

District XI Committee  
Bylaws, Policies, Forms and  
Information

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## **1 Name**

- The Name of the district committee shall be the District XI Committee of the Pennsylvania Interscholastic Athletic Association. (Hereafter sometimes referred to as PIAA District XI Committee.)

## **2 Vision and Purpose**

### **2.1 Vision:**

- 2.1.1. It shall be the mission of the PIAA District XI Committee to support the purpose of the PIAA Constitution as stated in Article II, Section 1,2, and 3.
- 2.1.2 The mission shall include encouraging and demonstrating collegiality, sportsmanship, and good will between and among member schools' personnel.
- 2.1.3 The Committee's mission shall also include supporting and promotion all eligible athletes in their endeavors.

### **2.2 Purpose is:**

- 2.2.1 To organize, develop, and direct and interscholastic athletic program which will promote, protect and preserve the health and physical welfare of all participants in District XI.
- 2.2.2 To formulate and maintain policies that will safeguard the educational values of interscholastic athletics and cultivate the high ideals of good sportsmanship in District XI.
- 2.2.3 To promote uniformity of standards in all interscholastic athletic competition in District XI.
- 2.2.4 To further the implementation of the policies and by-laws of the PIAA and District XI within the District XI membership area.

## **3 District Membership**

### **3.1 School Membership**

Public and private schools that are members of the PIAA are assigned to their respective districts by their location in assigned counties approved by the state committee. District XI is composed of the following counties: Lehigh, Northampton, Schuylkill, Monroe, Carbon, and Bucks. Districts may transfer into or out of the district by favorable action of the concerned district committees and the PIAA Board of Directors. (Article V)

- See Appendix A for current membership

### **3.4. Cooperative Sports Agreements Within District XI**

Various member schools may enter into cooperative sports agreements as outlined in the PIAA Constitution and Bylaws.

- See Appendix B for current agreements in place.

### **3.4. Changes of District Membership**

Schools or districts may request change in District XI membership by following PIAA procedures for change in district membership

- Private schools were permitted to join PIAA by legislative act in 1973

### **3.4. Leagues and Conferences Within District**

Various Leagues and conferences are organized and utilized by member districts to better organize their inter-school competition and cooperation. At the present time, District XI strives to work cooperatively with its respective leagues and conferences.

- See Appendix C for listing of current operating leagues and conferences.

### **3.5. Home Schools, Cyber Charter Schools and Charter Schools**

- Students enrolled in Cyber Charter Schools, Charter Schools or as a home school student are to be treated in the same manner as students attending the physical high school, middle school, or junior high school for athletic eligibility considerations and must be included in your PIAA enrollment figures.
- The home school district in which they would normally attend, handles most decisions concerning these students
- Schools in this category would acquire membership in District XI if they met membership requirements of the PIAA.

## **4 Finance**

### **4.1. Dues Amount, Payment Date and Delinquencies**

- At present time, District XI pays all PIAA dues for its member schools.
- District XI will be responsible for any dues, obligations or payments related to district wide commitments to the PIAA or national affiliations
- In order for member school dues to be paid, the following criteria must be met by each member high school:
  - Attend the annual District XI Principal & Athletic Director meeting held in the Spring. If the principal or athletic director cannot attend, a representative currently employed at the member school must be present and serve as the designee authorized by the principal.
  - Provide the District XI Webmaster with accurate, updated contact information annually in August.
  - Actively monitor data entry and compliance with the District XI Power Point System.
  - Comply with the PIAA Constitution, By-Laws, Rules & Regulations, and Sportsmanship guidelines.
  - Require athletic directors be active members in the Pennsylvania State Athletic Director's Association (PSADA).

- Require new athletic directors to complete the PSADA Mentorship Program.

#### **4.2. Budgeting Dates**

- Proposed budget to be submitted to the district committee by August 1 and will be approved at the August meeting.
  - Sport Budgets must be presented to the Treasurer by July 1.

#### **4.3. Audit (Dates)**

- To be completed as soon as possible after July 1<sup>st</sup> of each year contingent on PIAA requirements.
- A subcommittee of the District XI Committee will be established to conduct an internal audit of the District XI Books.

#### **4.4. Fees Annual**

- The District XI committee will be responsible for paying the conference registration and lodging for one (1) male and one (1) female District XI Official's Representative to help support the PIAA officials' convention. If our District XI Official Representatives are unable to attend, a District XI Committee Representative may serve as a designee as approved by the District XI Chairman.
- See Appendix E categories of persons and amounts to be paid.

##### **4.4.1. Committee Member Expenses**

- Travel costs with itemized receipt.
- Mileage reimbursement rate set at current IRS rate.
- Lodging with itemized receipt.
- Meals while performing a function on behalf of the district committee. Itemized receipts must accompany reimbursement form. The purchase of alcohol is NOT an authorized reimbursable expense.
- Entry purchases—The district shall provide a PIAA monogrammed neck tie or scarf and a weather resistant coat, all on a one time basis to incoming members of the district committee in appreciation of their voluntary service to the district wide interscholastic athletics and to provide identification of their position on the district committee at district events.
- Committee Members and Auxiliary Personnel will be reimbursed \$40 per meeting per diem and mileage for all District XI Meetings.
- Reimbursement checks will be processed monthly on a date determined by the District XI Treasurer.
- All conference requests must be made and pre-approved by the committee as a whole. If a regularly scheduled meeting does not occur prior to registration deadline, the executive committee can take action.
- All committee expenses must be submitted on the standard District XI "pink sheet".

- Event Manager / Tournament Director positions must be filled by District XI Committee Members. In the case where a District XI Committee Member is unavailable, those positions should be filled by a school official from a PIAA District XI member school and shall be reimbursed accordingly by District XI.
- Committee Member Expenses are for committee members ONLY.

#### 4.4.2. Championships

- District XI will pay \$100.00 to PIAA as an insurance fee for each playoff site used for basketball, wrestling and football.

#### 4.4.3 Media

- PIAA District XI enters into media contracts with Service Electric, Blue Ridge Communications, and RCN.
- All other media fees, including webcasts are included in Appendix H.

#### 4.4.4 Merchandizing

##### 4.4.4.1 Concessions

- The merchandizing committee and sports chairman will have the authority to negotiate the concession arrangements at District XI sponsored events. The merchandizing committee will be empowered to sell items either through presale or at events carrying District XI logos. Any use of District XI name for commercial use must have prior approval of the merchandizing committee.

##### 4.4.4.2. Programs

- The merchandizing committee and the respective sports committee will determine if programs will be prepared and sold at District XI sponsored events.

##### 4.4.4.3 Sales Tax

- The PIAA District XI committee is a tax exempt agency but should be charged sales tax by the vendor if selling taxable items for profit.

#### 4.4.5 Annual Spring Principal / Athletic Director Meeting Fees

- District XI will provide one free meal to each member school at the annual banquet.
- The District XI Committee may offer complimentary meal tickets to the annual meeting to invited guests, present District XI Committee members and other special situations approved by the District XI Committee. A list of complimentary meals will be approved by the District XI Committee and maintained in the District XI records.

### 4.5 Investments- Savings

- The District XI budget committee will include a goal of 80% of annual budget to be set aside as a budgetary reserve in each year's budget proposal.

#### 4.6 District Banking and Checking

- District XI Committee shall maintain a District-wide banking relationship to provide District XI Championship Contest managers with a mechanism for depositing revenues generated as a result of those contest. Such revenues shall be deposited within two (2) business days and shall not be deposited in any personal or non-school accounts.
- District XI Committee shall issue checks for reimbursement to participating member schools (if applicable) and payments to Contest sites for their non-contracted rental charges and services, District XI-Appointed Contest managers, District XI- Assigned Contest officials, and all other individuals compensated for facilities or services in connection with District XI Championship Contests. Payments to Contest sites for their non-contracted rental charges and services, District- Appointed Contest managers, and all other individuals compensated for facilities or services rendered in connection with District XI Championship Contest shall occur as soon as reasonable possible following the submission of the respective District XI Championship Contest(s) financial reports to the District XI Treasurer.
- Please refer to Appendix J for a detailed Game Manager’s Handbook.

#### 4.7 Miscellaneous

- The District XI Committee will approve all expenditures of \$100 and over prior to the commitment of funds.
- Tournament and sport chairmen may authorize purchases and expenditures according to guidelines and amounts established and approved by the District XI Committee.

### 5 District XI Committee Organization

#### 5.1 Membership of the District Committee

<u>District Positions</u>	<u>Selection Process</u>	<u>Term</u>
4 EPC Reps	(Recommended by EPC)	1 Year
3 Colonial Reps	(Recommended by Colonial League)	1 Year
3 Schuylkill Reps	(Recommended by Schuylkill League)	1 Year
<hr/>		
10 League / Conference Representatives		
1 Female Sport Rep	(Recommended by EPC)	1 Year
1 Parent Rep	(Recommended by Colonial League)	2 Years
1 Jr. High/Mid. School Rep	(Recommended by Schuylkill League)	2 Years
1 Superintendent Rep	(Recommended by Schuylkill League)	3 Years
1 Female Officials Rep	(Recommended by Officials)	2 Years
1 Male Officials Rep	(Recommended by Officials)	2 Years
1 A.D.A. President	(Recommended by A.D. Association)	2 Years
1 A.D. Rep	(Recommended by A.D. Association)	1 Year



1 School Board Rep	(Recommended by PSBA Region 8)	2 Years
1 Private School Rep	(Recommended by Private Schools)	1 Year
<hr/>		
10 Organization Specific Representatives		

The Executive Committee may recommend non-voting members of the committee (ex. Recording Secretary, Webmaster, etc.)

If a District Committee member changes jobs within District XI, causing this committee person to represent a different league, this person will be able to fulfill their term. At the conclusion of their term, their seat becomes vacant and returns to the league / conference originally responsible for filling the vacancy.

Any vacancy that cannot be filled by a league / conference becomes an AT-LARGE vacancy to be filled by any other league. At the next general election, this position returns to the league originally assigned to fill the position. Additionally, the positions of Female Sport Rep, Parent Rep, Jr. High/Middle School Rep, and Superintendent Rep may be traded between leagues to fulfill the positions. An example of this may be that the MVC cannot fill the Superintendent Rep position but the Colonial League can. Then the Colonial League would nominate the Superintendent Rep and the MVC would nominate the Parent Rep. This concept of trading responsibilities for filling District Committee positions may only occur with the four positions mentioned above.

*See Appendix D for the current listing of District XI Committee Members.*

## **5.2 Elections and Appointments**

All elections and appointments for the district committee shall be made prior to July 1<sup>st</sup> (PIAA-Article VIII, 1-Sec C) Procedures should be adopted to insure a secret vote.

### **5.2.1 Annual Elections**

#### **5.2.1.1 Election Committee**

The election committee will be appointed by chairman prior to January 31 each year to conduct the election process. Election committee will consist of a chairman and at least two persons not running for election. The Election Committee will serve as the clerks and registrars of the election and pre-election activities.

The election committee will determine if current committee members wish to stand for re-election prior to March 1<sup>st</sup> of each year.

Nomination petitions for District XI committee positions will be accepted from the general membership. These nomination petitions will be for any position to be included on the annual election ballot. Nomination petitions must have the endorsement of at least 3 Principals

of other member schools and must be returned to District XI secretary by March 1. No nominations will be taken from the floor at the annual meeting.

A printed ballot shall be prepared by election committee prior to the annual meeting with the name of the persons running for election and the school district they represent. The Ballot should indicate incumbent status of any respective nominees. On the even years there shall be a separate ballot for the junior high/middle school representative election, which will be cast before the at-large balloting.

Sample ballots will be distributed with the agenda for the annual Spring meeting.

#### 5.2.1.2 Annual Election

At the annual meeting in April of each year, each principal will sign in at the meeting or his or her designee will present written credentials of alternate delegate status signed by their respective principal. Only those credentialed delegates will be issued ballots to vote in the elections. Each member school will receive a ballot for their respective principal or their certified delegate to cast for their choice.

Elections will be by secret ballot. Rules for conducting the election will be explained to the assembly and the candidates will be introduced to the voting delegates. Direction for voting will also appear on the ballot. An additional ballot will settle ties during the same meeting. Results will be announced when the tally is finished. Preferably, a PIAA representative will observe the election process and vote counting to insure fairness and appropriateness of the process. If more votes are cast than are eligible to vote, the vote will be declared void and re-vote will be taken.

#### 5.2.2 Reorganization

The newly elected members of the District XI Committee and the hold over voting members from the previous year shall meet for organizational purposes only, prior to July 1st. They will elect new officers and set the meeting dates (PIAA-Article VIII, Sec 1-E). Chairman, Vice-Chairman, Treasurer, & Secretary nominations will be accepted immediately following the annual election of the committee. Nominations will be placed on a written ballot by the Elections Chairperson to be voted on at the annual June Summer Workshop every year. Ballots will be provided to the committee members one (1) week prior to the Summer Workshop meeting date via email.

Each newly elected member and hold over voting members from the previous year shall be guaranteed the opportunity to vote on the officers of the District XI Committee. Committee members unable to attend the meeting when officer elections are conducted may submit their completed ballot (signed & dated) to the

Elections Chairperson prior to the election via email, fax, or USPS. The Election Chairperson must receive all absentee ballots prior to the meeting start time. Persons submitting absentee ballots should confirm receipt of their ballot with the Election Chairperson.

### 5.2.3 Failure to Elect Committee

If the district committee fails to elect a district committee prior to July 1<sup>st</sup> the President of the PIAA shall appoint a chairman for the District who shall serve during the ensuing year. The President shall conduct an election for the remaining members of the district committee within one month following their appointment. (PIAA Article VIII, Sec 1-F) The appointed President will convene a special annual meeting and elections within a month of election for vacant positions.

## 5.3 Appointments

The District XI Chairman will propose chairman and committee appointments at the districts' June meeting for ratification by the committee. Appointment to fill sub committee vacancies occurring during the year will occur at the next regular meeting following the vacancy

## 5.4 Vacancies in District Committee

When a vacancy occurs in the membership of the District XI Committee, the unexpired term shall be filled by the constituency of that position, except that in the case of the School Boards representative, the Board of Directors of the Pennsylvania School Board Association (PSBA) shall appoint an interim representative to fill the unexpired term, and in the case of the officials' representative, the Executive Director shall conduct a special election among the affected PIAA-registered officials of the District to fill the unexpired term. (PIAA-Article VIII, Sec 1-D)

## 5.5 Resignation / Retirement

5.5.1 A committee member may serve as a consultant for a period of one (1) year past their date of retirement from the committee.

A retirement honorarium is rendered to committee members using the following formula:

- 1<sup>st</sup> five years of service = \$100.00 per year
- Every year after 5 years = \$50.00 per year
- To be eligible for the retirement honorarium, a committee member must have served a minimum of 6 years.
- Retirement honorariums will no longer be paid to committee members who are elected to the District XI Committee after July 1, 2010.

5.5.2 Retirees will be recognized at the annual District XI Spring Principal / A.D. Meeting the year following their retirement. The retirees being honored will be entitled to bring one (1) guest compliments of the District XI Committee.

## **5.6 Removal**

Any committee member may be removed by a vote of two-thirds of the District XI Committee at any meeting of the District XI Committee whenever, in the judgment of the District XI Committee, the best interest of PIAA District XI would be served thereby.

## **5.7 Meetings**

### **5.7.1 Meeting Dates**

Regular meeting dates will be set at the June meeting each year. The annual Spring meeting will be held in April at a site to be determined. Committee meetings are regularly held at member schools, as determined by the District XI Committee, except as published with the proposed agenda on the committee's website at [www.districtxi.com](http://www.districtxi.com). District XI meetings are open to the public except for executive sessions.

### **5.7.2 Quorum**

A quorum for regular meetings shall be a majority of the committee membership.

### **5.7.3 Special Meetings**

The District XI Chairman may call a special meeting; or, three members submitting a written request to the District XI Chairman can call a special meeting. Previous notice of the meeting shall be sent to the members at least three days prior to the meeting. The notice can be given by e-mail, postal mail, telephone, or fax.

### **5.7.4 Cancellation of a regularly scheduled meeting**

The District XI Chairman or secretary will notify each member by e-mail, postage mail, telephone or fax 24 hours before meeting time except for emergencies or extreme weather situations.

### **5.7.5 Executive Sessions for confidential matters**

The District XI chairman may call an executive session for matters concerning confidential issues at his discretion. The reason for the executive session will be indicated in the official minutes. Any voting and decision-making will be done in a public meeting. Executive sessions will typically be held to protect the privacy of students or persons involved in particular situations.

### **5.7.6 Parliamentary Authority**

The rules contained in Robert's Rule of Order: Simplified and Applied shall govern meetings where they are not in conflict with the Bylaws, rules of order, or other rules of the PIAA or district committee.

### **5.7.7 Agendas**

The District XI Committee Chairman is responsible for preparing the agenda.

High school principals and athletic directors may submit items to District XI Secretary to be placed on district committee next agenda. These items need to be received two (2) weeks prior to the scheduled meeting. The secretary will forward all items to the Chairman one (1) week prior to the scheduled meeting.

Proposed agendas will be distributed by email to committee members and will be posted on the web site, one week prior to regular meetings and annual principals' meeting and 24 hours before emergency meetings. Chairman/Secretary is responsible for the appropriate postings.

- Routine Agenda Order of Business:
  1. Opening Agenda Items
    - a. Roll Call
    - b. Introduction and recognition of Visitors
    - c. Opportunity for Visitors to Speak
    - d. Approval of Minutes from last meeting
  2. Finance
    - a. Approval of Financial and Treasurer's report
    - b. Approval of Payment of Bills
    - c. General Items
  3. Communication
    - a. Transfer Requests
    - b. Foreign Exchange
    - c. Cooperative Sponsorship
    - d. Eligibility Determination
  4. Chairman / PIAA Update
  5. Administrative
  6. Old Business
  7. New Business
  8. Administrative Committees
    - a. Budget / Financial
    - b. Policy
    - c. Election
    - d. Merchandizing
    - e. Website
  9. Sports Specific Committees
    - a. Cross Country
    - b. Golf
    - c. Football
    - d. Field Hockey
    - e. Soccer
    - f. Girls Tennis
    - g. Girls Volleyball
    - h. Basketball
    - i. Swimming & Diving
    - j. Wrestling

- k. Baseball
- l. Softball
- m. Track and Field
- n. Boys Tennis
- o. Boys Volleyball
- p. Lacrosse

#### 10. Next Meeting / Sub Committee Meetings and Adjournment

##### 5.7.8 Minutes

Meeting minutes will be taken at each regular and special meetings and will be emailed to committee members then posted on web site, two (2) weeks following regular, annual and special meetings by the District XI Secretary. Even though minutes will be posted, they are not official until formally approved by the District XI Committee at the next regularly scheduled meeting.

##### 5.7.9 Annual Calendar of Events

A Calendar of District XI championship events will be established at the June workshop committee meeting.

## 5.8 Records

### 5.8.1. Disclosure of Records

#### 5.8.1.1 Disclosure of records to member of the district committee:

Committee members of District XI in a fiduciary relation to the committee are required to perform their duties as committee members in good faith, in a manner they reasonably believe to be in the best interest of the district, and with such care, including reasonable inquiry, skill, and diligence, as persons of ordinary prudence would use under certain circumstances. District XI committee members are entitled to see and use documents of District XI that are necessary for them to carry out their duties as committee members.

#### 5.8.1.2 Disclosure of records to district and members:

The decision as to what documents, or categories of documents, should be made available to District Members and shall be determined by the District Committee, through specific decisions, the adoption of policies, or delegation of authority to officers and administrative staff. The District XI Committees and members shall be given access to those documents necessary for them to carry out their duties under the District Constitution and By-Laws.

#### 5.8.1.3 Disclosure of records to non-district

In accordance with the following procedures, certain District XI documents may, upon request, be made available to persons not covered by the above stated policies. Staff shall not be required to produce

records in any format other than that of the existing document (i.e., shall not be required to convert to electronic format if not already stored in that format) and shall not be required to create, compile, or organize documents which do not already exist or are not so compiled or organized.

5.8.1.4 Costs:

District XI may charge a reasonable fee for the cost of copying such records and for the time expended for provision of such service.

5.8.1.5 Oral/Written Request:

District XI personnel may fulfill oral requests for documents but are not required to do so. A written request shall be directed to the District XI Chairman. A written request should identify or describe the records sought with sufficient specificity to enable District XI to ascertain which records are being requested and shall include the name and address to which District XI should address its response. The District XI Chairman, or the District XI Chairman's designee, shall respond to a written request (including requests submitted by electronic mail) for records within a reasonable period of time.

5.8.1.6 Records Available on Web Site:

If the requested records are available on the District XI Web site, District XI personnel may properly direct the requester to the site. If the requester nevertheless requests production of the documents, District XI shall do so upon receipt of payment for the cost of provision of such documents.

5.8.1.7 Retention:

Nothing in this policy is intended to modify, rescind, or supersede any record retention and disposition schedule established pursuant to District XI policy.

5.8.1.8 Confidential Information:

Nothing in this policy is intended to supersede District XI's Policy Regarding Confidentiality of Student-Athlete and Member School Information.

5.8.1.9 Documents Available for Inspection/Copying:

The following records shall be accessible for inspection and duplication by a requester in accordance with this policy.

5.8.1.9.1 Records of athletic performances and athletic records of student athletes and member schools.

5.8.1.9.2 District XI constitution, By-Laws, Policies and Procedures, and Rules and Regulations.

- 5.8.1.9.3 Agendas for and minutes of District XI Committee and its Sub-Committee meetings.
- 5.8.1.9.4 Forms of personnel agreements.
- 5.8.1.9.5 Bids submitted by, and contracts entered into with, vendors.
- 5.8.1.9.6 Bids submitted by, and contracts entered into with, entities seeking to host District XI District Championship Contests. Entities submitting proposals should be aware that requests to keep all or some of the contents thereof confidential cannot be accepted by District XI Committee.
- 5.8.1.9.7 School membership applications.
- 5.8.1.9.8 Contacts for cooperative sponsorship of sports.
- 5.8.1.9.9 Annual financial statements and budgets.
- 5.8.1.10 Documents Not Subject to Inspection or copying:
  - 5.8.1.10.1 Personal information of student athletes
  - 5.8.1.10.2 Athletic eligibility and school sanction decisions, except as permitted in District XI's policy relating to confidentiality.
  - 5.8.1.10.3 Agendas for minutes of executive sessions of the District XI Committee.
  - 5.8.1.10.4 Memoranda and reports of District XI's counsel relating to litigation.
  - 5.8.1.10.5 Documents submitted to District XI or PIAA by schools and students relating to eligibility matters (unless disclosure is authorized by the submitting school or students).

## 5.8.2 Retention of Records

- 5.8.2.1 Records Retention
 

The District XI staff should keep District XI documents for a reasonable period of time, which, unless substantial reasons exist to extend such period, shall be presumed to be three years. If the records have a possibility of being related to pending or threatened litigation, they should be retained as long as litigation is pending or possible. In determining whether records can be destroyed prior to the expiration of the statute of limitations, consideration should be given to the chances of limitation, which party will have the burden of proof, and the exact time period when the statute of limitation applies.
- 5.8.2.2 Other Records
 

The District XI Staff shall conduct a review of other categories of District XI records to determine whether such documents have some fiscal, legal, or administrative value. They shall then establish a program, to be maintained by the Secretary, for the systematic destruction or disposal of such records. If a record becomes involved with litigation, District XI shall retain the record through the course of litigation. In terms of litigation, records directly relating thereto shall be



retained for 10 years. There shall be routine purges, to be conducted every six (6) months, of District XI's back up tapes to eliminate the e-mails that are wasting space on computer hard drives. To permit employees to retrieve information from the system prior to the purge, employees shall be advised of the upcoming purge with a two- month, a month, and then a week's notice of the purge. Employees may print out any item of correspondence that has some value, or transfer it to another drive on the computer. The paper or electronic document should then be retained so long as it has utility, or so long as required by District XI policy

## **6 Officers and Staff**

### **6.1 District XI Committee Officers**

The officers of each District Committee shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, or Secretary-Treasurer combined. (PIAA-Article VIII, Sec 2)

#### **6.1.1 District Chairman**

The District XI Chairman, a member of the District XI Committee, is to be elected by the new District XI Committee Members after the annual meeting in April of every year. Their term of office shall be from July 1 until June 30 of every year.

#### **6.1.2 District Vice-Chairman**

The Vice-Chairman, a member of the District XI Committee, is to be elected by the new District XI Committee Members after the annual meeting in April of every year. Their term of office shall be from July 1 until June 30 of every year.

### **6.2 District XI Committee Staff**

#### **6.2.1 District XI Secretary and/or Treasurer**

- The District XI Committee shall have a Secretary, and a Treasurer, or a Secretary-Treasurer combined. (PIAA-Article VIII, Sec 2)
- The members of the district committee will elect the Secretary and/or Treasurer after the annual meeting in April of every year. Their term of office shall be from July 1 until June 30 of each year.

### **6.3 Sub-committee Chairman and membership**

- The District XI Chairman will appoint all sub-committee chairmanship with the approval of the District XI Committee. Selections should be approved at June Meeting.
- Roles of Sub-committee Chairmen include responsibility to provide regular reports to the District XI Committee. **See Section 7 for**

details.

**6.2 Removal of an Officer**

- Should an officer be determined, by a 2/3 vote of the members of the District XI Committee, to be incapable of performing the responsibilities of the office, the District XI Committee shall elect an interim officer to serve in the place of the infirm officer until that officer is able to resume the duties of his or her office. An officer may be removed for any, or no, reason by a 2/3 vote of the Board of Directors. Notice of the anticipated motion to remove the officer shall be sent to the officer and all members of the District XI Committee at least ten (10) days prior to consideration of the motion.

**7 District XI Sub-Committee**

**7.1 Sports Sub-Committee**

Each Sports Sub-Committee will consist of a chairperson (District XI Committee member) and at least one other District XI Committee member. Each Sports Sub-Committee must also consist of the Sport Chairpersons from each of the Leagues/Conferences within District XI and the Tournament Director (if applicable). Each sub-committee member will be reimbursed \$40.00 per meeting. Only District XI Committee Members will be reimbursed mileage.

A meeting must be held with the Sports Sub-Committee members immediately following the conclusion of the respective PIAA District XI playoffs. The Sports Chairperson *may* also hold a seeding verification meeting to prepare for the District XI playoff and championship event(s). Minutes must be recorded and approved by the District XI Committee as a whole for all Sport Sub-Committee Meetings.

In order for a rule modification to take place in a sport, the entire district must adopt the rule modification at a meeting prior to the beginning of the respective sports season.

Sites for District XI sponsored contests will be recommended by the respective sports chairman in consultation with their committee through a “Request for Quotation” process and approved by the district committee.

The date and times for the District XI sponsored contests will be determined by the sports chairman in consultation with their committee and will be recommended for approval by the sports chairman to the District XI Committee.

Selection of officials for district and inter-district events should include the official’s representative, the sports chairman, and all designated League/Conference assigners.

There should be a cooperative effort between sports chairman, the official's representative, and the League/Conference assigners to select officials worthy to officiate at the state level.

*See Appendix G for sports sub-committee membership*

### **7.1.1 Fall Sports**

- 7.1.1.1 Cross Country
- 7.1.1.2 Golf
- 7.1.1.3 Field Hockey
- 7.1.1.4 Football
- 7.1.1.5 Soccer (Boys & Girls)
- 7.1.1.6 Tennis (Girls)
- 7.1.1.7 Volleyball (Girls)

### **7.1.2 Winter Sports**

- 7.1.2.1 Basketball
- 7.1.2.2 Swimming & Diving
- 7.1.2.3 Wrestling
- 7.1.2.4 Competitive Spirit

### **7.1.3 Spring Sports**

- 7.1.3.1 Baseball
- 7.1.3.2 Softball
- 7.1.3.3 Track and Field
- 7.1.3.4 Tennis (Boys)
- 7.1.3.5 Volleyball (Boys)
- 7.1.3.6 Lacrosse

## **7.2 Steering Sub-Committees**

Each Steering Sub-Committee will consist of a chairperson (District XI Committee member) and at least two other District XI Committee members.

A minimum of one (1) annual meeting must be held with the Steering Sub-Committee members. Other meetings should be scheduled based on need as assigned by the District XI Chairman. Minutes must be recorded and approved by the District XI Committee as a whole for all Steering Sub-Committee Meetings.

*See Appendix I for steering sub-committee membership*

### **7.2.1 Budget/Financial/Audit**

- A proposed district budget is to be presented at the August Meeting.

7.2.2 By-Laws/Policy

7.2.6 Merchandise/Marketing

7.2.7 Nomination/Election

7.2.8

### Sport Committee Structure

Composition:

\*DXI Committee member



Sport Chair

Responsibilities include:

- \*Sport Handbook
- \*Acting as Tournament Director or consultant
- Tournament Director
- \*Chair of Coaches Advisory Board
- \*Make recommendations to DXI Committee
- \*Serve on PIAA Sport Steering Committee

Composition:

\*1 DXI Committee member per league



Sport Steering Committee

Responsibilities include:

- \*Act as Liaison between leagues and DXI Committee

Composition:

\*As assigned by Sport Chair including coaches, tournament directors, pertinent sport staff



Coaches Advisory Board

Responsibilities include:

- \*Provide grassroots feedback to enhance competitions
- \*Meet in the post-season after the season competition
- \*Review and consider improvement to handbook

Key Game Managers

- Committee members at host sites
- \*Knowledge and familiarity of the site
  - \*Potential level of league affiliation

## **9 Powers and Duties of the Committee, Officers and Staff**

### **8.1 Powers and Duties of a District XI Committee (extract from PIAA By-laws)**

The District XI Committee shall have the following powers and duties subject to exercise by the Board of Directors of its powers as provided in Article VIII:

- 8.1.1 To have general control within the District over all interscholastic athletic relations and Contests in which a member school participates, subject to the provisions of the rules and regulations of the PIAA Board of Directors. (PIAA Article VIII Sec 3-A)
- 8.1.2 To elect its own officers and establish its own rules of procedure. (PIAA Article VIII Sec 3-C)
- 8.1.3 To administer the finances of the District Committee. (PIAA Article VIII Sec 3-C)
- 8.1.4 To render, within the District, an opinion on the provisions of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of this Association. (PIAA Article VIII Sec 3-D)
- 8.1.5 To investigate, hear, and decide matters in dispute between member schools located within the District. The District will not consider matters submitted more than one year after the dispute arose. No officer or member of the District Committee shall be eligible to vote in case of a dispute involving such officer s or member s school or school district. (PIAA Article VIII Sec 3-E) (Revised 2004)
- 8.1.6 To receive, request, or require data on alleged violations of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations by or from schools located within the District. In assuming this responsibility, the District Committee shall not be required to assume the position of investigator. Charges of violation of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of this Association by a member school shall be made to the Chairman of the District Committee in writing, and, if requested by the District Committee, such evidence shall be presented in the form of affidavits. ((PIAA Article VIII Sec 3-F)
- 8.1.7 To make determinations as to the eligibility of contestants, and to address alleged violations of the Constitution, By-Laws, Policies and Procedures, and Rules and

Regulations of this Association. (PIAA Article VIII Sec 3-G)

- 8.1.8 To fix and enforce penalties, within the District, for violation of the Constitution, and By-Laws, Policies and Procedures, and Rules and Regulations of this Association, within the limits prescribed by the By-Laws. (PIAA Article VIII Sec 3-H)
- 8.1.9 In acting pursuant to the provisions of subsections 8.1.4 through 8.1.8 of this Section, the District Committee shall act at a scheduled meeting, unless the Chairman of the District Committee shall determine that immediate disposition of the matter would be in the best interests of the District or the Association. In such event, the Chairman of the District Committee shall promptly convene a Hearing Panel to hear and determine such matter as expeditiously as possible. The membership of such Hearing Panel shall consist of at least five members of the District Committee with one member being that of an officer designated by the Chairman for each such matter requiring expeditious disposition. No officer or member of the District Committee shall be eligible to serve upon such Hearing Panel in any matter involving such officers or member school or school district. (PIAA Article VIII Sec 3-I)
- 8.1.10 To have general control of District Championship Contests. (PIAA Articles VIII Sec 3-J)
- 8.1.11 To act with the Board of Directors in the transfer of Schools from one District to another. (PIAA Articles VIII Sec 3-K)
- 8.1.12 A District Committee shall have such other powers within the District as are in keeping with the growth and needs of the Association and which are consistent with the provisions of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of the PIAA. (PIAA Article VIII Sec 3-L)
- 8.1.13 A majority of its members shall constitute a quorum for the transaction of business of the District Committee except in cases where a three-fourths or unanimous vote of the entire Committee is required. (PIAA Article VIII Sec 3-M)

## **A.1 Job Descriptions**

- 8.2.1 Officers

#### 8.2.1.1 District XI Chairman

- The Chairman or their designee will represent the district at the PIAA Board of Director Meetings
- The Chairman is a member of all sub committees.
- The District XI Chairman will be responsible for development of the agenda for regular and special District XI committee meetings and distributing and posting the agenda one week prior to regular meetings and 24 hours in advance of special meetings if possible.
- The Chairman will act as moderator of all district meetings, unless an item specifically pertains to their home district. If a potential conflict is apparent, the Chairman may relinquish the chair to the Vice-Chairman for those item(s).
- The Chairman is authorized to secure PIAA legal counsel for various district hearings at the chairman's discretion.

#### 8.2.1.2 District Vice Chairman

- Serve as the District XI Chairman in their absence.
- Perform duties as assigned by the District XI Chairman
- Trophies, Medals, & Awards Coordinator

### 8.2.2 Staff

#### 8.2.2.1 Secretary

- *Reserved*

#### 8.2.2.2 Treasurer

- *Reserved*

#### 8.2.2.3 Webmaster

- *Reserved*

#### 8.2.2.4 Statistician

- *Reserved*

#### 8.2.2.5 Financial Secretary

- *Reserved*

### 8.2.3 Sub-Committee

#### 8.2.3.1 Chairman

- Any voting member of the District XI committee may serve as a chairman of a sub-committee.
- Sports sub-committee chairmen are to work with the District XI Officials Representative and League/Conference assigners to recommend officials to officiate inter-district events.

### 8.2.4 Tournament Management

- Conditions for Entry

Participation in PIAA District XI tournaments is voluntary. District XI member schools are not required to enter tournaments sponsored by District XI. Entry of a team into a tournament signifies that the member school accepts the conditions

and provisions that are described here. Any school wishing to NOT participate in the District XI Playoffs or Tournament should notify the District XI Sport Chairperson, in writing, by the date established in the District XI Handbook. The Sports Chairperson will then seek formal approval from the District XI Committee.

A member school accepts the fact that the District XI Committee reserves the right to make changes in the management, operations, and schedule of the District XI tournaments if, in the Committee's judgment, it becomes necessary.

All contests that may have an impact on District XI tournament entry or seeding must be played by the published seeding deadline as established by the District XI Committee.

- No Protest Rule

Under PIAA rules there can be no protest of contests as follows:

The Board of Directors and District Committees will not consider protest in any athletic contest, which are based on play situations or officials' decisions involving interpretation or judgment of plays.

In no case will the results of a contest be reversed nor will a contest be reversed nor will a contest be ordered or permitted to be replayed.

Questions regarding interpretation of rules or judgment of officials should be submitted, in writing, to the PIAA Executive Director.

- 8.2.4.1 Tournament Director See Event Manager's Handbook
- 8.2.4.2 Game Manager See Event Manager's Handbook
- 8.2.4.3 Site Management See Event Manager's Handbook
- 8.2.4.4 Schools See Event Manager's Handbook
  - Schools are to have an official school representative (Principal or Athletic Director) at all district level events. Failure to abide by this rule will result in a review by the District XI Committee giving special consideration to schools who may be participating in multiple events in multiple sports on the same date.
- 8.2.5 Officials' Representative Responsibilities See Appendix L
- 8.2.6 Officials



## 9 Local Management and Control

### 9.1 School Level

#### 9.1.1 Principals, Responsibilities, Powers and Duties

9.1.1.1 The Principal of each school, in all matters pertaining to the Interscholastic athletic relations of the Principal s school, is responsible to this Association. The Principal may delegate some of these powers but such delegation shall not relieve the Principal of responsibility for any infraction, by the Principal’s school, of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of this Association. (Article XI Sec 1)

9.1.1.2 The Principal shall have the following powers and duties:

- To have control over all interscholastic athletic relations in which the Principal’s school participates. (Article XI Sec 2-A)
- To sanction all Contests in which the Principal s school participates, and to notify the Executive Director of PIAA with in ten days, if the Principal s school has entered a Contest which the Principal has not sanctioned. (Article XI Sec 2-B)
- To exclude any contestant who, because of violations of policies of the local School Board or Board having jurisdiction over the school, would not represent the Principal’s school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by the school s licensed physician of medicine or osteopathic medicine, or if none is employed, by another licensed physician of medicine or osteopathic medicine. (Article XI Sec 2-C)
  - To be responsible for the treatment of all visitors and officials attending contests conducted by the Principal s school. Penalties may be imposed upon a member school, whose Principal fails to provide reasonable protection for officials and visitors at home Contests. If a Contest is played at a neutral place, the Principals of the participating schools shall be held jointly responsible for this protection. In such a case, penalties may be imposed upon either or both of the schools. (Article XI Sec 2-D)
  - To see that all contracts for Contests in which the Principal s school participates are in writing and bear the Principal s signature or, at the Principal s option, that of the Athletic Director. (Article XI Sec 2-E)
  - All written contracts with officials shall be signed by the Principal or his/her designee. (Article XI Sec 2-F)
  - To authorize a full-time teacher of the Principal’s school district to be the Faculty Manager of the team representing the school, unless the Principal acts as the Faculty Manager. (Article XI Sec 2-G)
  - The Principal or the Principal’s authorized representative shall

- accompany the Principal's team to all Contests. (Article XI Sec 2-H)
- To be responsible for certifying in writing the eligibility of all contestants in accordance with the By-Laws of this Association. (Article XI Sec 2-I)
  - The Principal shall have such other powers concerning interscholastic athletics within the Principal's school as are in keeping with the growth and needs of the school and which are consistent with the provisions of the Constitution, By-Laws, Policies and Procedures, and Rules and Regulations of the PIAA. (Article XI Sec 2-J)

9.1.2 Athletic Directors/ Representatives

9.1.3 Head Coaches

9.1.1.1 The head coach must represent his/her school at the mandatory rule interpretation meetings. Failure to do so will result in a fine by the PIAA.

9.1.4 Certified Athletic Trainers

9.2 Conferences/ Leagues

## **10 Problem Solving Provisions**

**10.1. Please refer to pages 15 – 35 (Procedural Standards for Hearings) of the Policies & Procedures Section of the PIAA Handbook.**

## **11 Amendments to By-Laws and Policies**

### **11.1 Procedures for formal adoption**

These bylaws can be adopted at any regular or special meeting provided that previous notice was given at a prior meeting in writing and then sent to all members of the committee. Previous notice can be sent by postal mail, e-mail, or fax.

## Appendix A—Member School Listing

HS PIAA ID	MS/JH PIAA ID	Name	County	Type	IU#
3109	4064	Allentown Central Catholic	Lehigh	Private	21
1512	2589	Bangor	Northampton	Public	20
3111	4065	Bethlehem Catholic	Northampton	Private	20
1515	2594	Blue Mountain	Schuylkill	Public	29
		Building 21	Lehigh	Public	21
1516	2595	Catasauqua	Lehigh	Public	21
1517	2596	Easton	Northampton	Public	20
1510	2584	East Stroudsburg North / Lehman	Monroe	Public	20
1519	2599	East Stroudsburg South / JT Lambert	Monroe	Public	20
1518		Emmaus	Lehigh	Public	21
	2598	Eyer	Lehigh	Public	21
	2597	Lower Macungie	Lehigh	Public	21
1513		Freedom	Northampton	Public	20
	2590	Broughal	Northampton	Public	20
	2591	East Hills	Northampton	Public	20
1651		Gillingham Charter School	Schuylkill	Private	29
1520	2600	Jim Thorpe	Carbon	Public	21
1521	2601	Lehighton	Carbon	Public	21
3114	N/A	Lehigh Valley Christian	Lehigh	Private	21
1514		Liberty	Northampton	Public	20
	2592	Nitschmann	Northampton	Public	20
	2593	Northeast	Northampton	Public	20
1644	2672	Lincoln Leadership Academy	Lehigh	Private	21
1511		Louis E. Dieruff	Lehigh	Public	21
	2585	Harrison Morton	Lehigh	Public	21
	2587	South Mountain	Lehigh	Public	21
1522	2602	Mahanoy Area	Schuylkill	Public	29
3113	4067	Marian Catholic	Schuylkill	Private	29
		Medical Academy Charter School	Lehigh	Public	21
1523	2603	Minersville	Schuylkill	Public	29
3115		Moravian Academy	Northampton	Private	20
3116	4068	Nativity BVM	Schuylkill	Private	29
1524	2604	Nazareth	Northampton	Public	20
1525	2605	Northampton	Northampton	Public	20
1526	2606	Northern Lehigh	Lehigh	Public	21
1527	2607	North Schuylkill	Schuylkill	Public	29
1528	2608	Northwestern Lehigh	Lehigh	Public	21
3118		Notre Dame E.S.	Monroe	Private	20
3117	4069	Notre Dame G.P.	Northampton	Private	20
1529	2609	Palisades	Bucks	Public	22
1530	2610	Palmerton	Carbon	Public	21
1531	2611	Panther Valley	Carbon	Public	21
1532		Parkland	Lehigh	Public	21
	2612	Springhouse	Lehigh	Public	21
	2613	Orefield	Lehigh	Public	21
1533	2614	Pen Argyl	Northampton	Public	20
1534	2615	Pine Grove	Schuylkill	Public	29
1535	2616	Pleasant Valley	Monroe	Public	20

1536	2632	Pocono Mountain East / Clear Run	Monroe	Public	20
1508	2617	Pocono Mountain West	Monroe	Public	20
1537	2618	Pottsville / DHH Lengel	Schuylkill	Public	29
N/A	2619	Saint Clair MS	Schuylkill	Private	29
3110	N/A	Salem Christian	Lehigh	Private	21
1538	2620	Salisbury	Lehigh	Public	21
1539	2621	Saucon Valley	Northampton	Public	20
1540	2622	Schuylkill Haven	Schuylkill	Public	29
1541	2623	Shenandoah Valley	Schuylkill	Public	29
1542	2624	Southern Lehigh	Lehigh	Public	21
1543	2625	Stroudsburg	Monroe	Public	20
1544	2626	Tamaqua	Schuylkill	Public	29
1545	2627	Tri Valley	Schuylkill	Public	29
1546	2628	Weatherly	Carbon	Public	21
1547	2629	Whitehall	Lehigh	Public	21
1509		William Allen	Lehigh	Public	21
	2586	Raub	Lehigh	Public	21
	2588	Trexler	Lehigh	Public	21
1548	2630	Williams Valley	Schuylkill	Public	29
1549	2631	Wilson Area / Phillip Lauer	Northampton	Public	20

## Appendix B – Current Cooperative Sports Agreements within District XI

School	Coop name	Sport
D H H Lengel Middle School	Saint Clair Area Elem/Middle School	Cross Country - Boys
D H H Lengel Middle School	Saint Clair Area Elem/Middle School	Cross Country - Girls
D H H Lengel Middle School	Saint Clair Area Elem/Middle School	Football
D H H Lengel Middle School	Nativity BVM Junior High School	Wrestling - Boys
Louis E Dieruff High School	Building 21 High School	Basketball - Boys
Louis E Dieruff High School	Building 21 High School	Field Hockey
Louis E Dieruff High School	Building 21 High School	Golf - Boys
Louis E Dieruff High School	Building 21 High School	Golf - Girls
Louis E Dieruff High School	Building 21 High School	Soccer - Boys
Louis E Dieruff High School	Building 21 High School	Soccer - Fall - Girls
Louis E Dieruff High School	Building 21 High School	Softball
Louis E Dieruff High School	Building 21 High School	Swimming and Diving - Boys
Louis E Dieruff High School	Building 21 High School	Swimming and Diving - Girls
Louis E Dieruff High School	Building 21 High School	Tennis - Boys
Louis E Dieruff High School	Catasauqua High School	Tennis - Boys
Louis E Dieruff High School	Building 21 High School	Tennis - Girls
Louis E Dieruff High School	Building 21 High School	Volleyball - Boys
Mahanoy Area High School	Shenandoah Valley High School	Cross Country - Girls
Mahanoy Area High School	Shenandoah Valley High School	Cross Country - Girls
Mahanoy Area High School	Shenandoah Valley High School	Golf - Boys
Mahanoy Area High School	North Schuylkill High School	Swimming and Diving - Boys
Mahanoy Area High School	Shenandoah Valley High School	Swimming and Diving - Boys
Mahanoy Area High School	North Schuylkill High School	Swimming and Diving - Girls
Mahanoy Area High School	Shenandoah Valley High School	Swimming and Diving - Girls
Mahanoy Area High School	Shenandoah Valley High School	Wrestling - Boys
Minersville Area High School	Tri-Valley High School	Track and Field - Boys
Minersville Area High School	Tri-Valley High School	Track and Field - Girls
Moravian Academy	Notre Dame High School Green Pond	Field Hockey
Moravian Academy	Notre Dame High School Green Pond	Lacrosse - Boys
Moravian Academy	Notre Dame High School Green Pond	Lacrosse - Girls
Moravian Academy	Wilson Area High School	Swimming and Diving - Boys
Moravian Academy	Wilson Area High School	Swimming and Diving - Girls
Nativity BVM High School	Minersville Area High School	Golf - Boys
Nativity BVM High School	Minersville Area High School	Golf - Girls
Nativity BVM High School	Shenandoah Valley High School	Soccer - Boys
Nativity BVM High School	Shenandoah Valley High School	Soccer - Fall - Girls
North Schuylkill High School	Shenandoah Valley High School	Swimming and Diving - Boys
North Schuylkill High School	Shenandoah Valley High School	Swimming and Diving - Girls
Notre Dame High School of Green Pond	Moravian Academy	Football
Notre Dame High School of Green Pond	Moravian Academy	Track and Field - Boys
Notre Dame High School of Green Pond	Moravian Academy	Track and Field - Girls
Notre Dame High School of Green Pond	Moravian Academy	Volleyball - Girls
Notre Dame High School of Green Pond	Moravian Academy	Wrestling - Boys
Notre Dame Junior High School	Moravian Academy Middle School	Football
Pottsville Area High School	Nativity BVM High School	Wrestling - Boys
Salisbury Township High School	Allentown Central Catholic High School	Field Hockey
Tri-Valley High School	Minersville Area High School	Wrestling - Boys

William Allen High School  
William Allen High School  
William Allen High School  
William Allen High School  
William Allen High School  
William Allen High School  
William Allen High School  
William Allen High School

Building 21 High School  
Building 21 High School  
Building 21 High School  
Building 21 High School  
Building 21 High School  
Building 21 High School  
Building 21 High School  
Building 21 High School

Baseball  
Basketball - Girls  
Cheer - Girls  
Football  
Track and Field - Boys  
Track and Field - Girls  
Volleyball - Girls  
Wrestling - Boys

## **Appendix C -- District XI Leagues and Affiliations**

### **District XI Member Schools and Conference Affiliation**

#### **Colonial League**

Bangor	Notre Dame of Green Pond	Saucon Valley
Catasauqua	Palisades	Southern Lehigh
Moravian Academy	Palmerton	Wilson
Northern Lehigh	Pen Argyl	
Northwestern Lehigh	Salisbury	

#### **Eastern Pennsylvania Conference**

Bethlehem Catholic	Emmaus	Pleasant Valley
Allentown Central Catholic	Freedom	Pocono Mountain East
Louis E. Dieruff	Liberty	Pocono Mountain West
East Stroudsburg North	Nazareth	Stroudsburg
East Stroudsburg South	Northampton	Whitehall
Easton	Parkland	William Allen

#### **Schuylkill League**

Blue Mountain	North Schuylkill	Tamaqua
Jim Thorpe	Panther Valley	Tri-Valley
Mahanoy Area	Pine Grove Area	Weatherly
Marian Catholic	Pottsville Area	Williams Valley
Minersville	Schuylkill Haven	
Nativity BVM	Shenandoah Valley	

#### **Tri-Valley League (Football Only)**

Tri-Valley	Pine Grove Area	Williams Valley
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#### **Anthracite Football Conference (Football Only)**

Blue Mountain	Panther Valley
Jim Thorpe	Pottsville
Mahanoy Area	Schuylkill Haven
Marian	Shenandoah Valley
Minersville	Tamaqua
North Schuylkill	

## **Appendix D -- Listing of Current District XI Committee Members, Officers and Staff**

### ***League Representatives (determined by respective leagues/conferences)***

*--All are 1 year terms expiring June 30, 2016.*

- Scott Cooperman (EPC) William Allen High School
- Robert Hartman (EPC) Whitehall High School
- Dennis Ramella (EPC) Emmaus High School
- Brad Pensyl (EPC) Pocono Mountain West High School
- Steve Toth (Schuylkill League) Tamaqua Area High School
- Rich Dry (Schuylkill League) Minersville Area School District
- Scott Dimon (Schuylkill League) Pine Grove Area High School
- David Ascani (Colonial League) Catasauqua High School
- Jason Zimmerman (Colonial League) Northwestern Lehigh High School
- Richard Heffernan (Colonial League) Palisades High School

### ***Specific Group Representatives***

- Robert Felty (Jr. High Rep.) (July 1, 2014-June 30, 2016)
  - Tri-Valley Jr./Sr. High School
- Herbert Welsh (Male Officials' Rep.) (July 1, 2014-June 30, 2016)
- Elisabeth Wilson (Female Officials' Rep.) (July 1, 2014-June 30, 2016)
- Elaine Arnts (Female Sports Rep.) (July 1, 2015-June 30, 2016)
  - Easton Area School District
- Wayne Grim (School Boards' Rep.) (July 1, 2015-June 30, 2017)
  - Whitehall-Coplay School District
- Ray Kinder (Superintendents' Rep.) (July 1, 2014-June 30, 2016)
  - Tamaqua Area School District
- Thomas Moll (Athletic Directors' Rep.) (July 1, 2014-June 30, 2016)
  - Catasauqua High School
- Eric Rismiller (AD Assoc. President) (July 1, 2015-June 30, 2017)
  - Pottsville High School
- Dave Troxell (Parents' Rep.) (July 1, 2014-June 30, 2016)
- Dennis Nemes (Private Schools Rep.) (July 1, 2014-June 30, 2016)
  - Allentown Central Catholic High School

### ***Officers & Support Staff Elected/Appointed by District XI Committee – 1 year terms.***

- Robert Hartman – Chairman
- Brad Pensyl – Vice-Chairman
- Thomas Moll – Treasurer
- Ray Kinder – Secretary
- Kenneth Fisher – Website Coordinator
- Gary Brownell – Web Based Statistician
- Jason Zimmerman – Arbiter Administrator



## Appendix E -- Approved Expenses and Payment Amounts

SPORT	OFFICIALS' FEES	ADDITIONAL DESCRIPTIONS	MGMT FEES	CHAIRMAN FEE	OFFICIALS ASSIGNOR
Baseball	\$70 (Prelim/Quarters) \$75 (Semi/Final)	Umpire	\$75 / single \$140 / double		\$100
	\$37	Evaluator			
Basketball	\$70 (Prelim/Quarters) \$75 (Semi/Final)	Official	\$75 / single \$140 / double	\$500	\$125 Boys \$125 Girls
	\$37	Evaluator		\$250 (Asst.)	
Cross Country	\$105	Starters (2)	\$200 (Chair) \$100 (Asst. Dir.)		N/A
Field Hockey	\$70 (Prelim/Quarters) \$75 (Semi/Final)	Official	\$75 / single \$140 / double		\$50
	\$45 \$37	Alternate Official Evaluator			
Football	\$75	Official	\$75 / single		\$150
	\$37	Evaluator			
Golf			\$200 (Director)		N/A
Lacrosse	\$70 (Prelim/Quarters) \$75 (Semi/Final)	Official	\$75 / single \$140 / double		\$50 Boys \$50 Girls
	\$45 \$37	Alternate Official Evaluator			
Soccer	\$70 (Qual./1 <sup>st</sup> Rd.) \$75 (Semi/Final)	Official	\$75 / single \$140 / double		\$100 Boys \$100 Girls
	\$37	Evaluator			
Softball	\$70 (Qual./1 <sup>st</sup> Rd.) \$75 (Semi/Final)	Umpire	\$75 / single \$140 / double		\$100
	\$37	Evaluator			
Swimming & Diving	\$70	Officials	\$200 (Asst. Dir.)	\$500	\$100
Tennis	Chair - \$75/round Roving - \$125/doubleheader	Officials	\$50/round =		N/A
Track & Field	Field Judge - \$200 Referee - \$200 Starter/Asst. Starter - \$130 PIAA Ref / Judge - \$120 Non-PIAA Judge - \$110	Official	\$300 (Director) \$200 (Chair)		N/A
Volleyball	\$72	All Rounds	\$75 / single \$140 / double		\$75 Girls AA/AAA
	\$40	Line Judges			\$50 Girls A \$50 Boys
Team Wrestling	TBD by round	Official	\$500 (Dir.) \$250 (Asst. Dir.)		N/A
Individual Wrestling	TBD by round	Official	\$500 (Dir.) \$250 (Asst. Dir.)	\$250	N/A

**NOTES:**

1. No mileage will be paid to officials or non-committee members.
2. Assigned Committee Workers will be paid at a rate of \$100 (game manager) or \$75 (asst. game manager) per game.
  - a. Non-Assigned Committee Members will only be reimbursed mileage.
3. Mileage reimbursement for District XI Committee members will be according to IRS rates.
4. Site fees will be paid via District XI Check ONLY at the prevailing rate charged by the location where the event is played.
5. Ticket Prices: Adult = \$6 ----- Student = \$3 ----- Sr. Citizen = \$3
6. Meal reimbursement for District XI Committee Members is established at \$30 per day maximum.
7. Officials' Representatives shall be reimbursed for their lodging, mileage, and per diem for attending any PIAA State Championship event that involves a District XI Officiating Crew or is held in conjunction with a statewide officials' meeting.

## Appendix F -- Calendar of Events

\*\*A calendar of all PIAA District XI events, meetings, etc. can be found at  
www.districtxi.com

### *2015-16 District XI Committee Meetings*

Date	Location	Time	Notes
Wednesday, August 26, 2015	Pocono Mountain West	10:00 AM	General Committee Meeting
Tuesday, October 6, 2015	Whitehall	11:00 AM	General Committee Meeting
Monday, November 9, 2015	Northwestern Lehigh	3:00 PM	Football Seeding Meeting
Tuesday, December 8, 2015	Catasauqua Admin. Building	11:00 AM	General Committee Meeting
Monday, February 22, 2016	Tamaqua Area Middle School	10:00 AM	Basketball Seeding Meeting
Tuesday, March 22, 2016	Whitehall	11:00 AM	General Committee Meeting
Wednesday, April 27, 2016	TBA	12:00 PM	General Committee Meeting
Wednesday, April 27, 2016	TBA	3:00 PM	Annual Principal / A.D. Meeting
Wednesday, June 8, 2016	Whitehall	10:00 AM	Summer Workshop

### *2015-16 PIAA Sports Workshops (Individual Sport Chairs)*

Date	Location	Time	Notes
Wednesday, December 9, 2015	PIAA Office	8:00 AM	Fall Sports Workshop
Wednesday, March 23, 2016	PIAA Office	8:00 AM	Winter Sports Workshop
Wednesday, June 23, 2016	PIAA Office	8:00 AM	Spring Sports Workshop

### *Executive Committee Meeting Schedule (Chairman, Vice-Chairman, Treasurer, & Secretary)*

Date	Location	Time	Notes
Wednesday, August 19, 2015	Pocono Mt. West	10:00 AM	Prep for August 26 Meeting
Tuesday, September 29, 2015	Whitehall	10:00 AM	Prep for October 6 Meeting
Tuesday, November 3, 2015	Catasauqua	10:00 AM	Prep for Football Seeding Meeting
Tuesday, December 1, 2015	Whitehall	10:00 AM	Prep for December 8 Meeting
Monday, February 15, 2016	Tamaqua	10:00 AM	Prep for Basketball Seeding Meeting
Wednesday, March 16, 2016	Whitehall	10:00 AM	Prep for March 24 Meeting
Monday, April 18, 2016	Whitehall	10:00 AM	Prep for Annual Spring Meeting
Wednesday, June 1, 2016	Whitehall	10:00 AM	Prep for June 8 Meeting

## Appendix G -- Sports Sub-Committee Membership

Sport	Chairperson(s)	Subcommittee
Football	Jason Zimmerman	Scott Cooperman Steve Toth Wayne Grim
Field Hockey	Betsy Wilson	Dennis Ramella Dave Troxell
Cross Country	Herb Welsh	Tom Moll Dennis Ramella Brad Pensyl
Soccer	Elaine Arnts	Dave Ascni Rich Dry
Tennis	Tom Moll (Boys & Girls)	Bob Hartman Ray Kinder Dave Troxell
Volleyball	Scott Dimon	Tom Moll Rich Heffernan Scott Cooperman Dave Troxell
Golf	Brad Pensyl	Elaine Arnts Scott Dimon Dave Ascani
Basketball	Ray Kinder	Tom Moll (Asst. Chair) Dave Troxell Scott Dimon Brad Pensyl
Wrestling	Bob Hartman	Tom Moll Bob Felty
Swimming & Diving	Dennis Ramella	Rismiller
Competitive Spirit	Jason Zimmerman	Wayne Grim Elaine Arnts Eric Rismiller
Baseball	Scott Cooperman	Brad Pensyl Steve Toth Jason Zimmerman Bob Felty
Softball	Betsy Wilson	Rich Dry Jason Zimmerman
Track & Field	Herb Welsh	Bob Hartman Tom Moll Ray Kinder Scott Dimon
Lacrosse	Dennis Ramella	Heffernan

### Appendix H – Media Fees

<b>SPORT</b>	<b>ROUND</b>	<b>RADIO FEE</b>	<b>TELECAST FEE*</b>	<b>WEBCAST FEE*</b>
Field Hockey	First	\$100.00	\$250.00	\$125.00
	Quarterfinal	\$125.00	\$300.00	\$150.00
	Semifinal	\$150.00	\$350.00	\$175.00
	Final	\$200.00	\$400.00	\$200.00
Soccer	First	\$100.00	\$250.00	\$125.00
	Quarterfinal	\$125.00	\$300.00	\$150.00
	Semifinal	\$150.00	\$350.00	\$175.00
	Final	\$200.00	\$400.00	\$200.00
Volleyball	First	\$100.00	\$250.00	\$125.00
	Quarterfinal	\$125.00	\$300.00	\$150.00
	Semifinal	\$150.00	\$350.00	\$175.00
	Final	\$200.00	\$400.00	\$200.00
1A Football	First	\$100.00	\$1,000.00	\$500.00
	Quarterfinal	\$125.00	\$1,500.00	\$750.00
	Semifinal	\$150.00	\$2,000.00	\$1,000.00
	Final	\$200.00	\$2,500.00	\$1,250.00
2A Football	First	\$100.00	\$1,500.00	\$750.00
	Quarterfinal	\$125.00	\$2,000.00	\$1,000.00
	Semifinal	\$150.00	\$2,500.00	\$1,250.00
	Final	\$200.00	\$3,000.00	\$1,500.00
3A Football	First	\$100.00	\$2,000.00	\$1,000.00
	Quarterfinal	\$125.00	\$2,500.00	\$1,250.00
	Semifinal	\$150.00	\$3,000.00	\$1,500.00
	Final	\$200.00	\$3,500.00	\$1,750.00
4A Football	First	\$100.00	\$2,500.00	\$1,250.00
	Quarterfinal	\$125.00	\$3,000.00	\$1,500.00
	Semifinal	\$150.00	\$3,500.00	\$1,750.00
	Final	\$200.00	\$4,000.00	\$2,000.00
1A Basketball	First	\$100.00	\$250.00	\$125.00
	Quarterfinal	\$125.00	\$500.00	\$250.00
	Semifinal	\$150.00	\$750.00	\$375.00
	Final	\$200.00	\$1,000.00	\$500.00

2A Basketball	First	\$100.00	\$500.00	\$250.00
	Quarterfinal	\$125.00	\$750.00	\$375.00
	Semifinal	\$150.00	\$1,000.00	\$500.00
	Final	\$200.00	\$1,250.00	\$625.00
3A Basketball	First	\$100.00	\$750.00	\$375.00
	Quarterfinal	\$125.00	\$1,000.00	\$500.00
	Semifinal	\$150.00	\$1,250.00	\$625.00
	Final	\$200.00	\$1,500.00	\$750.00
4A Basketball	First	\$100.00	\$1,000.00	\$500.00
	Quarterfinal	\$125.00	\$1,250.00	\$625.00
	Semifinal	\$150.00	\$1,500.00	\$750.00
	Final	\$200.00	\$1,750.00	\$875.00
Wrestling	First / Prelim	\$100.00	\$200.00	\$125.00
	Quarterfinal	\$125.00	\$300.00	\$150.00
	Semifinal	\$150.00	\$350.00	\$175.00
	Final	\$175.00	\$400.00	\$200.00
Baseball	First	\$100.00	\$250.00	\$125.00
	Quarterfinal	\$125.00	\$300.00	\$150.00
	Semifinal	\$150.00	\$350.00	\$175.00
	Final	\$200.00	\$400.00	\$200.00
Softball	First	\$100.00	\$250.00	\$125.00
	Quarterfinal	\$125.00	\$300.00	\$150.00
	Semifinal	\$150.00	\$350.00	\$175.00
	Final	\$200.00	\$400.00	\$200.00
Lacrosse	First	\$100.00	\$250.00	\$125.00
	Quarterfinal	\$125.00	\$300.00	\$150.00
	Semifinal	\$150.00	\$350.00	\$175.00
	Final	\$200.00	\$400.00	\$200.00
Volleyball	Pool Play	\$100.00	\$250.00	\$125.00
	Quarterfinal	\$125.00	\$300.00	\$150.00
	Semifinal	\$150.00	\$350.00	\$175.00
	Final	\$200.00	\$400.00	\$200.00

**\* These fees are for live broadcasts. Please see below for tape delayed broadcast fees. Further note that RCN, Service Electric TV2, & Blue Ridge Communications are under a separate cablecast contract and are NOT subject to these fees for any District XI Event.**

Any cablecast or webcast delayed between one (1) hour following the conclusion of the event and eight (8) hours following the conclusion of the event = 80% of the minimum live broadcast rights fee.

Any cablecast or webcast delayed between nine (9) hours following the conclusion of the event and sixteen (16) hours following the conclusion of the event - 60% of the minimum live broadcast rights fee.

Any cablecast or webcast delayed between seventeen (17) hours following the conclusion of the event and twenty-four (24) hours following the conclusion of the event - 40% of the minimum live broadcast rights fee.

Any cablecast or webcast delayed after twenty-four (24) hours following the conclusion of the event - 20% of the minimum live broadcast rights fee.

## Appendix I -- Steering Sub Committees

<b>Sub Committee</b>	<b>Members</b>
<b>Budget / Financial</b>	Tom Moll (Chair), Bob Hartman, Brad Pensyl, Bob Felty
<b>Constitution / By-laws</b>	Bob Hartman (Chair), Jason Zimmerman, Brad Pensyl, Ray Kinder
<b>Nominations / Elections</b>	Dennis Nemes (Chair), Herb Welsh, Betsy Wilson
<b>Merchandise / Marketing</b>	Tom Moll (Chair), Scott Dimon
<b>Sportsmanship</b>	Elaine Arnts (Chair), Dave Troxell, Brad Pensyl, Steve Toth



## **Appendix J -- Game Manager Responsibilities**

### GENERAL RESPONSIBILITIES OF DISTRICT XI CONTEST MANAGERS

Contest managers are responsible for promoting a successful and well-managed contest. In order to do so, please allow the following checklist to serve as a guide for a successful event. The PIAA District XI – Appointed Contest Manager must complete the following, if applicable:

1. Familiarize yourself with the host facility's Emergency Response Plan (ERP), and identify yourself, or your designee, to the Principal, Athletic Administrator, or Director of Security of the host facility as the PIAA District XI Spokesperson in case of an emergency.
2. If necessary, an adequate number of law enforcement or security officers should be hired for the event(s). The appropriate number of law enforcement or security officers needed to provide adequate security must be determined by the Principal, Athletic Administrator, or Director of Security of the host facility. The Principal, Athletic Administrator, or Director of Security of the host facility are in the best position to determine adequate security for their facility.
3. Weapons and items that could be used as weapons, including, but not limited to, any knife, cutting instrument, cutting tool, ice pick, nunchaku, firearm, shotgun, rifle, bat, club, and any other tool, instrument, or implement capable of inflicting serious bodily injury, may not be possessed at PIAA District XI playoff contests by persons other than personnel previously authorized by PIAA District XI or by the Principal, Athletic Administrator, or Director of Security of the host facility to possess such weapons.

All persons, including, but not limited to, spectators, student-athletes, coaches, athletic trainers, and other team personnel, contest officials, and media representatives attending PIAA District XI contests are subject to inspection for weapons. The inspections may be conducted by persons designated to do so by either PIAA District XI or the host facility and may also include inspection of items including, but not limited to, bags, backpacks, belt bags, coats, and purses.

Any unauthorized person in possession of an object determined by the inspecting personnel to be a weapon shall be prohibited from attending the PIAA District XI contest or, if already in attendance, shall be required to leave the premises. The person may seek admission or re-admission upon demonstrating that he or she is no longer in possession of the weapon.

Any person refusing inspection shall not be permitted entry to the PIAA District XI contest or, if already entered, shall be required to leave the premises.

4. Expect the Principal and/or Athletic Administrator of each school that has qualified for your contest to call you to confirm opponents, home/away teams, and location of contest, date, and starting time. Be prepared to arrange for access to locker room facilities and to

provide directions to the contest site. Made sure you obtain the departure time of each team, the approximate arrival time of each team, and a telephone number at which the Principal or Athletic Administrator will be available so that appropriate arrangements can be made with the schools in case of postponement or other uncontrollable circumstance.

5. Emergency health care includes having at least one (1) certified athletic trainer “on-site”. Participating schools may be able to fulfill this requirement by having a certified athletic trainer accompany their team. However, it is necessary that the PIAA District XI – Appointed Contest Manager, or the contest manager’s designee, arrange for at least one (1) certified athletic trainer to be present at the Contest site with emergency health care available, as needed.
6. The Contest Manager shall confirm with the respective PIAA District XI Official’s Representative, the officials names and telephone numbers who will be assigned to work the contest. The Contest Manager should contact the assigned officials just to confirm their planned attendance, anticipated departure and arrival times, telephone numbers where they can be reached in case of postponement, and to review any details pertinent to the contest.
7. The Contest Manager shall contact the host facility Principal or Athletic Administrator to ensure that the playing surface is compliant with NFHS specifications and to confirm that adequate seating is available for participating teams and spectators.
8. General Admission Tickets (Gate Sale) are to be sold at the PIAA District XI approved price. Pre-kindergarten children are admitted free-of-charge and Senior Citizens are considered anyone who has reached the age of 65 years.
9. Make reasonable, concerted effort to provide on-site facilities to accommodate the media in broadcasting, filing stories, and meeting deadlines.
10. Complete a financial report for each contest; attaching all supporting documents including PIAA District XI’s copy of the deposit slip, the gate ticket report with tickets attached to the report, the advanced ticket report, etc. and mail or deliver to:

Tom Moll  
District XI Treasurer  
Catasauqua High School  
2500 West Bullshead Road  
Northampton, PA 18067

**CHECK AND CASH RECEIPTS MUST BE DEPOSITED AT THE NEAREST WACHOVIA BANK BRANCH AND REPORTS WITH A COPY OF THE DEPOSIT SLIP MUST BE SENT TO THE DISTRICT XI TREASURER WITHIN TWO (2) BUSINESS DAYS OF THE EVENT.**

11. IMMEDIATELY, upon the conclusion of EACH CONTEST, report the results of the Contest to the Sport Chairperson.

12. Once financial reports are received by the District XI Treasurer, copies will be made and sent to the appropriate sport chairperson so that they can complete their final tournament / playoff report. **Sport Chairpersons must complete and submit final reports to the District XI Treasurer within four (4) business days after the conclusion of the tournament or once all championship contests in all classifications for the sport are completed.**

**Appendix K - Site Managers Responsibilities**  
**(UNDER CONSTRUCTION)**

## **Appendix L -- Officials Representative Responsibilities**

- To be elected every odd year by appropriate membership. (PIAA)
- Voting member of their respective District committee. (PIAA)
- Voting member of the PIAA Officials' Council. (PIAA)
- Attend all meetings of Officials' Council at PIAA Basketball Championships. (PIAA)
- Attend Officials' Council meeting at PIAA Headquarters as part of Summer Workshop. (PIAA)
- Attend PIAA Officials' Convention held annually.
- For all sports in which an examination is required, secure tests, testing site, supervise, schedule, and announce dates, times, and places for examination for all PIAA approved applicants in District XI, recruit prospective officials and promote officiating clinics through District XI. (PIAA)
- Attend District Committee Meetings as well as local chapter meetings throughout District XI; assist in hosting district mechanics clinics prior to season sport playoffs. (PIAA)
- Represent and/or assist any official with any matter involving their local chapter or the PIAA. (PIAA)
- Represent and/or assist any chapter within District XI involving PIAA matters. (PIAA)
- Represent and/or assist the PIAA with any matter involving District XI. (PIAA)
- Recommend officials to the PIAA, through the District Chairman, for all championships; assist in the assignment of officials' observers/evaluators for all inter-district playoff contests hosted by schools in District XI. (PIAA)
- Recommend District Interpreters to the PIAA, through the District Chairman. (PIAA)
- Recommend officials, through the District Chairman, for all District Tournament Events. (PIAA)
- Officials' Representative may be reimbursed by the District Committee for expenses incurred due to official duties, as authorized by the District XI Committee (i.e. travel, postage, telephone expenses, etc). (PIAA)
- The Officials' Representatives are members of all sports sub-committees.

**Appendix M -- ATHLETIC TRANSFER WAIVER REQUEST PROCEDURE**  
***Adopted 6/2012***

1. PIAA Member School Athletic Transfer Waiver Request Form should be initiated by the “Receiving” Member School.
2. Upon enrolling in the “Receiving” Member School, the student transferring should be provided the PIAA Member School Athletic Transfer Waiver Request Form. The date in which the PIAA Member School Athletic Transfer Waiver Request Form is given to the student should be recorded at the top of the form. The student / parent should complete sections 1, 2, & 3 in its entirety and sign / date where applicable.
3. The student should then return the PIAA Member School Athletic Transfer Waiver Request Form to the Principal’s or Athletic Director’s office within 3 days of receipt.
4. The Principal or Athletic Director should review Sections 1, 2, & 3 for accuracy and completeness and proceed to complete Section 4. Section 4 should be completed within 7 days of the initial enrollment date.
5. The “Receiving” Member School should then make a copy for their own records and send the original PIAA Member School Athletic Transfer Waiver Request Form with Sections 1-4 completed to the “Sending” Member School’s Principal or Athletic Director. This should be sent to the “Sending” Member School within 7 days of the enrollment date.
  - a. If the “Sending” Member School has not received the PIAA Member School Athletic Transfer Waiver Request Form on a particular student within a reasonable time frame, the “Sending” Member School may contact the “Receiving” Member School directly to request the form be initiated.
  - b. If the “Receiving” Member School is not willing to initiate the paperwork, the “Sending” Member School may notify the PIAA District XI Chairmen of their concern in writing. The “Receiving” Member School must provide a written response to the District XI Committee stating their reasons for the lack of following transfer procedure. The PIAA District XI Committee will then determine if a hearing needs to be conducted.
6. The “Sending” Member School should complete Section 5 and return the completed PIAA Member School Athletic Transfer Waiver Request Form to the “Receiving” Member School Principal or Athletic Director within 3 days of receipt.
  - a. If the “Receiving” Member School has not received the PIAA Member School Athletic Transfer Waiver Request Form on a particular student within the established time frame, the “Receiving” Member School may contact the

“Sending” Member School directly to request the form be completed and returned.

- b. If the “Sending” Member School is not willing to return the paperwork, the “Receiving” Member School may send the incomplete copy of the form to the PIAA District XI Secretary with a letter stating why the form is being sent to District XI incomplete. The “Sending” Member School must provide a written response to the District XI Committee stating their reasons for the lack of following transfer procedure. The PIAA District XI Committee will then determine if a hearing needs to be conducted.
7. The “Receiving” Member School should review the entire PIAA Member School Athletic Transfer Waiver Request Form for accuracy and completion and send the completed form to the PIAA District XI Secretary within 3 days of receipt from the “Sending” Member School.
8. Once the completed PIAA Member School Athletic Transfer Waiver Request Form is received by the PIAA District XI Secretary, he/she will make the necessary arrangements to process the form for ratification or schedule a hearing if necessary.

**Appendix N – District XI Committee Stipends**  
*Adopted 6/19/2013*

The following stipends will be paid annually to the officers (Chairman, Vice-Chairman, Secretary, & Treasurer) of the PIAA District XI Committee in addition to the Statistician:

<b><u>Position</u></b>	<b><u>Stipend</u></b>
Chairman	\$2,000.00
Vice Chairman	\$1,000.00
Treasurer	\$3,000.00
Secretary	\$2,000.00
Statistician	\$500.00 per season
Rating System Programmer	\$5,000.00
Web Site Coordinator	\$2,000.00