

DISTRICT 3-3A BY-LAWS

DISTRICT COMMITTEE RULES AND REGULATIONS

Section 1 - Organization

The district committee is composed of all principals of the district, one of who shall serve as chairperson. The Commissioner shall be notified in writing as to who serves as chairperson by May 30 of each year. (LHSAA 6.1) District 3-3A as defined by the LHSAA, governs the following schools (alphabetized by school) Central Magnet School, North Central Academy, Eastside High School, Northwest High, Southside High School, and Westside High School. The district committee governs the sports of football, basketball, baseball, softball, track and field and cross country. The chairperson must represent a school participating in football. The organization is subject to all rules and regulations as adopted by the LHSAA and found in Article 6 of the LHSAA Constitution.

Section 2 – Duties of the District Committee

The district chairperson is empowered to certify the first, second, third, fourth and fifth place teams (*if applicable*) in all sports to represent the district or may name a three member certification committee to certify these teams. (6.2.1)

Led by the chairperson, the district committee shall conduct all district business. (6.2.2,)

The district chairperson will notify members of the district in writing or fax prior to any district meeting, or will provide ten days notice for a meeting whose purpose is the scheduling of district games. (6.2.3)

Teams participating for district honors also agree to abide by all legally adopted district by-laws, rules, schedules and minutes. (6.2.4)

District by-laws, rules, schedules, and minutes are binding when adopted and signed by a majority of the member principals of the district. (District by-laws and rules may not supersede LHSAA rules. (6.2.5)

According to association rules, district committees do not have the power to establish the financial agreements between district member schools. All financial agreements should be determined by the two schools involved after the district has established a schedule. (6.2.6)

The district chairperson is responsible for providing each member school within the district a copy of the by-laws, rules, minutes and schedules. The chairperson must keep in the district files, copies of all legally accepted by-laws, rules, minutes, schedules and archival records. (6.2.7)

(This sample is to be used as a guide in helping to write your district By-laws.
Edit and change to fit the needs of your district.)

The winning team is responsible for calling the Commissioner immediately after the game in each playoff game and must give a report of the results so that the next play off game can be arranged. Call Baton Rouge, area code [225] 925-0100 or 925-0104 (regular playoff night). Collect calls will not be accepted. (6.2.15)

Section 3 - Certification of Playoff Teams

Certification of playoff teams will be governed by the LHSAA Rule Book.

The teams certified by the district shall notify the Commissioner by the date set for the naming of the district winners. (6.2.12)

The district chairpersons in football shall report the district standings, district records, overall records and games scores of all teams in the district to the LHSAA prior to the Sunday following the tenth playing date. (6.2.13)

In all sports, the first through fifth place finishes in district shall fax their won-lost information to the chairperson by 11:00 P.M. after the last game of the sport that has been played

Failure of the district chairperson or the certification committee to name first, second, third, fourth and fifth place (*if applicable*) teams in a district by the given date (*as set up for each classification*) shall void the representative of that district. If the first second, third, fourth or fifth place team (*if applicable*) elects not to play, the district committee or the certification committee may select the next team in line, or select teams in order of district standing, until one is found which will represent that district in the playoffs. (6.2.8)

In the event two or more teams are tied for first or second place in football, refer to Article XII, "Football" addressing district play. (6.2.9)

If a school has to drop a sport, their scheduled games shall become null and void and none of its games shall count for or against any team for championship honors. If a game is canceled by mutual agreement, this game cannot be counted for or against any school for district honors unless approved by the district committee. This applies to baseball, basketball, football, volleyball, soccer and softball. (6.2.10)

NOTE: In basketball, wherever a canceled game has a direct bearing on a play-off spot, the game is rescheduled and played. (6.2.10.1)

NOTE: FORFEITURE of remaining scheduled games in a boys and girls basketball and in football (if more than two) shall be considered dropping a sport. (6.2.10.2)

Failure of a district member to play a scheduled district game shall be considered a forfeit subject to approval of the district committee in all sports. (6.2.11)

Section 4 – Appeal from the Decision of the District Committee

Any school will be permitted to appeal to the Executive Committee the decisions of the district committee. The deadline for such appeal is twenty-four hours after the deadline for naming of the district champions. (6.3.1)

In appeals involving a possible violation of association rules and regulations by a school that has been certified as a first, second, third, fourth, or fifth place (*when applicable*) team, the 24-hour deadline shall not apply. (6.3.2)

Section 5 – Dues and Quorum

1. Dues: Each member school will pay annual dues of \$150. District Secretary/Treasurer is responsible for collecting and depositing these dues. Dues will defray costs of district track/cross country meets and awards, cost of district chairperson’s expenses and other expenditures as authorized by the district principal’s expenses for district business.
2. Quorum: Official business requires one-half quorum. Failure to be represented at the tri-annual business meeting will result in a \$25.00 fine for the school. A proxy may be sent by a member school principal with a signed letter on school letterhead.
3. Meetings will be held:
 - a. The Thursday following the 10th playing date in football. Location: TBA
 - b. The third Wednesday in January. Location: TBA
 - c. The second Tuesday in June, Location: TBA
4. By-laws may be amended by a two-thirds vote of the principals in attendance.

Section 6 -- Rules and Regulations

General Rules

1. District Meetings
 - A. Only principals of district schools have a vote at the tri-annual district meeting; therefore, only principals may serve as officers of the district. The principal may designate another of his/her school’s administrators as proxy (in writing) to represent him at the tri-annual meetings. All principals in the district make up the district committee.
 - B. In the event any officer of the district is unable to complete his term of office, the next school in alphabetical order will fill the vacancy,

(This sample is to be used as a guide in helping to write your district By-laws.
Edit and change to fit the needs of your district.)

SAMPLE DISTRICT BY-LAWS

Adopted 9/1/07

- C. Only the principal, the athletic director from each school, the coaches from each school, and the athletic director from each school system represented in the district are allowed to attend the districts tri-annual meeting to participate in the business meeting.
- D. The chairman may call a meeting at anytime deemed necessary with three days notice.

Times of coaches' meetings: The all-district meeting for football will be held in November at the Tri-annual meeting in *TBA*. The site of the basketball meeting will be determined following the naming of the district champion. The meeting should not conflict with a scheduled play-off game involving a member school.

District schedules will be set for two (2) years.

- E. New officers will be empowered June 15th of each year.

2. General Rules Affecting District Business

- A. At all district contests, there will be no passes-outs.
- B. Protests within the district will be resolved by non-effected schools serving on the district committee.
- C. A school's failure to notify the opposing team of forfeiture or cancellation prior to the day of the schedules Junior Varsity or freshman games shall be subject to expenditures of the game if incurred.
- D. Rules governing passes for all district games.
 - 1- LHSAA sanctioned passes.
 - 2- Band/DanceLine/PepSquad plus sponsor (Max 2){FOOTBALL ONLY}
 - 3- Cheerleaders in uniform plus sponsor (Max 2) and One (1) bus driver {FOOTBALL / BASKETBALL ONLY}
 - 4- Two bus chaperones and one driver per bus (must be identified by group director or school official) (FOOTBALL ONLY)
 - 5- Complimentary tickets (40) will be written into football contracts.

(This sample is to be used as a guide in helping to write your district By-laws.
Edit and change to fit the needs of your district.)

Section 7 -- Football Rules

1. The district champion and runner-up in football shall be determined by a complete round-robin schedule and each district team must play all other district teams to be eligible for championship honors.
2. Each contract will be on an individual basis between schools. The home team is responsible for sending contracts.
3. During district football games, the gates are to be maintained by the gatekeepers until the end of the game. The school administration of each playing school has the right to refuse admittance or request removal of any spectator.
4. At each district football game the home team will request the police to enforce the rules prohibiting spectators from going onto the field during the game. The principal of each district school is to take all necessary measures to see that his student body observes this rule.
5. Home school will send an agenda letter, determine times of pre-game and half-time activities.
6. At district football games, the home team designates the side of the stands that it wishes team and fans to use.
7. Admission Prices:
 - A. \$5.00 pre-game
 - B. \$6.00 at the gate
 - C. 40 Comp tickets provided
 - D. No charge for infants (Babes in arms)
8. When ties occur - determine champion and second place by applying LHSAA Article XII, "Football" addressing district play.

Section 8 -- Basketball Rules

The district champion and runner-up will be determined by the win-loss record within the district.

1. When two teams tie:
 - A. If both district games are won by one team, that team will represent the district in the higher playoff position and the other team will represent the district in the next position.
 - B. If games played between two teams are split, there will be a playoff game to determine playoff seeding. The two teams will play at a neutral site unless agreed upon by both teams. After expenses, the two teams will split the gate receipts. Officials will be from a neutral association unless agreed upon by both teams.
 - C. If all avenues of tie breakers have been exhausted, a flip of the coin will determine place in district.
2. When three or more teams tie:
 - A. A coin toss shall determine a bye. The remaining two teams will play at a neutral site unless agreed upon by both teams. After expenses, the two teams will split the gate receipts. The winner of this game will play the team that received the bye at a neutral site unless agreed upon by the two teams. Officials will be from neutral association unless agreed upon by the two teams. Prior to the game, the two principals will agree upon expenses which will be deducted from the gate before it is split equally.
 - B. The site and time for the resolution (flipping of coin), in case of a tie, must be mutually agreed upon by the principal or designee. Any conflict regarding a tie shall be decided by the chairperson.
3. The home teams shall designate where the respective teams and fans are to sit. Home team will provide adequate uniformed security. The visiting team will have principal/designee in attendance.
4. Admission for all district basketball games:
 - A. \$4.00 across the board
 - B. No charge for infants (babes in arms)
5. A three man crew shall be used at all girls and boys varsity basketball games.

(This sample is to be used as a guide in helping to write your district By-laws.
Edit and change to fit the needs of your district.)

Section 9 -- Baseball Rules

1. The district baseball schedule shall be made by the district committee and coaches.
2. Rained out games will be made up on the first available date, excluding Sunday. If the two teams cannot agree, district chairperson will decide or consider a forfeit. If the Home-Away schedule is upset due to rain, the Home –Away split should be maintained.
3. Night games may be played by mutual agreement between schools.
4. District Series:
 - A. Play a home and home 12 games schedule
 - B. Play on Tuesday, Thursday, and Saturday
 1. Tuesday at 5:00
 2. Thursday at 6:00
 3. Saturday at 2:00
 - C. Use this format to seed teams for a District Tournament.
 1. Proceeds would be split evenly between all district teams
 2. Top six (6) seeds would be in the tournament
 3. Number one (1) and two (2) seeds would draw bye.
 4. In case of rain, or if the tournament cannot be completed in its entirety, the district would be determined by standings at the end of the regular season.
 - D. Tie breakers to determine seeds: Head to Head competition Fewest runs allowed vs. tied teams Fewest runs allowed vs. highest untied seed
5. Admission for all district baseball games:
 - A. \$4.00 across the board
 - B. No charge for infants (babes in arms)

Section 9 - Softball Rules

1. District Series:
 - A. The district champion and runner-up will be determined by the win-loss record within the district. (Both games will be 7 innings. However, flexibility of schedules may occur due to unanticipated circumstances.)
 - B. If inclement weather forces games to be made up on another day, teams shall play on the next available day. Sunday district make up games must be mutually agreed upon by both schools.
 - C. It is recommended that district rain-outs take precedence over non-district games.
 - D. Order of games follows the football district schedule.
 2. Softball Playoff Plan: (Officials will be from neutral association unless agreed upon by all teams.)
 - A. When two teams tie:
 1. If both district games are won by one team, that team will represent the district in the higher playoff position.
 2. If games played between two teams are split, there will be a playoff game to determine playoff seeding. The two teams will play at a neutral site unless agreed upon by both teams. After expenses, the two teams will split the gate receipts.
 - B. When three or more teams tie:
 1. A bye will be determined by a coin flip, with the two remaining schools playing. At the completion of this game, the winner will play the team who received the bye. These playoff games will be played on the same day. The site of the games will be at a neutral site unless agreed upon by all teams.
 2. Prior to the game the principals of the participating schools will agree upon expenses which will be deducted from the gate before it is split equally.
 3. The site and time for the resolution (flipping of coin) in case of a tie, must be mutually agreed upon by the principal or designee. Any conflict regarding a tie shall be decided by the chairperson.
 4. If all avenues of tie breakers have been exhausted and weather does not permit playing off for district positions, a coin toss will determine district positions. The site and time for the coin toss must be mutually agreed upon by the principal or designee. Any conflict regarding the coin toss shall be decided by chairperson.
 3. Rained out games will be made up on the first available date, excluding Sunday. If the two teams cannot agree, district chairman will decide or consider a forfeit. If the Home-Away Schedule is upset due to rain, then the Home-Away split should be maintained.
 4. Night games may be played by mutual agreement between schools.
 5. Admission:
 - A. \$4.00 across the board
 - B. No charge for infants (babes in arms)
- (This sample is to be used as a guide in helping to write your district By-laws.
Edit and change to fit the needs of your district.)

Section 11 - Track

1. The district track meet will adhere to all rules and regulations as published by the National Federation Track and Field Rule Book and the LHSAA Official Handbook.
2. The site and date of the district track meet will be determined at the June district meeting. The host school must have access to an all weather track. Should the district meet chairperson not have a track or choose not to host the district meet, the site will be determined by a majority vote of the Principals. Since the boys and girls meet are conducted on the same date and at the same site, the District Meet Chairperson will be the host for both the boys and girls' district meets.
3. Awards-medals will be given to all 1st, 2nd, and 3rd place winners. MVP awards for outstanding track and outstanding field performers for both males and females will be awarded at the end of the meet as chosen by a majority of coaches at the conclusion of the last event.
4. Medals/trophies will be paid from dues of member schools.
5. When admission is charged, the price will be \$3.00 across the board. The host school shall retain gate receipts and concession sales revenue for expenses relating to facilities, workers, and equipment.
6. Meet Administration:
 - A. Heating and Seeding: Schools will submit times/marks/distances to the host school by fax no later than noon on Monday of the week of the district meet. The host school is responsible for placing athletes in heats and seeding in events by the times submitted. The times/marks/distances should be displayed on the heat sheets to be reviewed at the coach's discretion during the scratch meeting.
 - B. If an athlete is scratched during the scratch meeting, his replacement must have a time/mark/distance to be entered and the event should be re-seeded according to position of seeds. If an athlete has no time/mark/distance he/she would be placed in the worst seeded position.
 - C. The host school is responsible for completing all LHSAA regional qualifying information and reporting results to the regional meet director for boys and girls and local media outlets for all schools involved. A copy of the results should be mailed to all schools involved before the regional meet.

Section 12 - Cross Country

1. The District Cross Country Meet will adhere to all rules and regulations as published by the National Federation Track and Field Rule Book and the LHSAA Official Handbook.
2. The site and date of the district cross country meet is to be determined at the June district meeting.
3. The host school must provide a cross country trail that consist of mostly grass or dirt, not asphalt and concrete, and should be free from all automobile traffic. The trail may start or finish on the track. The trail should be well marked with directional arrows, caution tape, barricades, or flagging.
4. Awards-Medals will be awarded to 1st through 5th places.
5. Medals/trophies will be paid from dues of member schools.
6. When admission is charged, the price will be \$3.00 for adults and students. The host school shall retain gate receipts and concession sales revenue for expenses relating to facilities, workers, and equipment.
7. Schools that field a cross country team and plan to compete in the state cross country meet shall be required to compete in the district meet. Failure to compete in the district meet shall result in a fine of \$100.

*Prices and rules are binding for all district controlled games/locations except when control of that location is beyond the district's authority.