

COLONIAL CONFERENCE



CONSTITUTION and BY-LAWS

Revised October 2015

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CONSTITUTION

ARTICLE I: NAME

SECTION 1: The organization shall be known as the **COLONIAL CONFERENCE** (“Conference”).

ARTICLE II: PHILOSOPHY AND GOALS

SECTION 1: To foster and develop amateur athletics among member schools.

SECTION 2: To supplement the physical education program of the member schools by making a practical application of the theories of physical activities.

SECTION 3: To promote uniformity in the arrangement and control of athletic contests.

SECTION 4: To protect the mutual interests of the member schools through the cultivation and promotion of the ideals of good sportsmanship and their relation to the development of character and good citizenship.

SECTION 5: To uphold the Constitution, By-Laws, Rules and Regulations of the New Jersey State Interscholastic Athletic Association (“N.J.S.I.A.A.”)

ARTICLE III: MEMBERSHIP

SECTION 1: Schools eligible for membership in the Conference shall be Group I or II schools with stable enrollments. Eligible schools shall be members of the N.J.S.I.A.A.

SECTION 2: Application for membership in the Conference shall be submitted to the Executive Committee and be voted upon by the Conference membership. A two-thirds (2/3) majority vote is necessary for admission.

As of September 1, 2008, the following schools are members of the Colonial Conference:

Audubon High School, Collingswood High School, Haddonfield Memorial High School, Haddon Heights High School, Haddon Township High School, Gateway Regional High School, Lindenwold High School, Overbrook High School, Paulsboro High School, Sterling High School, West Deptford High School, Woodbury High School.

SECTION 3: A member school that intend to withdraw from the Conference must give written notice two (2) years in advance of July 1 of the effective year of withdrawal. To withdraw in less than the two (2) year period, the school must receive the unanimous approval of all member schools.

SECTION 4: Realignment in the Conference shall be similar to N.J.S.I.A.A. Guidelines on Enrollment. Population will be determined using grades 9-11.

SECTION 5: The Conference shall be divided evenly by enrollment, into two divisions;

Patriot (small schools) and Liberty (large schools).

- A. The Conference shall offer divisional championships only when there are a minimum of 5 schools per division offering a particular sport; if not a conference champion should be awarded. If the Liberty division has 6 teams and the patriot division has 4 teams, there should be one overall conference champion; co-op schools count as one school based on the lead school's enrollment for divisional placement. Enrollment will not be combined for co-ops; all games count for best record to determine divisional champions. The Conference shall ensure the continuance of Thanksgiving Day football rivalries.
- B. In the event of membership changes creating an uneven number of schools in the Conference, the team in the middle of the two divisions will be placed in the division where the "least population difference" exists between the next closest team in enrollment size. With the exception of football teams, the middle school teams shall go into the division opposite the team with the bye due to N.J.S.I.A.A. scheduling constraints.

SECTION 6: The enrollment figures to be used shall be the official fall enrollment figures submitted to the County Superintendent's Office for all students in grades 9 - 11.

SECTION 7: All disabled/classified students and shared time students shall be included in the total enrollment figures. All shared time students shall be counted as whole students, except those students enrolled in Vo-Tech Schools. Vo-Tech students shall for purposes of pursuing realignment be counted as 0.5 students in accordance with N.J.S.I.A.A. Guidelines.

SECTION 8: The Athletic Director of each school shall send a copy of his/her enrollment figures to the League Scheduler of the Conference by prior to the December Executive Committee Meeting.

SECTION 9: Each member school shall be notified of enrollment figures for each Conference member school by the League Scheduler at the December Executive Committee Meeting. This notice serves as the official notice to member school for purposes of divisional realignment.

SECTION 10: The above date may be adjusted due to varying state deadlines.

ARTICLE IV: FINANCES

SECTION 1: Each member school shall be assessed fees as provided in the Conference By-Laws.

SECTION 2: Administration of the finances of the Conference shall be the duty of the Executive Committee.

ARTICLE V: ADMINISTRATION

- SECTION 1:** The officers of the Conference shall consist of a President, Vice President, Secretary and Treasurer, who shall be elected from among the Athletic Directors/Executive Committee of the member schools. The term of office for officers shall be for a period of two (2) years. Elections shall take place at the May meeting. The elected officers shall take office at the June meeting. The duties of the officers shall be as provided in the Conference By-Laws.
- SECTION 2:** The Executive Committee shall consist of the Athletic Directors and/or his/her designee.
- SECTION 3:** Each member school shall have one (1) vote on all Conference matters. The Athletic Directors of the member schools will be the official voters. He/She may delegate his/her vote.
- SECTION 4:** Monthly meetings of the Conference will be held August through June. Special meetings may be convened by the President of the Conference.
- SECTION 5:** Athletic Directors/Executive Committee shall meet for the purpose of Administration in November and May of each year and the meeting shall include Superintendents, and Principals.
- SECTION 6:** A quorum for all conference meetings shall consist of at least two-thirds (2/3) of the member schools in attendance.
- SECTION 7:** A copy of the minutes of all Conference meetings shall be sent to each Athletic Director of member schools. The Athletic Director shall provide copies of the minutes to his/her principal and superintendent.

ARTICLE VI: SPORTS/CHAMPIONSHIPS

- SECTION 1:** The Conference shall recognize any NJSIAA recognized sport provided that minimum 6 schools participate in that sport in competition with one another (See Rules and Regulations for specific sports information).
- SECTION 2:** The Conference shall award trophies and/or awards in such sports as deemed advisable, and determine division championships, when, in the judgment of the membership, it is deemed feasible and possible. Qualifications for the determination of division championships shall be stated in Article IX of the Conference By-Laws.

ARTICLE VII: AMENDMENTS

- SECTION 1:** Any member school may propose an addition, deletion or change in the Constitution or By-Laws, by submitting such proposals in writing, to each member school at least one (1) month prior to the November or May Principals/Superintendents meeting.
- SECTION 2:** Proposed additions, deletions or changes in the Constitution or By-Laws shall be approved by two-thirds (2/3) vote of the membership in attendance at the November or May meeting. Voting shall be by roll call.
- SECTION 3:** When a proposal by a member school is accepted or rejected by the membership all member schools shall be notified by the Secretary in writing within thirty (30) days.
- SECTION 4:** Proposed changes to the Rules and Regulations of the Colonial Conference can be changed by a vote of the Executive Committee at a regular scheduled Executive Committee meeting. Proposed additions, deletions or changes of the Rules and Regulations shall be approved by a two-thirds (2/3) vote of the membership.

BY-LAWS

**ARTICLE I: DUTIES OF THE OFFICERS
AND COMPOSITE SCHEDULER**

SECTION 1:

The duties of the President shall be:

- A. To call and preside over meetings of the conference.
- B. To prepare and present an agenda for and attend all meetings of the Conference, and be an ex-officio member of its committees. A written agenda shall be mailed to all member schools one week in advance of the meeting.
- C. To handle or arrange for the handling of all public and press relations of the Conference.
- D. To rule on the interpretations of the Constitution and By-Laws of the Conference, subject to membership confirmation at the next meeting of the Conference.
- E. To appoint committees.
- F. To perform such other duties as the membership directs.

SECTION 2:

The duties of the Vice President shall be:

- A. To exercise all the duties of the President in the absence of the President.
- B. To serve as corresponding secretary.
- C. To distribute copies of the Constitution and By-Laws and any revisions thereof, to the member schools.
- D. To perform duties delegated by the President.

SECTION 3:

The duties of the Secretary shall be:

- A. To record and distribute to the membership, via the Athletic Director of each school, the minutes of all meetings within ten (10) calendar days of each meeting.
- B. To maintain championship, sportsmanship and all-star records for all sports.
- C. To maintain and archive all Conference meeting minutes.

SECTION 4:

The duties of the Treasurer shall be:

- A. To administer the financial affairs of the Conference under the direction of the Executive Committee and render to each school a current financial statement at each meeting.
- B. To collect and deposit all funds.
- C. To pay all authorized bills.

- D. To work with an Accountant in order to file proper tax return statements with the Federal and State Government.
- E. To receive a stipend of \$500 per year.

SECTION 5: The duties of the Composite Scheduler shall be:

- A. To be responsible for all composite scheduling of all Conference contests.
- B. To receive a stipend of \$500.00 per year.

ARTICLE II: ANNUAL DUES

SECTION 1: Member schools shall pay annual dues of \$650.00.

SECTION 2: Annual dues become payable at the beginning of each school year and shall be remitted to the Treasurer by October 1st each year.

ARTICLE III: ELIGIBILITY OF ATHLETES

SECTION 1: A student, to be eligible for participation in the interscholastic athletic program at a member school, shall be enrolled in that school or satellite school of that district, and shall meet all the eligibility requirements of the N.J.S.I.A.A.

ARTICLE IV: CONTRACTS

SECTION 1: The composite schedule shall serve as a contract between member schools.

SECTION 2: Any deviation from the standard varsity scheduling procedures shall be submitted to the Conference for approval at the next monthly meeting (e.g. dropping of varsity program).

SECTION 3: The games of a member school not participating in the Conference schedule for championship purposes, shall be considered JV level, unless otherwise approved by the membership.

SECTION 3:SECTION 4:

ARTICLE V: GRIEVANCE PROCEDURES

- SECTION 1:** The Principal and Athletic Director of the school filing a grievance shall submit the grievance in writing, to the President within thirty (30) days from the time the school knew or should have known of the occurrence of the event upon which the grievance is based.
- SECTION 2:** The President shall convene a meeting of the Executive Committee within five (5) school days after receiving the written grievance.
- SECTION 3:** The Executive Committee shall be empowered to conduct hearings pertaining to any grievance filed by a member school.
- SECTION 4:** The member school filing the grievance shall have the right to representation at the hearing. The member school representative shall have the right to present the grievance.
- SECTION 5:** The deliberations of the Executive Committee shall be held in closed session.
- SECTION 6:** A copy of the Executive Committee's decision shall be sent to the grieving school within ten (10) school days after the hearing has been held.
- SECTION 7:** Decisions of the Executive Committee may be appealable to the N.J.S.I.A.A. pursuant to its Constitution, By-Laws and Rules and Regulation.

ARTICLE VI: PROTESTS

- SECTION 1:** In support of good relations, when a violation of N.J.S.I.A.A. Rules and Regulations or Conference Constitution and By-Laws has been alleged, the Principal and Athletic Director of the school alleging the violation shall notify the Principal and Athletic Director of the school against which the violation has been alleged.
- SECTION 2:** The Principals and Athletic Directors of the Schools shall attempt to settle the dispute.
- SECTION 3:** Protests against alleged violations of contracts, accepted standards of good sportsmanship, or of the Constitution and By-Laws, the Conference shall be reported in writing by the Athletic Director or his/her designee to the Conference President or designee within two (2) school days from the time the violation is alleged. A copy of the report shall be provided to the alleged violator. **Protests based upon on official's judgment of the playing rules, will not be honored, as per NJSIAA guidelines.**

SECTION 4: A complaint or suspected violation by a member school or schools shall be investigated by the Executive Committee.

SECTION 5: If the Executive Committee determines that the complaint is valid, the Conference President shall appoint an investigating committee and forward all documentation to the chairperson of that committee with instructions to conduct such hearing as may be necessary.

SECTION 6: Hearings shall be informal unless one of the grieving parties requests a formal hearing. A formal hearing shall include legal representation and the taking of verbatim minutes. The costs of a formal hearing shall be assumed by the requesting party. Formal hearings shall be conducted in accordance with the rules of the N.J.S.I.A.A.

ARTICLE VII: INVESTIGATING COMMITTEE

SECTION 1: The Investigating Committee of the Conference shall be empowered to conduct hearings with respect to any complaints or protests by any member school against another member school, and/or upon its own motion.

SECTION 2: Following the investigation, the Investigation Committee shall make a report and recommendations to the Executive Committee. A copy of the Investigating Committee's report and recommendations shall be sent to the Executive Committee within ten (10) school days after the hearing has been held.

SECTION 3: The Executive Committee shall review the report of the Investigating Committee and shall be empowered to act on the recommendations as follows:

- A. Accept, modify or reject the recommendations.
- B. If appropriate, provide for the following penalties: censure, probation, suspension, forfeiture, fine or expulsion. These penalties may be applied to a member school, team, coach and/or individual participant.

SECTION 4: Conference Appeals Assessments: Any member school and/or agent, servant, or employee thereof and/or other person or entity which initiates an unsuccessful appeal, petition, complaint, cause of action or claim before the Conference, the N.J.S.I.A.A., the Department of Education or the State Board of Education and/or the Courts of the State of New Jersey or the United States, including administrative courts, challenging the

Constitution and Bylaws of the Conference and/or any actions or decisions of the Executive Committee either prior to or after having exhausted the internal protest and/or appeal procedures of the Conference itself, shall assume, be responsible for and be assessed the full cost of such litigation and/or proceedings, including all costs. Costs may include counsel fees, filing fees, reproduction and transcript costs, stenographer costs and fees, appearance fees, expenses of any Conference officers or members, expenses of witnesses, postage, telephone and any other costs incurred by the Conference as a result of the appeal and/or legal actions filed by the member school or party.

SECTION 5: At the conclusion of any unsuccessful action brought by a member school or party, the Conference Executive Committee shall determine and transmit the Statement of Costs and Counsel Fees to the unsuccessful member school or party. Payment by the unsuccessful member school shall be made within sixty (60) day of said notice.

SECTION 6: In the event the unsuccessful member school does not make full payment of the costs and fees of within sixty (60) days that member school shall be deprived of all rights to earn Conference championship status in all sports.

SECTION 7: Any agent, servant, employee or other person or entity who refuses to make payment will be refused admittance to any and all Conference contests, banquets, or any other function sponsored by the Conference or one of its member schools.

SECTION 8: The prohibition shall continue until and unless the full amount of costs and counsel fees is paid to the Conference, with interest at prevailing rates assessed beginning sixty (60) days after the receipt by the unsuccessful member school of the State of Costs and Counsel Fee.

SECTION 9: Further refusal of payment may result in action as the Executive Committee in its discretion shall determine.

ARTICLE VIII: PENALTIES

SECTION 1: Penalties shall be assessed by the Executive Committee for infractions of the Conference Constitution and By-Laws and shall include but not be limited to:

SECTION 2: Censure: Written expressed disapproval and displeasure by the Executive Committee for the improper conduct of a member school, coach, individual or sponsor of an interscholastic activity initiated within the scope of the Conference activities.

SECTION 3:

Probation:

- A. The probationary period for a member school shall be one (1) year from the date of the violation.
- B. Where a violation occurs in a specific sport, the Executive Committee may apply the period of probation to that sport only.
- C. During the probationary period a school may play its regular schedule in all sports, but the team as a whole shall not be eligible for any Conference awards in the sport involved in the probation.

SECTION 4:

Suspension: Under such terms and conditions as the Conference shall by resolution provide.

SECTION 5:

Expulsion: Under such terms and conditions as the Conference shall by resolution provide.

SECTION 6:

Forfeit of Games:

- A. Under such terms and conditions as the Conference shall by resolution provide.
- B. A team that does not notify the Conference President in writing prior to the first official practice day of that season will forfeit any varsity game they are not prepared to play, six (6) days prior to any scheduled contest.

SECTION 7:

Forfeit of Championship Rights: A school may be required to forfeit championship rights by resolution of the Conference.

SECTION 8:

Fines:

- A. A member school and/or coaches may be fined by the Executive Committee in an amount not to exceed \$200.00 per party per incident.
- B. Any such fine levied against a coach shall not be paid or reimbursed by the member school which he/she represents.
- C. All fines collected shall be placed in the Conference General Fund.

SECTION 9:

Players: Following a hearing, a player may be suspended, permanently or temporarily for violation of the Constitution and By-Laws or for violations of the rules of good sportsmanship, or the rules of a particular game and may be prohibited from receiving individual Conference awards.

SECTION 10:

Coaches:

- A. After a hearing, a coach may be censured or barred from the field during sanctioned play and/or the school employing him/her made subject to probation, suspension, and/or fine where there is a definite indication that the school district is not fulfilling its responsibility for the control of its athletic program.

- B. Coaches' Conduct:
 - 1. Any coach using profanity, obscene gestures, excessive harassment, or any motions or actions that could be described as unsportsmanlike or inciting the crowd, may be subjected to Article VIII, Section 10:A. of the By-Laws.
 - 2. A coach found guilty of physical abuse against an official, coach, player or spectator shall be adjudicated under Article VIII, Section 10: A of the By-Laws.
 - 3. Coaches' conduct and administration of duties shall follow in accordance with all Rules, Regulations, Constitutions and By-Laws of the Conference, N.J.S.I.A.A., National Federation, New Jersey School Boards, New Jersey Administrative Code and N.J.S.A. 18:A.

ARTICLE IX: CHAMPIONSHIPS

SECTION 1:

The Conference shall declare varsity team conference and division championships in each sport according to the table in Article IX Section 2.

SECTION 2:

Conference mandated schedule:

SPORT	COMPETITION FORMAT	CHAMPIONSHIPS	
Football	Single round-robin intra division plus additional inter divisional games to complete full schedule	(2) One champion for each division	Best conference record intra division, two points for a win, one point for a tie.
Boys/Girls Soccer Field Hockey	Double round-robin intra division plus one inter division cross	(2) One champion for each division	Best conference record, two points for a win, one point for a

Boys/Girls Tennis Boys/Girls Basketball Baseball/Softball	over		tie.
Wrestling Boys/Girls Track & Field	Single round-robin between all conference schools	(2) One champion for each division	Best conference record, two points for a win, one point for a tie.
Boys/Girls Cross-Country	Single round-robin between all conference schools	(2) One champion for each division	Best conference record, two points for a win, one point for a tie.
Golf, Girls Lacrosse (2017)	Double round-robin between all conference schools	(1) One Conference champion	Best conference record, two points for a win, one point for a tie.

SECTION 3:

Method of Determining Championships:

- A. All Conference contests must be played. Failure to complete a regular season or championship contest shall result in a forfeit, except when playing the contest is in violation of N.J.S.I.A.A. and out of season guidelines.
- B. In the event of a tie for first place, multi-champions will be declared.

SECTION 4:

The criteria to be used to determine Conference Champions are:

- A. All conference scheduled games; two points for a win, one point for a tie (no tiebreakers).
- B. Championships are based upon overall conference record, except for football where only the intra divisional record determines champions.

- C. In the event that Conference schools schedule a second inter-divisional contest, the game scheduled on the master Conference schedule will be the one that counts towards divisional championships.

ARTICLE X: STRIKE PROCEDURES

- SECTION 5:** In the event of a strike or other job action at a member school the decision as to whether to continue the athletic program is the responsibility of the administration of that school.
- SECTION 6:** The safety, security, and welfare of all student-athletes, coaches, and spectators involved must be the primary factor in reaching this decision.
- SECTION 7:** The decision to play must be made by 1:30P.M. on the day of the scheduled game for weekday games and 3:00 PM Friday for weekend games.
- SECTION 8:** When a contest is postponed due to a strike or job action, it shall be rescheduled in accordance with N.J.S.I.A.A. rules and regulations.
- SECTION 9:** If a postponed game cannot be rescheduled prior to the end of the regular season, a forfeit shall be declared.

ARTICLE XI: SCHEDULING

- SECTION 1:** Scheduling shall be determined by the Composite Scheduler and approved by the Executive Committee.
- SECTION 2:** Standard starting times of contests:
- A. Monday through Friday, Fall and Spring:
1. Afternoons – 4:00 PM except Cross Country which shall begin at 4:15P.M for the boys, 4:25P.M. for the girls, and 4:45P.M. for the Middle School race (Starting times may be adjusted due to unforeseen circumstances).
 2. Second contest to start at 5:30 PM: or 15 minutes after the conclusion of the first game

B. Saturdays

1. Football – 10:30 A.M., or 1:00 P.M. or time mutually agreed upon by the Athletic Directors.

C. Winter

1. Freshmen – 3:45

2. JV – 5:30 (3:45 P.M. if there is no freshman game)

3. Varsity – 7:00 (5:30 P.M. if there is no freshman game)

4. There will be 15 minutes between each game, however, for a contest that finishes early, the next game will start at the agreed upon time.

SECTION 3: Standard starting times may be altered by the Executive Committee for certain events.

SECTION 4 Schools must mutually agree upon changes to standard starting times. Local Board of Education policies/procedures supersede Section 4.

ARTICLE XII: COST OF ADMISSION TO EVENTS

SECTION 1: Admission fees to Conference events shall be charged for football, B/G basketball, wrestling and any other event that requires that security be provided.

A. General Admission – \$3.00

B. Students (grades k-12) and Senior Citizens --\$2.00

C. Faculty passes will be honored only for competing schools.

D. Conference coach's passes will be honored at all conference events. South Jersey Coaches of Boys' Athletics passes will be honored at all conference events.

E Student passes – honored for home games, only starting with the 2016-2017 school year.

F Adult passes – honored at home games only.

ARTICLE XIII: CONDUCT

SECTION 1: The purpose of the interscholastic athletic program is to enhance academic achievement and should never interfere with opportunities for academic success.

SECTION 2: The duty of a coach is to educate students through participation in interscholastic competition.

SECTION 3: In recognition of this, the guidelines for coaches follow:

- A. The coach shall be aware that he/she has a tremendous influence, either good or bad, in the education of the student athlete and thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- B. The coach shall constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- C. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize or condone their use.
- D. The coach shall promote the entire interscholastic athletic program of the school and direct his/her program in accordance with the total school program.
- E. The coach shall be thoroughly acquainted with the contest rules and shall be responsible for their interpretation to team members. The spirit and letter of rules shall be regarded as equally important. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- F. Coaches shall actively use their influence to promote sportsmanship by spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

- G. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players shall be considered unethical conduct.
- H. Before and after contests, rival coaches shall meet and exchange friendly greetings to set the correct tone for the event.
- I. A coach shall not exert pressure on faculty members to give athletes special consideration.
- J. Coaches shall not scout opponents by any means other than those adopted the NJSIAA.

SECTION 4: N.J.S.I.A.A. rules of conduct shall be applied to any student-athlete or coach ejected from a contest

SECTION 5: Noisemakers or signs shall not be allowed in indoor activities. Signs and noisemakers at outside events must be deemed appropriate by the site manager.

SECTION 6: Performance of any school-sponsored activity shall be during pre-game or halftime.

ARTICLE XIV:

SEASONAL CONFERENCE RULES INTERPRETATION MEETINGS

SECTION 1: The Conference shall conduct pre-season workshops in all sports. Head coaches or a representative shall attend these workshops and disseminate information to their staff. Assistant coaches are encouraged to attend. Failure to attend shall result in a letter of reprimand by the Conference to the coach, principal and athletic director of that school.

ARTICLE XV: CONFERENCE ALL-STAR MEETINGS

SECTION 1: The conference shall conduct all-star meetings at the conclusion of each sport season. Head coaches or representatives shall attend. Failure to attend shall result in a letter of reprimand by the conference to the coach, principal, and athletic director of that school.

ARTICLE XVI: CONFERENCE AWARDS

SECTION 1: A Sportsmanship award shall be presented to the school with the highest point total from the sportsmanship rating form submitted by each head coach in all sports. A banner shall be awarded to the winning school each year.

SECTION 2: An All-Sports award shall be presented to the school with the lowest point total from the standings in the conference for each championship sport. A banner shall be presented to the winning school each year.

SECTION 3: The All-Sports Award results will be determined by the following criteria:

1. Sports separated into divisions will be calculated by win/loss percentage
2. Sports not divided into divisions will be calculated by two points for a win, one for a tie.

ARTICLE XVII: REPORTING RESULTS OF CONTESTS

SECTION 1: It shall be the responsibility of the HOME team to report all scores and results to the local newspapers (Courier Post, Inquirer, njschoolsports.com, and Gloucester County Times). Names and statistics shall be reported accurately, regardless of the outcome by 10:00P.M. after the conclusion of the contest:

ARTICLE XVIII: OUT OF SEASON AND SUMMER RECESS RESTRICTIONS

SECTION 1: Participation limitations during the out-of-season and summer recess periods shall be in accordance with N.J.S.I.A.A. (Rules and Regulations – Rule 1 – “Out-of –Season Guidelines”, and N.J.S.I.A.A. Interpretive Guidelines Concerning School/Coach Athletic Participation Guidelines”). Scrimmage contest guidelines shall be as prescribed by the N.J.S.I.A.A.

ARTICLE XIX: SCHOLAR-ATHLETE BANQUET

SECTION 2: Each school shall recognize a male and female Scholar-Athlete representative.

SECTION 3: Each school shall recognize a male and female Sportsmanship representative.

SECTION 4: Conference Athletic Directors shall select one male and one female as the Conference Scholar-Athletes per division. Criteria for overall male sportsmanship winner for SJCA shall be the school who wins conference sportsmanship award the previous year shall choose the nominee to represent the conference at the SJCA Banquet.

SECTION 5: Conference Athletic Directors shall select one Most Courageous Athlete for the Conference.

SECTION 6: A plaque shall be presented to each recipient

SECTION 7: The most courageous athlete shall receive a plaque.

SECTION 8: The overall Conference Scholar-Athletes, male and female, shall each receive a plaque that identifies the individual as the top scholar-athlete.

SECTION 9: The Athletes shall receive these awards at the annual Conference Scholar-Athlete Banquet

COLONIAL CONFERENCE



RULES and REGULATIONS

Revised October 2015

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RULES FOR EACH CONFERENCE SPORT

PURPOSE

To provide each coach with a better understanding of the rules and to foster uniformity in the application of the rules. All sports are governed by the National Federation of High Schools (“National Federation”) rules, the New Jersey State Interscholastic Athletic Association (“NJSIAA”) Constitution and By-Laws and the Colonial Conference (“Conference”) Constitution and By-Laws.

APPLICABILITY

The rules of the Colonial Conference must be adhered to by all Conference members.

ARTICLE X: FOOTBALL

SECTION 1: VARSITY FOOTBALL

- A. Half-times are fifteen (15) minutes in duration. In a special situation, (such as Homecoming), the home team may request a twenty (20) minute halftime.
- B. The visiting band may perform before the game. The home band may perform at half time. If the visiting band chooses to perform before the game, it will start twenty (20) minutes before the start of the game and be off the field five (5) minutes before the start of the game.
- C. The home team will provide space for opponents to take film and spot with communications devices.
- D. There will be no play-off in football.
- E. . Film/video will include the previous two games and be of equal quality as determined by the coaches. In the event one team opens early and next

opponent's first game is a regular opener; the last scrimmage will be used for film exchange for both teams. Opponents are only allowed to scout the last scrimmage of the season.

- F. National Federation Rules will be followed regarding color of jerseys.

SECTION 2: Junior Varsity

- A. Seniors may not participate.
- B. Varsity offensive or defensive starters of the previous Saturday game may not participate.
- C. Exceptions to (A1) and (A2) above may occur by mutual agreement of the Athletic Directors and Coaches of each school, prior to the date of the contest.
- D. Quarters will be ten (10) minutes.
- E. Games will be played on Monday.
- F. The Game site will be played at the same site as the varsity game.
- G. Jerseys will be the same color as worn at the varsity game.

SECTION 3: Freshmen Football

- A. Second year freshman may not participate unless mutually agreed upon by both Athletic Directors and Coaches, prior to the game.
- B. Quarters will be Ten (10) minute.
- C. Varsity offensive or defensive starter of the previous Saturday game may not participate.
- D. Games will be played on Thursday, Friday, Saturday or Monday (mutually agreed upon by the Athletic Directors and Coaches prior to the game).

- E. The game will be played on the opposite site as the varsity game.
- F. Jerseys will be the opposite color as worn at the varsity game.

ARTICLE XI: CROSS COUNTRY

SECTION 1: Participants must be in the uniform of their school, and footwear must be worn.

SECTION 2: Any runner leaving the course is to be disqualified from the race.

SECTION 3: Batch meets will be held at sites approved by the Executive Committee.

The scheduler will specify which team is the “home” team and it will be responsible for scoring, set-up and clean-up of the meet, and responsible to provide an AED on site.

SECTION 4: Teams must score against 70% of their scheduled conference opponents to be considered a Colonial Conference team.

SECTION 5: Girl’s teams must star minimum of four girls to qualify as an official team.

SECTION 6: There shall be no on-site schedule changes permitted

ARTICLE XII: FIELD HOCKEY

SECTION 1:

A. All games will be played in accordance with NFSHSA rules.

~~B.~~ When the score is tied at the end of regulation the teams will play one 10 minute sudden death 7v7 OT period. If no team scores a goal the game remains tied. .

C. Halves will be Thirty (30) minute for JV games as time permits.

ARTICLE XIII: BASKETBALL

SECTION 1: No player will play more than five quarters in one (1) day or no more than fifteen (15) quarters in one (1) week. The head coach is responsible for the enforcement of this rule. (Exception - NJSIAA Rules and Regulations, Rule 4, Section 6, 8).

SECTION 2: Quarters will be eight (8) minutes in length.

SECTION 3: Elapsed Time Between Games:

For any contest scheduled in the evening on a school day, the JV game will be played first, unless mutually agreed upon by the Athletic Directors. The Varsity game will follow by fifteen (15) minutes. The time may be extended between games by consent of the Athletic Director of the home team.

SECTION 4: Home management will provide safe access to the officials' separate dressing area.

SECTION 5: Only uniformed players under a coach's supervision are permitted to shoot around during half time of the J.V. game and in the period prior to and at half time of the game in which they participate.

SECTION 6: In order to help maintain crowd control, the home site Athletic Director will identify home and away seating sections.

Three officials may be used in Colonial Conference games

ARTICLE XIV: WRESTLING

SECTION 1: All matches will be conducted in accordance with NFSHSA rules.

SECTION 2: Weigh-in for Varsity and Junior Varsity wrestlers must be conducted one (1) one hour prior to the Junior Varsity match.

- Middle School wrestling match starts at 4:00PM, JV match starts at 6:00PM, Varsity match starts at 7:00P.M. unless mutually agreed upon the competing schools. High School wrestlers' weight check at 5:00PM.

- Visiting team warm-up time 10 minutes immediately after the conclusion of the JV matches, home team warm-up time 10 minutes after visiting team leaves the mat, followed by introductions, National Anthem, and start of varsity wrestling match.

—Weight certification will be conducted in accordance with NJSIAA and NFHS regulations.

ARTICLE XV: BASEBALL & SOFTBALL

SECTION 1: The home team will complete warm up prior to 3:40 PM. The visiting team will have the use of the field from 3:40P.M. to 3:55 PM. (fifteen (15) minutes). At 3:55PM, umpires and coaches review the ground rules. The visiting team shall always have 15 minutes to warm up regardless of their time of arrival.

SECTION 2: All Conference games will be seven (7) innings.

SECTION 3: Baseball coaches must be in team uniform.

SECTION 4: Courtesy runners for catchers and pitchers will be permitted per Federation rules.

SECTION 5:

A. 10 Run rule will be in accordance with Federation guidelines.

B. Colonial Conference sub-varsity baseball and softball games will have a time limit of 2 hours and 15 minutes from the first pitch unless the game is tied; the teams will continue to play until one team is victorious; Full Innings will be completed even if the 2 hour 15 minute time limit has expired. The umpire will be the official time keeper.

C. Sub-Varsity Softball games will be conducted under the 5 runs or 3 outs or whichever comes first per inning rule.

ARTICLE XVI: GOLF

SECTION 1: The Championship will be decided by percentage of wins and losses (medal play).

SECTION 2: Each team will play six (6) players and count its four (4) lowest scores.

The team with lowest total will be declared the winner.

SECTION 3: In a case of a tie, the medalist will have his/her score deducted by one stroke and that team will be declared the winner.

SECTION 4: Matches will be declared official when four players from each team have completed five holes.

SECTION 5: All golfers will carry their own bags. No pull carts, caddies or electric carts are permitted during play, unless required by doctor.

SECTION 6: All players play in order of their ability. In case of absence, each player moves up a position.

SECTION 7: There will be a maximum of six (6) players per match.

SECTION 8: All score cards must be attested and signed.

SECTION 9: Coaches will impress upon their players the proper etiquette on the golf course.

SECTION 10: Dress Code: as in accordance with course rules.

SECTION 11: All pre-match activities will be completed ten (10) minutes before starting times.

SECTION 12: Pursuant to NJSIAA rules, a golf course is the sole authority in determining the method of play regarding summer or winter rules. Teams should be prepared to play a match by either method.

SECTION 13: A conference tournament will be held at the end of the regular season.

Criteria for Entering the Conference
Golf Tournament:

Every school will enter 2 golfers, plus a State qualifier.

Each school will have a maximum of 5 entries.
A minimum of 1 player from each school in the conference.
All golfers who have scored 43 at least 5 times during the season qualify for the Colonial Conference Tournament.
The total limit of players is 27.

- N. Matches will follow NJSIAA and USGA rules, with the exception of the out of bounds rules (stroke and distance) where players will drop two club lengths from where the ball went out of bounds (no closer to the hole) and take a one stroke penalty.

ARTICLE XVII: TENNIS - BOYS/GIRLS

SECTION 1: Tennis will follow USTA and NJSIAA rules and regulations.

B. Tennis Tournament

1. All Colonial Conference coaches must attend the seeding meeting
2. Colonial Conference Tennis Tournament Seeding
 - a. Coaches will seed #1 - # 8 and randomly draw the remainder of the bracket ensuring that teammates are in the opposite side of the draw.
 - b. If possible we will avoid having players play for the fourth time in an early round.
3. The purpose of the Colonial Conference Tennis Tournament is to have players who do not ordinarily play the opportunity to play. The results of the tennis tournament will aid in the selection of all-stars.
4. Participants
 - a. All # 1 Single Players
 - b. #2 Single Players with a winning percentage of 60% or above.
 - c. #3 Single Players with a winning percentage of 70% or above.
 - d. All #1 Double Players.
 - e. #2 Doubles teams with a winning percentage of 50% or above.

C. Officials

USTA Officials shall be used in Colonial Conference matches when requested.
The USTA Official will be paid by the school requesting his/her presence at the match at the League of Leagues agreed upon rate.

ARTICLE XVIII: TRACK - BOYS/GIRLS

SECTION 1: All meets will be conducted as Dual/Tri/quad meet competition. May be a double dual meet.

SECTION 2: Times will prevail whenever heats are run.

SECTION 3: The uniform rule will follow NFHS/NJSIAA guidelines.

SECTION 4: Standardization of Order of Events will be as follows.

BOYS/GIRLS MEETS

1. Long Jump, Javelin; Shot Put; Discus (except where a facility problem dictates otherwise - notice of this must be made to opposing teams prior to the meet) will have the same start time.
2. Triple Jump
3. Pole Vault (Starting heights: Girls: 6'0", Boys: 7'0")
4. 400 IH
5. 100 M
6. 1600 M and High Jump will have the same start time.
7. 400 M
8. 110 HH
9. 800 M
10. 100 M and Triple Jump will have the same start time.
11. 3200 M
12. 1600 (4 x 400) Relay

SECTION 5: Only participants for the next event should be in the infield.

SECTION 6: If permissible under Track Rules and Regulations, each school, at its discretion, may, by mutual agreement, run extra events at its track.

SECTION 7: If a school has a pole vault pit at its home site and travels to a site that has no pit, it will receive points provided it brings its poles and designates the competitor (s) (counts as a participated event). If two or more visiting teams have pole vaulters, the points are evenly divided between the schools.

Dual Meet – In the event the host school does not have a legal pole vault pit, the host school will forfeit the points provided the visiting team brings it's poles and designates it's competitor(s). (Counts as a participated event)

Tri-Meet – In the event the host school does not have a legal pole vault pit, the host school will forfeit the points to both visiting schools, providing they have their poles and designate their competitor(s) (counts as a participated event). The visiting schools, in their meet, will evenly split the points unless the pole vault competition would have a direct effect on determining the winner of the meet. In that case, the two schools would contest the event at a mutual agreed upon site and time.

SECTION 8: RELAY RACES

- A. A school may enter more than one relay team in a **dual meet**.
 - B. Only one (1) team may score.
 - C. The additional team (s) must be clearly designated (example: different color jersey) as the non-scoring team (s).
 - D. If a member of any of the relay team commits an infraction the entire school's relay teams will be disqualified
 - E. The referee has the sole authority to limit the number of relay team entries if it's determined that the outcome of the relay race could decide the final score of the meet.
- 6 Schools wishing to run extra events may do so by mutual agreement if permissible by track rules.

I. COLONIAL CONFERENCE JUNIOR HIGH TRACK

1. ORDER OF EVENTS

GIRLS

HJ
SHOT PUT

BOYS

100 METER DASH (GIRLS LJ AFTER 100M)

LJ

1600 METER DASH
400 METER DASH

SWITCH GIRLS TO TRACK AND BOYS TO FIELD

BOY's 800-METER RUN followed by GIRLS 800-METER RUN
BOY's DISCUS followed by GIRLS DISCUS

BOYS 4 X 100 METER RELAY followed by GIRLS 4 X 100 METER RELAY

2. There shall be a limit of five (5) competitors per event unless mutually agreed upon by the coaches.

ARTICLE XIX: SOCCER

SECTION 1: All varsity games will be played in accordance with NFHS and NJSIAA rules.

SECTION 2: All pre match activities will be completed ten (10) minutes before starting time.

SECTION 3: Sub-varsity games will be played in- forty (40) minute halves when facility permits. If facility does not permit sub-varsity games will be played in thirty (30) minutes halves.

SECTION 4: All tied varsity soccer games will play only up to two "sudden victory" overtime periods of ten minutes each will be played. The first team to score shall be declared the winner. If the score is still even, at the completion of the 2nd overtime period, the game shall be recorded as a tie. Sub-varsity games will be played in accordance with NFHS rules except that there will be no overtime. When a game ends in a tie it remains a tie.

SECTION 5: Yellow Card rule:

1. A player who accumulates four (4) yellow cards must sit out the next scheduled game. This counts for all Colonial Conference, non-conference and playoff games.
2. The player will restart the card count after the one game suspension.
3. The card count will move to five (5) after the 19th game played.
4. Yellow card count begins anew with the 18th regular season game prior to the playoffs.

ARTICLE XX: SWIMMING

The Colonial Conference will not offer a championship for swimming (effective 2009-2010).

ARTICLE XXI: ALL STAR SELECTION PROCESS

SECTION 1: An All Star Athlete must possess all of the following:

- A. Specific skill competencies in his/her sport.
- B. A positive attitude that is reflected in practice as well as under game conditions and in response to coaches' and officials' directions.
- C. Sportsmanship as demonstrated by respect for the safety and well being of opponents, teammates, and spectators and respect for rules of conduct in relationships with officials and opponents.
- D. Leadership as demonstrated by behavior that provides positive direction by example.

SECTION 2: Nomination Procedure

- A. The sport chairperson will determine whether nominations will be submitted prior to or at the voting meeting. In either case, nominations may be modified at the meeting by any coach present.
- B. Nominations will be for 1st and 2nd team,. Nominations may be adjusted at the selection meeting prior to voting. Participation is required in 50% of Conference contests at the nominated position (except pitchers). In Wrestling, one-third (1/3) participation at the nominated weight class, but 50% overall will be required.
- C. Relay teams will be nominated by school name only. The coach of the selected team will supply the four names.

SECTION 3: Selection Meeting

- A. All sports chairpersons and head coaches must attend (or have a delegate) at each All-Star meeting.
- B. If a representative from any member school is not present, the president of the Conference will forward a letter to the superintendent, principal and athletic director of that school informing them of the absence
- C. If a head coach or representative is absent from the all-star voting, the chairperson may solicit nominations from the other coaches in attendance for that school.

SECTION 4: Voting

- A. Each attending school will have one coach or representative and one vote.
- B. Coaches may not vote for their own athlete.
- C. Voting may be either oral or by ballot. The athletic director in attendance will tally all votes. Results will be announced to the coaches when completed (Appendix).

D. Voting System

All voting will be done on a ranking basis, either by team or position, as listed below. The higher the number, the higher the rank value. (e.g. rank of 5 = 5 pts, 4 = 4 pts, etc.).

1. Team Ranked Sports:

Basketball - Rank top 9 of all nominations 9 through 1 for each division.

2. Position Ranked Sports:

Soccer, Hockey, Baseball, Softball and Football - Rank will be determined at each position by number of nominations (maximum ten) to select top player;

c. Criteria Sports:

Wrestling, Swimming - Times or record will be used as the sole criterion

d. Conference All-Star Meet Sports:

Cross Country, Tennis and Golf – First place finishers in

Tournament will be named First Team with other all-stars being

Named by voting of the coaches.

6. Ties are not permitted. Coaches will present honest and accurate facts and re-vote until a tie is broken. Protests are not permitted. When tied, voting will be deferred to the other division. If still tied, one school from the opposite division will be randomly removed and re-vote.

7. The Executive Committee will endorse all All-Star selections before they are distributed to the press.

SECTION 5: Confidentiality and publication of results

- A. Procedures and results of the meeting should be held strictly confidential.
- B. Media is not permitted to attend the meeting.
- C. It is the responsibility of Athletic Director in attendance to compile the results and forward them to the all-star chairperson of the Conference. He/she will release all results to the news media following Executive Committee approval.

SECTION 6: Awards

- A. A plaque will be awarded to all 1st team selections and a Certificate to all 2nd Team selections. It is the duty of the Athletic Director of the individual schools to order name plates for his/her athletes.

SECTION 7: Team Selections

- A. There will be a first team and second team in all sports. There will be no honorable mention.

SECTION 8: Number of All-Stars

The number of athletes named All-Stars for each sport will be decided by a formula multiplying the number of players on the field/court/ect. by 3.5 as follows:

Basketball

18 Total All-Stars: 6 first team per division & 6 second team (3 per division): To be determined by a vote of the coaches.

Cross Country

When the Conference is split in divisions:

24 Total All-stars – 8 first team per division & 4 second team per division
All-Stars are to be determined at the Conference Meet. The first four finishers per division at the all star meet will be automatic first team members, followed by the next four to be determined via a coaches vote, the next two finishers (per division) not selected first team will be second team members and two additional second team members will be selected via a coaches vote. Coaches will vote for all spots when All-Star meet is cancelled.

When the Conference is NOT split in divisions:

1st Team: 10 All-Stars: Top 7 (seven) finishers at the Colonial Conference Meet, with 3 (three) wild cards to be voted by the coaches.

2nd Team: 8 All-Stars: Next 5 (five) finishers not selected in 1st Team with 3 (three) wild cards to be voted by the coaches.

Golf

15 – 8 first team & 7 second team

All-Stars are to be determined at the Conference Meet. First 5 finishers are first team with the next three slots to be determined by vote of the coaches. Second team will be the next five finishers, not selected to the first team, with two other 2nd team members selected by coaches. (In the event of the tournament being cancelled, coaches will vote for all spots). Each school will enter two golfers plus any other golfer who qualified for the state tournament under the condition that the first two golfers qualified for the State tournament.

Girls Lacrosse (2017)

TBD

Tennis

First Team

3 singles, 2 doubles per division

Second Team

5 singles and 2 doubles for the entire conference

All-Stars are to be determined at the Conference tournament with the winning singles and doubles teams being named First Team. The remainder of the spots will be voted upon by the coaches. (In the event of the tournament being cancelled, coaches will vote for all spots).

Track

24 first team per division – 15 individual plus 4 for the relay plus one additional in each of the following categories:

(4) Sprint (100, 200, 400)

(4) Middle Distance/ Distance (800, 1600, 3200)

(3) Hurdles

(4) Throws (shot, discus, javelin)

(5) Jumps
Plus 4 for a relay
19 second team for the entire conference
– 15 individual plus 4 for the relay

Best time/distance/height for each event in an NJSIAA sanctioned event during the season up to and including Sectionals.

Wrestling

First team all stars will be selected for both divisions. 1 per weight class except when there are more than one undefeated wrestler in that weight class minimum of 6 conference matches at any given weight class (4 in one weight class). If a wrestler is undefeated minimum of six matches total in any weight class but does not have 4 in one weight class he can still be all conference even though he does not meet 4 in one weight class total conference matches (ex: 3-0 at 125 3-0 at 130).

Second team all stars will follow the NJSIAA criteria for seeding with a total of 14 wrestlers comprised from both divisions. If there is a tie then the criteria below will be used:

1. Head-to-head
2. Number of total conference wins (any weight-class)
3. Coaches vote

Soccer/Field Hockey

14 first team for each division (1 goalie and 13 others divided into three lines. Number in each line determined by coaches, with a maximum of 5 on any one line.).

12 second team for the entire Conference -6 for the large division and 6 for the small division Number in each line determined by coaches, with a maximum of 5 on any one line.).

Baseball/Softball

12 first team - 2 pitchers, 1 catcher 7 position players (max 5 for infield/outfield) and 2 Utility/pitchers.

12 second team (6 per division; regardless position)

Football

26 first team each division

<u>13 Offense</u>	<u>13 Defense</u>
1 Kicker	1 Punter
5 Lineman	11 Line, LB,
1 Quarterback	DB in 1

(max 3 at either any combo, position, to allow max of position for diff. 5 in any one alignments played.)

14 second team for the conference, 7 for the large division and 7 for the small division regardless position; to be determined by vote of coaches.

ARTICLE XXII: POSTPONEMENTS

SECTION 1: All Conference contests must be made up on the first available open date with the following exceptions:

- A. If an conflict and or violation arises with regard to NJSIAA and or National Federation rules or Senior Prom, National Honor Society or senior class trip;
- B. By mutual agreement of Athletic Directors

SECTION 2: Violations by a school of the Rules and Regulations on Postponements may result in penalties under Article IX Penalties of the By-Laws as determined by the Executive Committee

SECTION 3: Non-Conference games will be postponed in order to complete the Colonial Conference schedule.

ARTICLE XXIII: OFFICIALS

SECTION 1: All officials for all sports must be assigned from NJSIAA approved lists of registered officials.

SECTION 2: Self-contracting of officials by members schools for Conference contests is prohibited.

SECTION 3: The Conference shall request from the assignor that no official be assigned to any conference game who has any affiliation with either school.

ARTICLE XXIV: TIMERS

SECTION 1: At all indoor varsity contests and in other sports wherever National Federation or NJISSA rules require, it is mandatory to have a non-student adult timer.

SECTION 2: Non-compliance with (A) will be brought to the attention to the Conference Executive Committee by the visiting team via written notification.

ARTICLE XXV: CONFERENCE SCHEDULES

SECTION 1: It is recommended that the Master Scheduler adhere to the following timetable concerning the distribution of Conference schedules:

All Schedules - Completed and distributed by February meeting.

SECTION 2: All teams will start and end their schedule as indicated by NJSIAA and the Conference. Failure to do so will result in a forfeit unless unable to play games due to NJSIAA game limitations.

SECTION 3: Crossover mandate as per By-Laws Article XI, Section 1.D.

SECTION 4: Individual changes to the Master Schedule are to be completed as follows:

All Schedules – April AD Meeting

After these deadlines, any request of an opponent to change the schedule due to extenuating circumstances must be made in a “timely” manner prior to the scheduled contest.

ARTICLE XXVI: SIGNS, NOISEMAKERS, ETC.

SECTION 1: No signs or artificial noisemakers, i.e., tape recorders, radios, horns, bells, etc., will be permitted at any Conference game per NJSIAA guidelines. This does not include official school banners or pep bands with school sponsored

chaperones. (**Pep bands may not play during contest.**) Home teams have the option of providing music for pre-game warm-ups. At half-time, cheerleaders may be permitted to perform dance routines with the approval of the home athletic director.

SECTION 2: It is permissible to have signs prior to contests for student-athletes to run through. These signs are to be positive in nature.

ARTICLE XXVII: SCOUTING

SECTION 1: Scouting is permitted at any time. Schools may do otherwise by mutual agreement.