

**FOX VALLEY  
ASSOCIATION  
BY-LAWS  
2011-12**

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## **FVA BY-LAWS**

- A. The responsibilities of the FVA principals shall be to:
1. Approve conference by-laws brought forward from the Athletic Directors.
  2. Approve the selection, hiring, evaluation, and compensation for the conference commissioner and the conference treasurer.
  3. Provide direction of philosophy of scheduling athletic contests to the athletic directors and the commissioner.
  4. Approve the annual conference fees, official's fees, and admission prices to athletic contests.
  5. Approve the recognition, addition/deletion of any conference sport.
  6. Approve the admission of Associate members when requested.
  7. Act on the Commissioner's evaluation as submitted by the Athletic Directors.
  8. Serve as FVA president for a one year term on an alphabetical rotation. In the absence of the conference president, the past president will chair any meetings. The President may call special conference meetings if needed.
  9. Have a quorum of FVA principals or their designee, who may not be the athletic/activities director, present to conduct official business. A quorum is defined as a simple majority of the member schools.
- B. The responsibilities of the FVA Athletic/Activities Directors shall be to:
1. Administer all interscholastic policies and procedures working within the confines of the Athletic By-Laws of the Fox Valley Association. The FVA will abide by all WIAA and National Federation rules except where Fox Valley Association By-Laws supersede.
  2. Adopt and/or approve by-law revisions, deletions, and additions or to forward on to the conference Principals for their action.
  3. Approve all schedules based on the recommended scheduling philosophy of the FVA principals.
  4. Assist the Commissioner, when necessary, with the preparation of conference schedules, evaluation of officials, and other conference items that may be deemed for the betterment and best interest of the FVA.
  5. Represent their school as liaison in the area of interscholastic athletics with the Fox Valley Association.
  6. Chair the annual coaches meetings and record and submit minutes.
  7. Serve as chair of the FVA Athletic Directors based on the same alphabetical rotation as the principals and in the absence of the Commissioner, act on all by-law interpretations when required.
  8. Conduct an annual evaluation of the FVA Commissioner and submit the evaluation to the Principals for approval for the June meeting.

- C. The responsibilities of the FVA Commissioner of Athletics shall be to:
1. Hire and contract officials at the varsity level for all conference contests a minimum of one year in advance for the sports of: Baseball; Basketball; Football; Soccer; Softball; Track; Volleyball; and Wrestling. Also assign officials for Girls JV Swim and JV Wrestling Invitationals.
  2. Work with official associations and/or individual officials to upgrade performance.
  3. Arrange and schedule FVA meetings with coaches and athletic directors involving FVA schools and associate members. Attend FVA meetings of principals, when requested, to inform them of actions taken by athletic directors.
  4. Order conference awards and passes. The FVA will have only one type of complimentary pass.
  5. Prepare, organize, and distribute all freshman, junior varsity, and varsity conference schedules. The proposed schedules should be prepared sufficiently in advance and distributed to athletic directors in advance of the meetings where action is to occur pertaining to approving such schedules.
  6. Clarify all by-law interpretation whenever necessary.
  7. Forward items to the principals as approved by the athletic directors.
  8. Develop an annual FVA conference meeting schedule.
  9. Prepare an annual budget for the conference.
  10. Record minutes at all AD and combined Principal/AD meetings.
  11. Perform such other duties as may be assigned by the FVA President.
  12. Expenses incurred by the commissioner in transacting business of the FVA will be assumed by the FVA.

## **I. Membership**

### **A. Regular**

1. The FVA is comprised of ten high schools as designated by the WIAA: Appleton East; Appleton North; Appleton West; Fond du Lac; Kaukauna; Kimberly; Menasha; Neenah; Oshkosh North and Oshkosh West.
2. If less than ten schools compete in a sport then another non-member school may request to become an Associate member for that sport.
3. In the event an FVA school presently is not competing in a sport and later wants to engage in that sport, the FVA member may replace the Associate member.

### **B. Associate**

1. A request must be made to the FVA Commissioner. The request will be voted on by the FVA Athletic Directors at a scheduled meeting to determine the status of the schools for the next school year. A simple majority will be used to admit an Associate member.
2. If approved by the Athletic Directors, the FVA Principals will vote at a scheduled meeting to give final approval. A simple majority will be used to admit an Associate member.
3. Any school beyond a 50 mile radius of Neenah will require unanimous approval of both Athletic Directors and Principals.
4. Associate members may be represented at conference meetings conducted by the sport or activity in the area that they hold membership.
5. Associate members must have approval from their regular WIAA conference.
6. Associate members will be charged 10% of the annual conference membership fee per sport.

## **II. Sports**

- A. A sport becomes recognized as an FVA sponsored sport when a simple majority of the FVA schools adopt the sport into their program.
- B. Any recognized FVA sport which drops one school below the number to constitute a majority will be continued for a one year probationary period.

## **III. Facilities**

- A. Locker room facilities are to be provided by the host schools and visiting coaches are held responsible for conduct of participants and the condition of the facilities upon leaving the dressing room and the school.
- B. Visiting teams shall be allowed two positive banners in the gym with permission of the host school as to the designated area.
- C. All vandalism is to be reported immediately to the Athletic Director or Principal at the host school.
- D. Each school should provide crowd control representatives who should report to the individual in charge for the host school.
- E. Video taping at all FVA contests may only be done in the spectator areas. For football contests, participating schools may tape from an area assigned by the host school.

#### **IV. Schedules**

- A. Conference schedules, once approved by the Athletic Directors, may only be considered for revision at the request of an Athletic Director.
- B. All FVA schedules are binding contracts.
- C. No athletic events are to be scheduled the day after Labor Day.
- D. In the event that an FVA contest must be cancelled due to inclement weather or for any other unforeseen circumstance, the host school will take the initiative for cancellation.
- E. Cancellation should be made four hours before the scheduled starting time of the event. When circumstances make it impossible to call four hours in advance, the host school should call as soon as possible to prevent the trip.
- F. In the event that an athletic contest is cancelled, every attempt should be made to re-schedule at the earliest possible date. If the WIAA state tournament series has started, make-up games which have no effect on a conference championship do not have to be made up. All cancelled games (Varsity, JV, & Frosh) will be played unless otherwise agreed by the Athletic Directors of both schools.

#### **V. Officials**

- A. In case of a game being cancelled or postponed, the officials originally assigned shall be used if available. In any sport if an assigned official does not appear for the contest, the home school has the prerogative to assign a registered official to work the contest.
- B. Officials for any sport, once assigned by the Commissioner, will not be changed by a coach's preference based on the official's past performance. The deadline for all coaches evaluations is one week after the state tournament for their particular sport.

#### **VI. Team Rosters**

- A. Junior varsity squads in all team sports may be made up of freshman, sophomores and juniors. Exception: wrestling and cross country seniors may participate at the JV level. Exceptions in other sports may be made by prior mutual agreement of the Athletic Directors of the competing teams.
- B. Freshman teams will consist of ninth grade students only.
- C. Team rosters shall be sent to the host school in a timely manner and will use the recommended WIAA format.

#### **VII. Championships**

- A. The conference championship in baseball, basketball, football, soccer, softball, and volleyball shall be determined on a point basis, considering games won, lost, and tied. A win counts two points and a tie one point when determining the standings.
- B. The conference championship in cross country, golf, swimming, tennis, track, track relays, and wrestling shall be determined in an annual meet or combination of dual meets and an annual meet.
- C. In case of a tie in FVA standings, the teams shall be listed in alphabetical order.

### **VIII. Conference Tournaments**

- A. No school hosting an FVA meet or tournament will incur a loss. The conference shall pay the host school's expenses unless they are covered by admissions. The host school shall file an official FVA form and meet information, signed by the Athletic Director, with the conference Treasurer within then days of the event. Conference meets or tournaments in the FVA are all varsity level events. The FVA will sponsor a junior varsity meet in swimming, tennis, and track.
- B. The tournament manage for any FVA varsity conference sport meet will be paid \$150.00. The tournament manager for the conference wrestling tournament will be paid \$200.00. Tennis site managers for the conference tournament will be paid \$100.00. The tournament manager for any JV conference sport meet will be paid 50% the amount paid to the varsity tournament manager for that sport.

### **IX. Awards**

- A. Awards shall be purchased by the FVA for the championship school for all conference sports.
- B. Trophies and awards will be selected by the Athletic Directors. Number of awards shall be consistent with the WIAA. No awards shall be ordered by coaches. All trophies, medals, and ribbons will be purchased by the FVA and presented at the conclusion of the varsity level meets or tournaments or at the end of year coaches meetings. No awards will be given for any non-varsity meets or championships.
- C. In case of ties, duplicate awards will be presented.

### **X. All-Conference Teams**

- A. All-conference selection meetings will be held after the season according to the FVA meeting schedule.
- B. All nominations must be submitted to the host Athletic Director and shared with the coaches prior to the meeting. All voting must be done at the conference coaches meeting and will be final unless a tabulation error is discovered.
- C. If an athlete in any sport has a code violation, he/she will be removed from the all-conference teams and another athlete may be moved up to that spot.
- D. In order to select an All-FVA team, it is necessary to secure permission from the FVA. Selection to an All-FVA team shall be determined by the coaches.
- E. All-Conference certificates will be purchased by the FVA and will be issued by the Athletic Directors.
- F. All-Conference teams will be released to the media after each sport coaches meeting has been held.
- G. Coaches will review and revise the Sport Code Manual for their sport at this end of year meeting.

### **XI. Guidelines for All-Conference Selection (Contained in each Sport Code)**

- A. All sports will have a written set of criteria for the selection of all-conference as determined by coaches of the sport. All-conference selection criteria may be different for boys and girls teams of the same sport.

- B. All sports shall select a First Team, Second Team, and a number of Honorable Mentions for all-conference based on a vote of the majority of the coaches of that sport.
- C. A student athlete suspended from participation for an athletic contest due to a code violation in the areas of alcohol, tobacco, drugs, vandalism, or a criminal offense, will not receive all-conference consideration in that sport where suspension is initiated.
- D. In the event that circumstances, which are not athletic code violations, prevent an athlete from competing in the FVA meet or tournament that determines the conference championship, coaches by majority agreement may place that athlete on the all-conference team.
- E. Any FVA award winner must have been a First Team all-conference selection in that sport for that season. Any award given will not be purchased by the conference but may be purchased by a particular school.
- F. No changes can be made to the all-conference nominations once the presiding AD has sent out all nominations to the coaches prior to the meeting. The deadline for turning in nominations will be determined by the presiding AD. A coach is mandated to report the circumstances of any nominated athlete ejected from any FVA contest before the all-conference vote. This does not preclude an athlete from being selected all-conference.
- G. All-conference selections are final at the conclusion of the coaches meetings with the exception of clerical errors and deletions.

## **XII. Admissions**

- A. FVA schools will charge admission where applicable at all varsity and JV conference events at the host school's admission prices.
- B. FVA schools will charge \$5.00 per adult and \$2.00 per student for each Varsity conference tournament. Admission will not be charged for either the Boys or Girls conference swim meets.
- C. The FVA will provide one type of conference pass to be distributed to staff members and one guest for admission to all FVA sponsored events.

## **XIII. Conference Website**

- A. The FVA will maintain a conference website constructed and hosted by the Conference Webmaster.
- B. Statistics for any sport must be submitted to the Webmaster/Statistician by the end of the day on Monday for all contests completed the previous week.
- C. The following sports will have their stars posted on the conference website: baseball; boys basketball; girls basketball; football; softball; boys volleyball; and girls volleyball.
- D. No Frosh of JV scores or standings will be posted on the website.
- E. The FVA website for both boys and girls basketball stats will be shut down to public access after the first round of conference play (9 games).
- F. The FVA website for girls softball stats will be shut down to public access after the first round of conference play (9 games).

#### **XIV. Due Process and Appeal Procedure**

##### **A. Schools May Appeal Decisions**

If a member school is dissatisfied with a decision, a ruling, or an interpretation of the FVA Commissioner relative to the application of the provisions of the FVA By-Laws as an aggrieved and affected school, such school may within seven days of receipt of the decision submit to the FVA Commissioner, in writing by certified mail, return receipt requested, a notice of appeal of the decision and a request for a formal hearing before the appeal committee of the FVA. Any aggrieved schools appealing a decision, a ruling, or an interpretation of the Commissioner relative to the application of the provisions of the FVA By-Laws must cite the provision allegedly violated and must state the waiver sought or the relief suggested.

##### **B. Investigation**

The Commissioner shall investigate all matters upon which the appeal is based. Investigations shall be performed so as to bring the matter to a hearing within five calendar days of filing of notice for an appeal unless cause for delay is shown.

##### **C. Notice**

After completion of the investigation, the Commissioner shall notify the appealing party, by certified mail, return receipt requested, of the time and place set for a hearing on the appeal. The notice shall be given at least seven days in advance of the time set for the hearing. The hearing shall be conducted at a special meeting of the FVA Appeal Committee.

##### **D. Attendance at the Hearing**

The appealing school's principal, athletic director, and head coach of the sport involved are entitled to attend the hearing. The schools involved may represent themselves or be represented by legal counsel. If represented by legal counsel, they must notify all other schools involved in the appeal of such counsel at least three days in advance of the hearing.

##### **E. Appeal Committee Selection**

The appeal committee shall consist of three principals and two athletic directors. The committee will be constituted by a random drawing conducted by the FVA Commissioner in the presence of representatives of two member schools. The school or schools directly involved in the appeal may not be represented on the appeal committee.

1. The first three schools drawn shall be represented by their principals.
2. The fourth and fifth schools drawn shall be represented by their athletic directors.

##### **F. Appeal Committee Hearing**

The meeting of the appeal committee shall be arranged by the FVA Commissioner. The meeting shall be attended by the FVA Commissioner and members of the appeal committee. The appeal committee shall elect a committee member as chairperson when it meets. The chairperson will ask for statements clarifying the issues involved or upon which factual matters the appealing party will stipulate and agree to. The Commissioner shall make available upon request a copy of his investigation no later than three days before the hearing. The appealing school(s) shall present defenses

and proofs. All parties will have the right to cross examine witnesses and be afforded the opportunity to examine all documents introduced.

G. Closing of Hearing

The chairperson shall specifically inquire of all parties whether they have further evidence. Upon receiving negative replies, the chairperson shall declare the hearing closed.

H. Hearing in Absence of any Party

The hearing may proceed in the absence of any party who, after it is shown has received due notice thereof, fails to be present or fails to request an adjournment. Adjournment may be considered by the chairperson upon request of the aggrieved parties. However, a decision shall not be made solely upon the default of a party, but shall be based upon the evidence in the matter before the appeal committee.

I. The decision of the appeal committee shall be made by a majority of the voting members at the hearing. A simple majority will confirm or overrule the Commissioner's decision. The chairperson of the appeal committee shall inform the principals of the school(s) involved of the decision reached by the appeal committee. Written confirmation of the decision reached shall be forwarded to all member schools with seven days.

## **XV. Code of Sportsmanship**

A. The Fox Valley Association believes that sportsmanship is important for participants and spectators alike. The member schools of the FVA therefore pledge themselves to encourage positive displays of sportsmanship at all co-curricular activities. The following principles have been adopted to reflect this strong belief:

1. Interscholastic competition exists for its educational value. Although winning is important, the prime objective is to appreciate the educational and athletic development of our young people.
2. Spectators and participants are all guests at this educational experience and have a responsibility to uphold the ideals of good manners and sportsmanship.
3. We recognize that game officials do their best to make quick, fair, and unbiased decisions, and should be treated with respect and authority.
4. Every competitor is worthy of our respect and should be treated with courtesy.
5. A true competitor is humble in victory and steadfast in defeat.

B. Guidelines

1. All FVA schools are tobacco free schools. Smoking is not permitted in the school building, on school grounds, or on the premises during any activity.
2. Consumption of alcohol/drugs prior to entering a contest or possession or consumption of alcohol/drugs during a contest is prohibited.
3. The use of noise makers, projectiles (including balls) and confetti is prohibited.
4. Harassment of officials or members of participating schools is prohibited.
5. Only authorized cheerleaders will be permitted on the floor/field to lead cheers.
6. All participants and spectators should refrain from the use of inappropriate language.
7. All cheers should show support of the team, not ridicule or antagonize the opponents' team.

8. Participants and spectators should respect school property; kicking or stomping of bleachers is prohibited.
- C. In reference to the above FVA Code of Sportsmanship, it is required of all FVA schools that the following announcement be made prior to those FVA contests where fans are in attendance:
- “Fans should be aware that cheers which are in poor taste and cause embarrassment to teams or players are not a part of good sportsmanship. Cheers or chants that are disrespectful to officials or opponents or contain objectionable language are not appropriate. Cheer your own team and show good sportsmanship. In accordance with state law, we thank you for not smoking on the school grounds. The Fox Valley Association sportsmanship code is presented in your program. We ask that you read and observe it.”

## **XVI. Conference Tournament Handbooks**

- A. The FVA has Conference Tournament Handbooks on file for the following conference meets/tournaments:
1. Boys & Girls Golf
  2. Boys & Girls Tennis
  3. Boys & Girls Track & Field
  4. Boys & Girls Track Relays
- B. The handbooks are a resource and guide for those schools hosting each of the above meets/tournaments. Handbooks will be sent out upon request.

<b>FVA Contest Start Times</b>	<b>Start Time</b>	<b>Start Time</b>	<b>Start Time</b>	<b>Alternate Time</b>
<b>SPORT</b>	<b>VARSITY</b>	<b>J V</b>	<b>FROSH</b>	
Baseball	4:30 PM	4:30 PM	4:30 PM	
Basketball	7:15 PM	5:45 PM	5:40 PM	FR 4:05 PM
CC Con Meet	3:30 PM			
Football	7:00 PM	7:00 PM	4:15 PM	JV 4:15 PM
Golf	3:30 PM	3:30 PM	Dependent on	Course
Soccer – Boys	7:00 PM	4:30 PM	4:30 PM	Before Oct 1
Soccer – Boys		4:15 PM	4:15 PM	After Oct 1
Soccer – Girls	7:00 PM	4:30 PM	4:30 PM	
Softball	4:30 PM	4:30 PM	4:30 PM	DH's 4:00 PM
Swim Duals	5:30 PM	5:30 PM		
Diving	4:15 PM		If at another	School
Swm Con Meet	10:30 AM			
Sm BJV Invite		10:00 AM		
Sm GJV Invite		5:00 PM		
Tennis	4:00 PM	4:00 PM		
Con Meet	8:00 AM	10:00 AM		
Track,Tri/Quad	4:15 PM	4:15 PM		Field Events
Track,Tri/Quad	4:15 PM	4:15 PM		Running Events
TK, Con Relays	4:00 PM			
TK, Con Meets	3:30 PM			
TK, JV Invites		4:15 PM		
Volleyball	7:00 PM	5:30 PM	5:30 PM	FR 4:05 PM
VB Con Invite	8:30 AM			
Wrestling	7:00 PM	6:30 PM		
WR Con Meet	10:00 AM			
WR JV Invite		4:15 PM		

<b>FVA Officials Contest Fees</b>	<b>Contest Fees</b>	<b>Contest Official</b>	<b>Contest Fees</b>	
<b># of Officials</b>	<b>Varsity</b>	<b>Sport</b>	<b>Non-Varsity</b>	<b># of Officials</b>
2	\$65.00	Baseball	\$47.00	2
2	\$65.00	Basketball	\$45.00	2
2	\$90.00	CC Con Meet		
5	\$65.00	Football	\$45.00	4
1	\$65.00	Soccer – Center	\$45.00	
2	\$55.00	Soccer – AR's	\$45.00	2
2	\$55.00	Softball	\$45.00	2
2	\$65.00	Swim Duals		2
4	\$45.00	Dive Con Meet		
4	\$90.00	Swm Con Meet		
		Swm JV Invite	\$90.00	2
2	\$70.00	Track, Tri/Quad		
4	\$140.00	TK, Con Relays		
4	\$140.00	TK, Con Meet	\$100.00	2
2	\$90.00	Volleyball	\$45.00	2
8	\$150.00	VB Con Invite		
1	\$65.00	Wrestling	\$45.00	1/2
5	\$200.00	WR Con Meet		
		WR JV Invite	\$100.00	6