

**Part I - West Suburban Conference Guidelines
(Revised 11/20/2009)**

I. WSC Athletic Programs

Fall	
Boys	Girls
Cross Country	Cross Country
Football	Golf
Golf	Swimming & Diving
Soccer	Tennis
	Volleyball
Winter	
Boys	Girls
Basketball	Basketball
Swimming & Diving	Bowling
Track & Field (Indoor)	Gymnastics
Wrestling	Track & Field (Indoor)
Spring	
Boys	Girls
Baseball	Badminton
Gymnastics	Soccer
Tennis	Softball
Track & Field (Outdoor)	Track & Field (Outdoor)
Volleyball	

II. Conference and Non-Conference Athletic Participation Limitations

- A. Limited participation - Athletes may not be members of teams in two different sports during the same season or participate in two (2) levels of competition in the same time/day scheduled.
- B. Movement between levels is permitted except for participation on the same day against the same opponent. At conference championship meet, a participant may only compete at one level.
- C. Teams that do not participate in the Conference/Division schedule may not enter the Conference/Division Championship Meet in that sport.
- D. Member schools must make every effort to avoid forfeitures at all recognized levels of competition in that sport. Individual forfeiture situations, where the health and well being of the athletes are concerned, must receive the approval of the West Suburban Conference Athletic Directors.

- E. In order to add a sport or levels of competition in a sport, the West Suburban Conference Board of Control must give it's approval . To be approved, the sport must have at least one more than half of the member schools prepared to participate in that sport.
- F. No athlete is eligible for freshman competition if they have attended two semesters or if they will reach their 17th birthday during a sport season in which they wish to participate.
- G. No athlete is eligible for sophomore competition if they have attended four semesters or if they will reach their 18th birthday during a sport season in which they wish to participate.
- H. All, IHSA season and individual participation, limitations must be followed by the member schools.

III. Coaches Meeting

- A. The Resource Athletic Director will be responsible for conducting mandatory pre and post season meetings in their assigned sport at which the head coach or a designee from each participating school will be attendance. Failure to attend coaches meetings may result in disciplinary action (see section XII. Disciplinary Action).
- B. Pre Season Meeting - the purpose of this meeting should include, but may not be limited to, the following items:
 - 1. West Suburban Conference general guidelines/reminders
 - 2. Sport specific guidelines/reminders
 - 3. The exchange of relevant season information (schedules, directories, playing sites, etc.)
 - 4. Discuss potential post season concerns
- C. Post Season Meeting - the purpose of this meeting should include, but may not be limited to, the following items:
 - 1. Confirm final season records/standings.
 - 2. Confirmation of post season awards (see section VII. Awards).
 - 3. Entertain discussion regarding officials, assignment chairperson, etc., when applicable.
 - 4. Entertain discussion regarding sport specific guidelines.
 - 5. Approved coaches' recommendation(s) will be presented to the West Suburban Conference Athletic Directors for final action.
- D. Minutes of pre and post season meetings will be submitted to the WSC Athletic Directors by the Resource Athletic Director with a roster of attendance.

IV. Season and Practice Limitations

- A. Seasons and practices for specific sports will begin as specified by the IHSA.
- B. At the Varsity level, the sport season and practice will end by being eliminated from the State Tournament series. At the lower level(s), all contests and practices must end once the State Tournament series begins.
- C. Holiday contests and practices:
 - 1. Thanksgiving, Christmas, and New Year's Day are not to be used for any kind of contest or practice session or team meetings involving students. Individual school districts may have other specific limitations regarding the aforementioned activities. When a school is involved in an IHSA State series contest following Thanksgiving, practice may be scheduled on Thanksgiving.
 - 2. Sunday contests, practices, and team meetings are prohibited with the following exceptions: Sunday practice may be allowed for a team when it is participating in an IHSA State series which has been scheduled for the following Monday or Tuesday.

3. During winter vacation (Christmas), teams must allow for a minimum of five (5) days when no contests, practices, or team meetings involving students may be scheduled.
 4. Any exceptions to the above limitations require WSC Board of Control approval prior to the event. Such requests must be received by the WSC Board of Control to assure action at a regularly scheduled Board of Control meeting.
 5. Individual participation will be governed by IHSA rules.
- D. Failure to abide by the above Season and Practice Limitations may result in disciplinary action (refer to **XII. Disciplinary Action**).

V. Schedules

- A. The West Suburban Conference will regulate the scheduling in any sport and/or level of competition in which more than half of the member schools of the Conference participate.
- B. In the case of inclement weather, or other emergency, it will be the responsibility of the home team to postpone the scheduled contest. The contest should be re-scheduled on the first common available open date.
- C. On test dates (ACT, SAT and PSAT), all Varsity West Suburban Conference contests and/or Varsity Divisional Championships may not begin before **2:00 p.m.**
- D. Any school that has prom scheduled on the same date as a dual conference/division contest has the option of changing that contest to the next available date.

VI. Tickets and Admissions

- A. Conference Passes - One hundred twenty-five (125) annual complimentary passes will be presented by the Conference to each member school.
- B. Other complimentary admissions:
 1. Cheerleaders, in uniform, are to be admitted to away-from-home contests.
 2. Not more than two (2) student photographers shall be admitted for away-from-home contests.
 3. Not more than two (2) student reporters shall be admitted for away-from-home contests.
 4. Radio coverage by student stations may be granted providing sufficient notice is given to the host school. Accommodations will be determined by the host school.
- C. The admission price for all West Suburban Conference or Division Championship meets will be:
 - o ADULTS: \$4.00
 - o STUDENTS/CHILD: \$2.00
 - o At the discretion of the host school, senior citizens may enter a Division Championship event at a reduced or free admission price.

VII. Awards

- A. Division
 1. Varsity medals and lower level ribbons will be provided by the Board of Control from the general funds of the Conference. These awards are to be purchased for all sports in which Conference meets are held and will be presented at each Conference meet. Duplicate awards will be purchased in the case of ties for all place finishers.
 2. Trophies will be awarded for all Conference Varsity championships. Co-championships will be recognized and receive plaques.

3. West Suburban Conference schools will not allow or accept, from any organization or individual, a trophy for an athletic Conference championship won by any team, except the Conference award on the Varsity level.
 4. All West Suburban Conference Division team Head Coaches at the post season meeting will select an All-Conference team, if applicable. Individual schools are responsible for nominating their respective players. The Resource Athletic Director, or a designee, must be present during the selection of this team. Refer to the specific Sport Guidelines for All-Conference selection criteria.
- B. Individual athletic awards
1. The following guideline procedures may govern the giving of individual awards to athletes. Freshmen to receive a four inch (4") Numeral, Sophomores to receive a six inch (6") Sophomore letter, Junior-Varsity to receive an appropriate award, and the major award winner to receive an eight inch (8") monogram letter. The above specifications are the maximum letter size in such West Suburban Conference schools that follow these procedures.
 2. Certificates will be issued for All-Conference selections in baseball, basketball, bowling, football, soccer, softball, volleyball, and wrestling. Sports that have a Conference or Division championship, where medals are awarded to athletes, will not be permitted to issue this certificate to any of their athletes.
 - a. All-Conference - An athlete selected by the Conference Varsity coaches based on his/her seasons' performance in a sport.
 - b. Medalist - An athlete who placed in a Division or Conference championship based on his/her performance during that particular meet.
 3. West Suburban Conference championship patches or plaques may be awarded to Varsity letter winners. Patches or plaques will not be awarded to teams below the Varsity level.
 4. Coaches are urged to remain with their teams for presentation ceremonies at the end of each meet or contest where trophies or awards are to be given.
 5. An All-Academic team will be named in each sport with the criteria being: A senior award winner who has a cumulative Grade Point Average of "B" or better.

VIII. Protests

- A. The Principal's Board of Control of the West Suburban Conference will rule on all contests, appeals or protests. However, prior to filing of a protest, the Athletic Directors and the Principals of the schools involved will attempt to arrive at an amicable settlement. The recommended settlement will then be forwarded to the Principal's Board of Control, if this step is deemed necessary.
- B. Protests may be filed by the Principal or designee of any member school in the Conference under the following provisions:
 1. The protest shall state the exact nature of the violation (including date, time, location, event, etc.), together with the evidence available in support of the protest.
 2. The protest shall first be filed with the President of the West Suburban Conference Athletic/Activity Director by the time of their next regular meeting. The resolution of the protest will be determined by a majority vote of the Conference schools. This recommendation will be given to the Board of Control for final action.

IX. General Conduct of Contests

- A. Visiting bands are not allowed unless approved by the host school.

- B. IHSA Guidelines regarding mechanical noisemakers and signage should be adhered to. It is appropriate for visiting fans to consult with the home administration in regard to the placement of fixed signs.
- C. Contestant, coach, official, spectator, or any persons in any way connected with an athletic event, is not allowed to use tobacco, alcohol or any illegal substance in public throughout the duration of the event. This restriction includes locker rooms, hospitality areas, rest rooms, etc.
- D. Mascots and/or cheerleaders will take positions in the area assigned to them by the host school. Cheerleaders must follow National Federation Guidelines.
- E. Responsible adult supervision, (excluding participating coaches), will be provided by the visiting team in all Varsity Football and Boys Basketball games. On arrival at the site, this person will report to the Athletic Director or a representative in charge of the athletic event to assist in crowd control.
- F. The home schools will provide the visiting school space for an authorized person(s) requesting to record the event.
- G. At all games, the coach is responsible for the condition and supervision of his/her assigned locker room, and this locker room should be supervised at all times. It is important that the facility is left in the same condition as it was on arrival.
- H. Visiting athletes should provide their own locks.
- I. No headwear will be worn by West Suburban Conference teams while in uniform if the headwear is not school issued or has the school colors/logo and is part of the team uniform. Headwear shall be defined as a hat, stocking cap, visor, or headband.
- J. Public criticism of officials by coaches/players will not be tolerated.
- K. Failure to abide by the above General Conduct items may result in disciplinary action.

X. Procedures for Requiring Coaches to Officiate Scheduled Contests

- A. When two (2) or more officials are assigned and one (1) or more does not report, the contest should be played with the officials who are present. The Varsity contest will take precedence if a decision has to be made concerning the level at which an official is to be used.
- B. When an assigned lower level official does not report, the following criteria will be used before the coach assumes his/her responsibility to officiate the contest. Individual sport guidelines which cover officiating procedures may take precedent over the below guidelines:
 1. Attempt to secure an acceptable substitute licensed official not affiliated with either school.
 2. Attempt to secure an acceptable substitute licensed official or school official who may be affiliated with either school.
 3. In the event no one is available other than the coaches, they shall officiate the contest.

XI. Miscellaneous

- A. Reporting scores - The Resource Athletic Director will be responsible for recording season results and final standings.
- B. The Resource Athletic Director will be present at all West Suburban Conference pre and post season coaches meetings. The Resource Athletic Director will be responsible for the distribution of the minutes to all concerned.
- C. All school personnel of the Conference should assist in the return of athletic gear belonging to West Suburban Conference schools or students. Confiscation of misappropriated items serves as a deterrent against transgressive behavior.

XII. Disciplinary Action

- A. It is the school's responsibility for addressing violations with a report to the conference within ten (10) days of the incident.
- B. The West Suburban Conference Board of Control, at the recommendation of the Conference Athletic and/or Activity Directors, can impose disciplinary action upon a Conference school or competitive program for a violation of Conference and/or Sport Guidelines.
- C. The Board of Control discipline may include, but is not limited to, the following list of options:
 - 1. Censure the offending school(s)/school personnel.
 - 2. Recommend to the school, suspension of school personnel for a specified period of time. (Must be filed in writing)
 - 3. Contest forfeiture(s).
 - 4. Suspend the school(s) from eligibility for Conference championships in one or more sports.
 - 5. Recommend to the Superintendents discontinuance of competition with school(s) by all West Suburban Conference members.
 - 6. Recommend to the Superintendents any other action deemed appropriate short of expulsion from the West Suburban Conference.
- D. A vote of two-thirds (2/3) majority of the Board of Control present at a regularly scheduled (or a specifically scheduled) meeting is required to implement any consequence(s).