

Parochial Athletic League

Athletic Director Meeting

August 15, 2011

Prayer

1. Introduction of Guests – *Suzie Jones from Sutter Middle School requesting practice games against PAL schools. She will attend volleyball coaches meeting with contact information.*
2. PCA – *see handout from Gerry*
3. Chain of Command
 - Coach
 - School A.D.
 - Principal
 - P.A.L. Directors: Gerry for Boys / Jill for Girls
 - Rick Maya
4. All information (boys and girls) will be disseminated on the Web.
 - Girl's website is www.girlspaleague.com
 - Boy's website is www.jhssac.org (*Click on Admissions, Click on PAL from dropdown list*).
 - Positive Coaching Alliance website is www.postivecoach.org
 - The next line of communication is email and then phone.
5. **2011-12 P.A.L. guidelines** are posted on the Girls and Boys websites.

Highlights include:

 - Calendar (timelines) for seasons, coaches and Commission meetings
 - Administration (PAL and School) responsibilities
 - Medical Release Forms
 - Tournaments *new entry \$125*
 - Entry Fees *new league entries Adults \$2, Students \$1*
 - Sunday Activities
 - General Rules – All Play Rule, Ejections, Schedule Conflicts, Protests and more
 - Site Director Responsibilities
 - Little Dribbler Rules
 - Flag Football Rules for boys and girls
 - Prayer Suggestions
 - Coaching Agreement
6. Every athletic director must list an email address for communication purposes with the directors.
7. **Beginning fall 2010-11 all coaching certification will be conducted online and will have multiyear recognitions as follows:**
 - Positive Coaching Alliance – 2 year *see handout from Gerry*
 - Catholic Coaching through American Sport Education Program (ASEP) – 3 years
 - i. There is an additional 1 year sport specific certification (if available after the three year base certification.)
 - National Coaching Certifications for high school coaches – forever

- i. ASEP
- ii. National Federation of State High School Associations (NFHS)

8. The fall coaches meetings:

- Girls' volleyball meeting will be held Wednesday, August 31 from 6:00 – 7:30 at Christian Brothers High School in the Cafeteria. Send the completed intent form to the meeting for girls' volleyball.
- Boy's flag football and cross country coaches will meet Sunday, August 28 from 1:00 – 3:00 at Jesuit High School in the gym.

9. Assessment

Four payments during the school year: *See handout from Gerry for information from 2010-11*

Once the sport has been organized and scheduled, the director of that sport would identify the number of schools participating in the whole (JV and/or Varsity) program, including site directors, officials, rulebooks, playoff games, awards, etc. This amount, depending on the number of teams a school has for that sport, will be divided among all of the school participating.

- 10. All schools will use a standardized permission form set forth by the Diocese. These forms must be with the coach at ALL times. (Practice as well as games.) ***AD's and coaches must verify parent's signatures in the correct spots on emergency form for clearance of athlete.***
- 11. Copies of rosters must be given to the site director the first week of league play.
- 12. Coaches must present certificates of Coaching Certifications ***every*** week of league play.
- 13. Home team is responsible to provide home book. Failure to provide one can cause the team to forfeit. ***Officials have the right to assign the home book responsibilities to the most experienced scorekeeper available after discussion with the site director and both coaches. Whatever team is considered home book will also be considered the home team.***
- 14. Players must participate in over ½ league games to be eligible for playoffs.
- 15. Game changes must go through the Athletic Director or Principal to the Directors. Please check fall sport conflicts before fall meeting!
- 16. Floor Items
 - ***JV Recreation Basketball rules***
 - i. ***16 minute running time halves***
 - ii. ***3 total time-outs per game***
 - iii. ***Last minute of game stop time if point differential is 10 points or less***
 - ***When a game is forfeited the school causing the forfeit will be billed for the officials and the game will not be allowed to be made-up. Scrimmaging is not allowed under any circumstances. Causes for forfeiture:***
 - i. ***No medical release forms for athletes***
 - ii. ***No coaches certification provided***

- iii. Home team that cannot provide a home book if the visiting team does not have one*
- iv. Less than 72 hour notification of inability to play for school function to director by athletic director.*

TRAVELING TO SITES

Schools will have to potentially travel to different sites. Criteria when making schedules include:

- Location in relationship to all other schools
- Coach request for day of contest
- Schools that are sites for play
- Moving schools around so one school does not have to always travel

Please know that all schools will probably have to travel at some point or level. The goal is to make things equitable for all. Understand if you request a specific site I may not be able to honor your request (even if you have been at the site in previous years.) I will try and arrange schedules according to the length of travel.

Please share this information with your parents.

ALL PLAY RULE

‘Coaches are required to play every team member in every contest. The amount of playing time is up to the school authority/coach to determine. This rule is in effect during league, tournaments and playoffs. Coaches are not required to play students in games if the students have violated a school or team athletic policy/rule. Those students not eligible may not suit up for that contest. If a violation of this rule occurs, a forfeit will occur. Interpretation/modification of this rule can only take place after consultation of the P.A.L. Directors.’

The procedure for penalizing a coach for violation of this rule is as follows:

- First Offense: Forfeit that game. Tournaments will be required to enforce this rule as part of their tournament guideline and will be limited to that tournament.
- Second Offense: Forfeit that game and loss of participation in playoffs. As well if the second offense is in a tournament they will also be immediately disqualified from that tournament.
- Third Offense: Coach, School A.D. and School Principal will meet with the executive council of the P.A.L. Commission (including the P.A.L. Diocesan Liaison, Girls’ Director and Boys’ Director) to discuss further sanctions against the coach/school.

GAME CHANGE PROTOCOL

If schedule changes need to take place for your specific school please follow the process below:

ALL GAME CHANGES MUST BE INITIATED THROUGH THE ATHLETIC DIRECTOR OR PRINCIPAL TO ME **IN WRITING AT LEAST 72 HOURS PRIOR TO THE PROPOSED CHANGE. Once approved I will forward the approved request to the affected Athletic Director, Site Director and Officials.**

Once I approve the change request the following procedure must take place by the requesting school:

1. Talk to the coach from the opposing team to let them know of your problem and that you will not be able to play on the scheduled day or time. **It will be up to you to figure out another date, time and location for the make-up.** I recommend the earlier the better.
2. Contact the site director and let them know there will be no game for you on that date or time.
3. Contact the official's assignor and let them know that you will not be having a game on that date as well as requesting an official for your make-up date.
4. Call or email me with the changes, once everything is in place.

RULES OF PROTEST

The following procedure will be used in a PROTEST:

1. Written notification of intent of protest must be made in the official book before the game continues.
2. The official scorekeeper must mark the protest in the official scorebook at the point of game.
3. The director must receive the written protest within 48 hours of the game. The written protest must include the following:
 - A. The date time and location of game
 - B. Names of the officials
 - C. The rule and section of the Official Rules under which the protest is being made.
 - D. The decision and conditions surrounding the making of the decision.
 - E. All essential facts involved in the matter protested.
 - F. Signature of the Athletic Director and Principal

PROTESTS CANNOT BE MADE ON JUDGEMENT CALLS

PAL SITE DIRECTOR DUTIES

The PAL contracts with your school to identify a person as the Site Director. You will be the liaison between the site of competition and the PAL Director, and will monitor games at your site, make sure the games run smoothly, identify concerns and forward those concerns to the League Director. As a site, you must provide a score board operator for the games scheduled at your site. It may be the site director or another person designated by the site director. If you have a problem with a coach who is abusive, uncooperative or not adhering to the PAL Guidelines and Policies (a copy of which you should receive from your Athletic Director), you must identify the school, coach and situation to the League Director as soon as possible. Each coach has been required to sign the "Coaches Agreement" acknowledging their agreement to "...uphold the mission and philosophy of the Parochial Athletic League by insisting on fair play, support of the officials and exemplary sportsmanship at all times." They are also required to complete the Coaching / PCA certifications. Other responsibilities include:

- 1) Open all facilities and or gates; open bathrooms and make sure they are clearly marked. Admission prices: (No more than) Adults \$2.00; students \$1.00.
- 2) Greet coaches and officials prior to game time; direct them to any facility for their use.
- 3) Check with each coach for a copy of their roster and emergency cards for ALL team members. Count and verify against the number of students suiting up. Any team or coach without emergency cards will have to forfeit that game. In addition, **they may NOT scrimmage at the site if they do not have the emergency cards/forms**. Also check to see if the team has some kind of first aid equipment to deal with minor emergencies, especially cuts or blood exposure.
- 4) Check with officials to see if they have questions about the game rules or local ground rules. Inform the league director if officials are late or do not show. Let the officials know where you are in case of injury, emergency phone access, etc.
- 5) Cheerleaders: The overriding issue is safety first. With our limited facilities, both in gym size and availability, it is imperative that the officials on the scene (Site Directors, Game Officials and School Officials) work together to make sure that our students are first and foremost, safe. Proper positioning of cheerleaders then is dependent upon the available space at our PAL host sites. **No cheerleaders will be allowed to position themselves at the baseline end of a gym, unless it is an area that is raised (stage) so as to be out of the flow of play.** The PAL Guideline allows for cheerleaders to be opposite their school team along the sideline, if space allows, during the game. Along with the issue of space is the concern for the game officials to have unrestricted access along the sidelines during the game. If there is insufficient space to allow for this, the cheerleaders, consulting with the site director and the game officials, may find a suitable alternative, as long as it does not create a safety issue for the players or the cheerleaders. If, due to safety, space is not available for the cheerleaders, they will not be allowed to stand in an unsafe area and therefore may not be able to cheer during the game (except at quarter and halftime.)
- 6) Circulate during games. Watch the crowd and make sure no one is heckling the officials or the players. If any fan, coach or player gets out of hand, warn them and possibly remove them from the game or from the site if necessary. Please file a written report with the league director and the offending school AD if you have this type of problem.
- 7) Along with the coaches from both teams, sign the official book to record that the game followed PAL guidelines. (Home book is considered the "official" book.) Site provides the score board operator.
- 8) Keep the games flowing efficiently with a minimum of delay.
- 9) Keep track and post league results each week. Also post any changes to the schedule. Please inform league director with results after each completed league date.

Girls Director: Jill Bennett

733-3673

jbennett@girlspaleague.com

Boys Director: Gerry Lane

428-6060, ext. 203 laneg@jhssac.org

***Note:** Any player, coach or fan who swears at an opposing player, official or coach or who causes a fight will be removed from the game. **Players must remain on the bench, coaches and spectators must leave the facility.** If the coach is removed or ejected, the game can only continue if the team has a Coaching / PCA certified assistant coach or school AD. (The assistant coach must be identified prior to the game, no walk-ons are allowed with the exception of the school AD).*

PLAYING LEVELS

- Junior Varsity can be made up of 5th and 6th graders. The only exceptions to this are cross country and golf where 5th graders may participate on the school team.
- Varsity can be made up of 6th, 7th and 8th graders.
- Fourth grade and below may not compete in PAL programs besides the Little Dribbler Program.

It is the decision of the school how teams are created (ie. who plays on a competition team vs. a recreation team)

TEAM BALANCE

- Each team should be made up of at least 10 players.
- If a school has both a recreation team and a competitive team at the same level (ie. varsity) the squads need to be balanced in number.
- If a squad of any team is less than 10 players prior approval needs to be made with the P.A.L. director.

QUALIFICATIONS FOR PLAYOFFS

- A player must compete in at least half of league games in order to qualify participating in playoffs.
- Competitive leagues with 6 or fewer teams will advance the top three schools to the Tournament of Champions. Competitive leagues with 7 or more teams will advance four schools to playoffs.

TIE BREAKERS FOR PLAYOFF ADVANCEMENT (VOLLEYBALL AND BASKETBALL)

- Head to Head Results
- If all teams have beaten each other and all advance to playoffs then names will be pulled from a hat to determine seeding for T.O.C.
- If all teams have beaten each other and one or more teams will not qualify for T.O.C.'s then a playoff between the schools will occur if timing permits. The teams will pick numbers to determine who has a first game bye. The other two teams will play
 - (Basketball) 1 – 10 minute quarter (2 timeouts) stop time. Players are allowed 2 fouls before being disqualified. Bonus occurs after 7 fouls and the 'all play' rule is in effect.
 - (Volleyball) 1 game to 15 with 2 timeouts. The 'all play' rule is in effect.
- The winner will play the team with the bye to determine seeding for the T.O.C. This playoff should occur at the last league date at the conclusion of the scheduled games.
- If timing doesn't permit for a playoff, a point differential between the schools involved will occur. A maximum of 15 points differential will be used. Please notify Jill, the site director and the officials if this is a possibility.
- **For Flag Football see 'Girls Flag Football Tie Breaker System'.**

CONTACT INFORMATION 2011 – 12

Jill Bennett
C/o Parochial Athletic League
4315 Martin Luther King Jr. Blvd.
Sacramento, CA 95820
(School fax) 733-3657

Best:web site:	www.girlspaleague.com
Next Best:	(e-mail) jbennett@girlspaleague.com
Do you feel lucky?	(w) 733-3673
God Forbid!	(h) 391-7069