

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, Pike, 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 June meeting and will be approved at the August meeting.

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

- To be completed as soon as possible after July 1<sup>st</sup> of each year contingent on PIAA requirements.

#### **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.
- Committee Members and Auxiliary Personnel will be reimbursed per meeting IRS per diem rate by location and mileage for all District XI Meetings.
- Reimbursement checks will be processed 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, RCN, and Pottsville Broadcasting.
- 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.

### 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**

<b><u>District Positions</u></b>	<b><u>Selection Process</u></b>	<b><u>Term</u></b>
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
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10 Organization Specific Representatives		

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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 Schuylkill League cannot fill the Superintendent Rep position but the Colonial League can. Then the Colonial League would nominate the Superintendent Rep and the Schuylkill League 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.

Constituencies will submit their nominations to the District XI Election Committee prior to April 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.

#### **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 meeting 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 **Member School Principals, Member School Athletic Directors, and Committee** 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. Each retiree, with 15 or more years service as a Principal, Athletic Director, or Committee Member will receive a "Gold Card Lifetime Pass" which entitles the bearer and a guest complimentary admission to all PIAA District XI Championship Playoff Events. This pass is non-transferrable.

5.5.3

#### **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 their representative to be sent to the 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, one (1) week prior to 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.

## **5.8 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.

## 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 \$50 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).

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
- 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 cons  
Tournament Director
- \*Chair of Coaches Advisory Board
- \*Make recommendations to DXI Cor
- \*Serve on PIAA Sport Steering Comm



### Composition:

\*1 DXI Committee member

Sport Steering  
Committee

### Responsibilities include:

- \*Act as Liaison between leagues and

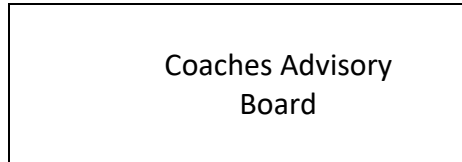
per league



Committee

Composition:

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



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

8

## 8 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 Webmaster**

- *Reserved*

#### **8.2.2.2 Statistician**

- *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

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 within 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  
(As of 11-1-21)**

Allentown Central Catholic	HS / MS
Bangor Area	HS / MS
Bethlehem Catholic	HS / MS
Bethlehem Christian	HS
Blue Mountain	HS / MS
Broughal (BASD)	MS
Building 21	HS / MS
Catasauqua	HS / MS
East Hills (BASD)	MS
Easton Area	HS / MS
East Stroudsburg North	HS / MS
East Stroudsburg South	HS / MS
Emmaus	HS
Executive Education Academy	HS / MS
Eyer	MS
Freedom	HS
Gillingham Charter	HS
Harrison Morton (ASD)	MS
Jim Thorpe	HS / MS
Lehigh Christian Academy	HS
Lehigh Valley Academy Regional	HS
Lehighton	HS / MS
Liberty	HS
Lincoln Leadership	HS / MS
Louis E. Dieruff	HS
Lower Macungie	MS
Mahanoy Area	HS / MS
Marian Catholic	HS / MS
Minersville	HS / MS
Moravian Academy	HS / MS
Nativity BVM	HS / MS
Nazareth Area	HS / MS
Nitschmann (BASD)	MS
North Schuylkill	HS / MS
Northampton Area	HS / MS
Northeast (BASD)	MS
Northern Lehigh	HS / MS
Northwestern Lehigh	HS / MS
Notre Dame – East Stroudsburg	HS
Notre Dame – Green Pond	HS / MS
Orefield (Parkland)	MS
Palisades	HS / MS
Palmerton	HS / MS

Panther Valley	HS / MS
Parkland	HS / MS
Pen Argyl	HS / MS
Pine Grove Area	HS / MS
Pleasant Valley	HS / MS
Pocono Mt. East	HS / MS
Pocono Mt. West	HS / MS
Pottsville Area	HS / MS
Raub (ASD)	MS
Roberto Clemente	HS
Saint Clair	MS
Salem Christian	HS
Salisbury	HS / MS
Saucon Valley	HS / MS
Schuylkill Haven	HS / MS
Shenandoah Valley	HS / MS
South Mountain (ASD)	MS
Southern Lehigh	HS / MS
Springhouse (Parkland)	MS
Stroudsburg	HS / MS
Swain School	MS
Tamaqua	HS / MS
Trexler (ASD)	MS
Tri-Valley	HS / MS
Weatherly	HS / MS
Whitehall	HS / MS
William Allen	HS
Williams Valley	HS / MS
Wilson Area	HS / MS

**Total Member Schools – 118**  
**Total HS Members – 58**  
**Total MS Members – 60**  
**Total Public Members – 91**  
**Total Public HS Members – 43**  
**Total Public MS Members – 50**  
**Total Private Members – 18**  
**Total Private HS Members – 11**  
**Total Private MS Members – 7**  
**Total Charter Members – 8**  
**Total Charter HS Members – 5**  
**Total Charter MS Members – 3**

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

**Sport**

Host School	Sport	Season	Guest Schools
D H H Lengel Middle School	Boys Cross Country	18/19+	Saint Clair Area Elem/Middle Sch
D H H Lengel Middle School	Boys Wrestling	18/19+	Nativity BVM Junior High School, Elem/Middle School
D H H Lengel Middle School	Football	18/19+	Saint Clair Area Elem/Middle Sch
D H H Lengel Middle School	Girls Basketball	19/20+	Saint Clair Area Elem/Middle Sch
D H H Lengel Middle School	Girls Cross Country	18/19+	Saint Clair Area Elem/Middle Sch
Louis E Dieruff High School	Boys Basketball	18/19+	Building 21 High School
Louis E Dieruff High School	Boys Golf	18/19+	Building 21 High School
Louis E Dieruff High School	Boys Soccer	18/19+	Building 21 High School
Louis E Dieruff High School	Boys Swimming and Diving	18/19+	Building 21 High School
Louis E Dieruff High School	Boys Tennis	18/19+	Building 21 High School
Louis E Dieruff High School	Boys Volleyball	18/19+	Building 21 High School
Louis E Dieruff High School	Field Hockey	18/19+	Building 21 High School
Louis E Dieruff High School	Girls Golf	18/19+	Building 21 High School
Louis E Dieruff High School	Girls Soccer	18/19+	Building 21 High School, William A
Louis E Dieruff High School	Girls Swimming and Diving	18/19+	Building 21 High School
Louis E Dieruff High School	Girls' Tennis	18/19+	Building 21 High School
Louis E Dieruff High School	Softball	18/19+	Building 21 High School
Mahanoy Area Senior High School	Boys Golf	18/19+	Shenandoah Valley High School
Mahanoy Area Senior High School	Boys Swimming and Diving	18/19+	Shenandoah Valley High School
Mahanoy Area Senior High School	Boys Wrestling	18/19+	Shenandoah Valley High School
Mahanoy Area Senior High School	Girls Golf	18/19+	Shenandoah Valley High School
Mahanoy Area Senior High School	Girls Swimming and Diving	18/19+	Shenandoah Valley High School
Marian Catholic High School	Boys Soccer	21/22+	Panther Valley High School
Marian Catholic High School	Girls Soccer	21/22+	Panther Valley High School
Minersville Area High School	Boys Track and Field	18/19+	Tri-Valley High School
Minersville Area High School	Girls Track and Field	18/19+	Tri-Valley High School

Moravian Academy	Boys Lacrosse	18/19+	Notre Dame High School of Green Pond
Moravian Academy	Boys Swimming and Diving	18/19+	Wilson Area High School
Moravian Academy	Field Hockey	18/19+	Notre Dame High School of Green Pond
Moravian Academy	Girls Lacrosse	18/19+	Notre Dame High School of Green Pond
Moravian Academy	Girls Swimming and Diving	18/19+	Wilson Area High School
Moravian Academy Middle School	Field Hockey	21/22+	Swain Middle School
Nativity BVM High School	Boys Golf	18/19+	Minersville Area High School
Nativity BVM High School	Boys Soccer	18/19+	Shenandoah Valley High School
Nativity BVM High School	Girls Golf	18/19+	Minersville Area High School
Nativity BVM High School	Girls Soccer	20/21+	Shenandoah Valley High School
Nativity BVM Junior High School	Football	20/21+	Marian Catholic Junior High School
Nativity BVM Junior High School	Girls Basketball	20/21+	Marian Catholic Junior High School
Nativity BVM Junior High School	Softball	18/19+	Saint Clair Area Elem/Middle School
North Schuylkill High School	Boys Soccer	21/22+	Minersville Area High School
North Schuylkill High School	Boys Swimming and Diving	18/19+	Tri-Valley High School
North Schuylkill High School	Girls Soccer	18/19+	Mahanoy Area Senior High School
North Schuylkill High School	Girls Swimming and Diving	18/19+	Tri-Valley High School
Notre Dame High School of Green Pond	Boys Track and Field	18/19+	Moravian Academy
Notre Dame High School of Green Pond	Boys Wrestling	18/19+	Moravian Academy
Notre Dame High School of Green Pond	Football	18/19+	Moravian Academy
Notre Dame High School of Green Pond	Girls Track and Field	18/19+	Moravian Academy
Notre Dame High School of Green Pond	Girls Volleyball	18/19+	Moravian Academy
Notre Dame High School of Green Pond	Softball	18/19+	Moravian Academy
Notre Dame Junior High School	Football	18/19+	Moravian Academy Middle School
Pottsville Area High School	Boys Wrestling	18/19+	Nativity BVM High School
Salisbury High School	Field Hockey	18/19+	Allentown Central Catholic High School
Schuylkill Haven Area High School	Boys Wrestling	18/19+	Marian Catholic High School

Tri-Valley High School	Boys Wrestling	18/19+	Minersville Area High School
William Allen High School	Baseball	18/19+	Building 21 High School
William Allen High School	Boys Track and Field	18/19+	Building 21 High School
William Allen High School	Boys Wrestling	18/19+	Building 21 High School
William Allen High School	Field Hockey	21/22+	Building 21 High School, Louis E
William Allen High School	Football	18/19+	Building 21 High School
William Allen High School	Girls Basketball	18/19+	Building 21 High School
William Allen High School	Girls Competitive Spirit	18/19+	Building 21 High School
William Allen High School	Girls Track and Field	18/19+	Building 21 High School
William Allen High School	Girls Volleyball	18/19+	Building 21 High School



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



## **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, 2021.*

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| • Chuck Dailey (EPC)                  | East Stroudsburg North High School |
| • Fred Harris (EPC)                   | Liberty High School                |
| • Robert Hartman (EPC)                | Whitehall High School              |
| • Ray Ramella (EPC)                   | Nazareth High School               |
| • Steve Toth (Schuylkill League)      | Tamaqua Area High School           |
| • Scott Dimon (Schuylkill League)     | Pine Grove Area High School        |
| • Scott Mattea (Schuylkill League)    | Pottsville Area High School        |
| • Bryan Geist (Colonial League)       | Northern Lehigh High School        |
| • Jason Zimmerman (Colonial League)   | Northwestern Lehigh High School    |
| • Richard Heffernan (Colonial League) | Palisades High School              |

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

- |  |                                    |
|--|------------------------------------|
| • Rich Dry (Jr. High Rep.)                 | Minersville Jr./Sr. High School    |
| • Frank D'Angelo (Male Officials' Rep.)    |                                    |
| • Anne Wenninger (Female Officials' Rep.)  |                                    |
| • Elaine Arnts (Female Sports Rep.)        | Easton Area School District        |
| • Christopher Marozzi (School Boards Rep.) | Bangor Area School District        |
| • Ray Kinder (Superintendents' Rep.)       | Tamaqua Area School District       |
| • Thomas Moll (Athletic Directors' Rep.)   | Catasauqua High School             |
| • Denise Rogers (AD Assoc. President)      | East Stroudsburg South High School |
| • Dave Troxell (Parents' Rep.)             | Catasauqua High School             |
| • Lynn Sabol (Private Schools Rep.)        | Nativity BVM High School           |

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

- Robert Hartman – Chairman
- Scott Dimon– 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**

### **PIAA District XI Assignor Stipends**

	<b><u>2021-22</u></b>
Baseball	\$200
Basketball	\$200
Field Hockey	\$100
Football	\$225
Boys Lacrosse	\$75
Girls Lacrosse	\$75
Boys Soccer	\$150
Girls Soccer	\$150
Softball	\$220
Swimming	\$100
Boys Volleyball	\$50
Girls Volleyball A/AA	\$75
Girls Volleyball 3A/4A	\$75

## Appendix F -- Sports Sub-Committee Membership

<b>Sport</b>	<b>Chairperson(s)</b>	<b>Subcommittee</b>
Football	Jason Zimmerman	Steve Toth
Field Hockey	Bob Hartman	Anne Wenninger
Cross Country	Ray Kinder	Chris Marozzi Bryan Geist
Soccer	Elaine Arnts	Rich Dry
Tennis	Tom Moll (Boys & Girls)	Ray Ramella
Volleyball	Scott Dimon	Tom Moll Dave Troxell
Golf	Ray Ramella	Elaine Arnts Scott Dimon
Basketball	Ray Kinder	Tom Moll (Asst. Chair) Dave Troxell Scott Dimon
Wrestling	Bob Hartman	
Swimming & Diving	Ray Ramella	Steve Toth
Competitive Spirit	Jason Zimmerman	Elaine Arnts, Rich Dry
Baseball	Steve Toth	Frank D'Angelo Jason Zimmerman
Softball	Rich Dry	Jason Zimmerman
Track & Field	Bryan Geist	Tom Moll Ray Kinder
Lacrosse	Chuck Dailey	Ray Ramella

## Appendix G – Radio Fees

Audio, Webcasting (no video)

<u>Sport</u>	<u>Radio Fee</u>
Baseball	1st Round - \$50
Field Hockey	Quarters - \$50
Lacrosse	Semifinals - \$75
Soccer	Championship - \$100
Softball	
Volleyball	

### *1A/2A Basketball*

First Round	\$75
Quarterfinals	\$100
Semifinals	\$125
Final	\$150

### *3A/4A Basketball*

First Round	\$125
Quarterfinals	\$150
Semifinals	\$175
Final	\$200

### *5A/6A Basketball*

First Round	\$175
Quarterfinals	\$200
Semifinals	\$225
Final	\$250

### *1A/2A Football*

Quarterfinals	\$200
Semifinals	\$250
Final	\$300

### *3A/4A Football*

Quarterfinals	\$300
Semifinals	\$350
Final	\$400

### *5A/6A Football*

Quarterfinals	\$350
Semifinals	\$400
Final	\$450

### *Wrestling*

Quarterfinals	\$125
Semifinals	\$150
Finals	\$175

- \* **These fees are for live radio broadcasts.**
- \* **Further note that RCN, Service Electric TV2, Blue Ridge Communications and Pottsville Broadcasting are under a separate cablecast contract and are NOT subject to these fees for any District XI Event.**

There are no 3<sup>rd</sup> party webcasts or telecasts permitted as a result of the above broadcasting contract.

Subject to a 50% discount whenever a PIAA member school-owned radio station broadcasts and/or Web site webcasts (audio streams) its Team and/or, in the case of individual wrestling, its wrestler(s), the minimum delayed radio broadcasting and/or webcasting (audio streaming) rights fees, per Contest (round or session), per radio station and/or internet audio broadcaster, are as above.

Any film, videotape, or other visual recorder of a PIAA District Championship Contest, other than those permitted under below, shall become and remain the property of PIAA District XI and may not be duplicated or re-cablecast/re-telecast and/or re-webcast (video streamed) for any reason or under any circumstances without the prior written consent of PIAA District XI.

- Cablecasting/telecasting and/or webcasting (video streaming) of up to ninety (90) seconds of video transmission of any PIAA District Championship contest for use as part of a local sportscast shall be permitted without charge. Any such use shall include visual credit to PIAA District XI and shall be permitted only after completion of the Contest Event in question.

## **Appendix H -- Steering Sub Committees**

<b>Sub Committee</b>	<b>Members</b>
<b>Budget / Financial</b>	Tom Moll (Chair), Bob Hartman
<b>Constitution / By-laws</b>	Bob Hartman (Chair), Jason Zimmerman
<b>Nominations / Elections</b>	Lynn Sabol (Chair), Frank D'Angelo, Anne Wenninger, Rich Dry
<b>Merchandise / Marketing</b>	Tom Moll (Chair), Scott Dimon
<b>Sportsmanship</b>	Elaine Arnts (Chair), Dave Troxell, Steve Toth, Rich Heffernan

## **Appendix I -- 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 submit on PIAA Web Portal.

**CHECK AND CASH RECEIPTS MUST BE DEPOSITED AT THE NEAREST  
WELLS FARGO 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.

## **Appendix J -- Officials Representative Responsibilities**

1. Serve as voting member(s) of their respective District Committee and the PIAA Officials' Council.
2. Attend the PIAA Officials' Convention if possible.
3. Assist PIAA with testing of prospective officials, if requested to do so by PIAA.
4. Attend District Committee meetings as well as local chapter meetings throughout your district.
5. Assist officials, if requested to do so by them, with disputes or other issues involving the local chapter, District Committee and/or PIAA.
6. Assist chapters within your district involving PIAA matters.
7. Assist PIAA on matters as requested by PIAA.
8. Recommend officials to the District Chairman to be submitted to PIAA for assignments to all PIAA championship tournament contests.
9. Recommend to the District Chairman, if requested by the District Chairman, suggestions for possible district rules interpreters in all sports.
10. Recommend to the District Chairman assignments for officials for all district tournaments.
11. Officials Representatives may be reimbursed by the District Committee for expenses incurred due to official duties, as authorized by their respective District Committee. (Example: travel, postage, telephone expenses). These expenses include mileage to and from Chapter Meeting, Rules Interpretation Meetings, other official District XI functions. Per Diem rates will not be paid for attendance at these meetings. Expenses should be limited to one chapter meeting per sport per season. If a need arises to attend on a more frequent basis, approval should be sought from the District Chairperson.
12. Assist in providing evaluators at all inter-district contests occurring within their respective district.



**PIAA District XI Playoff Officials' Assigning**  
**Adopted 1 November 21**

To align with recently adopted PIAA By-Law Policy changes, District XI will assign officials to championship tournaments as follows:

1. The District XI Chair has the final authority in all officiating assignments and PIAA Recommended Officials' lists and ratings associated with.
2. The District XI Chair will select the assignors in each sport. The Male and/or Female Officials representative may fill these positions but are not guaranteed them.
3. The District XI Chair will collaborate with each sport chair and District XI Assignor for that sport in selecting the manner in which officials will be selected.
4. Individuals who currently assign league games and are familiar with the mechanics of the Arbiter system will be given priority in handling the District XI assignment process.
5. A league assignor or a league itself is to provide the sport chair as well as District XI Chair a list of officials' ranking for that particular season. This list will be utilized as a guide in making assignments.
6. Elected District XI Officials' Representatives will be provided a confidential copy of the list if legitimate dispute arises as it pertains to assigning of officials.
7. The District XI Chair, or his/her designee, shall not discriminate against any contest official on the basis of race, color, religion, gender, age, national origin, ethnic background, or non-performance related disability or handicap with respect to evaluation and rating.
8. If the appointed assignor is the District XI Officials' Representative, they shall not assign him/herself without the consent of the chair.

N. B. – This solidifies past practice in DXI and now aligns with PIAA Policy.

**Appendix K – District XI Committee Stipends**  
*Adopted 11/1/21*

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	\$7,000.00
Vice Chairman	\$3,000.00
Treasurer	\$7,000.00
Secretary	\$7,000.00
Statistician	\$500.00 per season
Rating System Programmer	\$5,000.00
Web Site Coordinator	\$2,000.00
Arbiter Administrator	\$1,000.00

**Game Manager Stipends**

**Football**

Game Manager - \$105

Assistant Game Manager - \$65

**Game Manager (all other sports)**

Single Game - \$80

Doubleheader - \$150

Tripleheader - \$210

**Assistant Game Manager**

Single Game - \$65

Doubleheader - \$120

Tripleheader - \$175

Completion of Game report with no Game Manager - \$20

### **Sport Chair Stipends**

Stipend will include all meetings as they pertain to that sport and its championships, and any pre-work done to organize the tournaments. These rates do not include tournament directorships or on-site championship work.

Baseball – \$250

Basketball – \$500 Chair, \$250 Assistant

Cross Country – \$150

Field Hockey – \$100

Football – \$250

Golf – \$150

Lacrosse – \$200

Soccer – \$350

Softball – \$250

Swimming and Diving – \$150

Tennis (per season) – \$100

Track and Field – \$150

Girls Volleyball - \$175

Boys Volleyball - \$100

Wrestling - \$150