken by the Commissioner.

ARTICLE X – DISSOLUTION

- A. In the event of dissolution of the LCC, any remaining funds shall be divided and distributed equally among member schools at the date of dissolution.

ARTICLE XI – ELIGIBILITY

A. NFHS Eligibility

- a. The LCC shall abide by all National Federation of State High Schools Athletic Associations (“NFHS”) rules and regulations as set forth by th WIAA. Any exceptions to this provision shall be noted in the regulations governing an individual sport.
- b. The Commissioner shall notify any penalties imposed by the NFHS upon the LCC, member schools, and non-member schools.

B. WIAA Eligibility

- a. The LCC shall abide by all WIAA rules and regulations. Any exceptions to this provision shall be noted in the regulations governing an individual sport.
- b. The Commissioner shall notify any penalties imposed by the WIAA upon the LCC, member schools, and non-member schools.

C. Student Athlete Eligibility

- a. All LCC Student Athletes shall abide by WIAA rules and regulations.
- b. The LCC shall allow Student Athletes that are enrolled in grades nine through twelve (“9-12”) to participate on a Varsity or Junior Varsity team for an LCC sport. The LCC shall further define teams as Junior Varsity 2, Junior Varsity, Varsity Reserve, and Varsity.
- c. LCC shall permit individual Student Athletes to participate in championship contests, even if the member school that the Student Athletes represent does not have a full roster.
- d. Each member school reserves the right to rescind Student Athlete approval for athletic participation.

Comment [10]: Currently WIAA is not following NFHS in basketball fully

ARTICLE XII – SCHEDULING

- A. The Commissioner shall be responsible for developing, distributing, and publishing athletic contest schedules for all LCC sports.
- B. In developing contest schedules, the Commissioner shall:
 - a. Engage in a scheduling procedure approved by the Controlling Body;
 - b. Consider any reasonable accommodations requested by participating schools;
 - c. Not schedule athletic contests on Sundays;
 - d. Avoid unnecessary, long stretches of home and away contests;
 - e. Avoid “double booking” when multiple member and non-member schools use the same facility;
 - f. Minimize the number of schedule changes necessary, after the schedule is distributed and published;
 - g. Provide scheduling information as soon as practicable, so member and non-member schools can determine non-conference contests; and
 - h. Ensure all contests are scheduled before WIAA tournament play begins.
- C. The Controlling Body shall review all athletic contest schedules.
 - a. Fall schedules shall be reviewed by November 1st of the preceding school year.
 - b. Winter schedules shall be reviewed by March 1st of the preceding school year.
 - c. Spring schedules shall be received by June 1st of the preceding school year.
- D. The Controlling Body shall determine the number of contests per LCC sport, in accordance with WIAA rules and guidelines.
- E. The Controlling Body shall determine the minimum number of practice days per LCC sport, in accordance with WIAA rules and guidelines.
- F. The Commissioner shall distribute a completed contest schedule for each LCC sport to the Controlling Body at least one (1) month before approval is needed.

ARTICLE XIII – ADMISSION

- A. LCC member schools may charge admission for the following athletic contests: Junior Varsity and Varsity Boys and Girls Basketball, Volleyball, Soccer, and Track and Cross Country. If a member school chooses to charge admission for any or all of the aforementioned athletic contests, a member school may charge a reasonable fee for

entrance. The home team shall pay all expenses of the contest and shall retain the net gate receipts.

- B. The Controlling Body may vote to reconsider admission fees annually at its May meeting. Any amendments to admission fees shall require a majority vote of the Controlling Body. In the event of a tie vote, it shall be broken by the Commissioner.
- C. The Commissioner shall issue passes to each school at the August meeting of the Controlling Body. Such passes shall admit a faculty member and a guest to any LCC event. Each member school shall receive ten (10) passes.

Comment [11]: great idea! let's get this done, it's been talked about a lot but never done.

ARTICLE XIV – CONTEST MANAGEMENT

A. Cancellations

- a. If an LCC contest is canceled by a host school, the Athletic Director or Administrator of the host school shall immediately contact the Controlling Body and the Commissioner.
- b. If an LCC contest is canceled when officials are at the contest or are traveling to the contest, the home school shall provide full payment and mileage to the officials, unless the visiting school assumes such responsibilities.
- c. If a contest that could decide an LCC championship is canceled and neither school is at fault for such a cancellation, the contest will count as one-half won and one-half lost. The school having the highest percentage will win the LCC championship.

Comment [12]: opponent school?

Comment [13]: Can we add a bullet point about school's must make every effort to reschedule a canceled conference match?

B. Contest Manager

- a. A member or non-member school must designate a Contest Manager for every contest it hosts. This provision shall be applicable to all LCC sports and to all levels of LCC competition. If the host school does not identify a Contest Manager, the host team's coach shall serve as Contest Manager.
- b. Unless otherwise indicated in the Rulebook of the sport involved, the Contest Manager's authority exists from the time the visiting team arrives at the host school's facility up to the actual start of the contest.
 - i. Until the actual start of the contest, the Contest Manager has the exclusive authority to cancel a contest.

- ii. Prior to the initiation of the contest, the Contest Manager shall introduce themselves to the visiting team's coach and the officials.
 - iii. If a coach is serving as Contest Manager and believes the contest should be rescheduled, due to improper conduct by students, staff, or spectators, the coach shall contact the Executive Committee and the Controlling Body. The Executive Committee, the Controlling Body, and the coach shall deliberate and decide upon the issue.
- c. Once the contest begins, the Contest Manager shall relinquish their authority to the officials. When the contest begins, the Contest Manager defers to the officials to make contest decisions. However, the Contest Manager may consult with the officials to indicate concern about the safety of participants, as it relates to weather, facilities, equipment, or crowd control. Once a contest has begun, the lead official has the exclusive authority to cancel a contest.

ARTICLE XV – OFFICIALS

- A. The Commissioner shall develop and maintain a pool of officials for LCC athletic competitions.
- B. The Commissioner shall appoint an Officials Contractor to manage officials and assign officials to LCC athletic activities.
- C. Prior to the first athletic contest of the academic year, all officials for LCC athletic competitions shall complete and submit a contract to the Officials Contractor.
- D. If a host school changes a date, site, time of a contest, or if a host school cancels or postpones a contest, the Athletic Director or Administrator of the host school shall work with the Officials Contractor to obtain new officials, if necessary.

ARTICLE XVI – COACHES CODE OF CONDUCT AND ENFORCEMENT

- A. Code of Conduct
 - a. In line with the LCC's mission of developing and practicing good sportsmanship, all coaches shall conduct themselves as to demonstrate that they can control their emotions in stressful moments during athletic activities.
 - b. All coaches shall set a good example for their athletes, staff, and spectators. All coaches shall also instruct athletes about their sportsmanship responsibilities,

including, but not limited to, the value of honest effort and compliance to the letter and spirit of the sport's rules.

- c. All coaches shall be amicable hosts and visitors.
- d. All coaches shall study the rules and regulations governing their sport. All coaches shall respect the officials' judgments and interpretations of the sport's rules.
- e. All coaches shall strive to develop a healthy image of themselves.

B. Enforcement

- a. All complaints of Coaches Code of Conduct violations shall be directed to the Commissioner.
- b. If the Commissioner is notified that a coach violated the Coaches Code of Conduct, the Commissioner shall communicate the complaint to the coach's Athletic Director or Administrator and may investigate the complaint.
- c. After receipt of the complaint, the Athletic Director or Administrator shall report any disciplinary action taken against the coach to the Commissioner.
- d. If the Commissioner initiates an investigation into the complaint, the Commissioner shall provide notice to the coach, Athletic Director or Administrator, and the coach's principal, outlining the nature of the complaint and offering the coach an opportunity to respond in writing, in person, or through their Athletic Director or Administrator.
- e. The Commissioner may issue a letter of reprimand to the coach.
- f. The Commissioner may recommend to the school of the coach involved that the coach be denied the opportunity of coaching within the LCC.
- g. All enforcement communications shall be distributed among the Controlling Body.

ARTICLE XVII – DECORUM FOR ATHLETIC EVENTS

- A. Athletic Directors and Administrators shall be responsible for maintaining good order and assisting in crowd control at LCC events. If problems or difficulties occur, member schools shall be responsible for addressing and handling such problems or difficulties. If a member school experiences a problem or difficulty that cannot be resolved, the

Executive Committee shall investigate the problem or difficulty and make a recommendation.

B. School Personnel Guidelines

- a. Host schools are responsible for the safety and welfare of student-athletes, personnel and spectators.
- b. Junior Varsity and Varsity coaches shall be responsible for supervising their student athletes from arrival to the contest facility to the clearing of the locker rooms.
- c. The LCC strongly encourages school personnel to post spectator decorum guidelines in visible areas of contest facilities.
- d. The LCC strongly encourages all member schools to discuss spectator decorum guidelines with students, families, faculty, and staff each academic year.

C. Athlete, Spectator, Cheer and Dance Team, Mascot, and Pep Band Guidelines

- a. Host schools shall disallow stereos or similar electronic equipment at facilities holding athletic contests.
- b. Host schools shall regulate the use of banners. Banners shall be handheld and stationary. Banners shall not have offensive language, be used to disrupt athletes, coaches, or officials, interfere with spectators, or be carried around the facility during an athletic event. Banners shall be displayed with the approval of contest management.
- c. Host schools shall prohibit noisemakers and inappropriate paraphernalia of any kind at athletic contests.
- d. Host schools shall deny entry into an LCC athletic contest, where the entrant is under the influence of alcohol or illegal drugs.
- e. Host schools shall not allow alcohol consumption, smoking, or vaping on any school property. Such behavior by individuals shall result in removal from the contest.
- f. Host schools shall prohibit individuals from throwing objects onto the contest area. Such behavior by individuals shall result in removal from the contest.

- g. Host schools shall prohibit individuals from damaging school or individual property. Such behavior by individuals shall result in removal from the contest and payment for any and all damages.
- h. Host schools shall prohibit individuals from engaging in physical violence before, during, or after a contest. Failure to comply shall result in removal from the contest by a contest official.
- i. Host schools shall prohibit individuals from engaging in any conduct that is discriminatory on the basis of race, ethnicity, sex, gender, or any other protected class, or from behaving in an otherwise profane or demeaning manner. Failure to comply shall result in removal from the contest by a contest official.
- j. Host schools shall conform to all spectator and crowd control guidelines set forth by the WIAA, as they relate to announcements, music, banners, signs, noisemakers, laser pens, videotaping, and prohibited activities and materials.
- k. Host schools shall prohibit individuals other than coaches, athletes, and managers from entering the contest area.
- l. Host schools shall prohibit individuals other than coaches, athletes, and managers from addressing officials, before, during, or after a contest.
- m. Host schools shall prohibit individuals other than coaches, managers, and officials from addressing athletes, before, during, or after a contest.
- n. Host schools shall prohibit individuals other than athletes, officials, and managers from addressing coaches, before, during, or after a contest.
- o. Host schools may permit shakers, pennants, rally towels, and foam fingers, as long as they comply with the following rules:
 - i. They do not contain any printing except school name, team nickname, or school mascot, and
 - ii. Game management has the authority to prohibit such items, if they cause crowd control problems.
- p. Cheer and Dance Teams, as well as Mascots and Pep Bands, shall engage in positive communications, including tasteful choreography and fan engagement exercises.

- q. Cheer and Dance Teams, Mascots, and Pep Bands shall not interfere with contest play or congregate behind baskets or goals.
- r. Cheer and Dance Teams, Mascots, and Pep Bands shall collaborate so that they are not in the contest area at the same time. Host schools shall determine who is authorized to enter the contest play area and when such individuals may enter the contest play area.
- s. Cheer and Dance Teams, Mascots, and Pep Bands shall comply with WIAA guidelines, concerning safety.

D. Progressive Discipline

- a. All participants of an LCC athletic event are required to comply with the Sportsmanship Code, located in Appendix I. Failure to comply with the Sportsmanship Code may result in discipline, up to and including expulsion from the LCC.

ARTICLE XVIII – FORFEITS

A. An LCC athletic contest shall be forfeited:

- a. When the host school’s Athletic Director or Administrator determines that an eligibility rule has been violated and a majority vote of the Controlling Body agrees with such a decision, or
- b. When a team fails to participate in a scheduled contest without a valid notice.

B. In the case of a forfeit without a valid notice, the forfeiting team shall face the following penalties:

- a. Payment of \$150.00 to the non-forfeiting team;
- b. Payment of fees for all scheduled officials; and
- c. Other penalties as determined by the Controlling Body, upon consultation with the Administrators of the schools involved.

ARTICLE XIX – STATISTICS

- A. All LCC teams shall share statistics and results in a timely manner.
- B. An LCC team that does not timely submit contest statistics shall be ineligible for All-Conference honors.

ARTICLE XX – SCOUTING

- A. Scouting is defined as observing an athlete to obtain information and evaluate skills and talents for the purpose of recruiting that athlete to join an organization.
- B. Scouting shall be permissible at all public athletic contests of the LCC.
- C. Scouting shall be prohibited at practices and other activities of LCC schools, unless otherwise noted by specific sport guidelines or specific school rules and regulations.

ARTICLE XXI – CHAMPIONSHIPS AND AWARDS

- A. LCC championships shall be awarded in all sports with four (4) or more teams. Each member school shall maintain its recognition for LCC Champion in the form of a plaque or banner. Co-champions shall be awarded, if two or more teams have the same contest record.
- B. The LCC shall award All-Conference and Player of the Year awards annually in a sport where the majority of member schools participate. Medallions and certificates shall be awarded to each First Team All-Conference selection. Certificates shall be awarded to each Second Team All-Conference selection and each Honorable Mention All-Conference selection. A medallion and certificate shall be awarded to the Player of the Year. In the event of a tie vote for any All-Conference or Player of the Year selections, athletes with the same percentage of the vote shall be adjudicated.
- C. The adjudication of individual sport medallions shall be determined by each Sport Committee.
 - a. For Track and Field, individual sport medallions shall be awarded to first, second, and third place finishers at each LCC Track and Field event.
 - b. For Cross Country, individual sport medallions shall be awarded to first through tenth place finishers at each LCC Cross Country event. The first place team shall be awarded an LCC trophy.
- D. The LCC shall annually recognize Scholar Athletes from each school. To be eligible, a student athlete must achieve a 3.0 Grade Point Average on a 4.0 scale. Member schools shall submit the names of eligible student athletes by May 15th each year. The LCC shall approve all eligible Scholar Athletes by June 1st each year. Each member school shall award certificates or plaques to all eligible Scholar Athletes each year.

Comment [14]: ?? what does this mean exactly?

Comment [15]: This has never been done. Who is responsible for this?

ARTICLE XXII – ADDING, DROPPING, AND MAINTAINING AN ACTIVITY

- A. If a member school seeks to add or drop a sport, it shall notify the Sport Committee Chair and the Commissioner at least two (2) weeks prior to the scheduling deadline. The member school shall meet with the Sports Committee Chair and the Commissioner to discuss operating procedures, schedules, and consequences, in reference to the member school's intended action.
- B. If the member school requests to participate in a Varsity sport outside of the LCC, the member school must request a **wavier** at least twelve (12) months prior to the anticipated start date of the sport. The member school shall submit the wavier to the Controlling Body, which shall review, deliberate, and decide upon such waivers annually.
- C. A member school may request Junior Varsity status for no more than two (2) years.
- D. Once a school adds an activity, it shall commit to having a team to compete in that activity for the entirety of that activity's season.

Comment [16]: where is the waiver found?

ARTICLE XXIII – PROTESTS

- A. A member or non-member school in violation of the Sportsmanship Code (Appendix I) or productive inter-school relations shall be subject to censure by the Commissioner.
- B. To report a violation of the Sportsmanship Code or productive inter-school relations, a member or non-member school's Athletic Director or Administrator shall contact the Executive Committee in writing no later than two (2) business days after the violation occurred. The Commissioner shall file a copy of the protest and prioritize the confidentiality of the matter.
- C. Upon receipt of the protest, the Executive Committee and the Athletic Directors or Administrators of the impacted schools shall meet to discuss the grievance and attempt to resolve the matter.
- D. If the meeting does not result in a satisfactory resolution, the protesting school may register a protest with the Commissioner, who shall place the matter on the agenda of the next regular or special meeting of the Controlling Body for discussion. After completion of open discussion, the Commissioner may attempt to resolve the matter between the impacted schools or the Controlling Body may appoint a Disciplinary Oversight Committee to address the matter.

ARTICLE XXIV – APPEAL PROCEDURE

- A. An Athletic Director, Administrator, parent, or guardian of a member school may appeal a decision of the Executive Committee. Such an appeal shall be made within five (5) days of receipt of the decision. A notice of appeal, setting forth the basis for the appeal, shall be submitted to the President. The notice of appeal shall be in writing. The notice of appeal may include a request for a hearing before an Impartial Hearing Officer, selected by the Commissioner.
- B. If a hearing is requested, the Impartial Hearing Officer shall investigate all matters upon which the appeal is based. Investigations shall be performed so as to bring the matter to consideration no later than ten (10) days after receipt of a notice of appeal.
- C. If a hearing is requested, the Impartial Hearing Officer shall provide written notice to the parties, regarding the hearing procedure.
- D. At the hearing, the Impartial Hearing Officer shall provide each party an opportunity to present their cases-in-chief. The Rules of Evidence may be used as a guideline, but not strictly enforced.
- E. The Impartial Hearing Officer shall render a written decision on the matter no later than fourteen (14) days after conclusion of the hearing.

APPENDIX I – SPORTSMANSHIP CODE

- A. The pursuit of good sportsmanship is the goal of the LCC. Coaches, athletes, cheerleaders, dancers, mascots, pep bands, support groups, and fans are expected to display good sportsmanship at all games and functions. With this in mind, the LCC endorses the following fundamentals of sportsmanship:
 - a. Respect is to be shown to the opponent at all times. The opponent should be treated as a guest, greeted cordially upon arrival, given the best accommodations, and accorded the tolerance, honesty, and generosity, which all human beings deserve.
 - b. Officials are to be accorded respect at all times. Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.

- c. The rules of the contest are to be known, understood, and appreciated. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit, as well as the letter of the rules.
- d. Self-control shall always be maintained. A prerequisite of good sportsmanship requires one to understand their own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained, if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
- e. Skill in performance regardless of affiliation is to be recognized and appreciated. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as poor sportsmanship. The ability to recognize quality in performance is one of the most highly commendable gestures of good sportsmanship.

B. Examples of Good Sportsmanship

- a. Examples of good sportsmanship include:
 - i. Cheering with the spirit teams;
 - ii. Standing for the school songs of both teams;
 - iii. Showing respect for the officials;
 - iv. Showing respect for your opponent; and
 - v. Being attentive and courteous to visiting spirit teams.

C. Examples of Bad Sportsmanship

- a. Examples of bad sportsmanship include:
 - i. Stomping on the bleachers;
 - ii. Throwing objects onto the playing area;
 - iii. Using noisemakers, including, but not limited to whistles or airhorns;
 - iv. Using cheers that taunt and ridicule the opponent; and
 - v. Booning and razzing players, coaches, or officials.

D. Enforcement

- a. All LCC schools shall agree to, support, and implement this Sportsmanship Code. All student athletes, coaches, support groups, and spectators shall respect the rights and property of otherwise and are to refrain from conduct that would be considered inappropriate to the spirit of good sportsmanship.
- b. All complaints of Sportsmanship Code violations shall be directed to the Commissioner.
- c. If the Commissioner is notified that an individual violated the Sportsmanship Code, the Commissioner shall communicate the complaint to the offending school's Athletic Director or Administrator, investigate the complaint, and issue a decision on the matter. The Commissioner shall have the authority to impose censures, issue letters of reprimand, order monetary sanctions, and recommend expulsion from the LCC.
- d. A first-time violation of the Sportsmanship Code shall result in a censure and a letter of reprimand upon the offending school.
- e. A second-time violation of the Sportsmanship Code shall result in a censure and a monetary sanction upon the offending school. The amount of such sanction shall be determined by the Commissioner.
- f. A third-time violation of the Sportsmanship Code shall result in a censure and a monetary sanction upon the offending school, as well as a recommendation by the Commissioner for expulsion from the LCC. The amount of such sanction shall be determined by the Commissioner.