NEW YORK STATE
PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION

SECTION VI BYLAWS

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BY LAWS

Article 1 - Title IX

1.1 Title IX is the portion of the Educational Amendments of 1972 which prohibits sex discrimination in Federal Assist Programs. Specifically, Title IX states, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance."

Article 2 – Advisory Membership of the Athletic Council

2.1 Advisory Council –Superintendents, High School and Middle School Principals, Athletic Directors and Coaches of member schools are members of the Advisory Council of this Association and may be convened at the pleasure of the President. They are eligible to serve on committees and entitled to make recommendations to the Executive Committee on all matters pertaining to the conduct of interscholastic athletics.

Article 3 - Executive Director

3.1 Title: Executive Director - Section VI New York State Public High School Athletic Association, Inc.

3.2 Qualifications

3.2.1 Possesses a valid New York State teaching or administrator certificate.

3.2.2 Current or former employee of a New York State public school system or BOCES.

3.2.3 Experience as an athletic administrator, League officer, Section officer or Section sport chairperson preferred.

3.2.4 Possesses other qualifications as the Section VI Athletic Council may find appropriate and acceptable.

3.3 Reports to

3.3.1 Section VI President, all Executive Committee members, the Athletic Council and appropriate Erie 1 BOCES administration.

3.4 Supervises

3.4.1 Any staff designated in the Constitution, Bylaws or as assigned by the President or Athletic Council, including office staff.

3.5 Purpose

3.5.1 To assist the Section VI Executive Committee and Athletic Council in the development, implementation and coordination of the Section VI interscholastic program.

3.6 Performance Responsibilities – To complete, assign and ensure but not limited to, the following:

3.6.1 July - August

3.6.1.1 Prepare and mail annual dues notices.

3.6.1.2 Collect information on awards needed each year, order and distribute to sport chairpersons.

3.6.1.3 Complete payment of spring activities.

3.6.1.4 Distribute Section VI passes and Lifetime passes as per Section VI Pass Policy.

3.6.1.5 Complete annual financial report.

3.6.1.6 Order necessary supplies such as pins, contestant numbers, etc

3.6.2 September – June

3.6.2.1 Record and pay all bills.

3.6.2.2 Send out bills to member schools, extra awards, etc.

3.6.2.3 Send out annual budget forms to all sport chairpersons.

3.6.2.4 Prepare and mail minutes of all meetings.

3.6.2 September – June Continued from previous page

3.6.2.5 Assist President in daily conduct of Section affairs.

3.6.2.6 Assist sport chairpersons in conduct of their sport. Provide training, direction and vision for each chair.

3.6.2.7 Assist in the preparation of the annual Section VI Directory for upcoming year (should be done in May and June).

3.6.2.8 Assist in keeping the Constitution updated.

3.6.2.9 Assist in keeping rules and regulations updated.

3.6.2.10 Assist member schools with interpretation of rules/ regulations.

3.6.2.11 Prepare necessary news releases with approval of President.

3.6.2.12 Assist Finance Committee in preparation of annual Section budget.

3.6.2.13 Ensure that all Section committees meet regularly and provide minutes of said meetings.

3.6.2.14 Carry out appropriate activity through the media to promote interest in and understanding of interscholastic athletics in Section VI.

3.6.2.15 Transportation: Act as liaison between the Executive Committee, Athletic Council, Sport chairpersons and designated Travel Agency.

3.6.2.16 Approve waivers for the minimum number of contests needed to compete in Sectionals with retroactive approval by the Athletic Council.

3.6.2.17 Approve applications for Senior All-Star and Outside Agency contests, Friends and Neighbor Status and Combining Schools with retroactive approval by the Athletic Council.

3.6.2.18 Notify and work with member schools ~~of~~ if it is determined that the disciplinary actions the schools have determined is not sufficient.

3.6.2.19 Approve all venue contracts.

3.6.2.20 Determine in accordance with the Subsequent Arrest Policy, if the charge regarding the arrest of a sports official affects the official's duties or forward to the Section attorney to make that determination.

3.6.2.21 With approval, serve as spokesperson for the Section when the President is not available.

3.6.2.22 All other duties and responsibilities as assigned by the President and Executive Committee

3.7 Terms of Employment

3.7.1 Work hours – as specified in the contract.

Article 4 - Standing Committees

The following standing committees are established by the Athletic Council to provide continuous support for Section activities. These committees report to the Executive Director and the Athletic Council as necessary. Committees must be made up of at least one representative from every league in the Section. There shall be an attempt from leagues to consider submitting diverse candidates.

4.1 Finance Committee
4.2 Sectional/ Intersectional Committee
4.3 Safety Committee
4.4 Modified Committee
4.5 Policy Committee
4.6 State Executive/Central Committee
4.7 Student Athlete Advisory Committee (formally Chemical Awareness)
4.8 Sportsmanship Committee
4.9 Veterans (Retirees) Committee
4.10 Nominating Committee
4.11 Combining of Schools Committee
4.12 Appeals Committee
4.13 Hall of Fame Committee
4.14 Diversity, Equity, Inclusion Committee
4.15 Recruitment and Retention of Game Officials Committee

4.1 Finance Committee

4.1.1 Definition and Makeup - The Finance Committee of Section VI shall consist of an appointed chairperson, preferably a standing School Business Official, the Executive Director, and one representative from each of the leagues. Additional members may be named by the chairperson.

4.1.2 Purpose

4.1.2.1 Develop a proposed budget or financial plan in cooperation with sport and committee chairpersons.

4.1.2.2 Present a budget recommendation to the Athletic Council at its November meeting with a corresponding vote held at the January meeting.

4.1.2.3 Update the Athletic Council on the financial status of the Section at each regular meeting and present recommendations when needed.

4.1.2.4 Provide recommendations on expenditures.

4.1.2.5 Review and set sectional admission prices annually. Prices will be based on venue and past attendance and standardized across sports to achieve consistency within the section. Sportchairs will be notified by the Section office of the prices established for the upcoming year.

4.1.2.6 Participate in contract negotiations with the official's chapter(s) on behalf of the Section

4.1.2.7 Responsible for contract interpretation, administration and implementation.

4.2 Sectional/ Intersectional Activities Committee

4.2.1 Membership

Shall consist of the Executive Director as chairperson, one representative from each league and the Boys and Girls Representative from the Central Committee.

4.2.2 Duties

4.2.2.1 Responsible for development of the boys and girls sectional and intersectional activities calendar, one calendar year in advance if feasible. The calendar for Section VI should indicate the following:

- Section starting dates for practices.
- Sectional dates and sites.
- Intersectional dates and sites.
- Athletic Council Meeting dates, times and sites.
- Timeline for Finance Committee budget.
- National and State Testing Dates.

Copies of this calendar to be distributed to the following:

- Athletic Council and Executive Committee. It is the responsibility of the League/ BOCES representatives to distribute it to their constituents.
- Sport chairpersons.
- Committee Chairpersons.

4.2.2.2 Responsible for overseeing sport chairpersons and their activities:

- Handbooks
- Dates
- Sites

4.2.2.3 Responsible for developing a format for and review of sport handbooks.

4.2.2.4 Responsible for two reports annually or as directed by the President.

4.2.2.5 Review and approve all venues and contracts for sectional competition.

4.2.2.6 Oversee and coordinate corporate sponsorship for Section VI sports. Corporate sponsorships must have Athletic Council approval.

4.2.2.7 Responsible for the general conduct of sport activities including recommendations to the Athletic Council as needed.

4.3 Safety Committee

4.3.1 Membership

Shall consist of an appointed chairperson and the Executive Director. Additional members appointed from the Leagues/ BOCES as needed.

4.3.2 Duties

4.3.2.1 Responsible for representing Section VI at all NYSPHSAA Safety Committee meetings.

4.3.2.2 Responsible for reporting to Section VI on all aspects of Program Safety which affect the athletic programs of Section VI.

4.4 Modified Committee

4.4.1 Membership

Shall consist of appointed chairpersons (male and female) and additional appointed members as needed.

4.4.2.1 Represent Section VI at all NYSPHSAA Modified Sports Meetings.

4.4.2.2 Be responsible for the general conduct of modified sports, including recommendations to the Athletic Council as needed.

4.5 Policy Committee

4.5.1 Membership

Shall consist of an appointed chairperson, the Executive Director and one representative from each league. Additional members may be named by the chairperson.

4.5.2 Duties

Maintain and update the Constitution, Bylaws and sport policy handbooks.

4.5.3 Changes in the Constitution, Bylaws and sport policy handbooks will be reported in the Athletic Council minutes.

4.6 State Executive/Central Committee

4.6.1 Membership

Shall consist of four representatives: Superintendent, Secondary School Principal, Boys Rep of Athletics and Girls Rep of Athletics

4.6.2 Duties

4.6.2.1 Represent Section VI at NYSPHSAA Executive and Central Committee meetings.

4.6.2.2 Report to the Athletic Council regarding NYSPHSAA Executive and Central Committee meetings and provide recommendations for action at the NYSPHSAA meetings.

4.6.2.3 Represent their respective groups at NYSPHSAA Executive and Central Committee meetings and the Section VI Athletic Council.

4.6.2.4 Report to the Athletic Council and keep their respective groups informed about current issues.

4.7 Student Athlete Advisory Committee (formally Chemical Awareness)

4.7.1 Membership

Shall consist of an appointed chairperson and trained assistants.

4.7.2 Duties

4.7.2.1 Work with the Section VI Student Athlete representatives.

4.7.2.2 Represent Section VI at the State level meetings.

4.8 Sportsmanship Committee

4.8.1 Membership

Chairperson is President-Elect of Section VI. Representatives from each league and any additional members as deemed necessary by Chairperson.

4.8.2 Duties

4.8.2.1 Rule on questions of sportsmanship.

4.8.2.2 Follow procedures of sportsmanship policy as listed in the Section VI Policy Manual posted on the Section VI website.

4.8.3 <u>Activity Council</u> – Pro-active

4.8.3.1 Duties:

Promote activities through the Section and within its Leagues that encourage and recognize exemplary sportsmanlike conduct.

4.8.3.2 Membership:

A maximum of 13 members as follows:

- Chairperson: The Section VI Sportsmanship Coordinator
- Members: One representative from each league and additional members as needed.

4.8.4 Review Council – Re-active

4.8.4.1 Duties:

Receive, review and rule upon reports of violations of standards of Sportsmanship. Their decision will be rendered only after providing all parties due process. Decisions of this council, or similar league committees will stand. Only appeals regarding process and procedure will be heard. Such appeals shall be directed to the appropriate Executive Committees; i.e., Section VI for sectional activities and League for league activities.

4.8.4.2 Membership:

- Chairperson: President-Elect of the Athletic Council
- Members: Two Central Committee Representatives, two retired Athletic Council members and two at-large members. The retired and at-large members shall be appointed annually by the President.

4.9 Veterans Committee

4.9.1 Chairperson

a) Appointed by the Section VI President
b) Duties
   - Approved/verified eligibility of new members
   - Organizes annual Veterans Dinner
   - Veterans representative for the Section VI Athletic Council

4.9.2 Membership

a) Eligibility for Veteran status includes formal retirement from the prospective applicants Section VI member school and any of the following:
   - Held at least one term in office for Section VI
   - Former Section VI member school athletic director
   - Former Section VI committee member or Chairperson

4.10 Nominating Committee

4.10.1 Membership:

Shall consist of five (5) members, one (1) member from each league. The President-Elect will serve as the chairperson.

4.10.2 Duties:

Shall convene when needed to solicit, interview and recommend candidates for the following positions: Central Committee Representative, Athletic Council President, Athletic Council President-Elect and Sport Chairperson.

4.10.3. Nominations may also be made from the floor for any office in this Association.

4.11 Combining of Schools Committee

4.11.1 Chairperson

a) Appointed by the Section VI President

Duties: The Committee will meet after each sports season to address issues of combining of schools that are formally brought to the attention of the Section via the combining of schools post season reports.

4.11.2 Membership

Shall consist of five (5) members, one (1) member from each league.

4.12 Appeals Committee

4.12.1 Membership:

Shall consist of 5 members. Retired Athletic Council and Executive Committee members that are no longer connected to a school district are preferred.

4.12.2 Duties:

Shall convene when needed to hear Stage 2 appeals from school districts.

4.12.3 Nominations to this committee will be recommended to the Nomination Chair and approved by the Athletic council in May for the following year.

Article 5 - Sport Chairpersons

5.1 General Duties

5.1.1 Appointed by Athletic Council

5.1.2 Establish pre-post dates for meeting of advisory committee.

5.1.3 Prepare yearly sport budget.

5.1.4 Submit sport calendar to Sectional/ Intersectional Committee, including dates for:

- 5.1.4.1 State meet
- 5.1.4.2 Qualifiers
- 5.1.4.3 Sectionals
- 5.1.4.4 Completion of league competition

5.1.5 Attend State sport chairpersons meetings.

5.1.6 Locate sites for qualifiers and sectionals and arrange for proper supervision. Confirm in writing with school officials. All venues must be approved by the Sectional/ Intersectional Committee.

5.1.7 Appoint the meet and site chairpersons

5.1.8 Organize, duplicate and inform the meet and site chairpersons of their specific duties, including arrangements for proper supervision.

5.1.9 Arrange for officials at all sectional contests

5.1.10 Develop a method of communicating with Advisor Committee members

5.1.11 Arrange for awards for sectionals, regionals and state competition through the Executive Director.

5.1.12 Make arrangements for athletes to compete in post-sectionals

- 5.1.12.1 Housing
- 5.1.12.2 Meals for individual sports only
- 5.1.12.3 Transportation - coordinate with Executive Director
- 5.1.12.4 Medical forms
- 5.1.12.5 Guidelines for trip

5.1.13 Prepare a sport specific handbook to be dispensed to all member schools and the Athletic Council via the Section VI website.

5.1.14 Divide schools by population for classification according to sport. This is to be done according to existing classification guidelines.

5.1.15 All schools who enter sectionals or qualifiers are responsible for attendance of their teams at these events.

5.1.16 The sport chairperson shall be responsible to notify all schools if a school's team does not fulfill its commitment to participate.

5.1.17 Attend Section VI Athletic Council and Sectional/ Intersectional meetings as scheduled.

5.1.18 Act as a resource person for problems of eligibility, participation, and sport rules that are listed in the NYSPHSAA Handbook and any other specific rulebook used in the sport.

5.1.19 A Games Committee shall be established for each sectional sport contest. This committee shall be appointed by the sport chairperson. They shall deal with any questions and/or protests concerning games/meet rules and conduct of the game or meet. These questions/ protest shall be heard and decided by this committee. The committee's decision shall be final and not subject to appeal.

5.2 Specific Duties

5.2.1 Select date, site and time of each contest. Once approved in the sport handbook, all schools are required to honor these dates except for unforeseen emergency situations.

5.2.2 Monitor all expenses incurred in the operation of each sectional contest as specified in the approved budget. Follow all financial procedures as set forth in the Financial Policies section of the Policy Manual.

5.2.3 Prepare a guide for all game and site chairpersons relative to their duties and responsibilities. The game site-chairperson is required to secure an AED for the certified trainers' use for all sectional, regional and state contests.

5.2.4 Establish the number of cheerleaders and players who will be admitted to each sectional contest.

5.2.5 Prepare official game procedures for all Section VI contests:

5.2.5.1 Identify pre-sale tickets at game

5.2.5.2 Submit cash or check for pre-sale tickets sold

5.2.5.3 Submit the Section VI admittance form

5.2.6 Develop and implement a process for the assignment of officials for all sectional contests. This process will be documented in the sport handbook. Active coaches who serve as a sports chair will not be involved with discussing or assigning officials in their school's classification.

5.2.7 Determine composition of protest committee.

5.2.8 Send out evaluation reports to game chairpersons, coaches, directors and officials.

5.2.9 Distribute specific sport information to all personnel involved:

5.2.9.1 Superintendent
5.2.9.2 Principal
5.2.9.3 Athletic Director
5.2.9.4 Coaches

5.2.10 Determine entry procedure for sectionals. Obtain Athletic Council approval and notify schools.

5.2.11 Publish tie-breaking procedures for team or individual competition.

5.2.12 Set up classification determination when necessary.

5.2.13 Prepare information on post-sectionals for all persons who are involved.

5.2.14 Arrange for transportation to post-sectionals according to Section VI Policy.

5.2.15 Submit to the Executive Director, all necessary results for awards, certificates, plaques, ribbons, shields for the sectional event, plus materials specific to the Chairperson's activity such as: numbers, pins, score sheets and tags

5.2.16 Send out information specific to the activity e.g.:

- Cross-Country: Course information, maps, date rosters, site, scoring and starting time.
- Track: starting heights of infield events.

5.2.17 Maintain all Section VI and post-sectional records.

5.2.18 Act as resource person for issues of eligibility or participation in the particular sport according to the current NYSPHSAA handbook and sport rulebook.

5.2.19 Prepare a sectional handbook to cover pertinent materials relative to sectionals that are not included in the NYSPHSAA Handbook and Sport rulebook.

5.2.20 Submit a sport budget to Section VI Finance committee by established dates.

5.2.21 Determine policy for scheduling of dual sports conflicts; e.g. some leagues allow a competitor to participate on track and baseball teams.

5.2.22 Federation sports shall prepare schedules with the Sectional/ Intersectional Committee for approval by the Athletic Council.

5.2.23 Section VI Federation Sports, Varsity and Junior Varsity Policies, Rules and Regulations shall be prepared and approved by the Federation and the Athletic Council.

5.2.24 If the sport prepares a program booklet for sectional competition, sportchairs are allowed to hire an individual to perform this task. The expense will be taken from the sport’s budget.

5.2.25 Commit to being proactive and aware of issues of equity and fairness for all participants.

5.3 Sports Advisory Committee - (sub committee of Sports Chairperson)

5.3.1 Membership

5.3.1.1 The Sports Advisory Committee shall be made up of one member selected by each of the participating leagues.

5.3.1.2 The sport chairperson can select additional members to participate on the committee on a non-voting basis such as:

- Meet Chairpersons
- Site Chairpersons
- Authorities on that sport

5.3.2 Guidelines for Mandatory Advisory Committee meetings held by sport chairpersons

- Pre-Season Meeting
- Post-Season Meeting
- Discretionary meetings when necessary
- Sports chairpersons will provide the Sectional/Intersectional Committee with their committee meeting dates and agendas. After each meeting, they will provide minutes including action items as well as discussions and the attendance list.

5.4 Reports

Chairpersons report to the Executive Director, Athletic Council and Sectional/ Intersectional Committee.

5.4.1 Develop a common format for pre and post season reports

5.4.2 Pre Season Report:

- List ALL Committee Members. Indicate which members have voting privileges.
- Proposed budget
- Information on sectional, post-sectional competition (dates, sites, times, etc.)
- Number of schools participating
- Changes in policy and/or practice
- Recommendations for merged team combinations
- Other pertinent data

5.4.3 Post Season Report:

- Section and post-sectional results
- Financial information (budget, receipts, expenditures) reconciled with the Executive Director
- Changes in policy and/or practice (requested and mandated)
- Recommendations for merged team combinations
- Other pertinent information

5.4.4 The sport handbook will be posted on the Section VI website for access by Athletic Directors, coaches and the Athletic Council prior to the start of the sport season.

5.4.5 Pre & Post Season Reports will be submitted to the Executive Director by dates listed below.

Pre Season		**Post Season**	
Fall -	March 1	Fall -	January 1
Winter -	July 1	Winter -	May 1
Spring -	November 1	Spring -	September 1

5.4.6 Sport chairpersons will meet with the Athletic Council and Sectional-Intersectional Committee as needed.

Recommendations coming to the Sectional/ Intersectional Committee must be the result of a majority vote of the sport chairpersons committee.

5.4.7 Executive Director will notify a sport chairperson if needed at next Athletic Council meeting - reason for attendance will be given.

5.4.8 Sport chairpersons can request to speak to Athletic Council by contacting the Executive Director for placement on the agenda.

5.4.9 All sport chairpersons will attend a pre-season meeting run by the Executive Director and staff. All policies, procedures and forms will be reviewed at this meeting.

Article 6 - Athletic Council

6.1 Agenda for Meetings

1. Call to Order
2. Introductions
3. Minutes
4. Executive Director Report
5. Communications
   - 5.1 Combining Teams
   - 5.2 Outside Agencies Contests
   - 5.3 Senior All-Star Contests
6. Standing Committees
   - 6.1 Finance
   - 6.2 Sectional/ Intersectional
   - 6.3 Safety
   - 6.4 Modified
   - 6.5 Policy
   - 6.6 State Executive/Central Committee
   - 6.7 Superintendent/ Principal
   - 6.8 Extended Eligibility
   - 6.9 Student Athlete Advisory Committee
   - 6.10 Transfer Eligibility / Foreign Student
   - 6.11 Sportsmanship
   - 6.12 Veterans (Retirees)
   - 6.13 Mixed Competition
   - 6.14 Nominating
   - 6.15 Combining of Schools
7. Special Committees
8. State Sport Committees
9. Guest Report
10. Sports Reports: Pre-Season/ Post-Season
11. Old Business
12. New Business
13. Adjournment

Article 7 – Executive Committee

7.1 Executive Committee Alternates:

The four members of the Executive Committee who represent a specific constituency (i.e., superintendents' rep, principals' rep, girls' rep and boys' rep) are responsible for obtaining an alternate if they cannot attend a meeting of the Athletic Council or Executive Committee. The alternate should be a member of the group the member represents (e.g., another principal should be an alternate for the principals' rep). If an alternate is not available, the President may select a former member of the Executive Committee who currently chairs a Standing Committee of Section VI or is an officer of one of the leagues to take the place of the absent member. This alternate will have full voting rights during the meeting.

Document Changes

9/16/2015	Combining of Schools changed from an Adhoc Committee to a Standing Committee AC 9/16/15. Page 5 added as item 4.14. Page 9 added Combining of Schools Committee information. Page 15 added Combining of Schools to Agenda as item 6.15 under Standing Committee Reports. Added to TOC P.Turski
4/27/2022	Added Appeals Committee 4.15, 4.15.1, 4.15.2, 4.15.3
6/12/2024	Amended document approved by Athletic Council