

Updated: 08/05/16

SCHYULKILL LEAGUE

OPERATIONS HANDBOOK

Established 2016

Purpose and Procedure

1. The operations handbook is provided as a written document detailing the methodology employed by the Schuylkill League
2. The Operations Handbook must be approved by a majority vote of member schools at a meeting of the Schuylkill League.
3. The Operations Handbook may be amended by a majority vote of member schools.
4. The Operations Handbook should not conflict with the Constitution or the By-Laws of the Schuylkill League or the by-laws governing individual sports.

Meetings

1. The Schuylkill League shall meet 4 times per year in accordance with the Constitution
2. The Schuylkill League Athletic Directors shall meet in September, November, January, March and May of each school year.
3. Individual sports committees shall meet once prior to the start of the season and once after the season has concluded.
4. Members must be present in order to vote at meetings.
5. Special meetings may be called at the discretion of the League president, the Athletic Director's Association president, or the sports chairperson.
6. Electronic (email) votes may be used at the discretion of the League president, the Athletic Director's Association president, or the sports chairperson.

League Alignment

Sports that are operated under the jurisdiction of the Schuylkill League should be aligned under the following principles:

1. Divisional Alignments in each sport league shall be based on the number of schools that are in each sport league. If a sport league has 1-9 teams--that sport league will have one division; If a sport league has 10-16 teams--that sport league will have two divisions; If a sport league has 17-19 teams--that sport league will have three divisions; If a sport league 20 or more teams--the number of divisions in that sport league will be determined by that sport league.
2. Sports with 2 divisions shall be aligned by enrollment with the schools with the higher number of students placed in Division 1.

3. Sports with 3 divisions shall be aligned with a combination of enrollment and geography. Divisions 2 and 3 must have no less than 5 teams and, if possible, should have an equal number of schools. Division 1 will be composed of the schools with the highest enrollment.
4. Sports with 4 divisions shall be aligned with the highest enrollment schools in Division 1, the second highest enrollment schools in Division 2. Divisions 3 & 4 will be aligned geographically. Each division must have a minimum of 5 schools.
5. When a sport league is aligned by school enrollment, a team with a higher or lower enrollment figure may choose to participate in the division with the highest enrollment if a written request from the school principal is provided, and a team in that Division agrees to replace the exiting team. This move must then be approved by a simple majority vote of all schools in the specific sport league. Note: If multiple schools request to move and the "receiving division" does not have the same number of schools wishing to move--the school(s) whose enrollment is closest to the cutoff will be chosen to move divisions for the two year cycle.

Playoffs

1. Each individual sport will propose a format to determine the bracketing for a league playoff that is played to a championship.
2. Individual committees will recommend sites, times, uniform choice and ticket prices for each playoff.
3. Playoff packets must be approved by majority vote of the schools that participate in that sport.
4. Ties will be broken based on the formula outlined in section titled, "Tie-breakers."
5. Playoffs in each sport will be completed prior the start date of the District XI tournament. The start dates of the District III and District IV tournaments will be considered if applicable.
6. The Schuylkill League will purchase liability insurance for all championship tournaments/events.

Scheduling

1. Final preparation of the league schedule will be completed on or within 1 week after October 1 of each calendar year ending with an odd number.
2. Scheduling dates will coincide with PIAA and District XI mandates.
3. Sport chairs will approve a blank template that includes league dates prior to October 1.
4. Schedules/alignment may be altered if the PIAA enrollment number is different than the number reported to the league.

Tie-breakers

1. Procedure

2-way tie, both teams qualify for league playoffs

1. Teams declared co-champions
2. Teams seeded in the league playoffs by the following criteria:
 - A. head-to-head records in league contests
 - B. District XI rating vs. league opponents
 - C. District XI rating vs. all opponents
 - D. Coin flip

2 way tie, only one team qualifies

1. League playoff participant decided by:
 - A. head-to-head records in league contests
 - B. play

3 way tie, 2 teams qualify for league playoffs (Champion & Wild Card)

1. Head-to-head records vs. tied teams
 - A. Team with best record qualifies as the division champ
 - B. Remaining teams play off for the wild card position

If all 3 teams have an equal record vs. each other:

- A. Team with the best league District XI rating qualifies as the league champ
- B. If 2 or more teams remain tied, overall District XI rating is used
- C. Remaining teams play off for the wild card position

3 way for the wild card position or divisional champ with 1 league entrant

1. Head-to-head records vs. tied teams
 - A. Team with best record qualifies as the top seed
 - B. Remaining teams play off for the wild card position
 - C. Winner plays top seed

If all 3 teams have an equal record vs. each other:

- A. Team with the best league District XI rating qualifies as the top seed
- B. If 2 or more teams remain tied, overall District XI rating is used
- C. Remaining teams play off for the wild card position
- D. Winner plays top seed

If more than 3 teams qualify for one or two league playoff spots

- A. Sport committee and the league officers determine tie-break procedure

2. Tie-breaker Management

- 1. All tie-breaker playoff games are held under of the jurisdiction of the Schuylkill League

Finances

- 1. All monies received and all expenses incurred will be deposited and debited from one account.
- 2. Sports chairs, with the assistance of the league treasurer, of each individual sport should prepare and deliver a written report to the League detailing all expenses and revenues associated with the management of the regular season and playoffs/championship of that sport.
- 3. Expenses should include trophies, medals, officials' fees, and site rental/personnel.
- 4. Revenue should include dues, sponsorship and ticket sales
- 5. Stipends paid by league, such as, but not limited to league positions, official assignors, administrative software, office supplies should not count as an expenditure of individual sports, but rather as a league operating expense.
- 6. The league treasurer should provide all relevant financial information, results and projections at each league meeting.

Hosting of League Playoff Events

- 1. Schools interested in hosting league playoff events should provide the sport chair with a cost analysis of using that site. Analysis should include site rental and cost of personnel. (Attached)
- 2. The school that is awarded the host designation shall not exceed the quoted expenses without the written permission of the League president.

3. The host school shall be covered by the League's liability insurance coverage.
4. Championship sites will be recommended by individual sport' chairperson.

District XI Representation

1. The Schuylkill League shall hold an election for any vacancies of representatives to District XI committee. Candidates must meet the requirements set forth by District XI.
2. Only a representative of a District XI school may be a candidate for a position.
3. Once elected by the Schuylkill League, the representative term of service will roll over for the following term with the following exceptions:
 - A. District XI increases the number of representatives. An election will be held for the new position.
 - B. District Xi decreases the number of representative. An election will be held for all those seeking the position.
 - C. A serving representative wishes to retire from the District XI committee.
 - D. A serving member is no longer employed or employed in a qualifying position by his/her school district to serve on the District XI committee
 - E. Any League member school that is also a member of District XI may call for an election to be held. The school must make this request after January 1, but before March 1 of a given year, in writing to the League president. An election for all positions will be held no later than March 31. Election winners will take the position in accordance to District XI rules. The league president will serve or appoint an individual to oversee the nomination and election process.

Advertising and Merchandise

1. Any and all material items that designate, demonstrate or exhibit the Schuylkill League or any likeness or mention thereof, must have the written approval of the Schuylkill League.
2. The Schuylkill League will receive all revenue following the coverage of the production costs of the items.
3. The Schuylkill League will not distribute reimbursements if the profit line is not met.
4. All advertising or sponsorship deals for League events or the League web site must be approved by the League or the League's executive committee.

Stipends

1. A stipend for President and Vice-President will be created. The Secretary/Treasurer will be remunerated at the yearly rate of Two Thousand Five Hundred Dollars (\$2,500.00) and for each year the same person remains in the position will receive a 3% increase. Payment of salary is to be made at the May Meeting of the League.
2. A scheduler will be elected by member schools. The scheduler will be responsible for drafting league schedules for all sport leagues. Schedules will be set on a two-year basis. He/she will be remunerated at the yearly rate of One Thousand Five Hundred Dollars (\$1,500.00) and will receive a 3% increase in each year he or she continues in the position. Payment of salary is to be made at the May Meeting of the League.
3. The person responsible for maintaining the Schuylkill League Website will be paid a yearly stipend. The amount of the stipend will be determined by league members and will be a minimum of \$1000 and each year the person continues in the position will receive a 3% increase.
4. A tournament Director will be appointed by the League president and provided a stipend to be approved \$75 or \$100, depending in the sport.

Media Fees

1. The Schuylkill League shall establish broadcast fees for League championship tournament contests

Sport	Radio Fee	Telecast Fee	Webcast Fee
Boys Soccer	\$25/game		
Cross Country	\$25/meet		
Girls Soccer	\$25/game		
Golf	\$25/game		
Volleyball	\$25/game		
Basketball	\$100/game		
Swimming	\$25/meet		
Wrestling	\$25/day		
Baseball	\$50/game		
Softball	\$50/game		
Track and Field	\$25/game		

** Television and webcast fees to be negotiated with League officers.

Officials Fees

- The Schuylkill League shall establish stipends for the officials of Schuylkill League contests.

Sport	SL	Dist XI	SL	Dist XI
	2016-17	2016-17	2017-18	2017-18
Baseball (Var)	\$70.00	\$ 71.00	\$71.00	\$ 72.00
Baseball (JV)	\$58.00	\$ 59.00	\$59.00	\$ 60.00
Baseball (Var 2)	\$137.00		\$138.00	
Baseball (JV 2)	\$82.00		\$83.00	
Baseball(JV/var)	\$106.00	\$ 107.00	\$107.00	\$ 108.00
Basketball (VAR)	\$73.00	\$ 73.50	\$74.00	\$ 74.00
Basketball (JV)	\$56.00	\$ 57.50	\$57.00	\$ 58.00
Basketball (JV/FR)	\$96.00		\$97.00	
Basketball (JH 1)	\$50.00	\$ 56.50	\$51.00	\$ 57.00
Basketball (JH 2)	\$72.00		\$73.00	
Basketball (JH 3)	\$93.00		\$94.00	
Football (VAR)	\$74.50	\$ 74.50	\$75.00	\$ 75.00
Football(JV)	\$56.00	\$ 58.50	\$57.00	\$ 59.00
Football (JH)	\$53.00	\$ 57.50	\$54.00	\$ 58.00
Football (JV-2)	\$88.00	\$ 94.50	\$89.00	\$ 95.00
Soccer (VAR)	\$67.00	\$ 69.50	\$68.00	\$ 70.00
Soccer (JV)	\$53.00	\$ 57.50	\$54.00	\$ 58.00
Soccer (comb)	\$105.00	\$ 105.50	\$106.00	\$ 106.00
Soccer (JH)	\$50.00		\$51.00	
Softball (Var)	\$69.00	\$ 69.50	\$70.00	\$ 70.00
Softball (JV)	\$57.00	\$ 57.50	\$58.00	\$ 58.00
Softball (Var)2	\$137.00		\$138.00	
Softball (JV/var)	\$105.00	\$ 105.50	\$106.00	\$ 106.00
Softball (JV 2)	\$90.00		\$91.00	
Softball (JH)	\$53.00	\$ 54.50	\$54.00	\$ 55.00
Softball (JH 2)	\$82.00		\$83.00	
Swimming (B/G)	\$70.00	\$ 71.50	\$71.00	\$ 72.00
Swimming (1)	\$47.00	\$ 47.50	\$48.00	\$ 48.00
Track (B/G)	\$70.00	\$ 71.50	\$71.00	\$ 72.00

Sport	SL	Dist XI	SL	Dist XI
Track (1/JH)	\$50.00	\$ 71.50	\$51.00	\$ 72.00
Track (TRI) JH +10				
Volleyball (var)	\$50.00	\$ 59.50	\$51.00	\$ 60.00
Volleyball (JV)	\$42.00	\$ 48.50	\$43.00	\$ 49.00
Volleyball (Comb)	\$82.00	\$ 86.50	\$83.00	\$ 87.00
Wrestling (var)	\$73.00	\$ 73.50	\$74.00	\$ 74.00
Wrestling (JV/JH)	\$56.00	\$ 57.50	\$57.00	\$ 58.00
Wrestling (Comb)	\$94.00	\$ 94.50	\$95.00	\$ 95.00
Wrestling (TRI)	\$203.00		\$204.00	
Wrestling (QUAD)	\$253.00		\$254.00	
Wrestling (tourn)				

League Stipends (pending approval)

	Schuylkill League
President	\$1500
Vice President	\$1000
Secretary/Treasurer	\$2500
Scheduler	\$1500
Webmaster	\$1000
Tournament/Meet Directors	\$875
Total	\$8375

Tournament/Meet Directors

Sport	Stipend
Soccer	\$100
Cross Country	\$75
Golf	\$75
Volleyball	\$75
Basketball	\$100
Wrestling	\$75
Swimming	\$75
Baseball	\$75
Softball	\$75
Track & Field	\$75
Total	\$875

Media Fees

- Radio** \$100.00 for Basketball
 \$50.00 for Baseball, & Softball
 \$25.00 for Volleyball, Swimming, Cross Country, Soccer, & Track
- Television** Negotiated by President

Sports Committees

1. The President shall assign a principal and an athletic director to each individual sport committee. The coaches of that sport will select a coach's representative.
2. Appointments shall be for one year.
3. Appointments are automatically renewed unless there is action by either the League or the Coach's Association.

Sport	Chairman	Athletic Director	Coaches Rep
Cross Country	John Brennan	David Holmes	Brittney Shelton
Football	Kyle Spotts	Dustin McAndrew	Mike Farr
Golf	Kristin Black	Randy Russelavage	Howard Merrick
Soccer	Mike Hromyak	Rich Dry	Ryan Wagner/Ian Blythe
Volleyball	Jim Gross	Mike Klembara	TJ O'Connor
Basketball	Eric Rismiller	Scott Dimon	Pat Crampsie/
Swimming	Sarah Yoder	Eric Rismiller	Sandra Englert
Wrestling	David Holmes	Dustin McAndrew	Jon Mashack
Baseball	Bob Felty, Jr.	Scott Buffington	Del Hauck
Softball	Rich Dry	Josh Muldowney	Chuck Rinaldo
Track and Field	Ruth Weidman/Doug Morgan	Kristin Black	Jason Burgess

Duties of the Chairperson

1. The chair shall suggest or confirm league play dates in conjunction with the League scheduler.
2. The chair is responsible, in conjunction with League treasurer, for providing the league with a financial report detailing the expenses and revenues associated with the management of the sport for its athletic season.
3. The chair shall receive bids for and recommend host sites for League playoffs/championships.

Cooperative Agreements

1. Agreements must be joined and disbanded in accordance to the PIAA, District XI, and Schuylkill League Constitution and By-laws.

Co-operative Agreements 2016 Cycle

Sport	Host School	Co-op school(s)
Boys Soccer	Nativity	Shenandoah Valley
Golf	Mahanoy Area	Shenandoah Valley
Golf	Lourdes	Mount Carmel & Southern Columbia
Volleyball	Lourdes	Mount Carmel
Swimming	Mahanoy Area	Shenandoah Valley
Wrestling	Halifax	Millersburg
Wrestling	Pottsville	Nativity
Wrestling	Mahanoy Area	Shenandoah Valley
Wrestling	Tri Valley	Minersville
Softball	Lourdes	Mount Carmel
Track & Field	Minersville	Tri Valley

Request for Proposal

School/Site:

Sport:

Dates:

Facility Rental	\$
Facility Total	\$
Personnel (List positions)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Personnel Total	\$
Total Cost	\$

 (Signature of Principal/Athletic Director)

District Classifications

1. Fall Sports

School	B Soccer	B XC	G XC	Football	G Soccer	Golf	Volleyball	G Tennis
Blue Mountain	3A	2A	2A	4A	3A	3A	3A	2A
Halifax							1A	
Jim Thorpe	2A	2A	2A	3A	2A	2A	2A	2A
Lehighton	2A	2A	2A	3A	2A	2A	3A	2A
Lourdes						2A	1A	
Mahanoy Area		1A	1A	2A		2A	1A	
Marian		1A	1A	1A		2A	1A	
Millersburg							1A	
Minersville	1A	1A	1A	2A	1A		2A	
Nativity	2A	1A	1A	1A	1A	2A	1A	
North Schuylkill	2A	2A	2A	3A	2A	2A	2A	
Panther Valley				2A			2A	
Pine Grove Area	2A	2A	1A		2A	2A	2A	
Pottsville	3A	2A	3A	4A	3A	3A	3A	3A
Schuylkill Haven	1A	1A	1A	2A	1A		2A	
Shenandoah Valley		1A	1A	1A			1A	
Tamaqua	2A	2A	2A	3A	2A	2A	3A	
Tri Valley	1A				1A		1A	
Upper Dauphin							1A	
Weatherly	1A	1A	1A		1A	2A	1A	
Williams Valley	1A				1A		1A	

2. Winter Sports

School	B Basketball	G Basketball	B Swimming	G Swimming	Wrestling
Blue Mountain	5A	4A	2A	2A	3A
Halifax					2A
Jim Thorpe	4A	3A			2A
Lehighton	4A	4A			2A
Lourdes	1A	1A			
Mahanoy Area	2A	2A	2A	2A	2A
Marian	2A	2A			2A
Minersville	3A	2A			
Nativity	1A	1A			
North Schuylkill	4A	3A			2A
Panther Valley	2A	3A	2A	2A	2A
Pine Grove Area	3A	3A			2A
Pottsville	5A	5A	2A	2A	3A
Schuylkill Haven	2A	2A	2A	2A	2A
Shenandoah Valley	2A	2A			
Tamaqua	4A	4A	2A	2A	2A
Tri Valley	1A	2A			2A
Upper Dauphin					2A
Weatherly	1A	1A			
Williams Valley	2A	1A			2A

3. Spring Sports

School	Baseball	Softball	B Track	G Track	B Tennis
Blue Mountain	5A	4A	3A	3A	2A
Jim Thorpe	4A	3A	3A	2A	2A
Lehighton	4A	4A	2A	3A	2A
Lourdes		2A			
Mahanoy Area	2A	1A	2A	2A	
Marian	2A	3A	2A	2A	
Minersville	2A	2A	2A	2A	
Nativity	1A	1A	2A	2A	
North Schuylkill	3A	3A	2A	2A	
Panther Valley	2A	2A	2A	2A	
Pine Grove Area	3A	3A	2A	2A	
Pottsville	4A	5A	3A	3A	2A
Schuylkill Haven	2A	2A	2A	2A	
Shenandoah Valley	2A	2A	2A	2A	
Tamaqua	3A	4A	2A	2A	
Tri Valley	1A	1A			
Weatherly	1A	1A	2A	2A	
Williams Valley	1A	1A			

SCHUYLKILL LEAGUE

ADDITIONAL MEDAL ORDER FORM

SCHOOL NAME: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY, STATE, ZIP _____

SCHOOL PHONE #: _____

SPORT: _____

QUANTITY
COST

TOTAL

_____ GOLD MEDALS @ \$6.96 EACH _____

_____ SILVER MEDALS @ \$6.96 EACH _____

TOTAL AMOUNT DUE _____

PLEASE FULLY COMPLETE FORM & FAX, EMAIL or MAIL ORDER TO DELROSE AWARDS

EMAIL ADDRESS: delrose@ptd.net
FAX NUMBER: 570-645-2225
MAILING ADDRESS: 126 West Ridge Street, Lansford, PA 18232

- **ORDERS WILL BE PROCESSED AS SOON AS POSSIBLE.**
- **WHEN MEDALS ARE READY FOR PICKUP, DELROSE AWARDS WILL CONTACT YOU AT THE PHONE NUMBER YOU PROVIDED.**
- **DELROSE AWARDS WILL SEND INVOICE TO THE ADDRESS YOU PROVIDED.**