

CONSTITUTION OF THE KINGCO PRINCIPALS

MISSION:

The KINGCO Conference seeks to provide an optimum educational opportunity for each individual student in all areas of growth and development. KINGCO principals will accomplish this mission by working together to ensure mutual understanding, governance, community and direction between and for the member schools, while maintaining the integrity of the academic school day at each of the member schools.

ARTICLE I: Name

The name of this organization will be the KINGCO CONFERENCE.

ARTICLE II: Purpose

Promote communication and understanding between member schools; establish policy, guidelines and procedures which will govern all areas of the Conference (i.e. to provide structure that will ensure representation for all activities and endeavors of the WIAA and the KINGCO Conference). This purpose is supported through the following actions:

- ◆ Recognize that the primary responsibility of secondary schools is to educate youth;
- ◆ Emphasize interscholastic activities as an integral part of the total educational process;
- ◆ Formulate and maintain policies which will cultivate the ideals of good sportsmanship;
- ◆ Establish standards to insure the safety, health and general welfare of all participants;
- ◆ Protect students, schools and personnel from exploitation by special interest groups;
- ◆ Design all activities to provide for fair and equal opportunities for all participants;
- ◆ Promote uniformity of standards in interscholastic activities;
- ◆ Provide a clear channel of communication for member schools, coaches, parents and participants;
- ◆ Recognize excellence in performance as a result of training and practice in the competitive process;
- ◆ Encourage and promote diversity of its membership at all levels of the KINGCO Conference.

1. **Vision and Mission**

KingCo Vision:

In the KingCo Conference, there are optimum educational opportunities for each individual student in all areas of growth and development.

KingCo Mission:

The KingCo Principals will accomplish this vision by collaborating together to ensure mutual understanding, governance, community, and direction among the member schools while maintaining high standards and integrity at each of the member schools.

2. **Operating Procedures**

KingCo Core Values

- We hold all participants and stakeholders accountable for their personal behaviors, actions, and decisions.
- We believe in providing inclusive, accessible, and equitable educational opportunities for all students.
- We believe that all individuals have the right to teach and learn in a safe environment.

Group Norms

- Respect others
- Keep it professional
- Create opportunities for learning
- Communicate openly and honestly
- Seek to build community

ARTICLE III: Voting

Each member school shall be granted one vote. All decisions shall be determined by a majority vote of qualified voters, provided a quorum, the representatives from two-thirds of the member schools are present. A minimum of two thirds must include representation from each school district and proxy vote from a member school is allowed. Evidence of a proxy is e-mail or fax to the league president by the end of the next business day. (Exception: League Membership Applications)

ARTICLE IV: Membership

The following schools are members of the KINGCO Conference: Ballard, Bellevue, Bothell, Eastlake, Garfield, Inglemoor, Interlake, Issaquah, Juanita, Lake Washington, Liberty, Mercer Island, Mt. Si, Newport, Redmond, Roosevelt, Sammamish, Skyline and Woodinville.

ARTICLE V: Structure

The organizational structure of the KINGCO Conference is established to define and delegate the operational responsibilities of the KINGCO Conference. The organizational structure shall consist of these defined areas:

1. **Superintendents:** Superintendents are responsible for the well being of the Conference.
2. **Principals:** The principals are responsible and accountable for the well being of the Conference. The principals are charged with establishing policy that shall govern the KINGCO Conference, (which shall include, but not be limited to, membership and alignment). Principals from member schools will work together to create positive relations between schools and to solve problems when they arise. The principals shall delegate responsibilities, charges, and/or specific operations of the Conference to athletic directors and activity coordinators, or other school officials as appropriate.
3. **Activity Coordinators:** The activity coordinators, or other designated school officials, are responsible for operating the activity programs as recognized by the KINGCO Conference. The activity coordinators are charged with establishing guidelines/procedures pertinent to the successful operation of the Conference activity programs. The activity coordinators are accountable to the principals. The activity coordinators shall operate the Conference activity programs within the rules and by-laws of the KINGCO Conference, Sea-King District and the WIAA. Activity coordinators shall work in concert with athletic directors in establishing master schedules.
4. **Athletic Directors:** The athletic directors or other designated school officials are responsible for operating the athletic programs as recognized by the KINGCO Conference. The athletic directors are charged with establishing guidelines/procedures pertinent to the successful operation of the Conference sports programs. The athletic directors shall make recommendations to principals regarding any new or change of policies. The athletic directors are accountable to the principals. The athletic directors shall operate the Conference sports program within the rules and by-laws of the KINGCO Conference, Sea-King District and the WIAA. Athletic directors shall work in concert with the activity coordinators in establishing master schedules. The athletic directors shall establish and maintain a KINGCO Conference Athletic Handbook.

The structural diagram of the KINGCO Conference shall be as follows:

SUPERINTENDENTS

PRINCIPALS

Policy, Accountability, Governance

ATHLETIC DIRECTORS

ACTIVITY COORDINATORS

Baseball	Soccer	ASB	Drill Team*
Basketball	Softball	Budget Development	Forensics
Budget Development	Sportsmanship	Cheerleaders*	Music
Cross Country	Swimming	Clubs	Sportsmanship
Football	Tennis	Operations/Activities (other than athletics)	Master Schedule (coordinate with Athletic Directors)
Golf	Track and Field		
Gymnastics	Volleyball		
Wrestling	Girls Bowling	* Some school's AD's may be in charge of cheerleaders and drill team	
Operations/Athletics	Guidelines		
Procedures	Master Schedule (Coordinate with Activity Coordinators)		

***Please check the WIAA Handbook for items not listed here

ARTICLE VI: Officers

The leadership model of the KingCo Athletic Directors will consist of the following: A three (3) year cycle of President Elect, President, and Past President. Each would serve one (1) year in a position and move up the line. A new President Elect would be chosen each year. The three (3) would make up the Executive Board of the KingCo Conference. Duties of each are as follows:

President Elect

- Serve as league secretary
- KingCo website liaison
- Oversee KingCo handbook
- Coach's School chair
- Serve as President in absentia
- Activities Coord. Liaison
- Other duties as necessary

President

- Oversee KingCo Conference
- Oversee KingCo finances
- Organize meeting agendas
- Conduct conference meetings
- Spokesperson for the conference
- Contact for conference issues
- Chairs Executive Board
- Chairs retreat
- Chairs Sportsmanship committee
- Appoints replacements w/Exec. Board approval
- Attends Principal meetings
- Other duties as necessary

Past President

- Run Election
- Organize fall and spring retreats
- Conference sponsorships
- Broadcast committee chair
- Recognition
- Other duties as necessary

Executive Board

- Hear all self reports with 2 other AD's
- Determine if sanctions are appropriate
- Hear grievances
- Oversee proposals for league playoff agreements
- Oversee membership expansion/alignments
- Make recommendations to Kingco AD's/Principals
- Other duties as necessary

note: will not be a part of own self reports

Officer Elections:

- Executive Board must represent at least two different school districts
- Executive Board must represent at least two different classifications
- Three (3) year term limit: Past president may not run for President Elect for one year after serving as Past President
- One school equals one vote
- Voting conducted by secret ballot
- Election will take place at spring retreat
- Election by simple majority

KINGCO CONFERENCE PERSONNEL PAY SCHEDULE:

Each school will pay \$200.00 - for a total of \$3800 to be split as follows:

1. President - \$1800.00
2. President Elect - \$700.00
3. Past President - \$700.00
4. Webmaster - \$600.00

<u>Past President 11-12</u>	<u>President 11-12</u>	<u>Pres Elect 11-12</u>		<u>SeaKing Representatives</u>	<u>Term Up</u>
Pat McCarthy, Sam	John Appelgate, Red	Stark Porter, Lib	3A	Pat McCarthy, Sammamish	2011
			4A	Gill James, Newport	2012

- Clock Hours:** Stark Porter, Liberty
- Passes:** Greg Hart, Mt. Si
- Tickets/Poster:** George Crowder, LW
- Sportsmanship/Posters:** Luke Ande, Issaquah
- Ribbons/Awards/Plaques:** Steve Juzeler, Juanita
Andrea Snyder, Juanita
- Certificates:** Yonni Mills, Bothell
- Handbook:** Stark Porter, Liberty
- WSSAAA Rep:** Greg Hart, Mt. Si
- WIAA Executive Board:** Craig Olson, MI
- WIAA Rep-Assembly:** Greg Hart, Mt. Si
- KINGCO Webmaster:** Stark Porter, Liberty

Stark Porter, Liberty

Brent Kawaguchi, Eastlake

KingCo Conference Sport Chairs for 2010-2011

Football	John Appelgate, Redmond	Greg Hart, Mt. Si
Boys Tennis	Luke Ande, Issaquah	Craig Olson, Mercer Island
Girls Swim & Dive	Mike Scott, Roosevelt	Brent Kawaguchi, Eastlake
Girls Soccer	Lance Gatter, Bellevue	Gill James - Newport
Cross Country	George Crowder, LW	Art Kuehn, Interlake
Volleyball	Yonni Mills, Bothell	Pat McCarthy, Sammamish
Boys Golf	Frank Naish, Inglemoor	TBD, Garfield
B & G Basketball	Ryan Gilbert, Skyline	Pat McCarthy, Sammamish
Wrestling	Brent Kawaguchi, Eastlake	Stark Porter, Liberty
Gymnastics	Terry Agnew, Woodinville	Andrea Snyder, Juanita
Boys Swim & Dive	Mike Scott, Roosevelt	Yonni Mills, Bothell
Fast pitch	Carrie Burr, Ballard	George Crowder, LW
Baseball	Terry Agnew, Woodinville	Greg Hart, Mt. Si
Boys Soccer	Lance Gatter, Bellevue	Steve Juzeler, Juanita
Track	Gill James - Newport	Stark Porter, Liberty
Girls Golf	Frank Naish, Inglemoor	TBD, Garfield
Girls Tennis	Luke Ande, Issaquah	Craig Olson, Mercer Island
Cheer	Andrea Snyder -Juanita	
Drill	Andrea Snyder, Juanita	
Trainer	Lance Gatter, Bellevue	

ARTICLE VII: Meetings

Principals will meet monthly except September, April and June to conduct the business of the Conference to establish policy where and when appropriate, and to interrelate with Conference administrators.

Activity Coordinators will meet at least quarterly to conduct activity operations of the conference, to establish procedures, guidelines and practices for activities where and when appropriate, and to interrelate with conference activity coordinators. Activity Coordinators shall meet at least annually in concert with the Athletic Directors.

Athletic Directors shall meet twice monthly to conduct athletic operations of the conference, to establish procedures, guidelines and practices for athletics where and when appropriate, and to interrelate with conference athletic directors. Athletic Directors shall meet at least annually in concert with the Activity Coordinators.

ARTICLE VIII: Budget

A budget shall be established to conduct conference Interhigh and league conference activities, and to provide funding for conference expenses. Budgets will be submitted by activities coordinators and principals to athletic president.

ARTICLE IX: Treasurer

1. The KINGCO Conference Athletic President and/or designee shall be responsible for the collection and disbursement of all KINGCO Conference funds.
2. Each athletic director will be responsible for a particular sport or sports. It is the responsibility of each sport chairperson to report to the treasurer all income and expense for that particular sport(s).
3. All income and expenditures of the KINGCO Conference must conform to the laws of the State of Washington in regards to ASB income and expenditures.
4. At the end of each calendar year, a minimum of \$8,000 will be kept in the KINGCO fund and \$12,000 in KINGCO Tournament account with all remaining funds dispersed back to member schools in equal shares.
5. A KINGCO treasurer will receive \$6,300 for that service.
6. The treasurer will:
 - Present a written and oral budget report to KINGCO **monthly**, at the end of each sports season, and at the end of each school year.
 - Pay all league tickets **and** awards **for all league** tournaments.
 - Provide insurance when needed for tournaments.
 - Renew the league State license taxes and insurance.
 - Communicate between league and Sea-King District.
 - See Appendix A for Treasurer Job Description

ARTICLE X: Amendments

The constitution may be amended by a two-thirds vote of all member schools. All proposed amendments must be presented at least one meeting before a vote may be taken on the amendments.

ARTICLE XI: Discrimination

There shall be no discrimination because of race, gender, religion, physical condition, sexual orientation or ethnic group by any activity, club, sport, or other school function or group governed by this constitution.

ARTICLE XII: Athletics/Activities

At the beginning of each calendar year KINGCO shall assign to each member school responsibilities for association activities. These chairpersons will assume their duties at the beginning of the succeeding school year.

It shall be the duty of each sport **chair** to manage, in all its details, the activity under his or her control. Each **sport chair** shall be responsible for making out the schedule of contests and for recommending special rules or interpretations to existing rules of the association. The activity chairpersons shall be responsible for preparing all scheduled contests and activities and have authority to make decisions related to policies of the association.

ARTICLE XIII: Policies and Practices

A set of general policies shall be established and kept current by the athletic director. A set of special practices to govern each activity and fiscal management shall be established and kept current upon the recommendation of the athletic director in charge of the activity.

ARTICLE XIV: Code of Ethics

It is the duty of all concerned with school athletics:

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 courtesy 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 by the players on the 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 or death for player, coach, school, official, fan community, state or nation.

GENERAL POLICIES OF THE KINGCO CONFERENCE ASSOCIATION

An official KINGCO Handbook shall be published annually containing constitution, policies, and practices relating to each activity under a section heading for that particular activity.

Coaches of interscholastic athletics, debate and music directors may maintain separate organizations for the purpose of control and promotion of their own activity and shall be responsible to the association.

The athletic director/activity chairperson in charge of each activity and the coaches and/or directors involved shall meet at least one time each year to discuss proposed changes and provide recommendations for preparing the schedule.

The recognized interscholastic activities of the KINGCO Conference shall be as follows: Bowling, Boys' & Girls' Cross Country, Football, Boys' & Girls' Basketball, Baseball, Boys' & Girls' Golf, Boys' & Girls' Track, Wrestling, Boys' & Girls' Tennis, Boys' & Girls' Soccer, Music, Boys' & Girls' Swimming, Girls' Gymnastics, Girls' Volleyball, Girls' Softball, Leadership, Cheer, Drill/Dance Team, and Debate.

The schools of the KINGCO Conference will follow the rules of the Washington Interscholastic Activities Association for each approved activity in which it participates.

Athletic and activity contests whenever possible will be scheduled such that students need not be released from their regular academic school day. Exceptions may be made in the case of tournament play or of a sport such as golf that needs an extended period of time.

1. KINGCO PASSES:

- A. Faculty passes are good for home & away games in which your home school participates (Regular season only).
- B. Scouting passes shall be provided by the Association, distribution of which is at the discretion of each member school. Scouting Passes are good for admittance to all KINGCO athletic events including the KINGCO playoffs.
- C. News media, assigned to cover KINGCO athletic events, will be admitted free upon display of a Press I.D. card.
There will be five media passes distributed to each member school for students/school use.
- D. No KINGCO Conference pass shall be sold.
- E. No KINGCO Conference scouting pass shall be distributed to or used by students or children.
- F. WSCA membership shall be recognized for admission to any KINGCO Conference event including the playoffs.
- G. Passes must be accompanied by picture ID.

2. DIVISIONS: The following is the structure of the reclassified Kingco Conference:

KingCo 4A/3A/2A Alignment

3 Divisions – by Classification (Team Sports: Football, Basketball, Baseball, Fastpitch, Soccer, and Volleyball)		
<u>4A Crown</u>	<u>4A Crest</u>	<u>3A/2A Crown/Crest</u>
Bothell	Eastlake	Juanita
Inglemoor	Redmond	Lake Washington
Woodinville	Issaquah	Mercer Island
Ballard	Skyline	Bellevue
Garfield	Newport	Interlake
Roosevelt		Sammamish
		Liberty
		Mount Si

3. ELIGIBILITY: Senior high school eligibility lists shall be the same as that adopted by the Washington Interscholastic Activities Association (see WIAA handbook 18). District Board policy and regulations take precedence over WIAA policy when they are more stringent.

4. SCHEDULED CONTESTS: Conference contests, except postponements, established by schedule shall not be changed by schools of the Conference without adhering to the following procedures:

- a. No adopted VARSITY conference sports schedules will be changed unless accepted by the KINGCO Conference.
(Examples of some conflicts are: school calendar conflicts, facilities and problems related to the officials' association.)
- b. Anticipated (prior to start of season) changes unless accepted by the KINGCO Conference.
- c. Realizing that emergencies will arise in scheduling events, the following procedure will take effect in these cases, (i.e., emergencies are after the season has started and not covered in the KINGCO Handbook):

- d. If school is canceled or excused early due to inclement weather/or emergency situations, the activities involving those schools will/may be postponed. Cancellations will be decided by individual school district policy.
- e. In cases where an outside facility has been rented, each superintendent should decide their district's participation based upon the weather conditions anticipated at the time of the event. This exception should not be construed to mean that a team would be permitted to practice in a rented facility during the time that school has been closed. It refers exclusively to a facility rented for actual competition.
- f. Religious Holiday Policy: Consideration for scheduling of KINGCO Conference activities and athletic events, based on sensitivity for religious observances, may (will) be adjusted on an individual school basis, consistent with awareness for equity and school district policy. Individual Principals/AD's will submit known observances to the league AD's prior to the development of schedules.
- g. Schools outside the KINGCO Conference will not be scheduled into any Varsity level KINGCO Conference schedule. Schools may schedule out of conference contests on their own.
- h. Friday's before breaks are a game day. Schools are expected to follow league schedules.

5. RECOMMENDED GUIDELINES FOR RESCHEDULING CONTESTS:

- A. Rescheduling of non-conference contests can be done without approval from the KINGCO Conference.
- B. Reschedule conference contests through mutual consent of the schools involved. (Change must be initiated by the school adversely affected at least one week prior to the scheduled date of the contest). Approval must be attained by KINGCO athletic directors.
 - 1. If no mutual agreement can be reached, the KINGCO Conference Athletic Director for that sport will consider the request for rescheduling the contest. Final change proposal must be approved by KINGCO athletic directors.
 - 2. Consideration of the request should include but not limited too:
 - a. A team that has five legal days, but wants more practice time.
 - b. The total number of games in a week.
 - c. The total impact of the KINGCO Conference schedules in this sport as well as the others.
 - d. How many students are being affected, or should the contest continue with the available players.
 - e. Potential facility conflicts.
 - f. Availability of officials.

6. SPORTS CHAIR PERSON:

- A. The sports chairperson in charge of each sport will forward a Conference schedule to the officials' association.
- B. The sports chairperson will be the liaison person between the athletic directors and the officials' association.
- C. Each athletic director must send his or her individual sports schedules to the assigning secretary/sports chair of each sport.
- D. Responsibilities listed as follows:

KINGCO COACHES MEETING AGENDA ITEMS

Possible discussion items at KINGCO Coaches Meeting, presented by the Sports Chair person:

Pre-Season Meeting:

- Fighting/ejection policies
- Post season tournament format
- Rule changes
- Section in the KINGCO handbook and WIAA handbook for that sport
- Tie breaker language and format it is used for
- How league champs are determined (league record or tournament)
- All league and coach of the year selection procedures
- Email directory of names
- Schedule change procedure/protocol
- Schedule for sub varsity available/made
- Location/sites for matches/games
- The rules on recruiting other schools players
- The rules on out of season and open gym
- Numbers for the media and who calls in scores
- Coaches expectations for game management
- HIPPA rules
- Set a date for post-season meeting
- Preferential treatment for club/select athletes as addressed by WIAA
- Appropriate cancellation of JV and C games
- Reporting violations as soon as they are discovered
- Coaching clock hours
- Depth of program in determining JV and C teams that can be reliable throughout an entire season.
- Expectations of coaches and player behavior.
- Describe the chain of communication for issues within the sport
- No Show Officiating policy
- Team No Show policy

Post-Season Meeting:

- All-League selection
- Suggestions for handbook changes
- Review of the season
- Schedule drafts for next year's season
- Scheduling issues or concerns
- Playoff format

What is a chair person's/sport coordinators responsibilities?

- Develops schedule
- Schedules officials
- Direct and Provide Supervision/Support for Post Season Tournament
- Runs Pre and Post Season Coaches Meeting
- Facilitates All-League Opponent Selection
- Communicates with the conference AD's to facilitate changes to approved conference schedule

7. AWARDS:

PROGRAM	MEDALS & RIBBONS	Championships
BASEBALL	20 Medals for league champs	3A/4A League champ - 2
BASKETBALL (B&G)	15 x 4 Medals for league champs	3A/4A League champ - 4
CROSS COUNTRY (B&G)	28 Medals (7 each team) 1 st , 2 nd and 3 rd each Ind x 4	3A/4A League champ - 4
FOOTBALL	65 Medals for league champ	3A/4A League champ - 2
GOLF (B&G)	40 Medals (10 each team) 1 st , 2 nd , 3 rd , Ind x 4	3A/4A League champ - 4
GYMNASTICS	20 Medals (10 team) 1 st , 2 nd 3 rd x 10	3A/4A League champ - 2
SOCCER (B&G)	44 x 2 Medals for league champ	3A/4A League champ - 4
SOFTBALL	20 Medals for league champ	3A/4A League champ - 2
SWIM & DIVE (B&G)	120 Medals 1 st , 2 nd , 3 rd Ind - x 78	League champ - 4
TENNIS (B&G)	48 Medals (12 each team.) 1 st , 2 nd 3 rd Ind x 12	League champ - 4
TRACK & FIELD (B&G) Combined 2A/3A/4A Meet	160 Medals (40 team) 1 st – 3 rd per event Girls 27 Boys 23	KingCo Meet Champion Trophy – 4 2 x 2A/3A; 2 x 4A
VOLLEYBALL	14 Medals for league champs	3A/4A League champ - 2
WRESTLING	56 Medals (28 team) 1 st , 2 nd , 3 rd Ind x 28	3A/4A League champ - 2

8. TROPHIES:

- A. The Conference shall award a championship trophy per sport. Each sport will be responsible to decide who receives these trophies and what they will say. The KingCo Conference will acknowledge a regular season champion, and a tournament champion when applicable.
- B. In the event that a co-championship is declared for any activity in a year, duplicate trophies shall be awarded by the Conference.

9. ADMISSIONS:

- A. No re-admission will be allowed for non-league, league and playoff games.
- B. For all activities where admission is charged, the following will be in effect: Admission charges may continue throughout the total contest.
- C. Free regular season admission for senior citizens **65** and older.
- D. Admission must be charged for the following events:

<u>LEAGUE CONTESTS</u>	<u>ADULT</u>	<u>SR. HIGH W/O ASB</u>	<u>SR. HIGH W/ASB</u>	<u>JR/MDL K-8</u>
Football, B & G Basketball	\$6.00	\$6.00	\$4.00	\$4.00
Wrestling	\$6.00	\$6.00	\$4.00	\$4.00
Volleyball	\$6.00	\$6.00	\$4.00	\$4.00
B & G Soccer	\$6.00	\$6.00	\$4.00	\$4.00
Gymnastics	\$6.00	\$6.00	\$4.00	\$4.00
<u>PLAYOFF GAMES</u>	<u>ADULT</u>	<u>SR. HIGH W/O ASB</u>	<u>SR. HIGH W/ASB</u>	<u>JR/MDL K-8</u>
Baseball, Soccer, Fastpitch (Softball)	\$6.00	\$6.00	\$4.00	\$4.00
Basketball	\$6.00	\$6.00	\$4.00	\$4.00
Gymnastics	\$6.00	\$6.00	\$4.00	\$4.00
Volleyball	\$6.00	\$6.00	\$4.00	\$4.00
Wrestling	\$6.00	\$6.00	\$4.00	\$4.00
One-session ticket	\$6.00	\$6.00	\$4.00	\$4.00
Two-session ticket	\$10.00	\$10.00	\$5.00	\$5.00
Senior Citizens (65+)	\$4.00			
Track Championship	\$6.00	\$6.00	\$4.00	\$4.00

- E. Staff members with KINGCO faculty passes will be admitted free at all their schools' regularly scheduled games.
- F. Students who have not reached high school will not be allowed admission to athletic contests unless accompanied by a parent or an adult. The burden of proof is the responsibility of the individual wishing admittance.
- G. Season ticket sales and special family nights, with any price reduction, is left to the discretion of each school (20% reduction of total ticket price is allowed by law).
- H. Admissions will be charged ½ hour prior to the first JV game (also applies to C games) that precedes a varsity contest. Gymnastics will begin charging one hour prior to the meet.
- I. Each member school shall receive five student photographer passes, issued by the conference.
- J. Charging admission for Quads will begin ½ hour prior to the first game.
- K. District policy will determine admission price for student's w/ASB cards for home events.

10. EVENT MANAGEMENT:

- A. School administrators are responsible for informing and enforcing these rules.
- B. The visiting student body may not perform at regularly scheduled contests. This includes: drill teams, musical instruments, signs, pennants etc. NOTE: The official school banner may be taken to away football games.
- C. BAND GUIDELINES.
 - i. Home school bands may perform at all home events. This restriction applies to bands of all forms: full band, pep band, or combos. An adult Director/Advisor MUST be present.
 - ii. Bands may perform only before and after the game and at time outs, and at quarters or half times.

- iii. Individually organized bands or groups are not permitted to perform at any athletic event.
 - iv. The visiting school band may perform by mutual consent. When granted, the order of performance should follow the playoff game format below (E).
- D. Student gatherings on the football field for the team to run through are reserved for the home team only (home team band and Cheerleaders) exception – Memorial Stadium (Seattle).
- E. For playoff games on neutral sites, the schools involved may bring their band and their official school banner for identification. Half-time performance order of events is as follows:
- 1st Home entertainment/drill team
 - 2nd Away entertainment/drill team
 - 3rd Home cheer
 - 4th Away cheer
- F. Canned music may be used for outdoor/indoor events at KINGCO.
- G. The following are the standards for the KingCo Sign policy as it relates to athletics.
- i. All signs must be pre-approved by administrator or designee.
 - ii. Signs must be posted on walls and may not be hand held.
 - iii. Signs must be positive in nature towards your school and not mention the opposition.
 - iv. Each school will have either the Athletic Director or a school appointed designee who will be responsible for clearing all signs for appropriate content.
 - v. Only the host school will be allowed to put up posters at a given event. The visiting team will be relegated to the WIAA standard of official school banner only.
 - vi. Rally towels are approved for contests. Any wording on towels must follow the sign policy standards of being positive in nature towards your school.
 - vii. Schools that do not have an official school banner: Those schools when they are the visiting team may contact the home team about a replacement or modified school banner they would bring to the contest. If both schools agree to the replacement then it is acceptable. If both schools cannot agree then only the home team will be allowed a school banner.
 - viii. All run through signs at football games must follow the above standards in that they must be positive in nature towards your school and NOT MENTION THE OPPOSITION. Run through signs are permitted by the home team only.
 - ix. Flags at contests (outdoor only) will be the responsibility of each individual Kingco member school and their administrators.

GAME SUPERVISOR RESPONSIBILITIES

GOAL: To supervise games to assure orderly spectator behavior

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Acts as crowd control person

He/she should be visible to and located in front of the student section

Enforces all school and KingCo spectator rules at events he/she is supervising

Insures proper spectator behavior (page 16 for spectator rules)

Keeps fans in their designated location and off playing surfaces

Performs other duties as specified by Athletic Director or School Administration

REMINDER: Review KINGCO Handbook pages 15-17 regarding sportsmanship rules and expectations.

Check in with opposing team's game supervisor upon arrival.

CROWD CONTROL

One of the prime functions of interscholastic competition is to foster the traits of good sportsmanship. Game supervisors are expected to take a lead role in supporting and enforcing codes of sportsmanlike conduct and adhering to the rules for crowd control during KingCo contests.

Each school is responsible for having game supervisors at each of the following events. Other events with potentially large and/or unruly crowds may require more than one game supervisor present.

Football	Home Games, Away Games
Boys' Basketball	Home Games, Away Games
Girls' Basketball	Home Games
Wrestling	Home Games
Boy's & Girls soccer	Home Games
Gymnastics	Home Games
Volleyball	Home Games

Game supervisors are expected to check in with the opposing school's game supervisor before the contests begin, remain visible in front of their student body and remain until their students have left the premises. In addition, each home school should determine (in coordination with the other school) whether additional uniformed or other security personnel are necessary.

At KingCo events not requiring game supervision by the visiting school, the home school game supervisor or administrator's designee is responsible for enforcement of spectator rules for all spectators. At KingCo events not requiring game supervision, the administrator's designee is responsible for enforcement of spectator rules for all spectators

Post Season Game Supervision

Each school participating in a post season play must have a game supervisor at all of the events listed above. It is not the job of Tournament Directors to address spectator behavior during these contests. When problems arise, it is expected that the two game supervisors (home and visiting) will work together to share information and problem solve any issues that arise. It is the game supervisor's responsibility to keep spectators off the playing surface at all times, particularly at the conclusion of the games.

The KingCo Game Supervisor Checklist below provides expectations for game supervisors of KingCo contests.

2011-2012 KingCo Conference Game Supervisor Checklist

General Reminders:

- Check in and identify yourself with the opposing school game supervisor prior to the contest and periodically throughout the contest.
- Be Visible. Locate yourself in front of the student section.
- Game supervisors should work together during the contest to address issues. If necessary athletic directors will follow-up the next day.
- Arrive prior to the contest to monitor your students as they arrive.
- Stay at the event until all students have left the premises.
- Enforce school and KingCo sportsmanship and spectator rules.

What to watch for:

- No hand held signs. Enforce KingCo sign policy.
- Students must remain off the playing surface at all times. This includes halftime.
- No noisemakers in the student section.
- Tailgating allowed at home events only.
- No live animals are permitted.
- No glass bottles
- No throwing of objects of any kind (confetti, balls etc.)
- No bare chest and /or body painting. Face painting is allowed.
- Students should remain in their own student sections and should not intermingle with opposing fans.

Note: A host school may have rules and guidelines that are more restrictive for their site than those listed above. The host team has that right, and can set higher standards. Each school's game supervisor is responsible for their student section and for enforcing the rules of the home school in addition to KingCo spectator rules.

BE A FAN --- NOT A FANATIC!

WIAA AND KINGCO CONFERENCE SPORTSMANSHIP EXPECTATIONS

EXPECTATIONS OF COACHES:

- A. Always set a good example for participants and fans to follow, exemplifying high moral and ethical behavior.
- B. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the #1 priority.
- C. Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- D. Treat opposing coach, participants, fans and media members with respect. Shake hands with officials and opposing coach in public.
- E. Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- F. Develop a method to publicly recognize good sportsmanship. Reference WIAA handbook 23.7.0 for penalties regarding negative communication.

EXPECTATIONS OF PARTICIPANTS:

- A. Accept seriously the responsibility and privilege of representing school and community: display positive public action at all times.
- B. Demonstrate respect for opponents and officials before, during and after contests.
- C. Live up to high standard of sportsmanship established by school.
- D. Treat opponents with respect: applaud for both teams during introductions, shake hands prior to and after contests and assist contestants who are down in getting to their feet.
- E. Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- F. Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- G. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.

EXPECTATIONS OF STUDENTS, PARENTS AND OTHER FANS:

- A. Realize that a ticket represents a privilege to observe a contest and demonstrate support for high school activities. A ticket is not a license to verbally assault others or be generally obnoxious.
- B. Respect decisions made by contest officials.
- C. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- D. Respect fans, coaches, officials and participants.

EXPECTATIONS OF SPIRIT GROUPS:

- A. Encourage representatives from host and visiting spirit groups to meet before contest begins.
- B. Stimulate desired crowd response using only positive cheers and praise without antagonizing or demeaning opponents. Try to dissuade negative actions or language from fans.
- C. Treat opposing spirit groups and fans with respect.
- D. Recognize outstanding performances on either side of the playing field or court.
- E. Know rules and strategies of the contest in order to cheer at proper times.
- F. Maintain enthusiasm and composure, serving as a role model.

CHEERLEADER RESPONSIBILITIES AND ROLES:

- A. All cheers will exemplify good sportsmanship and team support. Degrading chants or cheers will not be tolerated. Megaphones and other cheerleading equipment are not permitted in the student rooting section.
- B. Cheerleaders are not to use megaphones indoors (i.e., gyms, pools, field houses). They are acceptable for outdoor events and at large arenas for indoor events as long as they are not used to yell derogatory comments at the opponents.
- C. The cheerleaders can be of great help in keeping fans in the stands.
- D. Cheerleading activities should center on the leading or directing the cheerleading of students and adult fans.
- E. In this role, cheerleaders can become the school's most effective student leaders.
- F. Cheerleading activities should be focused on creating a cooperative spirit among the cheerleader squads, athletes, student bodies, school administrators, and community, recognizing outstanding plays and examples of good sportsmanship on the part of both teams, and aiding the game officials in the promotion of good sportsmanship and the administration of the contest.

11. KINGCO SPORTSMANSHIP:

The KINGCO Conference and its member schools strive to work together to develop a consistent message of sportsmanship, one of the prime functions of interscholastic competition. School administrators are expected to take a lead role in supporting and enforcing codes of sportsmanlike conduct and adhering to the rules for crowd control during WIAA contests. The standards below are expected but not limited to, at all KingCo events.

KingCo Sportsmanship Standards

SPECTATOR RULES

- A. Respect all officials. Verbal abuse or taunting of officials is strictly prohibited.
- B. Respect the opposition team, coaches and spectators.
- C. Fans are to stay off the playing surface at all times, particularly at the conclusion of the games.
- D. There shall be no noisemakers, megaphones, and noise amplifiers during any KingCo athletic contest.
- E. All objects that can be thrown are strictly prohibited. These include but are not limited to: balls of any kind; confetti; glass or plastic bottles.
- F. Only home teams may decorate spectator sections with balloons, posters, ribbons etc.
- G. Tailgating is allowed at home events only.
- H. No bare chests and/or body painting at KingCo athletic contests. Face painting is allowed.
- I. Only one official school banner or sign for the home team is permitted at KingCo events and it must **adhere to the standards outlined in the KingCo signage policy.** Spectators are not permitted to have signs in the stands.
- J. Live animal mascots are prohibited.
- K. The use of any profanity, vulgar, obscene or suggestive language, yells, or chants is strictly prohibited.
- L. Taunting of individual athletes, teams, or opposing spectators is strictly prohibited.

SPECTATOR RULE ENFORCEMENT

At KingCo events not requiring game supervision by the visiting school, the home school game supervisor or administrator's designee is responsible for enforcement of spectator rules for all spectators. At KingCo events not requiring game supervision, the administrator's designee is responsible for enforcement of spectator rules for all spectators.

SPECTATOR(S) DISCIPLINE

- A. Each school will determine disciplinary action for infractions of spectator rules by students or parents from their respective schools.
- B. Issues that arise as a result of the infractions or alleged infractions of spectator rules will be resolved by the athletic directors of the schools involved. If resolution cannot be achieved by the athletic directors, the issue is referred to the principals of the two schools to resolve.

OPENING SPORTSMANSHIP STATEMENT FOR KINGCO CONFERENCE EVENTS

Good evening ladies and gentlemen. Welcome to _____ High School and this KINGCO Event.

The KINGCO Conference is pleased to sponsor a variety of events throughout the school year and encourages all students to become involved in one of the many school activities your school offers. The KINGCO Conference thanks you for your attendance and support of its activities.

Spectators and Fans - The KINGCO Conference and its member schools remind you:

To treat officials, participants and visiting fans with respect and maintain a high level of sportsmanship throughout the contest regardless of the outcome.

KINGCO rules prohibit the use of noisemakers or throwing of objects of any kind during any athletic contest.

The use of profanity or obscenities of any kind is strictly prohibited.

Spectators are required to stay off the playing surface at all times particularly at the conclusion of games.

Thank you for your cooperation and hope you enjoy the event.

If a home school announces line-ups, both teams need to be announced.

12. SOPHOMORE, JV AND FROSH STANDINGS:

Sophomore, junior varsity, and frosh standings **will not be published by the Kingco Conference. Publishing of sub varsity stats and scores will determined by each member school.**

13. USE OF FILMS AND VIDEO TAPES:

Follow WIAA Guidelines for videotaping (WIAA Handbook 17)

14. AREAS NOT COVERED IN HANDBOOK:

All areas not specifically covered in this Handbook will be referred to the Handbook of the Washington Interscholastic Activities Association or the National Federation of State High School Association covering various sports.

15. COMPETITION IN MORE THAN ONE SPORT PER SEASON:

- A. The deadline for transferring from one sport to the other shall be the first scheduled contest of the sport in which the athlete is then participating.
- B. Athletes must be on a roster 50% of regular season to be eligible for post-season competition for that sport.
See WIAA Handbook.
- C. An individual may play one level down in team competition. If a school does not offer a level of competition, the individual cannot drop more than one level (i.e. if a school dropped the JV program, a senior could not play 3rd team).

16. GAME PROTESTS:

REGULAR SEASON GAME PROTESTS:

- A. When a coach and/or school believe officials at a contest have misinterpreted or misapplied a contest rule, refer to WIAA Handbook rule contests/protest 28.0.0.
- B. A letter of protest signed by the coach, athletic director and principal of the protesting school must be submitted to the chairperson/President of the League for that sport within two school business days following the contest, when the protest cannot be considered and/or decided upon immediately at the event site. The letter must detail facts and circumstances that triggered the protest. Protests submitted after the two-day period will not be considered.
- C. Upon receipt of a protest letter from a member school, the chairperson of that sport will:
- D. Request a letter describing the facts and circumstances of the situation from the other school(s) involved.
- E. Request an explanation from the officials at the contest.
- F. Form a 5 non-partisan committee which will consist of non-involved AD's to hear the protest.
- G. Protest Hearing is closed to non-participants.
- H. The proceedings will be formally recorded either by tape and/or written record.
- I. Team and individual statistics will not be lost because of forfeiture.

PLAYOFF GAME PROTESTS:

- A. Contest protest will be handled by the Games Committee of that sport either on site (whenever possible) or in a subsequent hearing to be completed as soon as possible following the protest filing. The Games Committee will consist of non-involved coaches, tournament director officials and Athletic Director. In the absence of an official Games Committee the tournament director will make a committee on site.

- B. The Games Committee will rule on the protest following a careful review of all pertinent facts and circumstances of the case. Representatives from the protesting school (principal, athletic director and/or coach) may choose to present their case in person during the protest review. Representatives from other schools directly affected by the decision may also choose to appear and testify. The decision will be made by majority vote of the Committee.
- C. The Games Committee chairperson will communicate the outcome of the protest to schools involved in the tournament.
- D. Time is critical in these situations, decisions of the Games committee is not subject to review.

17. WIAA OR KINGCO DUE PROCESS PROCEDURES: VIOLATIONS/PROTESTS/APPEALS

A. Reporting a Violation:

Any violation of WIAA or KINGCO rules should be reported to either the president of the KINGCO athletic directors or the principal of the school involved.

Within three (3) school business days after a school becomes aware that a WIAA or KINGCO rule has been violated, the offending school principal or designee must report the infraction and any action taken by the school and/or school district in writing to the league for review and action.

B. Self Report/Hearing Process: The hearing shall be conducted in compliance with due process procedures as follows:

- i. The president of the league athletic directors will convene and chair a hearing board consisting of at least three (3) KINGCO athletic directors (an odd number) to hear and review the violation and disciplinary action. These athletic directors shall neither be coaches in the given sport nor should they have a conflict of interest in the matter.
- ii. The hearing will be held within five (5) school business days of receipt of the written violations report from the offending school principal. Whenever possible the hearing will be held during regularly scheduled athletic directors meetings.
- iii. The hearing will be closed to anyone other than those directly involved in the case being considered.
- iv. The proceeding will be tape-recorded and/or a written record will be maintained as well.
- v. All members of the hearing board must be present for the entire hearing.
- vi. The offending school will be allowed to present written and oral testimony.
- vii. The hearing board shall have the right to deliberate during closed session following the testimony.
- viii. The hearing board will consider the appropriateness of the actions already taken by the offending school and/or district. **In accordance with the Progressive discipline guidelines below, the board may choose to impose additional sanctions including game forfeiture, suspension, probation and/or forfeiture of revenue sharing.**
- ix. The decision will be determined by a majority vote of the hearing board to be presented to the Principals board: for second and additional offenses as well as recorded in the minutes of the athletic director's meeting.
- x. The school being questioned must respond to allegations in writing within five school days.

Progressive Discipline Guidelines

One Offense (Coaching infractions will be dealt with by the individual school)

- Games: Forfeit (if ineligible player)
- Program: One year probation

Additional Offenses (Coaching infractions will be dealt with by the individual school)

- Games: Forfeit (if ineligible player)
- Program: 2 years probation, and/or possible loss of revenue sharing, and/or possible loss of playoff entry

C. Filing an Appeal: (An appeal of a game forfeiture can only be appealed to the WIAA)

A written notice of intent by the school administration to appeal the hearing board decision shall be presented to the president of the KINGCO Principals within five (5) school business days of the date of the decision. The petitioner shall present (in writing) all reasons, rationale, and supporting documentation pertinent to the appeal.

- i. The president of the league principals shall call together and chair (but not participate in the decision of) the appeal board.
- ii. The appeal board shall consist of at least three (3) KINGCO principals (an odd number) who will hear and review the circumstances of the violation and subsequent disciplinary action. These principals shall not have a conflict of interest in the matter.
- iii. The appeal hearing will be held within five (5) school business days after receiving the written notice of intent to appeal.
- iv. The appeals hearing will be closed to anyone other than those directly involved in the hearing.
- v. The proceedings will be tape-recorded and a written record maintained as well.
- vi. All members of the appeals board must be present for the entire hearing.
- vii. Both the offending school and representatives of the KINGCO athletic directors will be allowed to present written and/or oral testimony.
- viii. The appeals board shall have the right to deliberate in closed session following the testimony.
- ix. The appeals board may choose to uphold reduce or increase the sanctions imposed by the hearing board including possible forfeiture, suspension, probation and/or forfeiture of revenue sharing.
- x. The decision will be made by a majority vote of the principals serving on the appeal board. In the event of a tie, the chair will vote.

Appeal board decisions are subject to appeal following the procedures outlined in the WIAA handbook. As a next step, appeals of the KINGCO sanctions/decisions should be forwarded to the Sea-King District 2 Executive Board.

- D. **Ejections:** Ejections that happen during contests will be reported by schools at scheduled athletic director meetings. Ejection reports should include the school, sport the student-athlete/coach was participating in at the time of the ejection, date of the ejection, an explanation of the situation and penalties issued to the individual. These are recorded and presented to the Sea-King District 2 Board by the KingCo representative. Reports must be submitted on official school letterhead.

18.KINGCO FIGHTING POLICY:

Member schools of the KINGCO Conference share a strong desire that all contests are conducted in a safe, fair manner, and that all participants conduct themselves appropriately.

We believe that the COACH is responsible to teach and model appropriate behavior for the athlete. The COACH is responsible to impart his/her expectations to the athlete. The COACH is the single greatest influence on the behavior of the athlete. No amount of legislation will ever replace the importance of the role of the COACH in influencing the actions of the athlete.

Likewise, we believe that the ATHLETIC DIRECTOR is accountable for the teaching, modeling, and action of all coaches within his/her school. The ATHLETIC DIRECTOR must teach, model, and administer the athletic program(s) within his/her school.

All participants: players, coaches, athletic directors, principals, etc., must do their best to insure optimum sportsmanship.

Participation in interscholastic sports is a privilege and not an individual right. We believe that participation restrictions are needed immediately to curb fighting in the KINGCO Conference.

19.PENALTIES FOR UNSPORTSMANSHIP BEHAVIOR/FIGHTING

SPORTS (WIAA Limit of 14 Contests or More/13 Contests or Less):

- A. Any athlete ejected for fighting will be suspended for the next (two/one) contest(s).

- B. Any athlete ejected for unsportsmanlike behavior will be suspended for the next contest with the exception of the two match penalty for wrestlers ejected for biting. (See Wrestling section for complete details).
- C. Any athlete, manager, etc. who leaves the bench during a fight will be suspended for the next (two/one) contest(s).
- D. Anyone ejected a second time in their high school career for fighting will be suspended for the entire high school athletic career in all sports in the KINGCO Conference.
- E. Any athlete participating in a fight while representing their school will be subject to rule 25A. (Any team going on past KINGCO Championships will be under WIAA Guidelines.)
- F. Coach's violations/ejections: refer to WIAA Handbook, section 18.

REGULATIONS:

- A. The above serve as minimum consequences for "fighting" violations in athletic contests.
- B. Schools, at their discretion, may impose additional penalties if they feel warranted.
- C. If the discipline is not served because the season has ended, that discipline will carry over to the next season of which that person participates.
- D. Offenses apply to all levels of play, are "cumulative" for Frosh, Soph, JV and to Varsity, and discipline shall be progressive.

20. QUALIFICATION FOR HIGHER COMPETITION:

No individual will be given an automatic entry into the District, Regional or State Tournament. The right for further competition must be earned through a KINGCO Conference tournament or KINGCO Conference qualification standards as identified in the individual sport section of the Handbook.

21. TEAMS INVOLVED IN STATE PLAYOFFS:

League schedule can be modified if a school's athletic team advances in the Playoffs. The following guidelines will be used.

- No team would be expected to play a league contest in the 5 days following elimination from state playoffs unless WIAA guidelines require more. These practices would start on the Monday after that team's last game in the playoffs.
 - Reschedule game to new date, agreeable to both schools and the KingCo Conference.
 - If schools cannot decide on a date agreeable to both schools:
 - The league President will select a committee of athletic directors to work with the schools involved and if necessary decide on the date (s) for rescheduled game.

22. LIFETIME PASS POLICY:

- A. The KINGCO Conference shall issue to those who are retired a lifetime pass to the following:
 - a. An educator who has coached for at least ten years on the high school level, five of which must have been in the KINGCO Conference.
 - b. An educator who has served as an athletic director or activity coordinator for at least ten years, five of which must have been in the KINGCO Conference.
 - c. Special considerations.
- B. Lifetime KINGCO Passes shall be issued to recipient when:
 - a. He/she is still employed, but does not have access to a KINGCO Pass through his/her place of employment.
 - b. He/she is still actively employed, but has completed twenty years of service, ten of which must have been in the KINGCO Conference.

- c. The KINGCO Conference athletic directors voted unanimously to issue one early, due to extenuating circumstances.

23. CHANGING A SPORT SEASON:

When a sport is moved from one season to another, it shall take one more than a majority vote of member schools in order for the change to take place.

24. PROCESS FOR APPLYING FOR LEAGUE MEMBERSHIP:

- a. Applicants will only be considered in the 2nd year of a classification cycle.
- b. **Timeline**

Letter of Interest and Application from applying school due	December 15
Presentation & Site Visit Completed	February 15
League will notify school in writing of acceptance or denial	March 15
- c. Letter of Interest and Application needs to be submitted to the KingCo Conference Athletic Director's President.
- d. Interested school will conduct two presentations: One to the league athletic directors and another to the principals. The conference reserves the right to request certain school personnel to be at the presentations.
- e. A committee of athletic directors and principals will visit the requesting school and take the following into consideration:
 - i. School Enrollment
 - a. Current Enrollment
 - b. Future Enrollment Trends
 - ii. Athletic Program Offerings
 - a. District Athletic Philosophy
 - b. Athletic Program Levels
 - c. Equivalent program offerings below varsity level
 - d. School Grade Level Structure
 - iii. District/Community Issues
 - a. Impact on Travel Time/Proximity
 - b. Rivalries/Community Connection
 - c. Students missing school to participate in activities
 - iv. League Issues
 - a. Balance of Divisions
 - b. Scheduling Issues
 - c. Facility Issues: Comparable facilities below varsity level.
 - d. Adequate Parking
 - e. Demonstrated good history in previous leagues
 - f. Current size of the conference
 - g. Applicant will abide by all KingCo policies
 - h. Game Management
 - i. Post-Season Allocations
 - j. Willingness to Accept Leadership Roles

These are just considerations, meeting all of them doesn't guarantee membership.

See addendum for KingCo Membership Application

- f. A vote will take place at a joint Principal/Athletic Director meeting. Each school gets two votes. 2/3 passes.

25. HANDBOOK REVIEW OR APPROVAL:

An annual review of the KINGCO Handbook will be done by the Athletic Directors and KINGCO Principals or their designee. **Suggested changes should be formulated by May 1 and voted on at the spring AD retreat of each year so that a revised handbook can be printed and presented for the fall sports season of each year.**

26. KINGCO GAME MANAGEMENT PAY SCHEDULE:

Tournament/Play-Off Financial Report: The Tournament Manager shall complete and submit a Conference Tournament/Play-Off Financial Report to the Conference. The Financial Report requires proper accounting for all sources of income as well as detailed requests for payment of tournament expenditures. The Financial Report shall include:

- a. Conference Tournament/Play-Off Income Report. (Gate receipts, entry fees, etc.)
- b. Conference Tournament/Play-Off Expenditure Report. (Divided into three categories and to be paid by Executive Secretary)
- c. Tournament Competition Results. (Team and Individual Scores and Results)
- d. The jobs listed below are recommended to host an event but each tournament manager has the prerogative to make adjustments to accommodate their facilities as long as there is approval from the athletic directors.

Tournament/Play-Off Manager Stipend Schedule

Baseball	Per Game	\$ 50.00
	For Single Game	\$100.00
Basketball	For Two Games	\$150.00
	For 24 Games	\$750.00
Basketball (assistant)	For 24 Games	\$400.00
Cross Country		\$100.00
	For Single Game	\$150.00
Football	For Second Game	\$ 75.00
Golf		\$100.00
Gymnastics		\$150.00
	For Single Game	\$ 75.00
Soccer	For Second Game	\$ 37.50
	For Single Game	\$ 50.00
Fastpitch/Softball	For Two Games/Tourney	\$150.00
Swimming		\$200.00
Tennis	2/3 Day Event	\$200.00
	For One Day Event	\$150.00
Track	For Two Day Event	\$250.00
Volleyball		\$150.00
Wrestling		\$325.00

Tournament/Play-Off Working Personnel Pay Schedule

	<u>Position</u>	<u>Rate of Pay</u> <u>(or \$12.50/hr whichever is greater)</u>	<u># of Personnel</u>
<u>Baseball</u>	Announcer	\$30.00 per game	One (1)
	Medical Team	\$15.00 per hour	As required
	Scorer	\$30.00 per game	One (1)
	Security/Supervision	\$30.00 per game	As required
	Ticket Seller	\$30.00 per game	One (1)
	Ticket Taker	\$30.00 per game	One (1)
<u>Basketball</u>	Announcer	\$30.00 per game	One (1)
	Medical Team	\$15.00 per hour	As required
	Scorer	\$30.00 per game	One (1)
	Security/Supervision	\$30.00 per game	One or two
	30 Second Clock	\$30.00 per game	One (1)
	Ticket Seller	\$30.00 per game	As required
	Ticket Taker	\$30.00 per game	As required
	Timer	\$30.00 per game	One (1)
<u>Cross Country</u>	Chute Manager	\$30.00 per day	One (1)
	Course Personnel	\$12.50 per hour	As Needed
	Medical Team	\$15.00 per hour	As Required
	Recorder	\$30.00 per day	One (1)
	Starter/Timer	\$30.00 per day	One (1)
	Statistician	\$200 per KINGCO Championship	

	<u>Position</u>	<u>Rate of Pay</u> <u>(or \$12.50/hr whichever is greater)</u>	<u># of Personnel</u>
<u>Football</u>	Announcer	\$30.00 per game	One (1)
	Chains (2)	\$30.00 per game	Two (2)
	Down Marker	\$30.00 per game	One (1)
	Medical Team	\$15.00 per hour	As required
	Score Clock	\$30.00 per game	One (1)
	Security/Supervision	\$30.00 per game	As required
	Ticket Manager	\$48.00 per game	One (1)
	Ticket Seller	\$30.00 per game	Two or Three
	Ticket Taker	\$30.00 per game	Two or Three
<u>Golf</u>	Starter	\$15.00 per hour	One (1)
	Scoreboard	\$15.00 per hour	One (1)
<u>Gymnastics</u>	Announcer	\$12.50 per hour	One (1)
	Medical Team	\$15.00 per hour	As required
	Scorekeeper	\$12.50 per hour	One to two
	Security/Supervision	\$12.50 per hour	One (1)
	Ticket Seller	\$12.50 per hour	One (1)
	Ticket Taker	\$12.50 per hour	One (1)
	Set up/break down		

<u>Soccer</u>	Announcer	\$30.00 per match	One (1)
	Medical Team	\$15.00 per hour	As required
	Security/Supervision	\$30.00 per match	One or two
	Ticket Seller	\$30.00 per match	One or two
	Ticket Taker	\$30.00 per match	One or two
	Timer/Scorer	\$30.00 per match	One (1)
<u>Fast Pitch Softball</u>	Announcer/Scorer	\$30.00 per game	One (1)
	Medical Team	\$15.00 per hour	As required
	Security/Supervision	\$30.00 per game	As needed
	Ticket Seller	\$30.00 per game	One (1)
	Ticket Taker	\$30.00 per game	One (1)
<u>Swimming</u>	Announcer	\$60.00 per day	One (1)
	Swim Referee	\$60.00 per day	One (1)
	Dive Referee	\$60.00 per day	One (1)
	Starter	\$48.00 per day	One (1)
	Stroke & Turn	\$48.00 per day	One (1)
	Head timer	\$48.00 per day	One (1)
	Dive judge	\$12.50 per hour	One (1)
	Ticket seller	\$12.50 per hour	Two (2)
	Ticket taker	\$12.50 per hour	Two (2)
	Security	\$48.00 per day	Three (3)
	Medical	\$15 per hour	One (1)
	Comp/seed/score	\$210 per meet	One (1)
	Timing syst rent w/ music	\$850 per meet	One (1)
Meet Manager	\$240 per meet	One (1)	

<u>Volleyball</u>	Score Clock	\$30.00 per match	One (1)
	Medical Team	\$15.00 per hour	As required
	Security/Supervision	\$30.00 per match	One or two
	Scorer	\$30.00 per match	One (1)
	Ticket Seller	\$30.00 per match	One or two
	Ticket Taker	\$30.00 per match	One or two
	Libero	\$30.00 per match	One (1)
<u>Tennis</u>	Director	\$100 per tournament	One (1)
<u>Track</u>	Announcer	\$40.00 per day	One (1)
	Assistant Starter	\$30.00 per day	One (1)
	Field Even Official	\$30.00 per day	One per event
	Finish Pickers	\$30.00 per day	As needed
	Head Timer	\$40.00 per day	One (1)
	Judges	\$30.00 per day	As needed
	Medical Team	\$15.00 per hour	As required

	Referee	\$50.00 per day	One (1)
	Security/Supervision	\$30.00 per day	As needed
	Starter	\$50.00 per day	One (1)
	Ticket Seller	\$30.00 per day	One or two
	Ticket Taker	\$30.00 per day	One or two
	Timers	\$30.00 per day	As Needed
	Timing System Rental		As needed
	Announcer	\$250.00 per tournament	One (1)
	Assistant Match Maker	\$200.00 per tournament	One (1)
	Computer Data Entry	\$100.00 per tournament	One (1)
	Match Maker	\$275.00 per tournament	One (1)
Wrestling (2 day tournament)	Medical Team	\$15.00 per hour	As required
	Security/Supervision	\$200.00 per tournament	One (1)
	Table Workers	\$50.00 per tournament	As needed
	Ticket Seller	\$100.00 per tournament	One (1)
	Ticket Taker	\$100.00 per tournament	One (1)
	Tournament Assistant	\$100.00 per tournament	One (1)

Kingco Football Travel: Designed to help cover travel expenses for games in week 10 and 11 only.

Formula:

1. Not to exceed 50% of playoff income received in weeks 10 and 11.
2. travel points
 - a. SPSL + WESCO SITES = 1 pt
 - b. SWEST SITES = 2 pts
 - c. TRI CITIES = 3 pts
 - d. SPOKANE = 5 pts
3. All combines travel points are added together and then divided into 50% of playoff income. This determines the amount paid out per point.
4. Point payment is for team travel expenses, team food, team hotels.
 - a. (bands – cheer staff- admin expenses are not included)
5. Expenses in excess of amount paid by the league are paid by the school.
6. If travel expenses are less then points dollars. The school only receives amount of expenses, not the full travel point amount.
7. All travel expenses are documented and turned into league treasurer.
 - a. Example
 - i. Playoff income = \$20,000
 - ii. Teams in league claim a total of 20 travel points.
 - iii. ½ of \$20,000 is \$10,000. Divide \$10,000 by 20 travel points = \$500.00 per point
 - iv. A team claiming 4 travel points can claim up to \$2000.00 in travel expenses.
8. Unclaimed money for travel can be used to help further offset costs of KingCo schools when approved by Conference AD board.

27. KINGCO LOGO/TRADEMARK POLICIES:

The KINGCO Logo and Name is a copyright trademark and is not allowed to be used without prior approval.

28. RADIO / TV POLICIES

**The KINGCO Conference Holds Exclusive Broadcast Rights of Athletic Contests for Member Schools
All video and audio broadcast involving member schools must be approved by the KINGCO Conference.**

1. This policy is to be implemented for all conference, non-conference, KINGCO playoff and sub-district playoff contest. Fee requirements are to be implemented for all conference and non-conference contests, as well as conference and sub-district playoff contests
2. A broadcast fee is required only if the broadcast of an athletic event involving a KINGCO Conference member can be listened to or viewed within the boundary of the KINGCO Conference
3. It is strongly recommended that equal broadcasting take place between boys and girls contests.
4. Schools wishing to participate in a TV/Radio broadcast must request permission from the KINGCO Conference member schools' athletic director, via the KINGCO Broadcast Committee, in writing a minimum of 7 days prior to the event.
5. The KINGCO Broadcast Committee shall consist of at least the Executive Committee (President, President-Elect and Past President) of the KINGCO Athletic Directors.
6. In last minute circumstances, a broadcast application may be made and approved within 7 days but prior to the event, with approval by participating school athletic directors.
7. All contests will be played on the date and time as scheduled. Times and dates will NOT be altered to satisfy special broadcast or television schedules.
8. Radio and television stations will be required to pay a rights' fee to broadcast said contests prior to event with all fees to be prepaid five (5) working days prior to the contest. In the event of approval of a KINGCO contest within 7 days, fees may be collected at the site of contest by the host athletic director, or designee. Checks must be made payable to KINGCO Conference. (**NOTE: Broadcast will NOT be permitted if fee is NOT paid.**)

9. RIGHTS' FEE SCHEDULE:

Radio/Webcast	All Sports – Regular Season	\$100.00 per contest
	Basketball - KINGCO/Sea-King District Playoffs	\$200.00 per contest
	Football (regular season/quarter finals)	\$200.00 per contest

Television:

Direct Telecast: \$2,000.00 per contest in addition to loss of income of comparable games, established prior to contest. (\$1,000 to league/\$1,000 to be divided between league schools involved in broadcast)

Delayed Telecast: \$600.00 per contest (\$300 to league/\$300 to be divided between league schools involved in broadcast)

Public Access Television: \$100.00 per contest (\$50 to league/\$50 to be divided between league schools involved in broadcast)

10. **ADVERTISING** associated with the broadcast must pre-approved by the KINGCO Broadcast Committee

11. **PRIORITY ORDER OF AUTHORIZATION:**

- A. stations that normally covers participating teams
 - B. stations representing host community
 - C. stations that cover geographical region
12. The KINGCO Conference reserves the right to cancel the agreement at any time if stations violate any section of this policy and refuse broadcast.
13. The KINGCO Conference, at their option, reserves the right to negotiate all fees and refuse T.V. and/or Radio/Internet broadcast.

29. KINGCO RADIO / TV BROADCAST APPLICATION

COMPANY: _____ DATE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE :_(_____) _____

HEREBY applies for permission to broadcast the following game(s). We have read the KINGCO Radio/TV Broadcast Policy and agree to abide by its terms and conditions.

Application to broadcast KINGCO Conference or playoff contests must be received **seven (7)** days prior to the contest. Extenuating circumstances will always be given consideration, BUT PRIOR APPROVAL MUST BE OBTAINED..

KINGCO TOURNAMENT CONTESTS

NAME OF EVENT: _____

(Example: Football, Basketball, etc.)

DATE OF EVENT: _____ SITE: _____

HOST SCHOOL ATHLETIC DIRECTOR CONTACTED? _____ YES _____ NO

AREA YOUR COMPANY SERVES: _____

BROADCAST WILL BE: _____ Sponsored _____ Un-sponsored

IF SPONSORED, LIST ALL SPONSORS: _____

WHAT SCHOOLS DOES YOUR COMPANY COVER ON A REGULAR BASIS? _____

NAME AND PHONE NUMBER OF CONTACTPERSON -: _____

NUMBER OF CREW MEMBERS: _____

APPLICATION PREPARED BY: NAME: _____

TITLE: _____ PHONE

For Official use Only! TO BE COMPLETED BY KINGCO LEAGUE

APPLICATION: _____ APPROVED: _____ NOT APPROVED: _____

COMMENTS _____

SIGNED BY: _____

TITLE: _____ DATE: _____

30. KINGCO TIE-BREAKER LANGUAGE

This policy will be used to determine:

1. League/division champions and seeding into championship contests
2. Seeding into post-season tournaments, including BYES
3. Final league standings.

Rationale:

1. The regular season is given high value.
2. Each sport is different and unique but keeping continuity and consistency is also important.
3. It is important to eliminate additional playoff games in an effort to cut down on the nights student/athletes are out and the amount of time they miss from the school day.

Notes:

- When the tiebreaker system is used in the following situations, the steps listed below each situation will be applied in rank order (Step #1 first, if that does not break the tie, go to Step #2 and so on though as many steps as necessary to break the tie.
- Head to head competition will be the first criteria used in all tiebreaker situations regardless of what's at stake. Head to head will also be used in determining a League Champion when it can be applied.

A. Determining League or Division Champion and/or Entry into a Championship Contest:

Step 1 - Head to Head Contests. If teams split head to head regular league contests or did not meet during the regular league season a playoff contest **may** occur. **See breaking Multiple Ties below.**

Notes:

- Playoff will occur only if necessary (ex. 3 way tie for 1st but only 2 playoff spots are available). Otherwise if teams split head to head regular league contests, then they will all be declared Co-Champions. If number of teams tied equals number of playoff spots and no advantage is gained with either spot, a coin toss will be used. Home court or home field will not be considered an advantage in itself that will warrant an additional playoff contest.
- If in league/division play a higher seed in a bracket is at stake, this will be considered an advantage and the steps under Section D will be applied in an attempt to break that tie. If the tie is broken for seeding, then the teams involved will still be declared Co-Champions.

B. Placement Into a Post Season Tournament Bracket when a BYE or Automatic Entry is at Stake:

Step 1 - Head to Head Contests. If teams split head to head regular league contests or did not meet during the regular league season a playoff contest will occur. **See breaking Multiple Ties below.**

Note: If both of the above scenarios exist for the same situation, the **will** statement has higher priority than the **may** statement.

C. Entry Into Final Spot(s) of a Post Season Tournament Bracket:

Step 1 - Head to Head Contests. If teams split head to head regular league contests or did not meet during the regular league season a playoff contest will occur. **See breaking Multiple Ties below.**

Note: 4A Football Only - Teams tied and did not all meet each other during the regular season:

If the teams who are tied did not all play each other than a game or mini games must be played. Only when A, B and C are at stake.

Note: 4A/3A Baseball Only – If two teams end the season tied and split their head to head record, a playoff game will occur if B or C is at stake. If multiple teams tie and have the same head to head records and B or C is at stake, then the following steps will be used to try and break the tie. (Baseball is being treated differently because of the pitching issue).

Step 1 – Common Regular Season KingCo League Opponent Results (Mini-League)

Step 2 – Results against Teams Higher in League or Division

If unable to break the tie involving multiple teams after Step 2, then playoff games will occur.

D. All Other Seeding Into a Post Season Tournament Bracket or Determination of Final League Standings:

Step 1 - Head to Head Regular League Contests. **See breaking Multiple Ties below.**

Step 2 – Common Regular Season KingCo League Opponent Results

Note: (Applies only to 4A Baseball, 4A Fast pitch and 4A B/G Basketball)

Step 3 – Results against Teams Higher in League or Division or Next Highest Ranked Team in League or Division

Step 4 – Coin Toss or Random Draw

Description of Steps (Criteria):

Step 1 – Head to Head Contests – If one team had a better won-loss record in regular league contests against the other team during the regular league season, then the tiebreaker will be awarded to the team with the better record in head to head competition.

Note: Some sports have league non-counters as part of their regular league schedule. These contests will not count when determining head to head won-loss records.

Step 2 – Common Regular Season KINGCO League Opponent Results (Applies only to 4A Baseball, 4A Fast pitch, 4A B/G Basketball) – This will be done by using a point scoring method for how teams did against all common league opponents during the regular season. A win in-division will be worth two (2) points and a win out-of-division will be worth one (1) point. Total points against common league opponents will equal your score.

Step 3 – Results Against Teams Higher in League or Division or the Next Highest Ranked Team in League or Division - How teams did against teams above/below them in their division. Example: If a tie at 3rd, how did each team do against the #1 team? If Team A beat the #1 team and Team B did not, then Team A would win the tiebreaker. If both teams beat the #1 team we would go on to the #2 team and repeat the process. This applies to single division sports as well as two-division sports.

Step 4 – Coin Toss/Random Draw: If reaching this step in the policy and three or less teams are involved a coin toss will be used. If four or more teams are involved a random draw will be utilized. No playoffs will occur if reaching this step.

Breaking Multiple Ties:

Head to Head:

As many teams as are involved, head to head records will be compiled for each team. If more than two teams are involved it will be the team with the best overall record against the other teams involved in the tie that will be awarded the advantage (championship, higher seed or BYE).

Step 1 – Compile head to head records. Place teams into bracket based on rank order.

Step 2 – If there is an additional tie within the ranking that tie would be broken by applying the appropriate steps above.

Common Regular Season KingCo Opponents (Applies only to 4A Baseball, 4A Fast pitch, 4A B/G Basketball)

See above for how points are awarded. Once points are calculated for all teams involved in the tie, the teams will be placed in rank order and placed into the bracket in the same manner as in head to head competition.

Results against higher teams in the League or Division:

Teams involved in the multiple tie will compile a won-loss records against higher ranked teams. Teams will then be placed into the bracket according to rank order.

Automatic Entry:

Defined as a tournament bracket spot that guarantees entry into the next level of competition (ex. The top 4 entries in a KINGCO Tournament who automatically qualify for District and are just playing for seeding).

31. RULES / REGULATIONS GOVERNING SYNTHETIC TURF FIELDS IN THE KINGCO CONFERENCE

1. Participants and officials must wear approved shoes by the host school on the artificial turf.
2. Track spikes are to be limited to 1/4" in length only and are limited to, and for, use on the track, runways, and high jump aprons.
3. Substances which may stain the artificial turf or track, such as crepe paper, food, candy, seeds, soft drinks, coffee, Vaseline, etc., must be kept outside the turf surface and track.
4. The use of sharp objects or golf clubs on the artificial turf surface and track is prohibited.
5. Only participants (coaches, players or officials) are permitted inside the playing area fence. This includes the track and field areas.
6. Marking or painting on the track, turf, or other facility surfaces is prohibited. Competitors in track must use moveable markers.
7. Only authorized maintenance vehicles are allowed on the track or artificial turf.
8. The following are examples of activities not permitted inside the perimeter of the facility.
 - a. Bicycle riding
 - b. Pets
 - c. Skateboard riding/roller-skating/rollerblading
9. Unsafe, boisterous conduct, improper language, and other objectionable practices will not be allowed and must be controlled by user.
10. Alcoholic beverages or narcotics shall not be brought to, or consumed on school property. The use of tobacco (smoking or chewing) is not permitted on school property.
11. Kicking or bouncing balls against the fence, grandstands, or any standing structure is prohibited.
12. Burning material of any kind is prohibited within the complex.
13. No signs are to be brought into the complex without prior approval. Approved signs may be posted within Conference rules.
14. Any and all field manager/field supervisor directives must be observed and obeyed.

32. KINGCO CONFERENCE REFEREE NO SHOW OFFICIAL POLICY

- **Volleyball**

- C and JV: If only one referee shows up, they should ref the jv game and the c-game can be refereed by one of the varsity coaches or another school personnel if mutually agreed upon by both coaches. A player who is a certified official may referee if mutually agreed upon.
- Varsity: A varsity match can be played with one official. If both referees fail to show, the match will be rescheduled.

- **G & B Soccer**

- C-Team: Varsity or JV coach from either school may ref if both schools agree.
- JV & Varsity: If there is no referee, than the game is re-scheduled. If the linesmen fail to show for a varsity match, both coaches must agree to play without them or with one, whatever the case may be, or agree to reschedule the game.

- **Football**

- C, Soph & JV: If there are no referees, the game is cancelled or rescheduled if possible
- Varsity: If there are no referees, the game is rescheduled. (4 will be considered a minimum crew for Varsity)

- **G & B Basketball**

- C-Team: Varsity or JV Coach can referee if both schools agree
- JV: JV could play with one official.
- Varsity: If there are no referees, the game is rescheduled.

- **Wrestling:**

- All Levels: If no official shows, the match is rescheduled

- **Baseball**

- C & JV: The C/JV coaches should alternate and umpire the game.
- Varsity: If there isn't an umpire, the game should be rescheduled.

- **Softball**

- JV: The JV coaches should alternate and umpire the game.
- Varsity: If there isn't an umpire, the game should be rescheduled.
- A parent or spectator may officiate a game only if they are a certified official and have the necessary paperwork with them to prove so.

The following pages are dedicated to sport specific information. The KingCo Conference also reserves the right to update, change and address changes in a sport specific syllabus at the pre-season meetings. Coaches, Athletic Directors and Administrators need to refer to sport specific Syllabi presented at KingCo Conference Coaches meetings for the most updated information.

BASEBALL

- 1) KingCo Baseball will follow WIAA and National Federation of State High School Associations rules unless otherwise indicated.
- 2) Games postponed because of inclement weather shall be rescheduled on the first open date even if the Head Coach or some of the players are not available. The only valid reasons for not rescheduling on the next available date are:
 - a) Unavailability of umpires.
 - b) Unavailability of a field.
 - c) Unavailability of transportation.
 - d) Conference rule.
 - e) Rescheduling a league game takes precedence over a previously scheduled non-league game. Saturday should be used as a make up day whenever possible if umpires and fields are available. It is not mandatory to make up a JV game however it is highly encouraged. Making up a “protested game” will follow the same guidelines as a rained out contest.
- 3) Visiting teams shall dress at home.
- 4) All league games shall be seven innings, unless extra innings are required in order to break a tie.
- 5) After Conference play begins, practice games may be scheduled on open dates but Conference make-up games shall take precedent.
- 6) Umpires shall be instructed by the Association to bench or banish from the game any players who are abusive, who criticize decisions, or who generally make a nuisance of themselves during the course of play.
- 7) The home team shall furnish at least three new game balls for each contest.
- 8) The following schedule shall be observed for the warm-up period for scheduled games.
 - a) Home Team infield practice: 35 minutes before scheduled time
 - b) Visiting team infield practice: 20 minutes before scheduled time
 - c) All starting times will be determined by the home team, even on make-up games, as mitigating circumstances may necessitate a change from the original site and time.
- 9) Teams may take Live Batting Practice before all games starting @ 5:00 pm or later. Teams may also take Live Batting Practice before afternoon games provided there are batting cages available at the site of the game. Afternoon Live Batting Practice will be limited to 15 minutes per team once both teams have arrived at the field and the Head Coaches have spoken. If cages are not available at the field, NO afternoon Live Batting Practice will be allowed. Using whiffle balls, tee work, soft toss and pepper are not considered Live Batting Practice and are acceptable at any time. Live Batting Practice is also allowed for games on Saturday and during Spring Break. If both teams are on spring

break live batting practice can be taken at any time. If one of the schools is in session, refer the above rules. **If a team is in violation of this rule the contest will be forfeited.**

- 10) All varsity contests that are called (because of rain, etc.) before they are considered completed will be replayed from the beginning. A completed game is 4 1/2 innings if the home team is leading and 5 innings if the visiting team is leading.
- 11) If a field has lights, the home team will be responsible to turn them on if ordered by the plate umpire due to darkness. If the lights are inoperable, it is the home team's responsibility to notify the visitors before the game starts. Failure to notify the visitors before the game will result in the game being played from the point of suspension if it is considered incomplete.
- 12) If a contest is tied after 4 1/2 innings or more, and is called due to rain, darkness, etc., it will be replayed from the point of suspension when the same two teams meet again or on the first playable date if they aren't scheduled to meet again.
- 13) The JV schedule will be the reverse of the varsity schedule, i.e. playing sites. Or they may play before the Varsity game at the same site.
- 14) **Pitcher Limitation** – When a pitcher pitches four (4) innings or more in a contest which began and ended on the same day or in a day, the pitcher shall not pitch again until two (2) calendar days (Monday-Thursday, Tuesday, Friday, Wednesday-Saturday, Thursday-Monday, Friday-Monday, Saturday-Tuesday) have elapsed.
 - a) One (1) pitch constitutes an inning.
 - b) The same rule applies to playoffs as well as to regular season play, and to tied and discontinued games.
- 15) Each varsity and JV team/player is allowed a maximum of twenty regular season games. Any substitute that does not play in more than two innings or a courtesy runner shall not have that game count as one of his twenty contests.
- 16) Baseball Playoffs:
 - a) The winner of the 4A KingCo Tournament will be the KingCo Champion. Winners of the Crown and Crest Divisions will be declared “division champions”.
 - b) Admission will be charged at the KingCo Baseball Tournament as per KingCo guidelines.
 - c) Breaking ties for post-season play will follow the KingCo Tie Breaker rules

BOYS' & GIRLS' BASKETBALL

1) **STARTING TIMES:**

- a) **4A:** Tues/Wed. JV games will start at 5:45 PM with Varsity starting at 7:30 PM.
- b) Friday games:
 - i) Quad Headers start times
 - (1) 3:30 Girls JV, 5:00 Boys JV, 6:30 Girls V, 8:00 Boys V
 - ii) Doubleheaders start times
 - (1) 6:30 Girls V, 8:00 Boys V
- c) Sat JV game times
 - i) 10:00 Girls, 11:30 Boys
- d) **3A/4A:** Tuesday/Friday games will start at 3:45, 5:45 and 7:30 PM. (unless otherwise noted).
 - i) Varsity games will start 15 minutes following the end of JV games or at designated start time.
- e) **4A JV/C** games will have 8-minute quarters and 10 minute half times. (JV & "C" teams use 5 min half times in quad games).

2) The **NATIONAL FEDERATION of STATE HIGH SCHOOL ASSOCIATION RULE BOOK** shall be followed for boys; girls will follow NAGS and WIAA guidelines. KINGCO Tournament format and guidelines will be reviewed at pre-season meeting.

3) Three certificated **OFFICIALS** shall be used in all Varsity games.

4) The **SCORER AND TIMER** in all Varsity games shall be adults. All schools are encouraged to have an adult for 30-second timer for girls' Varsity. The announcer must be an adult or a student under adult supervision.

5) The **VARSITY AND JV SCHEDULE** is to be prepared on a 2 year basis, unless Conference expansions or changes in membership dictate otherwise.

6) **VISITING LOCKER ROOMS** will be available to occupy no later than 30 minute prior to game time.

7) **TECHNICALS:** A player receiving a technical for unsportsmanlike behavior sits until the next dead ball.

8) **SHOOTING:**

- a) **No shooting will be allowed between games and half-time of either the JV or Varsity games. No shooting before JV game by Varsity players will be allowed. Not allowed to shoot on the main court until the official pre-game warm up for that specific team.**
- b) If school has an auxiliary gym and it is available, both teams may use it for warming up before or during the JV game. Either both teams can use it or no one uses it.
- c) NO teams should gather at center court after the player introductions. If they want to gather it should be at the free throw line immediately in front of their benches`

9) **GENERAL INFORMATION:**

- a) Visiting participating schools may bring their pep bands with prior permission of home school.

- b) The KINGCO schools in charge of basketball, in conjunction with the tournament committee, has the overall responsibility for running the tournament and working out other details or problems that may arise. (Refer to published KINGCO tournament guidelines).
- c) KINGCO tournament format and guidelines will be reviewed at preseason coaches meeting.
- d) Senior night recognition events will be held on Tuesday or Wednesday, not on a quad night.
- e) Team introductions will alternate players with the gym lights to remain on.

CHEERLEADING

1) WIAA – Coaching requirements:

- a) **23.3.1.D Stunt Certification is required for Cheer Coaches who intend to have their cheer squad(s) perform stunts. The certification program must be approved by either the Washington State Cheer Coaches Association or the WIAA. Coaches must be recertified every three (3) years.**
 - i) Squads whose coach is not certified **will not** be allowed to participate in any form of stunting.
 - ii) If a **certified coach** is not present, the squad is not allowed to stunt. This includes all practices and sporting events. A faculty or staff member left in charge does not allow for stunting or tumbling taking place in the absence of the certified coach.
- b) Cheerleaders/Coaches are expected to abide by the NFHS Spirit Rules Book.
- c) Cheer coaches are required to complete the WIAA on line rules clinic each fall.

2) General Guidelines:

- a) ADMISSIONS: Cheerleaders in full uniform will be admitted free to a KingCo activity.
- b) INTRODUCTION OF PLAYERS: Introduction of players by the cheerleaders shall not delay the start of the game.
- c) CROWD CONTROL: Cheerleaders shall be encouraged to assist the game manager and officials in controlling the actions of their rooting section.
- d) COACH: Each school shall provide a coach at each event to assume responsibility of the Cheerleading Staff. If the Coach is not present, a designated faculty/administrator can be assigned for that event. If the coach is not present, there will be **no** stunting or tumbling by the cheer squad.
- e) FOOTBALL GAMES: Cheerleaders shall occupy the area directly in front of rooting section but not on the playing field.
- f) BASKETBALL GAMES: Cheerleaders are to occupy the area in front of the home fans. Cheerleaders for the visiting team should be greeted upon arrival and informed as to where a warm-up area will be provided as well as where they should be placed to cheer.
- g) WRESTLING MEETS: Strict compliance with Rule #2, Section 2, Article 1, National Wrestling Rule Book: “All personnel, other than actual participating contestants, shall be restricted to an area reserved for such use. This area shall be at least ten (10) feet from the edge of the mat and scoring table.”
- h) OTHER ACTIVITIES: Cheerleaders are permitted to conduct organized yells at any location or time that does not interfere with the contest itself or those participating.
 - i) Cheerleaders are instructed to avoid using yells that could be disruptive, obscene, degrading or offending to officials, opposing team or opposing spectators.
 - j) Refer to Washington Interscholastic Activities Association Rule and Guidelines for all cheer squads.

DANCE/DRILL

- 1) Dance/Drill Teams in uniform and performing will be admitted free to a KingCo activity **when accompanied by a qualified coach.**
- 2) Dance/Drill Teams are permitted to perform at home football and basketball events at halftime.
- 3) For playoff games on neutral sites, the order of Dance/Drill half-time performance will be as follows:

- a) Home Dance/Drill Team 1st
- b) Away Dance/Drill Team 2nd
- 4) All Dance/Drill Teams shall perform in accordance with the W.I.A.A. **regulations and NFHS Spirit Rules.**
- 5) “Hands-on” Stunt Certification is required for dance/drill coaches who intend to have their **dance/drill** squad(s) perform stunts. The certification program must be approved by the Washington State Dance/Drill Coaches Association or the WIAA. Coaches must be recertified every three (3) years. (new rule per the WIAA 2009-2010 handbook)
- 6) Dance coaches are required to complete the WIAA on line rules clinic each fall.

CROSS COUNTRY - BOYS & GIRLS

- 1) The cross country season shall begin on the first allowable date as provided in the WIAA Handbook and end with the State Championship.
- 2) All schools shall be governed by the National Federation Rules unless otherwise specified in the WIAA Cross Country Syllabus or KINGCO Rules.
- 3) **MEET SCHEDULES AND TIMES:**
 - a) All regular season meets will be scheduled by the athletic director in charge of cross country and approved by the athletic directors.
 - b) All regular season meets will be dual, triangular or quadrangular (possibly larger).
 - c) All meets shall begin at 4:00 pm unless mutually agreed otherwise by opposing schools or when circumstances occur beyond the coach's control. Late arriving schools will have a minimum 30 minute warm-up regardless of arrival time.
- 4) **THE COURSE:**
 - a) Each school (coach or team) is responsible for picking the location of their home course.
 - b) Each coach shall provide a map of their school's cross country course (including distance and location) at pre-season coaches meeting.
 - c) All courses will be 5 kilometers in length for boys and girls.
 - d) The course will be such that no hazardous conditions exist and should provide a reasonable and safe start for the runners.
 - e) Adequate course marshals need to be placed in congested areas of the course and in traffic areas.
- 5) **REGULAR SEASON MEETS:**
 - a) All eligible athletes may participate.
 - b) Scoring is by National Federation Rules: (Rule 12, Section 3). If the team score is tied, a winner shall be declared to the team with the highest place sixth runner.
 - c) Boys and girls should run separate races.
 - d) Home teams are responsible for proper rest room facilities, drinking water and emergency phone availability.
 - e) Home team must provide written results in a timely manner to all participating teams before they leave the meet site.
 - f) Each school must bring their own medical supplies (including ice) to all meets.
- 6) **KINGCO CONFERENCE MEET**
 - a) Conference Championships determined here. A meet champion will be determined by the KINGCO Conference Meet. (See KINGCO Conference Cross Country Syllabus).

FOOTBALL

- 1) The Conference will consist of one 2A/3A division and two 4A divisions. Schools may field the following teams: V-Varsity, JV-Junior Varsity, SO-Sophomore, FR/S0-Frosh/Soph.
 - a) Players may play down one (1) year only (i.e.: a junior may play on the Soph. team, a sophomore may play on Frosh-Soph. team). Coaches need to contact opposing coach prior to playing game to communicate players playing to maintain a desirable competition for each team.
 - b) Teams will compete at the following levels:
 - i) Schools with grades 10-12: Varsity, JV, and Sophomore
 - ii) Schools with grades 9-12: Varsity, JV, Sophomore, & Frosh-Soph.
 - iii) Game Clock/Minutes per quarter.
- 2) All Conference games will be played to a clear decision
 - a) The game tie breakers will be by WIAA adopted policy.
 - b) There will be NO tiebreakers in JV, Sophomore or Frosh games.
- 3) Half time for Homecoming in the KINGCO is 20 minutes long. Host school must advise visiting school of extended half time at Homecoming.
- 4) All Conference varsity games will start at 7:00 PM.
 - a) Exceptions may occur because of stadium use conflicts.
- 5) The visiting team will dress at its own school unless the host school has granted prior approval. Host schools must clear facility by 5:30 pm on varsity football game day. Host school Game Manager will meet visiting team and direct team to visitor's lockers.
- 6) A minimum of five (5) certified officials will be used in all varsity games.
- 7) KINGCO schools are required to furnish for all home varsity, JV, Sophomore, & Frosh-Soph football games one or more of the following medical services:
 - a) Certified Trainer
 - b) Doctor
 - c) Certified Paramedic
 - d) Fully stocked emergency med. bag and access to emergency phone for 911 calls.
- 8) At all varsity games the home varsity team will contact a doctor previous to game time and have a doctor on the field at all times.
- 9) The color of jerseys will be determined by the National Federation of State High School Association Rules Book.
- 10) The host school should acquaint a visiting team with the locker room, press box, and general field facilities. The host school should provide, when possible, a place for the spotter, the person taking films, and the statisticians.
- 11) End Zone Camera Policy: Permitted by those teams involved in game. If only one team is involved, then they must provide a copy to the other team. These tapes are not to be used for scouting.

GOLF: BOYS' AND GIRLS'

1. Golf is a fall sport for Boys' and a spring sport for Girls' of the KingCo Conference.
2. The varsity team will consist of ten (10) players with the best five (5) scores counting toward the team match. Each school is to bring, at most, ten (10) players to scheduled matches.

Score Maximums:

For girls' golf, during league play only, to help the speed of play the **double par maximum** rule will be used. Golfers will mark their cards with an "X" in the box below the hole that the maximum rule was applied. Golfers should still put the score from that hole, for example, if 8 is double par, the player should put 8 on their scorecard and an "X" below that.

For boy's golf, during league play only, to help the speed of the play a **maximum 10 rule** will be used. Golfers will mark their cards with an "X" in the box below the hole that the maximum rule was applied. Golfers should still put a 10 as well as the "X" below the 10.

3. KingCo league matches will consist of nine (9) holes.
4. Only the head coach is allowed to coach during the regular season and KingCo Medalist Tournament. The number of coaches at the district event would mirror what the IWAA does at the state tournament, IF we have enough workers to run the district tournament.
5. The USGA Rules of Golf will govern all play, including scoring, except in cases of local ground rule changes.
6. The use of range finders is not allowed during any match play.
7. All matches, including the KingCo Medalist Tournament and District II Tournament, will observe either summer or winter rules as determined by the local course conditions for that day.

Definition of "Winter Rules":

If course or weather conditions require, KingCo golf will use both Winter Rules Option #1 and Option #2 of the USGA rules of golf (pg. 108).

Option #1 allows the lifting, cleaning and replacing of a muddy ball through the green, but (if not in a closely mown area) the ball must be replaced to its original position with no improvement of lie. Note: The position of the ball must be marked before it is lifted under this Local Rule – see 20-1.

Option #2 allows this, plus allows the lie of the ball to be improved up to six inches in closely mown areas (the fairway, the apron, the fringe) up to and including a change of cut, as long as the ball is no moved closer to the hole, is not in a hazard, and not on a putting green.

For both options, a player may place his/her ball only once, and it is considered in play when it has been placed, (Rule 20-4). If the ball fails to come to rest on the spot on which it is placed, Rule 20-3d applies. If the ball when placed comes to rest on the spot on which it is placed and then subsequently moves, there is no penalty and the ball must be played as it lies, unless the provisions of any other Rule apply.

If a player fails to mark the position of the ball before lifting it or moves the ball in any other manner, such as rolling it with a club, he/she incurs a penalty of one stroke.

8. Any team not appearing for a scheduled match will forfeit.
9. All teams are to have equal access to practice facilities on match days.
10. Tournament Qualifying:
To qualify to compete in the KingCo Medalist Tournament all players must have had a score of 60 or lower at least once during a regular season match.
11. Tournament scoring for the boys' and girls', KingCo Medalist Tournament and District II Tournament will be total strokes.
12. No competitor may play practice holes at the match site on the day of the match. A coach must accompany their team to all league matches, KingCo Medalist Tournament, and District II Tournament. It is intended that coaches will supervise their players while they are on the course, help with rules interpretations when needed, and provide assistance running tournament play.
13. No advice (this includes any information about how the match is going) is to be given from one threesome or foursome to another until score cards have been checked, signed by the scorer, attested by the player, and turned in to the coaches. Coaches may only give advise between the green (after play is completed) and the next Tee Box (before play is started),

but advice must be quick, direct, and not slow play in any way. Team vs. Individual: For clarification purposes, the conference matches are interpreted to be team competitions. This permits golfers from the same school to communicate, receive advice, etc., if they are playing in the same group. This does not allow for players to receive or give advice or information to a teammate who is not playing in his/her group.

14. When a tie match occurs during the regular season, the team with the lowest number of "X's" on counting score cards will win the match. If a tie cannot be broken with "X's" a sudden-death playoff will be held starting at the first hole. All five varsity players with the counting scores that caused the tie will participate. If two (2) or more players from one team tie for the 5th spot the coach will determine which player(s) will take part in the tie breaker. The total score of all five (5) players will determine the winner. If one or more of the five counting players has left the golf course their team will forfeit the match.
15. Any changes required in a match site or match date will be made by mutual agreement of the coaches of the competing schools and approved by the league athletic directors as outlined in this handbook.
The league schedule becomes official immediately following the pre-season coaches meeting.
16. During matches, each player will keep a scorecard for his/her opponent. The score must be legible. If a score is changed, it must be crossed out and re-written in the space below the original score. No writing over another score. At a minimum, scorecards should be reviewed every 3 holes.
17. DRESS CODE: All participants in regularly scheduled KingCo league matches, KingCo Medalist Tournament, and the District II Tournament are required to wear appropriate golf attire that is neat and clean. No jeans or denim will be allowed. Players must follow any course specific attire requirements. Failure to adhere to this dress code will result in non-participation. Coaches shall assess this penalty (disqualification) prior to starting the match or anytime during the match.
18. Prior to the beginning of league play and tournament play a verbal reminder will be given to all participants of appropriate conduct. A verbal reminder will also be given on how to appropriately report a violation. If a violation happens, the golfer calling the violation must immediately inform the golfer at fault AND note it on their scorecard. The third step is for the golfer to notify a coach or tournament official the first opportunity they have. Violations brought up at the end of a match without following the above steps won't be accepted.

The following violations will result in a two (2) stroke penalty for the first offense and should a second offense occur the individual will be automatically disqualified from the KingCo League Match, KingCo Medalist Tournament, or District II Tournament:

- a. Club throwing,
 - b. Abusive language (swearing),
 - c. The use of cell phones including text messaging. (Cell phones must be turned off before you tee off and may not be used until you have signed, attested, and turned in your scorecard).
 - d. Slow Play (coaches and/or tournament officials can enforce this rule)
19. The following violations will result in immediate disqualification from the KingCo League Match, KingCo Medalist Tournament, or District II Tournament:
 - a. Use of tobacco (smoking and/or chewing).
 - b. Drinking of alcoholic beverage.
 - c. Betting.
 - d. Malicious Damage: Any player intentionally damaging equipment or the golf course during play will be disqualified from play (i.e.: scuffing greens or trees, stuffing pins, hitting trees or damaging equipment including clubs).
 - e. Use of range finders
 20. Spectators will be allowed on the course, provided they follow the players by at least 25 yards, are not in close contact with the players, and do not give advice or instructions during the match. A verbal warning will be given for the first offense. Should a second offense occur the player will be subject to a two (2) stroke penalty. Should a third offense occur the player will be automatically disqualified from the KingCo League Match, KingCo Medalist Tournament, or District II Tournament. A violation must be identified (challenged) at the time it happens, not later on in the match. Coaches may also assess this penalty if they witness the violation. This is considered unsporting conduct.

21. If the match is stopped by unsafe conditions and cannot be completed before all the players have completed the nine (9) hole match then only the holes that all the players have completed will be counted. If five (5) holes are completed by all golfers the match is complete. If five (5) holes are not completed by all the golfers, the match needs to be rescheduled and started completely over.
22. A team sportsmanship award will be given to one 2A/3A school and one 4A school. The team sportsmanship award will be voted on by opposing players. Etiquette, knowledge of rules, treatment of other players, friendliness and helpfulness will be criteria used to select the winning team.
23. A coach of the year award will be given to a 2A/3A & 4A coach. This award is voted on by coaches within their own league.
24. 2A/3A & 4A all league teams will be determined off a point system from regular season league and medalist tournaments. This system will be explained in detail at the pre-season coaches meeting. Athletes that qualified for state, but didn't make honorable mention, would be added.
25. Trophies: KingCo 2A/3A champion & KingCo 4A champion will be determined at the medalist tournament and awarded a trophy and medals. Regular season 2A/3A & 4A champions will receive a one certificate each.

GYMNASTICS

The gymnastics season shall begin on the first allowable date as provided in the WIAA handbook and end with the State Championship.

1. All Kingco dual, 3-way, or 4-way meets will meet the following schedule:

Gyms must be available and set-up by 5:45 for warm-ups on all apparatus to begin

5:30 stretching in a location provided by the host school

5:45 Warm-ups

6:45 Change/March

7:00 Meet start time

(Four judges will be required for each meet)

It is up to each individual school and athletic director where the meets and practices will be held. School gymnasiums as well as off-site facilities are acceptable. At the completion of a meet, as a courtesy to the athletes - only bars, vault & beam should be taken down prior to the presentation of awards. The floor should be left intact, until completion/announcement of meet scores.

2. Scoring: Ten team members maximum compete per school, per event for varsity points. The top five highest scores on each event count for the team score. In KingCo Qualifying Meet, District I/District II and State Meet: 5 highest scores on each event count to team score, 6 competitors compete.
3. Dual meet order of events:
 - Round one – Vault & Bars
 - Round two – Beam and Floor ExerciseAt all KingCo dual meets, two events will be held simultaneously.
4. Inquiries: NO inquiries of a judge's decision will be allowed at any conference dual meet. A coach may talk to a judge following the meet, but not during.
5. Each participating school will share the costs for providing judges at KingCo meets.
6. Duplicate copies of the meet results ***are to be provided to all visiting teams***. It will be the practice to call out and recognize, with a public announcement, the first 10 places in each event and the all-around at the conclusion of the meet.
7. Meet results are to be e-mailed (win/loss) to the designated Kingco Commissioner within 24 hours of each meet. Results will be tallied and used for final seeding at the end of season Kingco meet.
8. It is ***recommended*** that all apparatus used at KingCo meets (dual, tri and quad meets) and the KingCo Tournament be matching to the equipment used at the State Tournament. State equipment is as follows: AAI Super Wide Bars, AAI Vaulting Table, AAI reflex Beam and Spring Floor (with Carpet and ethafoam) as listed in the WIAA State Tournament Coaches Packet.
9. KingCo Gymnastics Championship:
 - A. The individual event championship shall be determined by the KingCo Championship meet. A team may enter a maximum of six competitors in each event. Top five event scores count.
 - B. The team with the best record throughout the regular season will win the 2A/3A or 4A conference trophy. The winner(s) of the Kingco meet will receive the Kingco meet trophy.
 - C. Awards:
 1. Ribbons will be awarded 1st through 10th place for each event and all-around at the KingCo meet. First place will also receive a KingCo medal.
 - D. Seeding for the Kingco meet will be based on overall season (win/loss) record. In the event of a tie, a coin-flip by the commissioners will take place to determine the higher seed.
10. There will be 10 varsity competitors.

- A. In dual meets each team may enter 10 JV competitors to compete in open events.
- B. In the tri-meets each team may enter 10 varsity and 3 JV competitors. Unfilled spots will be offered to other teams.
- C. There will be no JV competitors in quad meets unless:
(The host school will decide if JV competitors will be allowed for that meet. If the host school decides to have no JV competitors, the visiting schools must be notified a day in advance).

11. Conference meetings:

Fall – The Thursday prior to the start of the season at Juanita High School, 6:30-7:30 pm.

Spring – Second Thursday after the State Meet at Juanita High School, 6:30-7:30 pm.

BOYS' & GIRLS' SOCCER

- 1) The National Federation of State High School Rules will be followed except where the KINGCO Conference chooses to make variations. KINGCO Soccer Guidelines have been approved by the WIAA as the regulations to be enforced by the officials for KINGCO matches.
- 2) Coaches will use a standard roster form for all KINGCO Conference games. Information will include: player's name (first and last); number; year; school; and position.
- 3) The scheduling of all KINGCO contests is to be coordinated through the KINGCO Soccer Coordinator who is responsible for ordering officials
- 4) Revisions to the KINGCO Conference soccer schedule, as adopted, are to be approved at a regularly scheduled meeting of the KINGCO Athletic Directors.
- 5) Varsity contests will begin at 7:30 and JV contests at 5:30 unless otherwise dictated by field use schedules.
- 6) For all varsity matches, there will be one referee and two linesmen assigned by the officials' association. This format is also recommended for JV conference games. (IF less than full allotment of officials arrives for the game, both coaches must agree to use less than the full allotment of officials OR agree to reschedule the game).
- 7) The home team will get first choice as to which end of the field they wish for warm-ups. A representative from their team/school should greet the visiting team upon arrival and inform them as to which end of the field they should warm up on.
- 8) In a situation where the two teams involved have the same colored uniforms, the visiting team is responsible for changing its color. The home team will wear their white jersey and the visiting team will wear dark (green, red, black). Recommendation: have both jerseys with you in case a problem should arise.
- 9) It is recommended that the home field be equipped with a scoreboard and P.A. system when possible. The scoreboard will start at 40:00 and run down to 2:00 at which time it will be stopped. The scoreboard will also maintain the current game score throughout the game. This will apply to all KINGCO playoff games.
- 10) A player is limited to two halves of soccer on any one day. Entry one or more times in a half is counted as a full half.
- 11) Yellow Cards: (Girls' Soccer Only)
 Individuals that accumulate four (4) individual yellow cards, where a red card did not occur, (including preseason, **excluding playoffs**) will be required to sit out the game following the fourth individual card. The accumulation of cards does not count as an "ejection." Double jeopardy will not occur, as the league penalty applies for an accumulation of "individual" yellow cards in "different" games. (Example: If an individual receives a yellow card in one game, two yellow cards in the next game, they still have only one yellow card for their league total, and would need an individual yellow from three more games to be penalized by the league.)
National Federation rules regarding the accumulation of two yellow cards in one game must still be adhered to. Refer to KingCo Handbook section 24 and 25 D for specifics regarding fighting ejections.

Tracking the Yellow Card Policy: (Girls' Soccer Only)

For all levels (Varsity, JV and C) and by the end of the following day an email report should be sent by the coach to the Soccer Commissioner outlining any card infractions that took place in their match. The email should include date of the match, the opponent, the player carded (name and jersey number) and the infraction. This information will be shared by the Commissioner with the league athletic director's on a weekly basis.

Sanctions within the Yellow Card Policy:

Tracking will take place from the first WIAA scheduled contest for a team until their next to last regular season contest. Sanctions will only be administered during the regular season and will not carry over to the playoffs.

Boys' Red Card Policy: See WIAA Rule.

- 12) The following guidelines will be used for contests ending in a tie-score at the end of regulation play.
 - a) JV & C teams. No overtime will be played in regular season games.
 - b) Varsity: Regular season games ending in a tie will have two (2) five (5) minute NON SUDDEN DEATH overtime periods. If the game is still tied after these two (2) periods, the game ends in a tie.
KINGCO Playoff games: This will apply to the entire KingCo Tournament and not just the State qualifying matches. This is the same format used at State Tournament matches.
 - 1) If the game is tied at the end of regulation they will play 2 x 5 minute sudden victory periods.
 - 2) If the game is tied at the end of overtime periods they will go to 5 penalty kicks.
 - 3) If the game is tied at the end of 5 penalty kicks then sudden victory penalty kicks.
 - c) Any player on the roster who is eligible to play in the game may participate in the penalty kicks.
- 13) It is the host team's responsibility to notify the Seattle Times newspapers of game results immediately following the completion of conference and non-conference games.
- 14) League standing will be based upon the following guidelines:
 - a) Win = 3 points; Tie = 1 point; Loss = 0 points.
- 15) Seeding for KINGCO playoffs will be determined by the following formula:
 - a) League standing (determined by points)
 - b) In case of tie, refer to tie breaker language
- 16) Host team Responsibilities:
 - a) Host teams will always maintain their home stand side and the visitors will always maintain the visitor side of the host's stadium.
 - b) Each host team will provide a faculty member or responsible parent to make player introductions. Announcements for pre-game will include all team members for both the home and visitor.
 - i) The visitors will be introduced first. All members of the team will be introduced.
 - ii) The announcer will not indicate a difference between "starters" and "non-starters". For example, "Announcing players for the visiting team from Bellevue High School ... (reading straight down the roster)."
 - c) If play-by-play announcing is done, the "qualified" adult will only name players entering the game, scoring a goal or making an assist, and recognize goalkeeper saves.
- 17) Game Suspensions:
 - a) NFHS Rules state: "In the event game must be suspended because of conditions which make it impossible to continue play, the head referee shall declare it an official game if one complete half or more of the game has been played. If less than one-half of the game has been played, the game may be rescheduled from the start, or restarted from the suspension of play accorded to state association adoption."
- 18) Lightning Disturbances:

The NFHS has developed guidelines for handling lightning during contests. When thunder is heard, or a cloud-to-ground lightning bolt is seen, suspend play and take shelter immediately. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or last flash of lightning is seen before resuming play.

FASTPITCH SOFTBALL

1) SAFETY EQUIPMENT:

- a) Batting helmets must be worn by batter, batter on deck, runners, and any student occupying a coaching box. NFHS face mask and chin strap rules will be followed.
- b) Chest protectors, throat protectors, catcher masks and helmets, knee/shin guards are required for the catcher.
- 2) An unrestricted flight "optic yellow" RF - 47 ball will be used in KINGCO softball.
- 3) Home team is designated as official scorer. The visiting team shall be responsible for verifying the score after each half inning.
- 4) If teams are separated by 10 runs or more and have played five innings or more, the game will be officially over.
- 5) Players can play on JV and varsity teams as long as they abide by WIAA rules, 20 games maximum includes both played at JV and varsity level. Clarification on what constitutes a "game" is defined in the WIAA handbook.
- 6) Whenever possible the use of **double bases** at 1st base is strongly encouraged and safety bases at 2nd and 3rd are recommended.

7) SCHEDULING:

- a) Conference games will not be scheduled on Saturday, unless there is a mutual agreement between both schools.
- b) Conference games take precedence over non-league/practice games when necessary.
- c) Games will begin at 4:30 PM unless otherwise noted.
- d) Games postponed because of inclement weather shall be rescheduled for the first open date. The only valid reason for not rescheduling at the first possible date is unavailability of umpires, transportation or facilities. Saturday may be used as make-up date if both schools agree. It is not mandatory to make up JV games.
- e) All varsity contests that are called (because of rain) before they are considered completed will be replayed from the beginning. A completed game is 4 1/2 innings if the home team is leading, and 5 innings if the visiting team is leading.
- f) If a contest is tied after 4 1/2 innings or more, and is called due to darkness, time limit, etc., it will be replayed from the point of suspension when the same two teams meet again or on the first playable date if they aren't scheduled to meet again.
- g) Visiting teams shall dress at home.
- h) The following schedule shall be observed for the warm-up period for games scheduled to start at 4:30 PM. Games scheduled prior to 6:00 PM -- soft toss only is allowed (no hitting) Games scheduled 6:00 PM or after -- live hitting is allowed up to one hour before game time.
- i) Batter on deck may use either warm-up batting circle (unless it is a safety issue).
- j) Tie-Breaker Procedure (Rule 4-2-6 of the NFHS Softball Rules) The top of the 9th inning begins by placing the 9th scheduled batter in the top of the 9th inning last out of previous inning as the runner on second base.

- k) Games will be played during spring break on Mondays and Tuesdays and using Wednesdays as a weather make up day.
- 8) **SPORTSMANSHIP AWARD:** Recognition will be given to the team that:
 - a) shows integrity and respect for self and others
 - b) shows spirit of game and no negative talk
 - c) that make you feel welcome
- 9) **KINGCO CONFERENCE PLAYOFF:**
 - a) The 3A KINGCO Champion will be determined by league play.
 - b) The 4A KINGCO Champion will be determined by a playoff between the Crown and Crest champions.
 - i) Ties: Broken by using KINGCO tie-breaker
 - c) POST SEASON TOURNAMENT (refer to Syllabus)
- 10) **BAT RULE:** Beginning with the spring 2003 season all softball bats must have the ASA embossed certification to be legal bats.
- 11) **Playoffs-** suspended games will resume as the game is left.

SWIM & DIVE - BOYS & GIRLS

- 1) **SEASON:** Seasons will begin on dates prescribed by the WIAA and end with the State Meets.
 - a) **Girls -- Fall Season**
 - b) **Boys -- Winter Season**
- 2) **RULES:**
 - a) The National Federation High School Rule Book will be used except where KINGCO and WIAA guidelines prevail.
 - b) Dive order for dual meet season: you will find this in the WIAA State tournament regulations (dive of the week schedule).
 - c) Diving order is mandated by WIAA (it must be followed)
 - d) **A swimming student-athlete can participate in two individual events and two relays or one individual event and three relays at a meet.**
- 3) **AWARDS:**
 - a) The KINGCO Conference will award a team trophy and individual medals to the conference champion at the conclusion of the season to both 2A/3A & and 4A champions.
- 4) **MEET SCHEDULE AND TIMES:**
 - a) Dual meets are scheduled on Tuesdays, Thursdays, and Fridays. Warm-up for afternoon meets is 3:00 PM with a 3:30 PM start. Any variation to this scheduling practice is due to pool availability.
 - b) All conference meets will be scheduled by the Kingco Commissioner immediately after the completed season.
- 5) **FORFEITURES:**
 - a) Conference dual meets postponed by agreement of both schools will be rescheduled for the first open date.
 - b) Valid reasons for not rescheduling at the first possible date is the unavailability of a pool site, or conference rule

c) Once a make-up is rescheduled, it will have precedent over any other meet.

6) **DUAL MEET RESPONSIBILITIES:**

a) **HOST SCHOOL RESPONSIBILITIES**

- i) Electronic starting system and bell to indicate the last lap of the 500 Free.
- ii) Qualified timers (2 per lane) or timing system. Referees stroke & turn, finish judges are recommended if available.
- iii) Score sheets with full names of all participants, complete official times, and event score progression.
- iv) The Kingco Conference schools are moving towards the use of HyTek software to run a meet
- v) All diving sheets, all necessary diving equipment, and three of the five paneled judges.
- vi) If agreeable to both schools the diving panel can be 3 judges
- vii) Remind and enforce rules for their own student body regarding KINGCO policy on rooting sections.
- viii) Fully prepared entry cards, individual and relay cards: first and last names.
- ix) The Kingco Conference schools are moving towards the use of HyTek software to run a meet
- x) Timer sheets from HyTek's Meet Manager would replace the use of cards

b) **VISITING SCHOOL RESPONSIBILITIES:**

- i) Fully prepared entry cards (individual and relay) with first and last name on card.
- ii) The Kingco Conference schools are moving towards the use of HyTek software to run a meet
- iii) Timer sheets from HyTek's Meet Manager would replace the use of cards
- iv) Stroke & turn judge, finish judge if available.
- v) Remind and enforce rules for their own student body regarding KINGCO policy on rooting sections.
- vi) Two diving judges.

7) **COACHES' RESPONSIBILITIES:**

- a) **ALL COACHES:** swim and dive, must complete and pass the Red Cross Safety Training for Swim coaches.
- b) The school contracted coach must be present and in visible sight for a team or any team member to be allowed to enter the water or step onto the diving board for any competition or warm-up.
- c) THE HEAD COACH IS RESPONSIBLE FOR SUBMITTING THEIR TEAM'S MOST CURRENT AND FASTEST STATISTICS TO THE DESIGNATED PERSON IN CHARGE OF COMPILING AQUATIC STATISTICS.
 - i) Dual Meet Results should be sent to the Kingco Commissioner for posting.
 - ii) It is best to send the results in an HTML results file created through HyTek's Meet Manager
 - iii) It is both teams' responsibility to notify local newspaper(s) of all meet results immediately following the completion of conference and non-conference meets
- d) The head coach is responsible for behavior of team members, rooting sections and meet volunteers; these are to be in accordance with the KINGCO Handbook standards and procedures.

8) **LEAGUE CHAMPIONSHIP:**

There will be a 2A/3A & 4A Dual Meet Champion named at the end of each season.

9) **MISCELLANEOUS:**

- a) JV events are permitted, if pool time is available. (Extra individual and relay heats if time permits - to be determined through a discussion between the coaches at a meet)

- b) **Coach of the Year:** A Kingco Conference Coach of the Year award will be given at the end of the season at the Kingco Conference Championship Meet and will be chosen by a vote of the head coaches of the individual schools. Votes will be distributed, collected, and tallied by the KINGCO Conference Commissioner.
 - c) **All KINGCO Conference Team:** All-KINGCO League Team selections will be determined by the Conference coaches prior to the Kingco Conference Championship Meet. Head coaches are responsible for nominating individuals from their team to the Kingco Conference Commissioner. At the meeting prior to the Championship meet nominations will be distributed, votes will be collected and tallied by the Kingco Conference Commissioner. There will be a total of 18 swimmers and 3 divers on the First Team and 24 Swimmers and 4 Divers on the Second Team. All schools will be represented on the All Kingco Conference Team. Placement on the teams will be done through points earned through the voting by the Conference coaches.
 - i) **To begin the nomination process - a swimmer must have 2 state qualifying times to be nominated for 1st Team All Kingco**
 - ii) **To begin the nomination process - a diver must have a state qualifying standard to be nominated for 1st Team All Kingco**
 - d) **Team Sportsmanship Award:** Each season a sportsmanship award will be given to the team that demonstrates the best sportsmanship. The coaches have determined the criteria and will vote on a ballot sent to them by the Kingco Conference Commissioner. **We will honor a Crest and Crown League sportsmanship winner.**
 - e) **DIVING CRITERIA (for Dual Meets):**
 - i) Safety: It is the responsibility of the home diving coach to adhere to safety recommendations and make the call if divers are unsafe.
 - ii) Safety Recommendation:
 - iii) Distance from the board: = 3.6 feet.
 - f) **SCHOLAR-ATHLETE RECOGNITION:**
 - i) This award will be given to seniors only and their names will appear in the Kingco Championship Meet program.
 - ii) Swimmers or divers may be recognized. No actual award will be presented.
 - iii) Criteria:
 - iv) Senior
 - v) Varsity athlete - one year minimum
 - (1) 3.75 cumulative grade point average
- 10) **DATES TO REMEMBER:**
- a) KINGCO Preseason Coaches Meeting
 - b) Diving qualification dates, sites, times.
 - c) District, State meets entry deadlines.
 - d) All KINGCO and coach of the year ballot deadlines
 - e) KINGCO Postseason Coaches Meeting

TENNIS - BOYS (Fall Sport) & GIRLS (Spring Sport):

INTRODUCTION

These rules and regulations are intended to govern boys' and girls' tennis in KINGCO Conference dual meets and in KINGCO tournaments except as noted otherwise. The purpose is to integrate those rules, which are unique to KINGCO tennis competition and those USTA rules, and policies, which apply to KINGCO tennis. For more detailed information, players, coaches, parents and others are referred to the USTA Official Rules of Tennis, The Code, WIAA Handbook, and the KINGCO Handbook.

1) GENERAL RULES AND GUIDELINES

- a) The host coach shall have a complete copy of the KINGCO Tennis Rules and Regulations and The Code (USTA) on hand during dual meets to help answer questions of violations or procedures.
- b) It is the obligation of the host coach to insure that the behavior of spectators remains fair and non-abusive. Under no circumstances may the use of alcohol or tobacco be permitted at the site of a dual meet or tournament.
- c) The host should issue a general explanation of the KINGCO Point Penalty System to the players prior to the match and should define appropriate court behavior and enumerate specific types of conduct violations.
- d) Coaches must play their players in order of ability. In singles, the best player at #1, the second best at #2, etc. In doubles, the strongest team at #1, etc. Violation of this concept seriously undermines the intent of high school athletics and is contrary to the spirit of competitive team tennis.
- e) Coaches are required to keep a log of intra-squad matches, the results of which are used to determine the team line-up. This log is to be available for inspection by other coaches and the KINGCO athletic directors upon request.
- f) No players or spectators will be allowed on a playing court or an adjacent court other than participants, except to attend an ill or injured player, or in the case when both coaches agree otherwise.
- g) In all matches, each player must make all calls on his/her side of the court; when there is any doubt, the call must be made in favor of his/her opponent.
- h) The head tennis coach should be in attendance at all varsity matches. If he/she is not, he/she should inform the opposing school prior to the match and designate one assistant coach to be in charge.

2) THE KINGCO POINT PENALTY SYSTEM (PPS)

- a) The pre-match explanation of PPS should define appropriate court behavior and enumerate specific types of conduct violations such as racquet abuse, ball abuse, court abuse, abuse of officials, delay of game, inappropriate language, physical contact, and general unsportsmanlike behavior.
- b) The "Warning" is no longer part of the KINGCO PPS which now consists of:
 - i) Point Penalty
 - ii) Game Penalty
 - iii) Match Penalty
- c) In the absence of designated official(s), the competing coaches are empowered to enforce the PPS. Either coach may assess the first PPS penalty (point). It is recommended that subsequent penalties (game disqualification) be assessed by the coach of the offending player as appropriate. In all cases, coaches are encouraged to consult each other prior to assessing game or match penalties.
- d) If a dual meet, the PPS is cumulative throughout any singles or doubles match. If a player is disqualified as determined by the coaches or designated official(s) see #6 below.
- e) If a dual meet and a player(s) exhibits unsporting behavior at the conclusion of their match a point penalty will be assessed to the highest ranking doubles team that is playing or yet to play. The assessed penalty is a self-contained penalty and does not alter the PPS of the doubles match where the point was assessed.
- f) In all physical contact between players, the offending player(s) will be subject to disciplinary action according to KINGCO Conference policies. Any such contact will result in an immediate match penalty to the player who initiates the contact.
- g) In no case may squad members harass opposing players. The PPS will be applied in this situation upon the offending team of the match in progress.

3) PRACTICE COURTS

- a) Visiting players shall not be on the host school's courts more than 30 minutes prior to the scheduled match time.
- b) Optional hitting/warm-up time prior to match play should be limited to a maximum of 10 minutes. This does not include the match-play warm-up time.

4) WARM-UP

- a) Players will have a maximum of 10 minutes for warm-up, including serves, prior to a match. The host coach is responsible for monitoring the duration of the warm-up.
- b) All warm-up serves must be taken prior to the start of the play.

5) **DUAL MEETS**

- a) Unless agreed upon otherwise by the competing coaches prior to the regular match time, all dual meets should start as close to 3:45 PM as possible. This would depend on school dismissal time at the competing schools.
- b) Failure of a coach to insure proper behavior can be investigated by the KINGCO athletic directors at the written request of either coach within 24 hours of an incident and, in extreme cases, could result in forfeiture of the meet.
- c) Dual meets for boys and girls will consist of four (4) singles and three (3) doubles matches. The winner of a dual meet shall be determined when four (4) of the individual matches have been won. Exhibition matches (which do not count in team scoring) are encouraged.
- d) Players may not play in both singles and doubles; ten (10) different players must be used in the seven (7) matches of a dual meet.
- e) In dual meets placement of players on the courts will be determined by the number of courts available. Placement will start with singles, highest ranked players on first, through doubles, with highest ranked doubles teams on first. (Example, with six available courts the four (4) singles matches and first two (2) doubles matches will go on first). Any remaining matches will be put on the first available court.
- f) In the event that either coach feels that a line-up is unfair, i.e., is "stacked", he/she should notify the opposing coach and attempt to resolve the problem before matches begin. If the allegation of "stacking" cannot be resolved by the coaches prior to match play, a protest should be submitted to the KINGCO ADs within 24 hours. Allegations of "stacking" will be investigated by the ADs and could result in forfeiture of the meet between these schools.
- g) After the team winner of a dual meet has been determined, playing in order of ability need not apply.
- h) In the case of injury or illness, all players must move up in the line-up.
- i) When returning to the line-up after injury or illness, a player who has previously played the majority of his/her matches at one position must return to the line-up within one place of his/her previous position.
- j) A team appearing with insufficient players shall default match (es) at the bottom of the line-up.
- k) In boys' and girls' tennis, coaches shall exchange their complete line-up (singles and doubles) prior to the introduction of players.
- l) After line-up cards have been exchanged - any player withdrawn from the line-up will result in a match forfeit. Coaches need to make sure that all players are present and ready to play prior to exchanging line-up cards. The integrity of the ladder must be adhered to up to the starting of the match.
- m) Once a match has begun, it must remain on the same court until its conclusion, unless both coaches agree otherwise.
- n) Matches shall be best of three (3) sets, using regular (Ad) scoring and the seven (7) point tiebreak at six (6) games all. Coaches may mutually agree to shorten match-play scoring if the dual meet winner is already determined. Regular scoring (Ad) and the seven (7) point tiebreak at six (6) games all will be used for all tournament play.
- o) The server should call the score before each point. Coaches should stress the importance of calling the score to help avoid confusion. If a disagreement about the score occurs and cannot be resolved, replay only the disputed point.
- p) During each game, the server and receiver must both be ready to begin the next point within twenty (20) seconds, but each has the right to the full twenty (20) seconds to prepare for the next play. Failure to start play within twenty (20) seconds will result in assessment of a PPS penalty to the offending player.
- q) A player is entitled to feint with his/her body. He/she may change position on the court at any time including while the server is tossing the ball to serve. In doubles, the partner of the server or receiver may do the same. However, movements or sounds that are made to distract or result in distracting an opponent or nearby player(s) such as waving arms or racquet, stamping feet, or talking are prohibited.
- r) Unless there are extenuating circumstances, all matches shall be played to completion. An unfinished match will be treated as a default by the withdrawing team unless the decision not to finish is mutually made by both coaches.
- s) If a match cannot be completed (or started) due to inclement weather, darkness, or other circumstances, it shall be continued on the next available date. If at all practical, matches should be rescheduled in the order of the original schedule. It is the AD's responsibility to see that rescheduling proceeds smoothly.
- t) All suspended matches will resume play at the exact score when play was suspended, i.e., point, game, set and server.

6) **COACHING**

- a) The purpose of coaching is solely to offer advice and encouragement to the player(s) and not in any way to distract or annoy the opposing player(s).
- b) Coaching is allowed by the head coach or assistant coach.
- c) Coaching is allowed during the ninety (90) second changeover, during a one hundred and twenty (120) second interval between the 1st and 2nd sets, and during the ten (10) minute break between the 2nd and 3rd sets, except as noted for tournament play.

- d) No coaching is permitted within the playing area. Coaching is permitted from anywhere outside the fence surrounding the court(s) or outside the playing area as long as it does not distract the other player(s) during a point.
 - e) Should it become necessary for a coach to be consulted due to a problem on the court, it is recommended that the opposing coach also be present.
 - f) It is understood that the conduct of coaches must be exemplary. Misconduct by a coach should be reported to your AD.
- 7) **INJURY TIME OUTS**
- a) One injury time out is permitted per injury per match for a maximum of three (3) minutes each, once the trainer or coach begins treating the player. A player may suffer more than one injury per match and have a stoppage for each injury. Each injury may be further treated during a changeover, not to exceed the regular 90-second changeover interval.
 - b) The distinction between "loss of condition" and "injury" (USTA Rule 29.c) is not recognized for KINGCO dual meets or tournaments. Cramps, nausea, fainting, dizziness, etc. are included under injury time outs.
 - c) When a 3-minute injury time out has elapsed and a player is unable to resume play, a PPS penalty will be assessed (delay of game). Subsequent PPS penalties will be assessed at 30-second intervals until either play is resumed or the injured player is disqualified.
- 8) **FOOT FAULT JUDGES AND LINEPERSONS**
- a) A player or coach may request a foot fault judge or linesperson who will be provided if and when available, but play must continue within five (5) minutes even if attempts to obtain officials are still being made.
 - b) A player may request that an opponent avoid foot faults, but may not call a foot fault on an opponent.
 - c) When a foot fault judge or linesperson is requested, each coach shall designate a non-playing squad member to serve in that capacity.
 - d) Foot fault judges shall stand at opposite net posts or other designated places and shall call foot faults immediately if they occur. The designated squad member serving as foot fault judge shall call foot faults on the opposing player.
 - e) Linespersons shall stand together at the same net post, and shall, upon request only, rule on challenged calls. Once players have disagreed on a call, they may ask the linespersons for a ruling. The linespersons will then consult each other privately. If they both agree or both disagree on the call, they announce their agreement and make the call. If the linespersons disagree on the call, then the player's original call stands. If a player has been over-ruled twice, all subsequent occasions where the player is over-ruled automatically result in a point penalty for the player making the bad calls.
- 9) **REST PERIODS**
- a) Between points, a maximum of twenty (20) seconds is allowed.
 - b) When changing sides on odd games, a maximum rest of ninety (90) seconds may be taken by the players with the exception of the first game of the set.
 - c) At the end of each set there shall be a set break of a maximum of one hundred and twenty (120) seconds.
 - d) There shall be a ten (10) minute rest period between the 2nd and 3rd sets if either player so desires.
- 10) **EQUIPMENT, ATTIRE AND FACILITIES**
- a) A minimum of two (2) new tennis balls, USTA approved, shall be provided by the host coach for each match; in the event of split sets, new balls shall be provided at the request of either player(s).
 - b) A ball lost during competition shall be replaced by the host coach. If the match is well along and a ball comparable to the lost ball is available, it should be substituted for the lost ball rather than substituting a new ball.
 - c) Whenever possible, all players shall wear the official uniform of their institution. In the event official uniforms are not available, clothing expressly created for tennis is appropriate. This does not include cutoff sweats, jeans, or T-shirts with inappropriate commercial logos. Coaches and tournament officials are empowered to determine the appropriateness of players' attire as per WIAA Rules and Regulations.
 - d) The host school shall provide well-maintained courts with nets in good condition at the proper height and approved tension.
- 11) **AFTER THE DUAL MEET OR TOURNAMENT**
- a) The host coach shall report the scores that day to the local media.
 - b) The host coach shall provide the match information to the designated KingCo statistician.

TRACK & FIELD BOYS & GIRLS:

- 1) The track season shall begin on the first allowable date as provided in the WIAA Handbook and end with the State Championship.
- 2) All schools shall be governed by the National Federation of State High School Track Rules unless otherwise specified in the WIAA syllabus or KINGCO Rules. All rules should be adhered to beginning with the first scheduled meet. **A special emphasis should be made to comply with uniform rules.**
- 3) **REGULAR SEASON MEET SCHEDULES, TIMES, AND PROCEDURES:**

- a) All regular meets will be scheduled the athletic directors in charge of track and field and approved by the athletic directors.
- b) All Regular season meets will be with the boys' and girls' teams competing together at the same site on the same date unless permission has been granted to run a special meet.
- c) The boys' and girls' team scores shall be recorded separately.
- d) All meets shall begin at 4:00 pm unless mutually agreed otherwise by opposing schools or when circumstances occur beyond the coach's control.
- e) All eligible athletes may participate. *(Please inform league coaches of any wheelchair athletes competing in contest before the day of scheduled meet.)*
- f) Events limitations: See National Federation Track Rules.
- g) Scoring is by National Federation Track Rules.
- h) Order of Running Events:

G 800 M Relay	
B 110 M High Hurdles (39")	B 300 M Intermediate Hurdles (36")
G 100 M Hurdles (33")	G 300 M Low Hurdles (30")
B 100 M Dash	B 800 M Run
G 100 M Dash	G 800 M Run
B 1600 M Run	B 200 M Dash
G 1600 M Run	G 200 M Dash
B 400 M Relay	B&G 3200 M Run (combined)
G 400 M Relay	B 1600 M Relay
B 400 M Dash	G 1600 M Relay
G 400 M Dash	

- i) Order of Field Events:
 - i) B Shot Put with G Shot Put to follow
 - ii) G Discus with B Discus to follow
 - iii) G High Jump with B High Jump to follow
 - iv) G Pole Vault with B Pole Vault to follow
 - v) B&G Long Jump (combined) with B&G Triple Jump (combined) to follow
 - vi) B&G Javelin (combined) will be thrown as dictated by host school, depending upon facility limitations. (Host school will notify each school the day before as to how/when javelin will be run.)
- j) The following procedures are to be used in KINGCO regular season meets:
 - i) **Timing and Recording:** KINGCO regular season meets are designed to run varsity and junior varsity at the same time. The first heat of laned events is considered the varsity heat, and team scoring will come from that heat. Additional heats will be run until all athletes wishing to compete have a chance to run. In the 1600, 3200, and all field events, varsity and junior varsity will compete together. **Because of this, it is important that all athletes competing are timed (in running events) and measured (in field events) with an official mark recorded.** Host schools must time all eight places in laned events, and have the ability to time and record a specific time (to the nearest .1 of a second) in the 1600 and 3200. These distance events should not be rounded to the next whole second.
 - ii) **As per Federation Rule Book (place taking precedence over time), timing for meets should be by place, not by lanes. Timers are assigned a place to time, not a lane.**

- (1) Long Jump – One hour and fifteen minutes will be allowed during dual meets, one hour and thirty minutes will be allowed during tri-meets. It will be an “open pit” with each participant allowed up to four jumps. There will be no finals.
 - (2) Triple Jump – The triple jump will begin 15 minutes after the completion of the long jump. One hour will be allowed in dual meets and tri-meets. It will be an “open pit” with each participant allowed up to four jumps. There will be no finals.
 - (3) Shot Put/Discus Throw – Each contestant will be allowed 4 throws, throwing in a 2 + 2 sequence. There will be no finals. If there is a large number of contestants, meet officials may group them into flights, using markers and measuring only the longest throw of each individual.
 - (4) Javelin – The javelin should be thrown with boys and girls together in an “open runway” format. Each contestant will be allowed 4 throws.
 - (5) Starting Heights for High Jump and Pole Vault – The minimum starting height in the high jump is 4’0” for girls and 5’0” for boys. The minimum starting height in the pole vault for girls is 6’0” and 9’0” for boys. The starting height can be raised by mutual consent of the head coaches.
 - (6) Hand-held timing should be recorded to the .1 of a second in all running events. (A hand-held time in hundredths should be rounded up to the next highest .1, i.e., A hand-held time of 13.52 would be rounded to 13.6.) Do not round times in the 1600 and 3200 to the nearest second as in cross country.
- 4) **RESPONSIBILITIES OF HOST SCHOOL FOR REGULAR SEASON MEETS:**
- a) The host school should provide all workers necessary to run the track meet. This includes adult timers and judges for all field events.
 - b) By noon the day before the meet, the host school must inform visiting schools the particulars in the javelin, i.e., if it will be contested, when in the meet it will be contested, and what the throwing surface is.
 - c) In a tri-meet, the host school must inform visiting schools as to lane assignments (A, B, or C section 7 of this document) by noon the day before the meet.
 - d) On meet day, host head coach should inform visiting coaches how and when meet results will be given to them. This includes whether visitors must copy down all of their marks or if and when copies will be received.
 - e) Complete results are recorded on athletic.net within a week of each conference meet. Results from Invitational’s should also be recorded into athletic.net as marks that qualify an athlete to the League Championship Meet.
 - f) Adult supervision is required for warm up of all field events.
- 5) **LEAGUE STATISTICS:**
- a) Coaches will throughout the regular season record performances of their athletes on athletic.net. These lists will be used for seeding the conference championship meet at the end of the season. All performances must be recorded on athletic.net by 6:00 pm on the night preceding the Seed Meeting. It is the responsibility of each head coach to report weekly all marks for athletes that meet the list standards.
- 6) **KINGCO CONFERENCE CHAMPIONSHIP MEET:**

- a) The KINGCO track and field championship team as well as individual event champions will be determined at the years' end KINGCO Championship Meet.
 - b) Entrants and seeding for the championship meet will be determined at a seeding meeting that will be held the Saturday prior to the meet. Individual statistics used for this seeding must be reported to the conference track statistician no later than 6:00 PM one day prior to the seeding meeting.
 - c) The top 16 individuals (after scratches) and the top 8 relays will qualify for the KINGCO Championship Meet. In laned running events, two heats of eight will run in the preliminaries, with the top three places in each heat qualifying for the finals, along with the next two fastest times. If three preliminary heats are needed the top two placers in each heat, along with the next two fastest times will advance to the finals. If there is a tie for 16th place in these events, all athletes with the 16th place qualifying time will be included and three heats will be run in the preliminaries. A tie for 16th place in the field events will mean that all athletes with the 16th place mark will be included within reason. This will be decided by a vote of the coaches at the seeding meeting.
 - d) Starting height in the high jump is the qualifying height of the last qualifier. Starting height at the pole vault is 6 inches below the last qualifier.
 - e) The conference meet will score 8 places: 10-8-6-5-4-3-2-1.
 - f) The conference meet will be held on Wednesday and Friday. Preliminaries in the lane events will be on Wednesday and finals on Friday. The boys and girls 1600 will be contested on Wednesday, and the boys and girls 3200 on Friday. The field event will be split between Wednesday and Friday, with prelims and finals for each on the same day.
 - g) The league meet will alternate every two years between a Kingco2A/ 3A and 4A site. Selection for the alternating site will take place at least a year in advance.
 - h) In running events the host league runs second.
- 7) **LANE ASSIGNMENTS FOR TRI-MEET**
- a) Following is the formula for lane assignments for tri-meets. It is the responsibility of head coaches of the host school to draw for which teams are assigned A, B, or C, and then inform the visiting coaches by noon the day prior to the meet.

KINGCO TRACK & FIELD

TRI - MEET LANE ASSIGNMENTS

HOST SCHOOL: _____ DATE: _____

SCHOOL A = _____

SCHOOL B = _____

SCHOOL C = _____

Boys / Girls 110 / 100M H

Boys / Girls 100M Dash

Boys / Girls 1600M Run

Boys / Girls 4x100M Relay

Boys / Girls 400M Dash

Boys / Girls 300M H

Boys / Girls 800M Run

Boys / Girls 200M Dash

Boys / Girls 3200M Run

Girls 800M Relay

Boys / Girls 1600M Relay

Lane:	1	2	3	4	5	6	7	8
	A	B	C	A	B	C	A	B
	B	C	A	B	C	A	B	C
	C	A	B	C	A	B	C	A
	C	A	B	C	A	B	C	A
	B	C	A	B	C	A	B	C
	A	B	C	A	B	C	A	B

VOLLEYBALL

1) SEASON

- a) The dates for the volleyball season shall be in accordance with the WIAA Handbook.

2) GOVERNING RULES

- a) Official rules and regulations shall be from the National Federation Rulebook, the WIAA Handbook and the KINGCO Handbook.

3) MATCHES

- a) For varsity and junior varsity (JV) matches, all games except deciding games shall be rally scoring to 25 points/win by 2 points/no cap. Deciding games shall be rally scoring to 15 points/win by 2 points/no cap. In varsity competition, three out of five games shall comprise a match. In JV competition, two out of three games shall comprise a match. If one of the JV teams wins both of the first two games, a third JV game will be played only if that game would start at least 35 minutes or more before the scheduled start of the varsity match.

4) PRE-GAME WARM-UP

- a) Warm-up time is 5-5-5-2. The first five minutes is shared court, the second five minutes is the home team, the third five minutes is the visiting team and the final two minutes is combined serving.

5) OFFICIAL SCOREKEEPERS, LIBERO TRACKERS AND SCOREBOARD OPERATORS

- a) For every varsity and junior varsity match, the home school shall provide: (1) a scorekeeper, (2) a libero tracker, and (3) a scoreboard operator. The home school shall ensure that each of these three officials is trained and qualified. The home school shall provide the official scorebook, libero tracking sheets and a scoreboard. The visiting school may have its own unofficial scorekeeper and/or libero tracker sit at or near the scorer's table.

6) LINEPERSONS

- a) Schools will each provide one trained and qualified linesperson for each varsity and JV game.

7) CONFERENCE CHAMPION(S)

- a) The KINGCO 3A/4A Conference Champion shall be the team with the best regular-season conference record. If two or more teams tie with the best win/loss record, the final league standings will be determined according to the KINGCO tiebreaker rules. If, however, all tiebreaker options are exhausted except for a Coin Toss, there shall be no Coin Toss, and the remaining tied teams shall be declared co-champions.

W R E S T L I N G:

- 1) Wrestling, in the Conference, shall be governed by the National Federation of Wrestling Rules Commission with the modification provided in the Handbook of the Washington Interscholastic Activities Association.
- 2) **CONDUCT OF MATCHES:**
 - a) Head Coaches must communicate to each other at least one day before a match to organize the number of JV wrestlers each team will have available for the meet.
 - i) The home coach or designee will contact officials regarding the number of possible JV matches or cancel the JV officials if originally requested:
 - (1) **Note** – Cancellation of JV officials will **not** happen until both coaches mutually agree. If only one team has the minimum number of 8 JV wrestlers, that team still has the right to weigh-in their varsity team during the JV weigh-in. This could benefit both teams by allowing the varsity weigh-in to occur during the JV weigh-in.
 - b) ***Weigh in Rule*** – *Shoulder to shoulder weigh in must begin one hour prior to the match a wrestler (JV or Varsity) is wrestling in.*
 - c) **JV Team Criteria** – A full JV match consists of 8 JV matches in 8 different weight classes.
 - d) **Starting time of matches:**
 - i) Weigh in times can be adjusted when teams do not meet the JV full team criteria. Varsity can weigh in with JV if both coaches agree.
 - ii) **Dual Meet**
 - (1) Weigh in 5:00 (When both teams have full JV teams or at least 8 anticipated JV matches)
 - (2) JV Matches will begin at 6:00 PM
 - (3) Varsity Match will begin at 7:30 PM
 - iii) **Double Duals**
 - (1) The teams will wrestle in the order they are listed on the schedule.
 - (2) Both matches will start at the same weight.
 - (3) If teams do not have enough JV wrestlers, JV/Exhibition matches can be wrestled in between the two varsity matches if time permits or prior to the 6:00 matches.
 - (4) The second match will start exactly at 7:30 or 15 minutes after the conclusion of the first match if the first match ends after 7:20 PM.
 - iv) **For teams that have full JV teams.**
 - (1) JV Weigh in – 4:00, Varsity Weigh in – 5:00
 - (2) JV Matches (Full Team) begin at 5:00 PM
 - (3) Varsity Match #1 begins at 6:00 PM
 - (4) Varsity Match #2 begins at 7:30 PM
 - v) **When both teams have less than 10 anticipated JV Matches**
 - (1) Weigh-ins for varsity will be at 5:00 PM for all four teams.
 - (2) Varsity Match #1 begins at 6:00 PM
 - (3) Varsity Match #2 begins at 7:30 PM

- e) All JV matches will consist of three two-minute rounds. If both coaches agree match length can be adapted to time available.
 - f) Freshmen/Sophomores match schedule will be developed each season if warranted or by individual schools, if necessary.
 - g) Certified officials shall be used for all matches.
 - h) Every effort should be made to secure experienced adult scorekeepers and timers.
 - i) It is recommended that coaches decide, prior to the match, whether or not team members will shake the opposing coach's hand after the individual bout.
 - j) Towels and proper medical supplies shall be provided at mat side by the home team. There shall be proper receptacles available for all soiled and bloodied towels
 - k) Wrestling competitors and coaches shall be seated in the chairs on each side of the wrestling mat. Coaches that stand must stand behind the chairs.
 - l) Rule Violations and Penalties for biting will follow District 2 standards. Wrestlers ejected for biting an opponent will be held out until they sit out two contests at the same level at which they were ejected. Per WIAA ejection policy, a second offense in a season would result in the athlete being suspended for the remainder of the season.
- 3) **KINGCO LEAGUE TOURNAMENT:**
- a) The KINGCO League Team Champion is determined by the best league record at the end of the regular season.
 - b) The KINGCO League Tournament determines the conference individual weight champions.
 - c) Every team may enter one athlete, in each weight class, in the KINGCO tournament. The remaining entries in the KINGCO tournament must be earned at the JV KINGCO Tournament.
 - d) The KINGCO Tournament shall serve to qualify entries to the regional tournament. There shall be no exceptions to this rule. A wrestler who does not wrestle in the KINGCO Tournament may not advance to the Regional Tournament.
- 4) **SEEDING GUIDELINES FOR PLACEMENT IN THE KINGCO TOURNAMENT**
- a) Head to head competition.
 - b) Record against Common Opponent
 - c) Previous post-season placing in Regionals/State.
 - d) Contestant with exceptional record against acknowledged strong opposition.
 - e) Seeds yet to be determined by above criteria, within 15 minutes, will go to a coach's vote. Only one coaching representative per school can vote.
 - f) Every effort should be made to seed the number allowed. Coaches cannot hold a wrestler out if he/she is clearly seedable.
- 5) **TOURNAMENT INFORMATION**
- a) Each school shall be allowed one wrestler in each weight class to score team points.

- b) The scoring wrestler shall be the one who scores the highest from each school.
- c) Wrestlers entering the KINGCO Tournament through the Second Team Tournament are eligible to qualify to the region and state tournaments, according to WIAA Standards.
- d) Two wrestlers from the same school will not wrestle each other in the first round. If a school has two seedable wrestlers (i.e. 1-5), and they were regional qualifiers from the previous year, considerations will be made to place them in opposite brackets.
- e) Depth of seeding shall be number of wrestlers allowed to state level competition, plus an alternate.
- f) Changes in the bracket once the seeding meeting has taken place,
 - i) **Wrestlers Scratched** – Wrestlers will be bumped up according to their seed number from the original bracket, if this creates a situation where two wrestlers from the same school wrestle each other in the first round. The tournament match maker, tournament director and two neutral head coaches will make changes to a bracket.

Additional Bracket and Draw language

1. BYES will be randomly given to the top 4 seeded spots in the bracket
 - a. If only 1 BYE, we will have a draw to determine if the 13, 14, 15, or 16 spot on the bracket receive the BYE.
 - b. If 2 or 3 BYES, we will have a draw to determine which two or three of the 13, 14, 15, or 16 spots on the bracket receive the BYEs.
 - c. If there are four BYES, the BYES will go in the 13, 14, 15, and 16 spots on the bracket.
 - d. If there are more than four BYES, then the 12, 11, 10, etc. spots on the bracket will receive the BYES. (This is random, because the wrestlers were seeded into the bracket randomly prior to the BYES.
2. Re-Drawing after seeded has been established:
 - a. If a **seeded** wrestler is removed from the bracket prior to the start of competition in that weight class, all **seeded** wrestlers who were seeded lower will move up one. All non-seeded wrestlers will stay in their bracket spot. A BYE will go into the open spot.
 1. If this creates an unbalanced bracket, the BYE will be switched with the opposing spot on the other ½ of the bracket. (As long as this does not put 2 wrestlers from the same team against each other in first quarter bracket of a 16 man bracket or the 1st round of an 8 man bracket.
 - b. If **2 or less wrestlers** were seeded into the bracket and a seeded wrestler is removed from the bracket, a BYE will replace the wrestler.
 1. If this creates an unbalanced bracket, the BYE will be switched with the opposing spot on the other ½ of the bracket. (As long as this does not put 2 wrestlers from the same team against each other in first quarter bracket of a 16 man bracket or the 1st round of an 8 man bracket.
 - c. If a **non-seeded** wrestler is removed from the bracket prior to the start of the competition in that weight class, a BYE will replace the wrestler.
 1. If this creates an unbalanced bracket, the BYE will be switched with the opposing spot on the other ½ of the bracket. (As long as this does not put 2 wrestlers from the same team against each other in first quarter bracket of a 16 man bracket or the 1st round of an 8 man bracket.
3. Once seeding is determined, seeding will NOT be re-visited due to scratches (this eliminates random draws and proper seeding).

DATES TO REMEMBER for 2011-2012

FALL 2011

Wednesday, August 17th, Football begins.
Thursday, August 18th, KingCo Principal/AD/AC Meeting, Redmond High School 8:00 am
Monday, August 22nd, Fall Sports begin. AC/Student Planning Meeting, LWHS, 6:00 pm
Thursday, August 25th, KingCo Coaches Meeting, Newport High School 6:30 pm
Monday, September 12th, AD Meet @ LWSD 11:30.
Wednesday, September 14, Interhigh @ Ballard: Service & Recognition 8:30 – 11:30 am.
Monday, September 26th, AD Meet @ LWSD 10:30.
Thursday, September 29th, WIAA Fall Workshop, Renton Office 9:00 am.
Monday, October 3rd, AD Meet/Metro KingCo Joint Meeting @ BSD
Monday, October 10th, AD Meet @ LWSD 11:30.
Monday, October 24th, AD Meet @ LWSD 11:30.
Tuesday, October 25th, AC Meet @ MI PEAK 12:00.

WINTER 2011-2012

Monday, November 7th, AD Meet @ LWSD 11:30
Monday, November 1st, First Day of Bowling, Cheer, Dance.
Monday, November 7th, Gymnastics begins.
Wednesday, November 9th, KingCo Winter Coaches Meet. Juanita High School, 6:30 pm.
Monday, November 14th, Winter Sports begin.
Tuesday, November 15th, Sportsmanship Interhigh @ Redmond 8:30 – 11:30 am.
Monday, November 21st, AD Meet @ LWSD 11:30.
Saturday, December 9th – Monday, December 13th, NIAAA National Convention, Indianapolis, IN.
Monday, December 12th, AD Meet @ LWSD 11:30
Monday, January 9th, AD Meet @ LWSD 11:30.
Wednesday, January 18th, AC Meeting @ MI PEAK 12:00.
Monday, January 23rd, AD Meet @ LWSD 11:30.
Monday, February 6th, AD Meet @ LWSD 11:30.
Monday, February 27th, AD Meet @ LWSD 11:30.

SPRING 2012

Monday, February 27th, Spring Sports Begin.
Thursday, March 1st, AC Meet MI PEAK 12:00.
Thursday, March 8th, People Exchange Interhigh (various schools)
Monday, March 12th, AD Meet @ LWSD 11:30.
Monday, March 26th, AD Meet @ LWSD 11:30.
APRIL 2-6 Snoqualmie Valley, LW and M.I. Spring Break.
April 9TH – April 13TH Bellevue Spring Break.
Monday, April 16th, AD Meet @ LWSD 11:30.
APRIL 16TH – APRIL 20ND – SEATTLE SD SPRING BREAK.
April 22nd – 25th WSSAAA Conference, Spokane.
Monday, April 30th, AD Meet @ LWSD 11:30.
Monday, May 14th, AD Meet @ LWSD 11:30
Tuesday, May 15th, New Officer Interhigh @ Roosevelt 8:30 – 12:00.
Thursday, May 24th, AC Retreat @ MI PEAK 8:00 – 2:00.
Tuesday, May 29th AD Retreat Leavenworth 12:00pm-6:00pm.
Wednesday, May 30th, AD Retreat Leavenworth 8:00am -12:00pm.

Appendix A

KingCo Treasurer Job Description

The primary duty of the KingCo Treasurer is to keep accurate records of all KingCo Conference financial transactions and pay all Conference bills in a timely manner.

Financial Reporting

- Maintain up-to-date banking records and balance all accounts monthly. Prepare quarterly IRS Form 941 – employee form for the IRS
- Prepare information for income tax preparation of the Form 990 for the I.R.S.
- Prepare financial reports for every scheduled athletic director meeting. This report (from Quicken) shall include:
 - Transaction Report
 - Project Job Report
 - Net Worth Statement
- Provide other financial reports as requested.
- Report and distribute Form 1099 as per I.R.S. regulations.
- Work with the KingCo Principals' treasurer to transfer funds from the KingCo athletic accounts to the principals' account (as needed).

Insurance

- Work with the conference insurance agent regarding any conference insurance matters.
- Communicate any insurance matters to the KingCo Conference executive team.
- Arrange a Certificate of Insurance for KingCo events for which they are required.

Conference Business

- Order KingCo Conference tickets (as needed) and provide them at the August Meeting.
- Before the end of each fiscal year, determine the shares to be distributed to each school in accordance with the KingCo Handbook guidelines.
- Coordinate the bank signatures for the KingCo accounts prior to September 1st.
- Renew the non-profit license with the State of Washington each year.

Sport Tournaments

- Make up KingCo Tournament financial packets including deposit slips for the commissioner of sport prior to their tournament
- Assist all sport commissioners with the reporting of financial information and deposits
- Provide a final report for each tournament that reflects: P & L, transactions, any outstanding bills, and a comparison to the previous two years.
- Assist the commissioner in the timely payment of tournament workers
- Prepare a spreadsheet report by tournament/season

Communication

- Attend at least one scheduled athletic directors meeting each month.
- Attend the athletic director meeting at the beginning and the end of the school year.
- Communicate with WIAA District II (Sea-King) as needed.
- Perform other financial functions as needed

Updated: November 2009