

# **BY-LAWS OF THE WEST SUBURBAN CONFERENCE**

## **PART I - ORGANIZATION**

All members of the Conference shall belong to the Illinois High School Association (IHSA) and conform to the rules of that organization.

## **PART II - CODE OF RESPONSIBILITIES**

### **Article I - Basic Responsibilities of Administrators**

It is the responsibility of the Principal, Administrators, Athletic Director and Student Activities Director to do the following:

#### **Section 1**

See that the co-curricular programs are closely articulated with and operated on the same basis as other departments of the school. Section 2

See that there is sufficient adult and/or police supervision at all games and activities to properly handle the spectators.

#### **Section 3**

See that rules governing coaching practices as stated in these By-Laws and as provided in the rules and regulations of the IHSA are obeyed.

## **PART III - OPERATIONAL PROCEDURES FOR EACH CONFERENCE**

### **Article 1 - New Programs (Athletic or Activity)**

Any proposed new interscholastic program or additional levels of competition must be presented in writing to the Athletic Directors or Student Activities Directors and if reviewed and approved, will then go to the Board of Control for final action. Proposals must be submitted within one month following the conclusion of the West Suburban Conference regular season schedule.

### **Article II - Championships**

A Division Team Championship will be determined when a majority of schools (one more than half) in a particular Division field a team in a given sport or activity. In the interest of improving competitive opportunities and the overall development of the sport or activity, the Principals Board of Control may determine that the two Divisions should be combined for a single Conference Championship.

If either Division does not have a majority of schools competing at a level in a given sport or activity, those schools will be combined with the schools in the other Division, and a single Conference Championship will be awarded.

### **Article III - Conduct of Contests**

General regulations regarding West Suburban Conference contests shall be in accordance with the IHSA Rules and Regulations.

### **Article IV - Tickets, Passes and Admissions**

A. Conference passes will permit admission to any Conference contest and Conference Tournament. It is valid for the person to whom it is issued and two guests.

1. West Suburban passes are not honored at IHSA Regional, Sectional, Super Sectional and/or State Tournaments.
2. WSC high schools may also conduct some special tournaments where the Conference Passes would not be honored.

B. The Secretary of the Conference shall issue 125 Conference passes to each school in August of each year.

#### **Article V - Officials**

The Board of Control will contract with suitable individuals to perform the responsibilities of Assignment Chairpersons and Assistant Chairpersons for the selection and scheduling of officials or will engage other entities to provide such services. The Board retains final authority to review the selection of officials and to deny hire to any individual who is deemed in its sole discretion to be inappropriate for the positions.

Assignment Chairpersons are authorized by the Board to enter into written agreements with officials using forms provided by the Board and subject to final Board approval. Each agreement shall extend for no more than a single sport and season. The Board shall have no obligation to rehire any official after a specific contract is fulfilled. Assignment Chairpersons, Assistant Chairpersons and officials are independent contractors.

As a condition of hire, officials agree to conduct themselves at all times in the best interests of the Conference and of the students and schools involved in the athletic events at which they officiate. Officials acknowledge that the safety and the integrity of interscholastic sports is their primary responsibility. Grounds for immediate termination by the Conference of a contract with an official shall include but not be limited to:

- failure to competently and properly officiate at assigned athletic events;
- dangerous, rude or otherwise improper conduct toward students, coaches or spectators in connection with assigned athletic events;
- failure to disclose on a timely basis to the Assignment Chairperson or Board of Control a relationship with a school, coach or student involved in an athletic event that would create or give the appearance of a conflict of interest;
- any illegal or unethical conduct that reasonably casts doubt on the individual's character.

If any allegations are made that an official has engaged in conduct that would warrant termination of his or her contract, the Assignment Chairperson or the Board of Control may suspend without pay the official pending investigation of the allegations. The official will be informed of the allegations and given an opportunity to respond before final action is taken by the Board of Control. If allegations are determined to be unfounded, the official will be paid for any assignments missed while on suspension or at the discretion of the Assignment Chairperson and the Board, an equivalent number of additional assignments will be provided. If allegations are determined to be founded, the contract will be terminated without any additional pay.

#### **Article VI - Web Site Section 1**

West Suburban Conference Web Site

- A. The Athletic Director will be responsible for the establishment, yearly review and up-dating of the official West Suburban Conference Athletic Web Site. This Web Site will be reviewed and approved yearly by the Board of Control.
- B. The Activities Director will be responsible for the establishment, yearly review and up-dating of the official West Suburban Conference Activities Web Site. This Web Site will be reviewed and approved yearly by the Board of Control.

- C. This Web Site will be an extension of West Suburban Conference By-Laws and contain the rules and regulations necessary for conducting all athletic and activity events.

#### **Article VII - West Suburban Conference Constitution and-By-Laws**

A current copy of the West Suburban Conference Constitution and By Laws is maintained on the WSC Web Site.

#### **Article VIII - Finances**

In May, the Treasurer of the Conference will review all expenses from the past year and make a recommendation for an annual Conference and budget assessment for each school in the West Suburban Conference. This assessment for the upcoming year will be reviewed and voted on by the Board of Control.

The Treasurer will be responsible for maintaining the financial records of the West Suburban Conference. This responsibility includes maintaining the checkbook and paying the bills. Conference moneys will be placed in banks approved by the Board of Control.

Each year by June 30, an internal audit committee will meet to review the treasurer's books for the year. The committee will consist of the current: president, treasurer, and secretary. At the September West Suburban Conference Board of Control meeting, the committee will present the audit report to the Board for approval. This procedure will ensure an accurate set of books for the president elect and the appointed treasurer. The first such audit will commence in June 1999.

#### **POSITION STATEMENT ON: DRUGS, ALCOHOL AND DANGEROUS SUBSTANCES**

The Principals, Board of Control of the sixteen schools of the West Suburban Conference, expresses its serious concern with the problem of substance abuse by high school students and the absence of a uniform and coordinated approach to this problem by those institutions who share responsibility for its solution and elimination.

We feel that the problem of substance abuse is not being solved; we are, at best, holding our own, but the future welfare of our students is in jeopardy unless the use of drugs is eradicated.

We reaffirm our confidence in the good judgment and intentions of the vast majority of our students who continue to resist the pressures and temptations to engage in drug use. Their seriousness of purpose and belief in higher ideals and moral values are sources of justifiable pride.

At the same time, however, we see their confusion and doubt over the mixed messages they receive from adult role models and the absence of a consistent and positive message from influential adults, especially collegiate and professional athletes. We know how deeply our students are influenced by the role models whom they regard with awe and adulation; it is important to understand that the influence of athletes as role model extends to ALL of our students, not only to athletes. Our student participants must question the correct course of behavior when drug abuse receives more media attention than drug abstinence.

As high school principals, we witness the results of substance abuse by those students with whom we work daily; we agonize in their destruction from the use of drugs. All of our schools have continuing and intensive educational programs for prevention of substance abuse. No part of our educational programs has received more time, effort or resources. The problem, however, is not being resolved, and we feel that an intensive and united effort is imperative if we are to achieve our goal of a drug-free society.

We are united in our commitment to:

- A. Oppose strongly the use of alcohol, drugs and dangerous substances of any form in our society. We strongly support the position of the National Federation of State High School Associations and the Illinois High School Association on their stand opposing the use of mood altering chemicals. As

- high school principals, however, we are concerned with all students and would, therefore, extend their resolution to include all of our students.
- B. Further the firm, consistent and rigid enforcement of all laws pertaining to drugs at all levels, from high school to the professional rank, whether the person is of Olympic stature or a freshmen substitute.
  - C. Support the existing state laws related to the use of drugs and prohibited materials and insist upon prosecution of those individuals who provide these substances to those under the age of 21. Those who supply these substances are the root of the problem. On the high school level, we have acted against the user but have been less successful in identifying and prosecuting the supplier.
  - D. Allocate more resources to the education of the majority of our students who may suffer from our concentration on those who continually resist our best efforts to help them.
  - E. Seek greater support and assistance from junior high feeder schools and adult groups beyond the high school level.

We recommend, therefore, that the West Suburban Conference, IHSA, NCAA and professional athletic organizations take the following steps:

- A. Widely publicize their statements condemning use of drugs; pursue a fair, firm and consistent enforcement of this policy; and demand appropriate action against violators.
- B. Strive to better educate their athletes of their value as role models for our youth and emphasize their obligations to influence young people in a positive way.
- C. Initiate, and fund, an educational program in which adequately trained representatives of their sport would present programs for high school students. Some athletes, not properly qualified to present a drug message, now trade on their prestige to address high school groups, often at a high cost. The financial investment to provide qualified and respected representatives would, in our opinion, pay rich dividends.

The commitment of colleges and professional athletic organizations to high school students should be as great as ours. The athletes of tomorrow are in our schools today. Help us send them to you drug-free. Together we can turn the tide against drug use.

#### **WEST SUBURBAN CONFERENCE PROCEDURES FOR FORMING A COOPERATIVE PROGRAM AGREEMENT**

The following are the recommended steps for schools wishing to form a Cooperative Program in any West Suburban Conference Sport and/or activity program:

- A. The two or more schools will need to use the WSC Guidelines for Cooperative Program Sponsorship to establish a written agreement that would be approved by their local School Boards. Items to be considered are:
  1. Name of the newly formed Cooperative team.
  2. Where will the cooperative team practice and play their games.
  3. Financial agreement (budget for the activity/ sport) signed by each school entering into the Co-op.
  4. Develop a set of written rules to be followed by the Co-op Team concerning the areas listed below:
    - Academic standards for eligibility.
    - Discipline standards.
    - Athletic/activity code (training rules, parent permission slips, physical forms, etc.).
    - Transportation policy.
    - Sportsmanship enforcement.
    - Athletic awards criteria.
    - Pay to play policy and fee structure.

5. Which one of the two schools' administration will handle problems, concerns, and conflicts.

B. After securing this agreement between the two or more schools, the newly formed cooperative school program will have the Athletic Director responsible for the Cooperative program introduce the following information to the West Suburban Conference (WSC) Athletic Directors:

1. Provide a written rationale indicating the need for a cooperative program.
2. Submit a history of participation for the past three years, if there has been an existing interscholastic, club and/or intramural program at one or more of the schools and the number of students from each of the cooperative schools expected to participate.
3. Provide the written agreement for the newly formed co-op regarding (I- A-E) above.
4. Provide written assurance that the cooperative team will not limit participation opportunities for students in any of the cooperating schools
5. Provide additional information that will be helpful in determine the schools need to form a cooperative team/activity.

C. The WSC Athletic Directors will make a recommendation on the cooperative agreement to the Board of Control (Principals), who will vote on the proposed formation of the cooperative team/activity and the acceptance of the newly formed team into the WSC.

D. Upon approval of the WSC Board of Control, the cooperating schools will file their formal application to the Illinois High school Association (IHSA).

E. Upon approval by the IHSA the cooperative team/activity may begin participation within the WSC Guidelines.

## **WEST SUBURBAN CONFERENCE GUIDELINES FOR COOPERATIVE PROGRAM SPONSORSHIP**

I. Philosophy Statement The West Suburban Conference schools should provide interscholastic activities and sports programs in as many areas as possible. Increased opportunities for individual students should be the primary driving force, when a Conference school explores the formation of a cooperative agreement with another school to maintain their existing program and/or to add a new program for their students. The WSC Conference will consider cooperative agreements between IHSA member schools that will foster increased opportunities for students.

### **II. Rationale**

Reasons for a school to consider a cooperative agreement may consist of, but are not limited to the following:

Establishing a new program that would provide increased opportunities for students.

Expanding opportunities for students within an existing program.

Maintaining a program which is experiencing a decline in student participation.

Continuing a program when faced with a loss of a coach/sponsor and/or facility.

### **III. WSC Guidelines for Cooperative Program Sponsorship**

The WSC Board of Control shall have the authority to recommend to the IHSA Board of Directors, for their approval, the formation of cooperative athletic teams or activity programs by two or more public high schools under the following conditions:

A. For scheduling purposes, schools entering into cooperative agreements which are adding a new sport must adhere to the WSC General Guideline (waiting period of one calendar year) before becoming eligible for a Conference/Division championship. WSC schools electing to coop with other WSC schools and/or non-Conference schools who already compete within the Conference/Division schedule may begin play upon receiving approval of the IHSA (no waiting period). Application for co-op agreement must be approved no later than the last Board of Control meeting of the year (i.e. June 1996 for August 1997). A school who is unable to meet the above stated timeline will be able to compete as a coop team with other WSC schools, on a non-Conference basis. B. The combined enrollments of all schools involved in the cooperative team in that sport/activity, calculated according to the IHSA Classification System, is utilized to determine the classification for the cooperative team;

C. The cooperative sponsorship agreement is established for two consecutive years;

D. The governing boards of all schools participating in the cooperative team agreement jointly make the application to the IHSA Board of Directors for approval of the cooperative agreement;

E. The joint application includes:

1. Written approval from the Conferences of which the cooperating schools are members, and/or in which the cooperative will participate. 2. A statement signed by the principals of all cooperating schools designating the name under which the cooperative team will compete and in which Conference they will compete.

a. Conference schools wishing to co-op will remain in the Division/Conference schedule of the school that houses the sport/activity. b. Conference schools electing to co-op with a non-Conference school, if they agree to compete in the WSC, will compete in the WSC Conference Division where they competed prior to the co-op.

3. A report of the number of students from each of the cooperative schools expected to participate on the cooperative team.

4. A report of the number of students, if any, from each cooperating school who have been participating in the sport/activity involved, in programs offered on a non-cooperative basis by their own schools.

5. A statement expressing the reasons for the formation of cooperative schools..

6. Written assurance that the cooperative team will not limit participation opportunities for students in any of the cooperating schools.

#### PRINCIPALS' BOARD OF CONTROL EXTRACURRICULAR PHILOSOPHY STATEMENT

The West Suburban Conference Principals' Board of Control recognizes the value to the school, community and individual of participating in extracurricular activities. The student who becomes actively involved in school-sponsored activities and/or athletics under the supervision of qualified sponsors and coaches is able to extend the learning process beyond the regular classroom program of studies and receive greater value from his or her education.

Each of the West Suburban Conference schools should provide activities and interscholastic athletic teams in as many areas as physically possible. The continuation of the rich tradition of the Conference is dependent upon the wide range of participation by all member schools.

The activities and athletic programs offer a means for each student to gain an awareness of himself or herself and an appreciation of others, regardless of differences. West Suburban Conference students are offered opportunities to develop and broaden their special interests and skills, make new friends, compete, develop leadership skills, serve other, and, in general, have fun through participation in any of the extensive number of activities.

The value of these programs is extenuated by the wholesome atmosphere in which the activities and contests are held, as well as the supervision and structure that are also prevalent. The Conference is committed to providing students with alternative activities that are drug-, alcohol-, tobacco-, and gang-free and to teaching the harm of drug, alcohol, and tobacco usage and gang affiliation.

All participating schools must adhere to the letter and spirit of the West Suburban Conference's and the Illinois High School Association's rules and regulations.

In closing, the West Suburban Conference principals would like to express their appreciation to all of the coaches and sponsors who are dedicated to helping and working with students in these important and meaningful school-sponsored programs. It is their hope that, through diligence and hard work from those responsible for the success of the activity and athletic programs, the Conference will continue to flourish as one of the premier Conferences in the State of Illinois.