

2019-
2020

UNION COUNTY CONFERENCE
CONSTITUTION AND BY-LAWS

Adopted 2009
(Updated 05/2019)

UNION COUNTY CONFERENCE

2019-2020



UNION COUNTY CONFERENCE CONSTITUTION AND BY-LAWS

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ARTICLE 1 – NAME

Section 1 – This organization shall be known as the Union County Conference.

ARTICLE II – OBJECTIVE

Section 1- To provide wholesome athletic competition among member schools, to encourage and inspire high standards of sportsmanship at all times, to develop the physical, mental and emotional health of participants in athletic competition and to abide by the Constitution and By-Laws of the NJSIAA.

ARTICLE III – ORGANIZATION

Section 1 – The term “CONFERENCE” shall refer to all member schools. Membership in the conference is comprised of public and non-public schools in Union County. Membership includes: Benedictine, Brearley, Cranford, Dayton, Elizabeth, Gov Livingston, Hillside, Arthur L. Johnson, Kent Place, Linden, New Providence, Oak Knoll, Oratory, Plainfield, Rahway, Roselle, Roselle Catholic, Roselle Park, St Mary’s, St. Patrick’s, Scotch-Plains, Summit, Union, Union Catholic, Westfield.

Section 2 – Formal application for membership shall be presented to the membership and must bear the approval of the Principal or equivalent educational leader governing the school making the application. As of the beginning of the 2019-2020 school year, new applicants must have a minimum of one sponsored sport per season or three total sponsored sports. New membership applicants may be asked to complete a two year probationary period where they are not included in the master schedule.

Section 3 – Members in the conference shall be limited to public and non-public secondary schools which are members of the NJSIAA.

Section 4 – The term “DIVISION” shall refer to the grouping of schools within the conference for scheduling purposes. There may be one, two, three, four, or five divisions created depending on the sport. The divisions will be based on alignment criteria.

ARTICLE IV – ADMINISTRATION

Section 1 – Ultimate control of all conference matters shall be vested in the membership. The membership of the conference shall consist of athletic directors of all member schools. Each member school’s athletic director should only vote on school sponsored sports.

Section 2 - The officers of the conference shall consist of a President and Vice President, and a Secretary and Treasurer, League Scheduler. This group shall be deemed the Executive Committee.

Section 3 – Officers shall serve for a term of two years and shall be elected at the annual spring reorganization meeting. They may succeed themselves.

Section 4 – Treasurer and League Scheduler shall be an appointed position which will be paid a yearly stipend to be determined by the Executive Committee.

ARTICLE V – MEETINGS

Section 1 – Regular monthly meetings of the membership shall be held unless cancelled by a majority vote of the members. Dates and times shall be set at the meeting held the previous month for the next monthly meeting. Meetings shall be conducted in accordance with Roberts Rules of Order.

Section 2 – A special meeting may be called by the President at any time and he shall call such a meeting at the request of a majority of the members.

Section 3 – The annual reorganization meeting will be held in June. Business will include election of officers and committees, review and acceptance of annual dues and official's fees.

Section 4 – A representative from each school is required to attend each meeting. Fifty-one percent (51%) of the membership will constitute a quorum.

Section 5 - Minutes of the meeting shall be recorded and sent to the Athletic Director of each member school by the Secretary / Treasurer no later than seven working days following a meeting.

Section 6 – Separate meetings of the coaches of each sport shall be held at the conclusion of the sport season. The Chairman / Athletic Director of the individual sports committee shall arrange and conduct the meeting. The Chairman / Athletic Director shall report at the next conference meeting the recommendations of the coaches for the coming season.

ARTICLE VI – AMENDMENTS

Section 1 – Amendments to the constitution must be introduced in writing at a regular or special meeting, and shall be adopted when approved by at least two-thirds written vote of the member schools. If passed the amendment become effective immediately.

Alterations and/or amendments to the By-Laws and Constitution will be emailed to member schools at least four (4) days prior to a Union County Conference Meeting. Alterations and/or amendments will be read during that Union County Conference meeting and discussion may be had about the adoption of the alteration and/or amendment. A vote must be taken to approve or deny the alteration and/or amendment. A second reading of the alterations and/or amendments will be read at the subsequent Union County Conference Meeting with a final vote for adoption to take place after any requested discussion.

BY-LAWS

ARTICLE I – DUTIES OF OFFICERS

Section 1 – The President shall call the meetings of the conference, preside over them and give guidance and direction to appointed committees.

Section 2 – The Vice President shall perform the duties in the President’s absence.

Section 3 – The Secretary / Treasurer / League Scheduler shall keep a record of the proceedings of all meetings and prepare all necessary correspondence. The Secretary / Treasurer / League Scheduler shall keep a set of bookkeeping records (subject to audit) which provides an accurate account of all receipts and expenditures and shall render a report thereon at each regular meeting. All conference funds shall be kept on deposit in a checking account at a commercial bank. The scheduler shall provide league schedules to member schools formulated according to the by-laws set forth in this constitution.

ARTICLE II – DUES, FUNDS & DISBURSEMENTS

Section 1 – Each member school shall pay annual dues which shall be determined at the annual reorganization meeting. These dues shall be paid by October 1st. In the event that the conference dues payment and or appropriate documentation is not remitted by the deadline, the Athletic Director will immediately lose their conference voting rights until payment is received. In addition, if the dues are not remitted by the deadline date, please refer to the sanctions in Article VII, Section 4.

Section 2 – The Secretary / Treasurer shall bill each school for its annual dues.

Section 3 – Additional assessments may be levied equally on all member schools when passed by a majority vote.

Section 4 – Funds accruing in the treasury shall be used to defray conference expenses incurred as a result of official business as approved by the membership.

ARTICLE III – VOTING

Section 1 – Each member school shall be entitled to one vote. A simple majority (51%) is required to pass day-to-day business. A two thirds (2/3) vote is required for any amendment to the constitution. If a school abstains from a vote, the abstention does not count in the total vote. Closed ballot or secret ballot voting is not permitted for day-to-day business or Constitutional Amendments.

Section 2 – In the absence of a representative from a school, a vote may be exercised through an authorized written proxy. Written proxy is permitted via email or written letter and must be presented prior to the start of the meeting in which the issue is voted upon.

Section 3 – Schools may only vote on a sport specific issue if the school sponsors the sport, including gender. All member schools will have the opportunity to voice an opinion during discussion.

ARTICLE IV– SCHEDULING

Section 1 – All member schools are **required** to provide a completed individual sport summary form (Appendix A/Google Doc on Website) at the completion of each season/before the following season’s competition dates begins.

The information collected from the summary forms will be used to develop the schedule matrix for the next scheduling cycle. The following process/omit- formula will be used to place schools in the appropriate divisions. The divisions will be subject to review every two years.

Criteria for Alignment:

Items listed have equal weight in determining the overall alignment for programs. The order of this list does not create a priority for alignment purposes.

- *- Review of Sports Summary Forms
- *- Head to Head results
- *-County Tournament Seeding and Results
- *- Raw Enrollment (NJSIAA)
- *- Crossover record
- *- Evaluation of program
 - Sub varsity evaluation/results
 - Coaching Staff status
 - Status of Roster
- *- Other considerations as needed by Committee

Additional Factors:

- Teams MAY be promoted or demoted more than ONE division during any given rotation if recommended by the committee to ensure competitive balance within each division.
- **The scheduling cycle will be in place for two years.**
- **Placement can be appealed to the Schedule Appeals Committee only at the conclusion of the 2 year cycle.**
- **The alignment committee meetings will be opened to all UCC Athletic Directors in order to provide transparency in the process.**
- The odd number school may be placed up or down based on the recommendation of the alignment committee.

ARTICLE V – CHAMPIONSHIPS AND ALL-CONFERENCE SELECTION

Section 1 – Championships will be awarded according to the sport specific by-laws of the conference.

Section 2 – If there are ties involving two or more teams in any sport, a co-championship shall be declared.

Section 3 – When two games or matches are scheduled between two conference schools and only one game is required by the rules and regulations, only the first game listed on the schedule will count toward the determination of the conference championship.

Section 4 – All Divisional games that are on the schedule must be played and take priority over independently scheduled games. If a division game cancelled it must be made up. This may necessitate dropping an independent game(s) in order to complete the division schedule. Failure to play a full divisional schedule will result in repercussions. If a team is tied, ½ or 1 game behind, or has been affected in any manner by a team that has not played a full divisional schedule then the division championship would be awarded to the team that has completed their full divisional schedule.

Section 5 – All-Conference teams will be selected according to the by-laws of the conference.

ARTICLE VI – COMMITTEES

Section 1 – The president will oversee all committees.

- There will be a minimum of two members and a maximum of seven members on each committee. Each division must be represented by an active Athletic Director.
- Committees will be established at the annual reorganization meeting each spring.
- All member athletic directors must be a member of at least one committee.
- Placement on a committee based on the interest and expertise of athletic directors.
- Committee members and committee chairpersons will be rotated biennially.

Section 2 – Each committee shall elect a chairperson. Each member of the committee shall have one vote. Committee decisions shall be based on majority vote with the president voting in the event of a tie.

Section 3- The committees and their respective duties include;

1) **Sports Specific Committee**

- Committee will conduct a post-season meeting with all coaches to select all-conference teams according to the procedures set forth in the by-laws.
- The committee will ensure that each school has submitted a completed team summary form. Each school will be required to provide the forms at the post-season meeting. Completed forms to be given to the scheduler to create the new matrix.

- Committee will report concerns, suggestions or other feedback from the coaches to the athletic directors at the next general meeting.
- Committee shall review the sport specific by-laws of the constitution annually and present any necessary changes or updates to the membership for amendment.

2) Schedule Appeals Committee

- The appeals committee shall consist of a minimum of three and a maximum of seven athletic directors, including the President and Vice President. Any member whose school is involved in an appeal shall disqualify themselves in that appeal. The president will appoint a replacement.
- The President will preside over recommendations to the Schedule Appeals Committee.
- The President will review/preside over all appeals during the alignment recommendations.
- Each member of the committee will have one (1) vote.
- Committee decisions shall be based on majority vote of the members.
- All appeals shall be submitted using the UCC Alignment Appeal Request Form (Appendix B/Google Doc on Website) to the Vice President. The forms are due:
 - Fall Season- December 01**
 - Winter Season- March 01**
 - Spring Season- June 01**
- The Schedule Appeals Committee shall review UCC Alignment Appeal Request Forms and submit their recommendations to the Alignment Committee within 1 week of the Alignment Committee Bi-annual Meeting.

3) Alignment Committee

- The alignment committee shall consist of a minimum of three and a maximum of seven athletic directors, including the President and Vice President.
- The Alignment Committee will meet every two years to consider the re-alignment of each division of the Union County Conference.
- The President will preside over recommendations to the Alignment Committee.
- The Alignment Committee will follow the Article IV Section 1 Alignment Criteria and present alignment proposal (s) to be voted on by the conference. Prior to voting, the Alignment Committee must present a rationale to the schools in attendance at the meeting.

ARTICLE VII – VIOLATIONS, PENALTIES AND CONTROVERSIES

Section 1- Any member school violating or discovering a violation of a rule or regulation or basic standard of accepted conduct of the Union County Conference or NJSIAA shall be obligated to report the detailed specifics of the incident in writing to the President of the Conference in writing within three school days from the occurrence of the alleged violation(s). Review procedures established in Section 2 will be enacted by the President.

Section 2- When any violation, controversy or misunderstanding arises where a third party judgment would best serve the interests of the Conference and relations between members,

then, at the request of an official representative(s) of a member school or schools, the President shall convene a Hearing Committee within five school days.

- a) The Hearing Committee shall consist of one member of each division including the Watchung, Mountain, Valley, and Sky divisions (based on NJSIAA enrollment) and are appointed by the President. Any member whose school is involved in an appeal shall disqualify themselves in that appeal.
- b) They shall meet within five days after appointment by the President to listen to representative(s) from the school(s) involved present their case. At the conclusion of this meeting, where all concerned parties have had their due process, the Hearing Committee shall recommend a finding to the membership.
- c) The membership empowered to vote on whether to accept or reject the finding of the Hearing Committee shall be only those who are not involved in the situation presented to the Hearing Committee.
- d) If the membership renders approval of the recommendation of the Hearing Committee, a school shall have the right to petition for a hearing before the membership, should they not wish to accept the original finding.

Section 3- If the membership does not concur with the finding of the Hearing Committee, they shall convene with the Hearing Committee and the representatives of the school(s) originally involved in the matter to reach a final decision.

Section 4- The penalty for violations may be:

- a) *Letter of Censure-* directed to a coach, team and / or school by the membership, sent to the Superintendent, Principal, and Athletic Director of the school(s) involved, with the Principal required to report to the membership any action taken to prevent a recurrence of said violation(s).
- b) *Probation Status-* loss of right to play home athletic contests for a designated period of time; in addition, a written plan for preventing future incidents of a similar nature must be submitted.
- c) *Request to withdraw from Conference-* resulting from a series of incidents of very severe violations of conduct or of the rules and regulations of the conference. This request shall be effective upon the vote of 2 / 3's majority of the membership.

ARTICLE VIII – RULES & REGULATIONS (All Sports)

Section 1 – NJSIAA and National Federation High School (NFHS) rules regulate all conference sports.

Section 2 – NJSIAA and National Federation High School (NFHS) mercy rules will be applied to all conference sports as stated in the NJSIAA and NFHS By-Laws unless specified in the sports specific rules and regulations.

Section 3 – Conference policies pertain to Conference scheduled games only.

Section 4 – Conference games supersede all independently scheduled games. Games within the division must be played. It is suggested that all crossover games be played, as the results are a factor in the alignment process.

Section 5 – Make-up dates for all Conference scheduled sports:

- a) Postponed games will be rescheduled on a mutually agreeable date within a ten (10) day period (excluding Sunday) immediately following the original scheduled date.
- b) If two schools cannot mutually agree on a reschedule date, the contest must be scheduled on the first common open date within ten (10) days of the original scheduled date (excluding Sunday).
- c) If there is no common open date available, the contest must be scheduled for the first available non-league playing date.
- d) Saturday will be considered to be a regular play date and count in the 10 day period.
- e) All Conference varsity games must be played.
- f) If after attempting to mutually reschedule the event, the schools cannot agree, then the schools should contact the President of the conference and the President's decision will be binding.

Section 6 – Any unusual occurrence or situation at an event or facility should be reported to the school's Athletic Director. This information is communicated solely for the purpose of improving or rectifying a situation that could lead to a more serious development.

Section 7 – It is the responsibility of the conference assignor(s) as designated by the membership to hire and confirm officials for all designated games. The home team athletic director must assume these duties for sports and levels of play not covered by the conference assignor.

Section 8– Games other than conference games are to be determined by the individual schools.

Section 9 – Televising and radio broadcasting is permitted with the consent of the schools involved.

Section 10 – Coaches are to supervise their teams at all times. This includes being responsible for team conduct before, during, and after contests. Coaches are expected to conduct themselves in a positive manner and should help control crowds whenever possible. Good sportsmanship should be a priority. Derogatory remarks or booing will not be allowed at any time. At no time will taunting or intimidating behavior orchestrated by a team be tolerated.

Section 11 – Noisemakers or megaphones will not be allowed at conference athletic events.

Section 12 – The presence of signs is up to the discretion of the home school Athletic Director. Only signs and banners depicting positive sportsmanship and supportive messages may be displayed. The site manager must approve signs put up by visiting teams.

Section 13 – Admission charges for all events will be subjected to local Board of Education approval.

Section 14 – Each school will be issued fifty (50) conference passes which will be honored at all games both home and away. Passes will be for bearer only.

Section 15 – If a member school cannot provide an appropriate medical professional as per NJSIAA / NFHS recommendations for their home conference assigned games, the member school forfeits the right to host the game and must travel to their opponent's facility.

Section 16 – It is the responsibility of the home team to provide appropriate security measures at all athletic events.

Section 17 – Although every attempt should be made to meet the scheduled starting time for athletic events, officials are not to penalize teams for late arrival. In the event a team will be late, every effort should be made to contact the host school. It is suggested that a 20-minute warm-up period be granted to a late arriving team. The time will begin as soon as the team arrives to the athletic arena/complex.

Section 18 – No faculty member of either conference team shall officiate a game on the varsity level between conference schools.

Section 19 – Pep bands will be regulated by the rules of the NJSIAA.

Section 20 – Junior Varsity and Novice Participation will be limited to Grades 09, 10, and 11. Seniors are not eligible to compete in UCC JV and Novice events without mutual agreement between schools. Seniors are not eligible to participate in any JV and Novice championship event.

U.C.C. Individual Sport Summary Form

(For 2019-2020 & 2020-2021 Schedule Alignment)

APPENDIX A – Individual Sport Summary Form

School: _____

Sport: _____

NJSIAA Enrollment Figure for 2019-2020 School Year: _____

NJSIAA Group: 1 2 3 4

**2019-2020 Win – Loss Record vs. Union County Schools.
(DO NOT Count UCT or Independent Games).**

In Division: _____

Crossovers: _____

**2019-2020 Varsity, JV, & Freshman Teams Offered
(Circle Levels Offered in Sport).**

Is There a Hardship Request Being Made for This Sport's Placement?

YES _____ NO _____

(If Yes, Please Attach Supporting Statement).

Any Other Comments For Consideration By The Committee:

Athletic Director:

Date Submitted: _____ / _____ / _____

Individual Sport Summary Form

School: _____

Sport: _____

Division: _____

<u>Opponent:</u>	<u>Score:</u>	<u>Won:</u>	<u>Loss:</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
Is there a hardship request for movement? YES: _____ NO: _____			
A.D. Signature: _____ Date: _____ / _____ / _____			

U.C.C. Alignment Appeal Request Form

(For 2019-20 cycle and 2020-21 cycle Schedule Alignment)

APPENDIX B – Alignment Appeal Request Form

Fall Sport Due Date: 12/01/19 Winter Sport Due Date: 03/01/20 Spring Sport Due Date: 06/01/20

School: _____

Sport: _____

Current Division: Watchung Mountain Valley Sky

Realignment Division Request: Watchung Mountain Valley Sky

NJSIAA Enrollment Figure for 2019-2020 School Year: _____

NJSIAA Group: 1 2 3 4

Rationale for Request:

Plans for Program Improvement:

Other Factors that are Relevant to the Request (Coaching staff status, sub varsity results, graduation of players, feeder program, other):

Athletic Director: _____ **Date:** _____

ARTICLE IX – U.C.C. SPORT SPECIFIC RULES & REGULATIONS

ALL-CONFERENCE SELECTION

These apply to all UCC sports

- a) All Conference teams selected at end of season meeting.
- b) End of season meeting to be hosted by sport chairperson.
- c) Teams are selected by Division. One team per division unless noted in bylaw.
- d) Coaches may not vote for their own player.
- e) Any athlete receiving a vote who is not selected to the first team will receive honorable mention. A school not represented on honorable mention list gets to select one honorable mention.
- f) No coach or player of the year shall be selected.

Section 1- Baseball

- a) The starting time for all games shall be 4:00 pm unless mutually agreed upon by both schools.
- b) Each team shall be permitted 15 minutes for pre-game warm up.
- c) The home team should have a list of ground rules to be explained to opposing coach and umpires.
- d) Site specific curfews must be communicated by the Head Coach prior to the start of the game.
- e) If there is no field curfew for sub-varsity games, no inning can start after 6:30 pm unless the varsity game is still in progress. No inning of sub-varsity games can start after the completion of the varsity game whichever is later.
- f) Conference games rained out are to be rescheduled for the next Monday. Therefore, all efforts should be made to keep Monday as an open date. State and County Tournaments are the only exceptions.
- g) Conference schools with freshman programs should schedule games at opposite site of the varsity schedule games.
- h) Officials: Varsity – two (2) carded baseball officials must be used. Two registered officials are to be provided by the league assignor. JV & Freshman – registered officials are recommended.

Championship Determination

- Schools will play each team in division twice.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.

All conference games within the Division will determine a champion by winning percentage. In division games must be played. It is suggested that all crossover games be played, as the results are a factor in the alignment process.

All Conference Team

First Team: 15 best players selected by a vote of the coaches within the division.

Section 2- Boy's and Girl's Basketball

- a) There shall be two carded officials assigned to all varsity contests and whenever possible to all junior varsity and freshman games. A third official may be added as deemed necessary by the host school. Additional officials can be added to conference games, provided the host school notifies the visiting school in advance.
- b) Uniforms- Home team is to wear light color uniforms. Visiting team is to wear dark color jerseys
- c) Timers- A faculty member or an adult who is not a student shall operate the clock for all varsity games. It is recommended that an experienced person operate the clock at junior varsity and freshmen games.
- d) It is recommended that the starting time for varsity games played Monday through Thursday shall be 4:00PM whenever the facility is available at that time. Friday varsity games can be played at either 4:00 or 7:00PM. Saturday afternoon varsity contests should begin at the discretion and availability of the host facility. Any alternate times must be mutually agreed upon.
- e) The home team shall provide an appropriate space for a pre-game and halftime meeting. Water and basketballs should be provided for the visiting team.
- f) If the visiting team arrives late, the game will start 20 minutes from the time they enter the gymnasium.
- g) There will be a 15 minute warm-up period between junior varsity and varsity games which shall begin immediately upon the entrance of the first competing team to the floor.
- h) All Divisional and Crossover games must be played within the schedule. Failure to do so will result in the offending team being disqualified from divisional championship eligibility. Other sanctions can be implemented, including removal from the Union County Conference for the offending school (Refer to Article VII Section 4).
- i) The Union County Conference (UCC) and the Union County Interscholastic Athletic Conference (UCIAC) mercy rules as applied to the sport of basketball will be as follows:
 1. Once a 30 point differential is achieved the ECO will institute a running clock. Once this occurs the running clock will remain throughout the game even if the scoring differential falls under 30 points.
 2. The running clock will only be stopped for the following reasons: Timeouts, Injuries, or Official Timeouts.
 3. The one exemption to the running clock is if a team cuts the deficit to 10 points or less at any point during the game the clock will revert to its normal procedures.
 4. These rules will be implemented on all levels including but not limited to Varsity, Junior Varsity, Freshman, and Middle School.
 5. These rules will apply to all UCC and UCIAC games. For independent games that are scheduled the mercy rule will only apply if the coaches and / or athletic directors of both schools mutually agree upon this prior to the contest.

Championship Determination

- Schools will play each team in division twice.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.
- All league games within the Division will determine a champion by winning percentage. In division games must be played. It is suggested that all crossover games be played, as the results are a factor in the alignment process.

All Conference Team

First Team: 10 best players selected by a vote of the coaches within the division.

Section 3- Bowling

- a) Match times begin based on facility availability.
- b) Format will be 5 v 5.
- c) Blinds will be 125 for varsity, 100 for the junior varsity.
- d) Maximum of 2 blinds per school match.
- e) There will be 3 divisions.
- f) Win/loss record in division will determine champions.

Section 4- Cross Country

- a) The National Federation Track & Field, Cross Country Rules, and NJSIAA regulations will apply unless otherwise modified herein.
- b) Teams will meet each team in its assigned Division.
- c) All conference meets shall begin at 4:00 pm. The visiting team will be given an opportunity to walk the course prior to the race.
- d) All courses are to be clearly marked.
- e) There shall be at least one (1) track official at dual meets designated as the starter-referee.
- f) Running infractions or failure to follow the course may cause disqualification.

Determination of Cross Country Conference Champions

Championship Meet:

- g) There will be a separate race for each division, boys and girls. The team winner of each division at the championship meet will be conference divisional champions. The dual meets shall have no bearing on the conference championship.
- h) NFHS, NJSIAA, and UCC rules will apply.
- i) All conference teams are automatically entered. Hy-tek rosters must be sent.
- j) Each varsity team may start up to 7 runners but a minimum of 5 runners must finish the race to be eligible for a team score. Teams finishing with less than 5 runners will not be ranked. JV and freshman races are unlimited non scoring entries open to both boys and girls.

Awards

- Medals to the first ten (10) finishers in each varsity race.
- Medals to the first three (3) teams in each varsity race.
- Medals to the top ten (10) JV finishers.
- Ribbons to the top ten (10) freshman finishers.
- Trophy to each varsity division team champion.

All Conference Team

First Team: 7 best runners selected by a vote of the coaches within the division.

Section 5- Field Hockey

Essex-Union Field Hockey League By-Laws

- a) To be eligible for membership into the league all schools must be members of the NJSIAA.
- b) Two (2) registered officials are to be provided by the league approved assignor.
- c) The National Federation Rules shall govern all NJSIAA games. The length of the sub-varsity game shall be agreed upon by the coaches of the two schools.
- d) Divisions will be broken down as follows:

<u>Red Division</u>	<u>White Division</u>	<u>Blue Division</u>
1	7	13
2	8	14
3	9	15
4	10	16
5	11	17
6	12	18

- e) For the **2019-2020** School Year the Divisions will be as follows:

PROPOSED FIELD HOCKEY (ESSEX-UNION)		
<u>Red Division</u>	<u>White Division</u>	<u>Blue Division</u>
Arthur L. Johnson	Cranford	Columbia
Kent Place	Glen Ridge	Governor Livingston
Montclair	MSDA	Livingston
MKA	Millburn	Newark Academy
Oak Knoll	Summit	SPF
West Essex	Westfield	Union

- f) Each team will play each other as follows: **Red** Division teams will play each other **once** while crossing over with the White Division once for a total of **10** games (13 for SEC schools to accommodate a full SEC schedule). **White** Division teams will play each other **once** while crossing over both up (Red Division) and down (Blue Division) for a total of **16** games. **Blue** Division teams will play each other **twice** while crossing up (White Division) once for a total of **16** games.
- g) The Essex-Union Field Hockey Conference will be on a one year cycle and will change divisions and schedules based on the prior year's records. At the conclusion of each season divisions will change as follows. The top two teams in each division will switch with the bottom two teams in the division above it. If a team(s) moves up, another team(s) **must** move down in order to keep divisions alike in size. If a program wishes to appeal its placement an Appeal Form may be submitted at the Essex-Union Post Season Meeting and will be heard at an Appeal Committee Meeting.
- h) Varsity games will begin no later than 4:00 PM. Games may be played in the evening if the home school has lights and it's mutually agreed upon by the Athletic Directors of the two schools (please note format for games: Varsity/JV home, FROSH away)

- i) One ten (10) minute overtime to be played if there is a tie at the end of regulation, 7 players vs. 7 players (as per NJSIAA guidelines for number of players on the field). Golden goal – 1st team to score in the overtime is declared the winner. If a tie exists after overtime, a tie is declared.
- j) Suspended games shall be considered final at the completion of the first half (as per National Federation Rules). Games suspended prior to completion of the first half will resume at the point of interruption.
- k) Rescheduling of games will be as per the Super Essex Conference (SEC) and Union County Conference (UCC) Constitution By-Laws.
- l) All conference varsity games must be played unless the results of the contest have no direct bearing on the divisional championship and is mutually agreeable. White Division teams can request to opt out of one Red Division Game by correctly completing the opt-out form (see attached) and gaining conference approval.
- m) All conference games supersede independently scheduled games.

Championship Determination

- a) **One SEC team division champion will be declared, based on SEC conference play results.**
- b) Divisional champions (Red, White, and Blue) will be declared.
- c) Tie breakers will be determined through divisional record and head-to-head competition. If no determination is made, co-champions will be declared.

Selection of All-Conference Teams (~~White~~ and Blue Divisions)

- First Team – maximum 10 players + 1 goalie + 3 open
- Second Team – maximum of 10 players + 1 goalie + 3 open
- Honorable Mention – maximum one (1)

Selection of All-Conference Teams (Red Division Only)

- First Team – maximum 11 players + 2 goalies + 4 open
- Second Team – maximum 11 players + 2 goalies + 4 open
- Honorable Mention – maximum one (2)

All CONFERENCE Team (UCC has a single division in field hockey)

- First Team and Second Team: 15 best players plus one goalie selected by a vote of the coaches. Each school will get one honorable mention.

Section 6- Football

Mid State 38 Football Conference Football By-Laws

Please see Mid State 38 Football By-Laws for specifics.

Section 7- Golf

- a) A team shall be composed of 6 members, with the best 4 scoring. If a team does not have 4 players, the match is forfeited, but the golfers may still play.
- b) In the event of a tie at the end of the match, the 5th player's score will break the tie. If a tie still exists, then the team with the low medalist score will apply.

- c) The home team must present the order of lineup and the Local Rules, before arriving at the first tee.
- d) Greens fees, if any, are to be paid by the home team.
- e) Tee-off time is determined by the Local Course.
- f) The outcome of the match is determined on the basis of total strokes. If weather conditions do not allow all players to complete all 9 holes, the match will be determined by reverting to the last hole that all players have completed. All players to constitute a match must complete a minimum of 5 holes.
- g) Players may give advice to TEAM members ONLY. Requests for yardage, hazards, O.B., etc. is termed "General Knowledge" and players shouldn't be penalized for offering, giving or seeking information of this nature from anyone.
- h) NFHS & NJSIAA regulations will apply for yardage devices.
- i) NO SPECTATORS ARE PERMITTED.
- j) GIRLS should play from the RED or (forward tees) as per STATE GOLF REVISION (1/22/99).
- k) Players with medical excuses may use handcarts at any course that allows them. The golfer and his coach must present written medical verification from his/her doctor prior to the start of the match. No riding carts will be allowed.
- l) All team members must wear non-metallic alternative spikes during competition.
- m) Dress code is to be enforced by all coaches. NO jeans, NO shorts, Shirts must have collars. Girls may wear long pants, shorts, or skirts. The dress code is mandatory. Any player not dressed properly cannot participate.
- n) The use of cell phones and other electronic devices will be prohibited during a match. This is from the 1st tee through the final hole of the match.

Determining Division Champions

- a) **The champions are determined at the Conference Championships.** The total strokes of a 4 person team determine the outcome of the championship.
- b) Individual medals will be given to the top **3 golfers in each division at the conference meet.**
- c) Conference play will be dictated by the USGA rules.
- d) According to the regulations of the home course, teams will be limited to one or two extra people beside the coach.
- e) Each player will keep scores of his/her opponent as well as his own score.
- f) On the day of matches there will be no practice on the golf course of competition.

All Conference Team

First Team: The All-Conference team shall consist of the top eight scores and ties from the conference championship.

Section 8- Gymnastics

- a) Prior to the start of the season at a Conference meeting, schools will be notified if any equipment does not meet Federation standards.
- b) It is the responsibility of the home team to provide two timers, runners, and official book for each meet.
- c) A minimum of twenty (20) minutes warm-up time for each team / competitor will be allowed prior to the start of the meet regardless of extenuating circumstances.
- d) The home team will make every effort to obtain a public address system to announce competitive order and individual scores and flashers to signal individual's scores.

Championship Determination

- Schools will meet each team in division once.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.
- All league games within the Division will determine a champion by winning percentage. All efforts shall be made to reschedule meets.

All Conference Team

First Team: Top gymnast in each of the 5 events selected by a vote of the coaches within the division. No athlete can be selected for more than one event.

Section 9- Ice Hockey

Please refer to NJIHL Bylaws.

Championship Determination

Please refer to NJIHL Bylaws.

All Conference Team

Please refer to NJIHL Bylaws.

Section 10- Lacrosse

Boy's Lacrosse

- a) Color of Jersey – Home must wear white. If there is a possibility of a problem due to color of uniform for any particular game, prior arrangements should be made between the two affected schools to avoid a conflict.
- b) Each team is required to play each other one time only. Schools electing to play twice will count the 1st game played for the conference standings.
- c) Game Procedures: Varsity will play (4) 12 minute quarters. JV and freshman 8 minute/10 minute quarters at the home team's discretion.
- d) In the event of a team arriving late, that team will be allowed a maximum of 15 minutes of warm-up time on the playing field. The clock starts upon arrival on the field.
- e) In the event of a tie, play shall be continued, after a two-minute intermission, with sudden-victory overtime. Each sudden-victory overtime will be four minutes in length until one team scores. There will be a two-minute intermission in between sudden-victory periods.
- f) All freshman games will be played at the opposite site of the varsity game.
- g) The home team is responsible for supplying lacrosse balls.
- h) Two (2) registered / carded officials will be assigned by the league assignor for all varsity contests.
- i) It is recommended that the official time be kept by an adult timer at the table.
- j) When possible, spectators should be seated on the side of the field opposite the player benches, or the bench area should be roped off to keep spectators in minimum of 10 yards away.

Suspended/Interrupted Game- Once play begins the officials shall have the authority to interrupt or suspend the game due to dangerous weather or field conditions. A game is considered legal and complete if over 50% of playing time has elapsed.

Championship Determination

- Schools will play each team in division once.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.
- All league games within the Division will determine a champion by winning percentage. All efforts shall be made to reschedule games.

All Conference Team

First Team: 15 best players plus one goalie selected by a vote of the coaches within the division.

Girl's Lacrosse

- a) Color of Jersey – Home must wear white. If there is a possibility of a problem due to color of uniform for any particular game, prior arrangements should be made between the two affected schools to avoid a conflict.
- b) Each team is required to play each other one time only. Schools electing to play twice will count the 1st game played for the conference standings.
- c) Game Procedures: Varsity, JV and freshman will play (2) 25 minute halves
- d) In the event of a team arriving late, that team will be allowed a maximum of 15 minutes of warm-up time on the playing field. The clock starts upon arrival on the field.
- e) In the event of a tie, both teams will have a 5-minute rest and toss a coin for choice of ends. Six minutes (two three-minute periods) of stop clock overtime will be played. The clock will be stopped after 3 minutes of play in order for teams to change ends with no delay for coaching. The game will be restarted by a center draw. The team that is ahead at the end of six minutes wins the game.

If the teams are still tied after six minutes have elapsed, the teams will have a 3 minute rest and change ends. The winner will then be decided on a “sudden victory” stop-clock overtime of no more than six minutes in length with the teams changing ends after 3 minutes. The game will be restarted by a center draw. The team scoring the first goal wins.

Play will continue with “sudden victory” stop clock overtime periods of six minutes in length with three minutes in between and change of ends until a winning goal is scored.

- f) All freshman games will be played at the opposite site of the varsity game.
- g) The home team is responsible for supplying lacrosse balls.
- h) Two (2) registered/carded officials will be assigned by the league assignor for all varsity contests.
- i) It is recommended that the official time be kept by an adult timer at the table.

- j) When possible, spectators should be seated on the side of the field opposite the player benches, or the bench area should be roped off to keep spectators in minimum of 10 yards away.

Suspended/Interrupted Game- Once play begins the officials shall have the authority to interrupt or suspend the game due to dangerous weather or field conditions. A game is considered legal and complete if over 50% of playing time has elapsed.

Championship Determination

- Schools will play each team in division once.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.
- All league games within the Division will determine a champion by winning percentage. All efforts shall be made to reschedule games.

All Conference Team

First Team: 15 best players plus one goalie selected by a vote of the coaches within the division.

Section 11- Soccer

- a) The home team should wear dark colors, as per NFHS rules. If there is a problem with uniform colors the two affected teams should make arrangements prior to the match to avoid a conflict.
- b) Overtime procedures which will be two ten-minute overtime periods and golden goal.
- c) It is strongly recommended the home team provide at least one supervisor for crowd control.
- d) Matches will begin at 4:00pm for all teams, unless mutually agreed to change.
- e) It is recommended that all sub level varsity matches be 40 minute halves.
- f) If a team arrives late to a match, 20 minutes must be allotted to following arrival on the field.
- g) Officials; Varsity must have two carded soccer officials provided by the league assignor. Registered officials are recommended and should be provided by the league assignor for JV / Freshman matches
- h) Official time will be kept on the field by the official or by an adult timer on the sidelines.
- i) The Union County Conference (UCC) and the Union County Interscholastic Athletic Conference (UCIAC) mercy rules as applied to the sport of soccer will be as follows:
 - A. Once a five (5) goal differential is achieved the officials and ECO will institute a running clock. Once this occurs the running clock will remain throughout the game even if the scoring differential falls under five (5) goals.
 - B. If a seven (7) goal differential is achieved the game will end at the half. If the seven (7) goal differential is achieved in the 2nd Half then the game would end the moment this seven (7) goal differential is achieved. The coaches can mutually agree to play the remainder of the game if they both agree to do so.
 - C. The running clock would eliminate and extra time that is accrued for any reason.
 - D. The running clock will only be stopped for the following reasons: Official Timeouts.

- E. These rules will be implemented on all levels including but not limited to Varsity, Junior Varsity, Freshman, and Middle School.
- F. These rules will apply to all UCC and UCIAC games. For independent games that are scheduled the mercy rule will only apply if the coaches and / or athletic directors of both schools mutually agree upon this prior to the contest.

Championship Determination

- Schools will play each team in division twice.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.
- All league games within the Division will determine a champion by winning percentage. All efforts shall be made to reschedule games.

All Conference Team

First Team: 15 best players plus one goalie selected by a vote of the coaches within the division.

Section 1- Softball

- a) The starting time for all games shall be 4:00 pm unless mutually agreed upon by both schools.
- b) Each team shall be permitted 15 minutes for pre-game warm up.
- c) The home team should have a list of ground rules to be explained to opposing coach and umpires.
- d) Site specific curfews must be communicated by the Head Coach prior to the start of the game.
- e) If there is no field curfew for sub-varsity games, no inning can start after 6:30pm unless the varsity game is still in progress. No inning of sub-varsity games can start after the completion of the varsity game whichever is later.
- f) Conference games rained out are to be rescheduled for the next Monday. Therefore, all efforts should be made to keep Monday as an open date. State and County Tournaments are the only exceptions.
- g) Conference schools with freshman programs should schedule games at opposite site of the varsity schedule games.
- h) Officials: Varsity – two (2) carded baseball officials must be used. Two registered officials are to be provided by the league assignor. JV & Freshman – registered officials are recommended.

Championship Determination

- Schools will play each team in division twice.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.
- All league games within the Division will determine a champion by winning percentage. All efforts shall be made to reschedule games.

All Conference Team

First Team: 15 best players selected by a vote of the coaches within the division.

Section 13- Swimming

Dual / Co-Ed Meets

• All NFHS and NJSIAA Rules Should be followed in running a Dual Meet and Championship Meet.

Order of Events - The order of events for all meets shall be as follows:

- (1) 200-yard medley relay
- (2) 200-yard freestyle
- (3) 200-yard individual medley
- (4) 50-yard freestyle
- (5) 100-yard butterfly
- (6) 100-yard freestyle
- (7) 500-yard freestyle
- (8) 200-yard freestyle relay
- (9) 100-yard backstroke
- (10) 100-yard breaststroke
- (11) 400-yard freestyle relay

Suspended Contest -A suspended contest shall be resumed from the point of interruption. Otherwise, NFHS Rules regarding the resumption of suspended contests will apply.

Sportsmanship - Student-athletes, coaches, administrators, spectators and all other persons connected directly or indirectly with a member school, as well as contest officials, shall adhere to the principles of good sportsmanship and the ethics of competition before, during and after all contests in which they participate and/or attend. Each participating school shall be held strictly accountable for unsporting conduct on the part of its competitors, coaches and spectators. If contestants or people from any school are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school or host organization, such school will be held responsible for costs incurred in replacing or repairing such property or equipment.

Division Championships-

Boy's and Girl's Dual Meet Division A Champion

The Champion would be determined by the best record of the current year.

The division is comprised of the top five teams from the previous year.

The fifth place team would go to the B division the following year.

Boy's and Girl's Dual Meet Division B Champion

The Champion would be determined by the best record of the current year.

The division is comprised of the bottom five teams from the previous year.

The first place team would go to the A division the following year.

Co-ed Division Champion

The Champion would be determined by the best record of the current year.

Rules:

The current National Federation and NJSIAA rules will be followed (except with regards to relays entries). At least one coach must accompany each team or eligible swimmers.

Timers:

Each participating team must provide three timers. Please make sure that each timer has a stop watch.

All Division Team:

- Top athlete in each event as voted by the coaches.
- Honorable mention to the next two top performers, as voted by the coaches.

Section 14- Tennis

- a) All matches are to begin at 4:00 P.M., if possible.
- b) Substitution shall be permitted with agreement of both coaches, after the singles are completed; however, Article I in the NJSIAA Rules and Regulations Handbook shall still apply.
- c) Coaches shall teach and demonstrate the ethics of tennis.
- d) Players or coaches may request non-participants to be removed from the playing area if they feel that they are interfering with play.
- e) Interrupted matches will be continued on a future date only if the conference standing (Championship) is involved. The continuation of the incomplete team match will be at the point where the interruption took place.
- f) In a non-officiated match, the ultimate responsibility for terminating play in regard to darkness, weather conditions, or safety hazards rest with the home coach/AD.

Championship Determination

- Schools will play each team in division twice.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.
- All league games within the Division will determine a champion by winning percentage. All efforts shall be made to reschedule games.

All Conference Team

First Team: will consist of a 1st singles, 2nd singles and 3rd singles, 1st doubles, 2nd doubles and one at large singles player and one at large doubles team. **Singles are selected for All-Conference Singles. Doubles are selected for All-Conference Doubles. All-Conference selections must play 50% or more of classification.**

Section 15- Track

- a) The National Federation of Track & Field, Cross Country Rules and NJSIAA regulations will apply.
- b) **Batch Meets shall begin at 4:00 pm.**
- c) There shall be a minimum of three carded officials for all dual meets, 4 for double duals.
- d) The intermediate hurdles shall be the first event with the high hurdles in its place.
- e) Any change in the order of events must be mutually agreed upon.
- f) Scoring for duals meets shall be 5-3-1. When there is a double dual, scoring shall remain as 5-3-1 for each meet. When there is a double dual at a site where there are 6 lanes, the first heat of any race run in lanes (100, 200, 400, HH, IH) shall have the

2 top competitors from each of the three schools. In any subsequent heats, the competitors can score no higher than third place.

Championship Determination – Championship Meet:

- There will be divisions of both boys and girls in the Championship Meets.
- NFHS, NJSIAA, and UCC Rules will apply.
- Hy-Tek rosters must be sent.
- The Divisional Team Champion will be determined by the divisional team winner. Dual meets do not count towards the championship.
- Teams will enter the Championship Meet by an entry form.

Awards:

- Trophy to the boys and girls divisional winner.
- Medals to the top 5 in each event.

All Division Team:

- Top athlete in each event as voted by the coaches.
- Honorable mention to the next two top performers, as voted by the coaches.

Section 16- Volleyball

- a) Recommended starting times:
Weekdays – Varsity @ 4:00 – JV @ 5:30
Night Games – JV @ 5:30 Varsity @ 7:00
Freshman games to be scheduled independently
- b) Officials – all varsity officials must be registered with the NJSIAA. It is recommended that at least one (1) carded official be used for sub-varsity contests. All officials for league contests must be assigned by the official assignor.
- c) Warm up procedure – 20 minutes prior to the scheduled starting time or in cases when the visitors arrive less than 20 minutes prior to the scheduled starting time, the clock will be set for 20 minutes when the visitors arrive in the gym. This 20 minute period includes the 6-6-3 warm-up format.
- d) Home team shall provide balls for warm-up, official NFHS game balls, water and cups.
- e) Scoring as NHFS and / or NJSIAA regulations.

Championship Determination

- Schools will play each team in division twice.
- First Tie breaker will be head to head. Second tie breaker is record within the division. If no determination is made based on these criteria, Co-Champions will be awarded.
- All league games within the Division will determine a champion by winning percentage. All efforts shall be made to reschedule games.

All Conference Team

First Team: 10 best players selected by a vote of the coaches within the division.

Section 17- Wrestling

- a) Home team determines time of scheduled events. All conference meets scheduled for evenings will start at 6 pm with the JV and the varsity at 7 pm unless mutually agreed upon. Afternoon meets will start at 4:00pm with the JV and the varsity to follow. Saturday afternoon meets will begin at 10:00 am with the JV and the varsity to follow unless mutually agreed upon by both schools. Middle school may precede the JV if mutually agreed upon.
- b) All wrestlers will comply with NJSIAA / NFHS hydration protocols.
- c) The home team scale will be the official scale and must be properly certified prior to the wrestling season. The scale must have a stamp of the Bureau of Weights & Measures attached.
- d) When the JV precedes the varsity meet, the weigh in of both varsity and JV teams will start no more than one hour or less than 30 minutes prior to the start of the VJ meet.
- e) Schools may mutually agree on postponement dates. If they cannot agree then the meet will be rescheduled on the next open day that both schools are in session. This also applies in the event of a second postponement.
- f) Introduction of the wrestlers will be made to the public in any manner convenient to the home team.
- g) The visiting team is responsible for the cleanliness of the locker room.
- h) The All-Conference Teams will be selected after the NJSIAA Regional Tournament.

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- i) Schools may mutually agree on postponement dates. If they cannot agree then the meet will be rescheduled on the next open day that both schools are in session. This also applies in the event of a second postponement.
- j) Introduction of the wrestlers will be made to the public in any manner convenient to the home team.
- k) The visiting team is responsible for the cleanliness of the locker room.
- l) The All-Conference Teams will be selected after the NJSIAA Regional Tournament.

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