

Lewis & Clark League Standard Operating Procedures

(Adopted 8-23-14)

ARTICLE I - MEETINGS

League meetings will be held in a central location.

The Principals and/or their designated representatives and the Athletic Directors group chairman will attend administrative meetings. Administration and Athletic Directors' meetings will begin at 10:00 a.m.; the coaches' meetings begin at 7:00 PM. Each school will be entitled to one vote. This vote shall apply only to sports or matters in which the school participates.

The schedule and basic agenda for the league meetings for the year is as follows:

ATHLETIC DIRECTOR'S MEETINGS

TIME

AGENDA

10:00 AM - **Thursday** of the first week of practice in August in Warrenton, OR

1. Review fall sports schedules
2. Prepare yearly budget
3. OADA dues
4. League passes/league directory
5. Review Principals spring SOP changes.
6. Distribute All-League certificates.
7. Hand out League passes

10:00 AM - Second Wednesday in October

1. Discuss fall sports
2. Dist. Volleyball play-offs
3. Cross Country conference & district
4. Fall/Winter schedules for next year
5. Receive updated copy of SOPs

10:00 AM - Third Wednesday in November

1. Review fall sports
2. Review fall SOP recommendation from coaches

10:00 a.m. - Second Wednesday in December

1. Nominate AD to OADA/Years of Service
2. Review and update fall SOPs

10:00 AM - Third Wednesday in January

1. Discuss Basketball season
2. Spring schedules

10:00 AM - Wednesday prior to last league basketball game in February

1. Review basketball season and preview
2. Review spring schedules
3. Bring All-League nominations for basketball
4. Review possible AP/Band/Choir conflicts for Spring

10:00 AM - Second Wednesday in March

1. Preview spring sports
2. Review District & State Basketball Tournament
3. OSAA and reclassification
4. Review winter SOP recommendations from coaches

August 2014

10:00 AM -The
Wednesday 1 week prior to
The AD conference

1. Winter SOP revisions
2. OADA issues
3. Sports chairperson assignments
4. League offices
5. Review track meets:

April - State Athletic
Directors Conference

9:00 AM - Last
Tuesday in May

1. Review spring SOPs
2. Confirming fall schedules
3. Distribute spring schedules
4. Approve calendar for following year

COACHES MEETINGS

TIME

(Fall Sports)

Volleyball Cross Country, Football

After the last regular
season game (TBD)

AGENDA

1. Review season
2. Prepare recommendations for Athletic Directors
3. Select All-League Teams
4. Discuss own agenda

Preseason Volleyball

1. Review rules & responsibilities

Basketball

Sunday after last
regular season game.

1. Review season
2. Prepare recommendations for Athletic Directors
3. Discuss own agenda

Wrestling

Seeding meeting prior to district
tournament

1. Prepare recommendations for Athletic Directors
2. Discuss own agenda

Preseason Track

A week prior to first
competition date

1. Review rules & responsibilities

Baseball/Softball

Sunday after last
regular season game

1. Review season
2. Prepare recommendations for the Athletic Directors
3. Select All-League Teams
4. Discuss own agenda

Track

Wednesday after State Meet

1. Prepare recommendations for Athletic Directors

ADMINISTRATORS MEETINGS

TIME

10:00 AM - Second
Wednesday after Labor Day

AGENDA

1. Unfinished business from previous year
2. Approve SOPs from Previous spring
3. Review play-off plans for all fall sports
4. Review previous expenditures and new year's budget
5. Adopt new year's budget as proposed by the athletic directors
6. Discuss any changes in procedures, policies, etc.
7. Athletic Directors questions, input, etc.
8. Band & choir representatives present.
9. Approve spring sport schedules.
10. Set April date for Band/Choir Festival.
11. Sportsmanship Conference

10:00 a.m. – 2nd Wednesday
in November

1. Discuss playoffs for all fall sports and basketball
2. Review all schedules
3. Review budget
4. Review Athletic Directors' recommendations

10:00 a.m. – 1st Wednesday in
April

1. Review basketball tournament
2. Review Athletic Directors' tournament recommendations
3. Approve fall and winter sport's schedules.
4. SOP and Constitution changes for fall approval
5. Review winter SOP's
6. Review OSAA & OADA proposals

10:00 a.m. - Second
Wednesday in May

1. Review spring sports
2. Constitution changes for winter
3. Exchange officers
4. Approve League sports chairperson for all sports
5. Distribution of state basketball funds
6. Confirm League officers for next year.
7. Principal Award Certificates
8. Finalize constitutional and SOP changes for all SOP's except spring sports

1:00 p.m. - Third Wednesday
in June

1. Review spring SOP revisions

Choir - The choir festival will be held in the month of April at a specific date set at the first administrators' meeting of the year.

Band - The band festival will be held in the month of April at a specific date set at the first administrators' meeting of the year.

ARTICLE II - OFFICERS

The officers shall rotate in turn alphabetically as president, vice-president, and secretary/treasurer, in accordance with the rotating pattern established by the OSAA for district committee assignments.

The duties of the Administrator President:

1. Circulate an agenda of the Principals meeting one week before the league meeting.
2. Preside at all meetings of the league.
3. Assume any other duties requisite for that office.
4. Be responsible for the presentation of all the awards and trophies at the designated time.
5. Appoint three principals to review and recommend to the league the adjudication or discipline regarding complaints lodged against a member school.

The duties of the Administrator Vice-President:

1. Assume the duties of the president in the absence of that officer.

The duties of the Administrator Secretary:

1. Take minutes of league meetings and forward duplicate copies of these minutes to all league schools.
2. Send minutes to all schools in a timely matter.

The duties of the League Treasurer:

1. Keep all financial accounts of the league, disperse all funds and render to each member school a statement of the income and expenditures of all league undertakings at the regular meetings.
2. Update league SOPs.
3. Stipend \$500 a year.

The duties of the Athletic Director's group chair:

1. Notify member schools of A.D. group meetings.
2. Communicate the recommendations of the A.D. group to the principals at their meetings.
3. Insure that the coaches elect sports chairperson for each sport specified in Article I.
4. Distribute copy of minutes to each member school and administrative chair. (Delegated to AD secretary)
5. Purchase/distribute of all league certificates.

The duties of the Athletic Director:

1. Buy all league trophies and pay for them from league funds and supply and disseminate all-league certificates.
2. Distribute the league passes prescribed in the SOP at the first league meeting of the year.
3. Insure that revisions of the SOP and Constitution are prepared, dated and circulated to all member schools.
4. Supervise the selection of all-league awards for the respective sport.
5. Prepare a proposed budget for the upcoming year for adoption at the August meeting.

The duties of the Sports Chairperson:

1. Prepare the schedules for each sport and submit them to the Athletic Directors for review and to the Administrators for approval according to Article I.
2. Be responsible for league statistics for the respective sport.
3. Notify League schools of All-League awards.
4. Specific duties listed under each sport.

ARTICLE III - BUDGET AND FEES

The budget shall be prepared by the Athletic Directors and adopted by the Administrators at it's September meeting. The major income of the league shall be from the League basketball tournament. If, after the league tournament reports, it is determined that the budget for the year will not be met by those receipts, the deficit will be distributed by assessment to all member schools.

ARTICLE IV - AMENDMENTS

This constitution may be amended by a two-thirds vote of member schools. A proposed amendment to the constitution must be read at one regular meeting and voted upon at the next regular meeting.

The Standard Operating Procedures shall be developed for league procedures in general and for the procedures for each sport. These shall be treated as by-laws. By-laws may be amended by a majority vote for the member schools at the Administrator's meeting.

ARTICLE V - QUORUM

A quorum shall consist of a majority of member schools.

The following schools are member schools:

Catlin Gabel
Clatskanie
De La Salle
Oregon Episcopal
Portland Adventist
Portland Christian
Rainer
Riverside
Warrenton

ARTICLE VI - SPORTSMANSHIP

Interscholastic activities are an integral part of the secondary educational program and provide learning experiences not otherwise found in the curriculum. Recognizing the importance that athletics play in the growth of students is paramount in developing a league sportsmanship direction. The schools of the Lewis & Clark League are unified in endorsing the sportsmanship code of conduct established by the OSAA Oregon Schools Activities Association.

1. A school sportsmanship code for athletes and spectators should be adopted and committed to writing as policy. It should include: spectator use of alcoholic beverages; inappropriate player and/or spectator participation such as obscene and abusive language or remarks and unsportsmanlike conduct; specific action that will take place in the event unsportsmanlike conduct is not controlled. Copies of the districts policy should be communicated to students and the community as well as be posted for the general public.
2. Coaches must be positive role models at games, including accepting the decisions of the officials without excessive display of emotions.

3. The rally squads should promote good sportsmanship by leading positive cheers and modeling attitudes of good sportsmanship.
4. An official should be appointed from each school and made known to the visiting school for such things as crowd control, escorting officials and visiting teams to and from appropriate facilities, and providing comfortable and secure visiting team arrangements.
5. Arrangements should be made to provide visiting fans with separate seating.
6. At the conclusion of every game, players and coaches from each team will shake hands.
7. In the event of crowd misconduct that can affect safety, the officials can stop the contest and inform the home administrator of the situation. The home management will take whatever steps necessary to control the situation, including evacuating the stadium or gymnasium. If the situation is not brought under sufficient control to insure safety, then the officials can call the game at that point.
8. Schools should attempt to resolve incidents involving unsportsmanlike conduct, thefts and damage in a mutually satisfactory manner. The incident and action taken should be brought to the next league meeting as an informational item.
9. It is important for the Lewis & Clark League to provide a source of support and advice for its members on matters of sportsmanship.

LEWIS & CLARK LEAGUE
STANDARD OPERATING PROCEDURES

GENERAL ITEMS:

1. The National Federation Rules will be used in all sports.
2. It will be unnecessary to exchange contracts between schools. League schedules will take their place. A letter is to be sent as soon as possible advising of inability to follow through on a commitment when this becomes apparent.
3. Changes to the League schedule will be allowed by mutual consent of the schools involved. These changes must be made in the school year prior to the contest that is being played when schedules are discussed and approved by the Athletic Directors. Changes can be made during a school year only if extenuating circumstances and emergencies arise.
4. Schools shall have rosters of varsity players in football, boys' and girls' basketball, volleyball, baseball and softball in OSAA Scorecenter prior to the start of each respected sport. . A copy shall be sent to each opposing school no later than one week prior to the beginning of the league season.
5. No league contests shall be scheduled on a Sunday.
6. League Passes: Shall be issued by the Athletic Director Secretary. No more than twenty-five passes shall be issued per school. Schools shall honor the spirit of passes in providing them only for scorekeepers, statistician, bus drivers, faculty, administrators and coaches. (They are not intended for boosters and board members for away contests).

Maximum admission prices are \$3.00 for visiting students with student body cards or senior citizen (60 years old), and \$6.00 for adults. Team members and cheerleaders are not to be charged. Grade school prices are left to the discretion of the host school and schools will make this policy known to their supporters.

7. Trophies: Duplicate trophies will be awarded in case of a tie or co-champion. The Administrators will periodically review the style of the league trophy. Trophies will be awarded at the championship event if possible or at a school assembly of the winner. Trophies will be purchased for those sports in which more than two of the league schools operate interscholastic programs. Determination of the league champion will be spelled out in each sport's SOPs.
8. No league champion in JV or Frosh competition will be recognized in any sport. Seniors are not allowed to compete in JV or Frosh level unless mutually agreed prior to the contest.
9. No scouting information or materials are to be given out on any member school to any non-member school.
10. A school can only bring a band or pep band when arranged with the host school. Spectators will not be allowed to bring individual musical instruments.
11. All artificial noisemakers and confetti are prohibited during athletic contests. A host school may remove any noisemaker (item or person) with the assured support of the visiting administration.
12. All-League teams, League MVP will be selected for football, cross-country, boys' basketball, girls' basketball, volleyball, baseball, softball and track. Coaches will also select a coach of the year and a team sportsmanship award winner. Track All-League teams will be based on individual finish at the league meets. Team sports will use the following criteria:

Coaches will nominate their own players but may not vote for their own players in the balloting. Balloting will be by secret ballot and votes will be counted by the Athletic Director, Principal, or another designee of the school who is acting as the chair of that sport who is not a coach for that sport. Coaches are to send in their nominations one week prior to the league meeting for their respected sport to the league chair in the form of email.

If the sport has ten or more teams, coaches will select a first team, a second team, and a third team. Any athlete not placed on one of these three teams who receives two or more votes will be given "honorable mention".

If the sport has fewer than ten teams competing, coaches will select a first team and a second team. Any athlete not placed on one of these two teams who receives two or more votes will be given "honorable mention."

Voting is to be done by secret ballot using a point ranking system. Upon completion of the first team selections a separate ballot will be used to select the Player of the Year. A 3-2-1 ranking system will be used to vote for those nominated for POY.

The Coach-of-the-Year will be selected by ballot using a 3-2-1 ranking system. Each coach will nominate up to three coaches, ranking them from three to one with three being their first choice. The coach who receives the highest ranking will be named "Coach-of-the-Year". If there is a tie between two or more individuals, another vote will take place between the tied individuals. If there is still a tie, co-coaches will be honored. If there is still a tie between more than two coaches, no Coach-of-the-Year will be honored.

The League will award a Sportsmanship Award to a team in all team sports at the conclusion of each season.

All-League selections are to be recognized by an appropriate certificate to be supplied by the athletic directors of each school except for basketball, which will be prepared and distributed by that sports chair at district tournament. The sport chairperson shall inform newspapers of All-League selections.

Any changes made to the All-League teams after the initial meeting shall be made from the requesting school Principal to the sport chairpersons Principal.

13. Athletic Directors will be responsible for communicating and establishing all changes in schedules. Changes will be subject to prior approval of the principal.
14. No towels will be provided for visiting schools in all sports.
15. Championship Tournament/Meet Guidelines for Volleyball, Basketball, District Track, Baseball and Softball.
 - A. Director - the sports chairperson or his/her appointee shall serve as the tournament/meet director.
 - B. Duties - each participating school will share in the tournament/meet responsibilities as assigned by the director.
 - C. Admission - \$6.00 Adults, \$3.00 Students/Senior Citizen (60 years old) - each session. Children (5 years old and younger) - Free

1. Basketball – No passes needed for non-participating teams. A school official will call the hosting school and inform them of any individual or group who will be attending that should not be charged admission. Any group(s) who participate in the games or associated activities at District Tournaments shall be admitted free. Such participation must be cleared in advance with the tournament director. Rally in uniform - band with director. NO LEAGUE PASSES ACCEPTED. OACA Gold Cards accepted.
 - D. Officials - will be assigned by the association serving the tournament site for Volleyball, Baseball and Softball. For Basketball, one coast, one Longview, and two Portland officials will be used for the finals. Track officials are to be adults.
 - E. Teams tied for last playoff spot will always play off with the exception of football. These playoffs are considered part of district playoffs and the designated home team will take in gate receipts, fill out expense reports and send both to League Treasurer.
16. The league will reimburse fees to attend the State Athletic Directors Conference.
 17. SPORTSMANSHIP
 - A. The following sportsmanship statement will be read before each home game: "The schools of the Lewis & Clark League are unified in endorsing the sportsmanship code of conduct established by Oregon School Activities Association. As a member school, we strongly recommend that all participants and fans conduct themselves in a responsible and sportsmanlike manner."
 18. The Lewis & Clark League Principals Award is to be awarded each year to a boy and a girl student from each Lewis & Clark League member high school. Selection to be determined by individual school principals within the following guidelines:
 - A. Graduating Senior
 - B. Involved in school leadership
 - C. Demonstrates excellent citizenship
 - D. Participation in co-curricular activities (including athletics and service organizations)
 - E. Display of sportsmanship

It will be the responsibility of individual schools to print names of recipients on the documents and distribute them to the winners.
 19. When drawing up a new league schedules for volleyball, basketball, baseball, and softball, a schedule will be presented to the Athletic Directors for approval using numbers or letters in place of school names. When the schedule is approved, the Athletic Directors shall draw for their schools position in the schedule. The same procedure will be used for other sports as feasible.
 20. In the event of extenuating circumstances, which may alter, impede or destroy league format, the athletic director's shall meet to determine the appropriate course of action.
 21. When League schools are members of Special Districts (currently cross country, wrestling, and golf); expenses will be kept separate from the League. Hosting schools will be responsible for all expenses and pay them from gate receipts. If there are no gate receipts or if gate receipts do not cover the expenses of the event, participating schools will be billed equally for the expenses.
 22. No special accommodations will be allowed for multiple sport athletes, or coaches with other obligations with regard to changes in scheduled game times or event times in individual competitions.
 23. All home teams will report varsity scores to Scorecenter on OSAA website no later than 10 PM.

LEWIS & CLARK LEAGUE
FOOTBALL SOP

1. J.V. teams may be composed of 9th, 10th, and 11th graders. 12th graders or foreign exchange students with little or no experience may be added by mutual consent by each coach.
2. The OSAA regulations on 6 quarters played per week must be strictly observed.
3. Varsity schedules shall be rotated (home and away) yearly. Bottom game is rotated to the top of schedule. Rotation started 2010. After one full rotation, team order will be redrawn if there are no changes by the OSAA
4. The J.V. or Frosh starting times and days will be left to the decision of the competing schools.
5. Varsity games start at 7:00 PM on Friday and 1:30 PM on Saturday, except when mutually arranged. Where two schools cannot mutually agree upon one of the league-suggested dates for a football game, the home team shall determine the date of the contest.
6. The League will request a minimum of four certified officials for all varsity games and no fewer than three certified officials for J.V. games.
7. Adults will handle timing, chains and down markers for varsity games.
8. It is recommended that home teams have emergency medically trained personnel on site.
9. The home team shall wear colored jerseys. Visitors will wear white or another light color. If the J.V. contestants are unable to follow this pattern, they are to notify the other school and make this clear ahead of time.
10. Postponed games will be made up at the discretion of schools involved.
11. The League will use the running clock rule to deal with 45-point games as designed in the OSAA Handbook.
12. The league representatives to state will be the two or three teams, according to the OSAA guidelines with the most league wins. If a school forfeits any league game due to a lack of numbers, that team will not be eligible to represent the league in the state playoffs. If a tie exists for a playoff spot(s), the following criteria will be used to determine state representatives and seeding. Each succeeding criterion will not be used unless the preceding criterion fails to resolve the tie.
 - A. Criterion One: Head-to-head. Compare the records between teams tied using only games played among those teams. The team(s) with the best record is/are the top seed(s). Continue to reapply the head-to-head criteria with any remaining ties until it can no longer break the tie. For example: if A, B, C, and D tie for a league championship and A and B are 2-1 head-to-head and C and D are 1-2 head-to-head, then A and B would be the #1 and #2 seeds. Head-to-head would then be used again to determine whether A or B would be the #1 seed. Head-to-head would then be reapplied to C and D to determine the #3 seed.
 - B. Criterion Two: Compare the margin of victory between the tying schools. This criterion will be used when the tying teams for one or more play-off spots all have the same head-to-head record. (See example on next page):

School "A"..20	School "C"..14	School "B"..28	School "A"..+13
School "B".. 7	School "A"..13	School "C"..12	<u>-1</u>
			+12 net
			School "B"..+16
			<u>-13</u>
			+3 net
			School "C".. +1
			<u>-16</u>
			-15 net

Assume that teams A, B, and C, tie for the league championship with each team having a 1-1 head-to-head record. In this case team A would be the #1 seed, team B would be the #2 seed, and team C would be the #3 seed.

When applying Criterion Two, a team that forfeited any games to a school in the tie would be eliminated and the remaining tie will be broken using Criteria One, if possible before reapplying Criteria Two if necessary. If two teams are tied (have the same point differential) using Criteria Two then the team that won the head-to-head meeting will receive the higher seed.

- C. Criterion Three: Margin of victory against the highest team in the standings not involved in the tie. This criterion is used in the event that the multiple teams have the same net margin of victory. Continue down the standings until the tie is broken.

13. The OSAA Kansas Approved Plan will be used to break ties in league games.

14. ALL-LEAGUE INDIVIDUAL & TEAM AWARDS

- A. An All-League Team, an Offensive Player-of-the-Year, a Defensive Player-of-the-Year, and a Coach-of-the-Year will be selected (See General S.O.P.- page 8 #11, Re: All-League Teams). A team will also be selected for the Sportsmanship award.
- B. If there are eight or nine teams in the league, each school may nominate three players plus one player for each league win. If six or seven teams, four players plus one for each win and with five teams, five players plus one for each win. If four teams, seven players plus one player for each league win. In the event a coach feels an individual player is deserving of all league recognition on both sides of the football, that individual will account for one of the team's total nominations.
- C. An offensive and defensive team will be selected for All- League recognition. A punter and a kicker will also be selected, but not counted against allotted nominations. Any player nominated for All-League and receiving a vote but not on first team will be called second team.
- D. Offensive and Defensive Player of the Year will be selected by the coaches. Player of the Year must be a first-team All League player.

- E. Positions for selection are as follows:

<u>Offensive</u>	<u>Defensive</u>	<u>Specialties</u>
5 Interior Lineman	2 Defensive Ends	1 Punter
2 Receivers	3 Interior Lineman	1 Kicker
1 Tight End/Utility	4 Linebackers	
1 Quarter Back	3 Defensive Backs	
3 Running Backs		

- F. For any position with more than one team member, votes will be ranked with first choice receiving five points, second four points, etc. with four being the highest value. Coaches may not vote for their own player.
- G. League coaches will notify the football chair on Wednesday prior to the final regular season game with their school's nominations. The chair will prepare a ballot for the Sunday meeting. Coaches may bring a short write-up on each nominee.
- H. A football coaches' meeting will take place at Camp 18 on Sunday following the final regular season game. As players' names come up during the voting process, coaches will be allowed to briefly explain why they nominated that particular individual. Voting will be completed and compiled at this meeting. If a head coach cannot attend, another school official may represent him.
- I. The regular season champion will be awarded a trophy. In the event of a tie, each team will receive a trophy.
- J. All-League team will not be announced until after the first game of the state play-offs.
15. Home teams need not supply visitors with field phones. If the visiting team has phones and they interfere with the home team's phones, visiting team may supply the home team with second non-interfering set of phones. If this is not possible, coaches can agree that both teams can use phones and agree to turn them off when their team is on defense.
16. All Shrine nominations will be prepared for the end-of-the-season meeting. All schools should support players from our league. Nominations will be sent by the Football Chair to all League schools.
17. All home teams will report varsity scores to Scorecenter on OSAA website immediately after game or no later than 10 PM.
18. League coaches may exchange game films within the League. A Lewis & Clark League school may not give a game film or scouting information involving any other League school to any non-league school. A team may scout by filming any League team.

Lewis & Clark League Chairperson Duties

1. Set coaches' meeting time and location.
2. Prepare agenda/ballots for All-League voting.
3. Represent League with OSFAA and OSAA.
4. Set league schedule for the following year due at October AD meeting
5. Serve as go between for Shrine and All-State voting/nominations.
6. Inform all appropriate community newspapers of All-League selections.
7. Take minutes of meetings for record and for Athletic Directors.

LEWIS & CLARK LEAGUE
VOLLEYBALL SOP

1. The league is divided into two divisions. The schedule will be home and away on a two-year basis within division and alternating sites cross-division. Because there are more East teams (6), one East team will be assigned to the West division starting 2014. East teams will then rotate to the West division as noted on the master schedule.
2. For all League varsity matches, the home team must request two officials. The home team is responsible for supplying line judges. Each school is able to supply one line judge if both coaches agree. Line judges should have prior judging experience and have appropriate training. The officials must be certified by the OSAA. Scorekeepers for all teams should sit together at the score table for varsity matches.

If only one official is present for a varsity match, it can be rescheduled at the request of either team. If the home team does not want to play, they will travel for the rescheduled match. If the visitor does not want to play, they will return to the original site for the rescheduled game.
3. League matches will be scheduled on Tuesdays and Thursdays with one Monday date. First match will start at 5:00 PM, regardless of number of teams, unless changed by consent of the schools involved.
4. National Federation rules will be used with one exception: All games will be decided by points with no time limit.
5. The game ball will be approved or sanctioned by the National Federation.
6. The facilities should be ready at least thirty minutes before the game. There shall be a twenty-minute warm-up period between the JV and varsity matches.
 - A. Both teams share the court for the first four minutes.
 - B. The visiting team will have sole use of the court for the next seven minutes. Next the home team gets the court for seven minutes. If the visiting team is late, the home team will take the court first.
 - C. The last two minutes the teams will go to the court they are occupying during the first game where they will have serving practice with their opponents.
7. The coin toss will take place immediately after the floor is cleared following the JV game, the visiting team shall call the toss. The 20-minute clock will start immediately after the coin toss.
8. A preseason coaches meeting will take place prior to the first league game in Scappoose at Fultanos.
9. All home teams will report varsity scores to Scorecenter on the OSAA website immediately after game or no later than 10 PM.
10. **ALL-LEAGUE INDIVIDUAL & TEAM AWARDS**
 - A. An All-League Team, League MVP, and Coach-of-the-Year will be selected (See General SOP - page 8 #11, Re: All-League Teams). At the volleyball coaches meeting coaches will bring supporting data to put on the board for each of their nominations. Each All-League team will consist of eight players each. The eight athletes with the most votes will be named "First Team". The "All-League Teams" will consist of six hitters, one libero, and one setter.

The athletes with the next eight highest vote totals will be named "Second Team". Any nominated athlete not named to one of these two teams who received two or more votes will be named "Honorable Mention". The All-League Teams will be announced at the League Tournament.

- B. There are no limitations on how many players a coach can nominate.
11. The regular season champion will be awarded a trophy. In the event of a tie, each team will receive a trophy.
 12. **DISTRICT TOURNAMENT** - A District Tournament following the conclusion of the regular League season will determine the League representatives to the state tournament. The following guidelines will serve as League policy for the volleyball tournament.
 - A. **TIE-BREAKERS**
 1. Over-all league record will determine standings in division.
 2. If there is a tie for any place within the division, the following criteria will be used, in this order, to determine seeding for the league tournament:
 - a. Head-to-head between tied teams.
 - b. Games won and lost between tied teams. (If teams have same number of wins, team with fewest loses earns higher seed.)
 - c. Games won and lost between division opponents in order of final division standings.
 - d. Games won and lost between cross-league opponents in order of final division standings.
 - e. Points scored in games between tied teams.
 - f. Points scored in games between league division opponents in order of final division standings.
 - g. Points scored in games between cross league opponents in order of final division standings.
 - B. **DISTRICT TOURNAMENT GENERAL INFORMATION**
 1. Scorekeepers from the home team will keep the official score. If the match is being played at a neutral site, a coin flip will determine the official book and the winner of the coin flip will be the home team. Scorekeepers from both teams should sit together at the scorer's table.
 2. Four officials should be requested for the championship game and will come from the Association of the school that is hosting the game.
 3. All tournament sites should meet the following criteria:
 - a. Wood Floor
 - b. Minimum seating capacity of 350
 - c. No cost to the League for use of the facility
 4. The announcement of awards (All-League, MVP, Coach-of-the-Year, and Sportsmanship) will be announced after the 1st Round state playoff game.
 - C. **TOURNAMENT SEEDING**
 1. Two division leaders will play a championship game. The winner of this match will be declared league champions and will receive a trophy and be the League's #1 seed to the State Tournament.
 2. **The 6th and 5th seeds will be determined so they can also play of the first day of the tournament.** Seeding will be based on the following criteria:
 - a. Loser of head-to-head game between East #5 and West #4 will be 9th place and will not participate in the tournament.

- b. Loser of head-to-head between winner in criteria #1 and next lowest seed from cross division will be the 8th place and will not participate in the tournament.
 - c. Loser of head-to-head between winner in criteria #2 and next lowest seed from cross division will be the 7th place and will not participate in the tournament.
 - d. Loser of head-to-head between winner in criteria #3 and next lowest seed from cross division will be the 6th seed.
 - e. Loser of head-to-head between winner in criteria #4 and next lowest seed from cross division will be the 5th seed.
3. **Seeding for 2nd through 4th will take place after the championship game** (Seeding, depending on the winner, can be determined in advance so teams will know seeding as soon as championship game is played). Seeding will be based on the following criteria:
- a. Winner of championship game is #1 seed in tournament and is protected all the way to the state tournament.
 - b. Winner of head-to-head game between loser and second place cross division team is #2 seed. If cross division has no teams left after 5th - 9th seeding, then loser of championship game is #2 seed with #3 and #4 seeds coming from that division.
 - c. Winner of head-to-head between remaining two teams in the #3 seed. If both teams are from the same division, the team that finished highest in their division is the #3 seed.
 - d. The remaining team is the #4 seed.

Example:

<u>West</u>	<u>East</u>
Rainier	Portland Christian (PC)
Warrenton	OES
Riverdale	Catlin Gabel (CG)
Clatskanie	De La Salle (DL)
	PAA

Scenario #1 (Average Situation)

Clatskanie vs DL	Clatskanie won	DL #9
Clatskanie vs PC	Clatskanie won	PC #8
Clatskanie vs CG	CG won	Clatskanie #7
CG vs PAA	CG won	PAA #6
CG vs Warrenton	Warrenton won	CG #5

Rainier vs Riverdale (Championship Game)	Riverdale won	Riverdale #1
Rainier vs OES	OES won	OES #2
Since CG is already seeded		Rainier #3
		Warrenton #4

Scenario #2 (Average Situation)

Clatskanie vs DL	DL won	Clatskanie #9
DL vs PAA	DL won	PAA #8
DL vs Warrenton	Warrenton won	DL #7
Warrenton vs Corbett	Warrenton won	Corbett #6
Warrenton vs CG	CG won	Warrenton #5

Rainier vs VC (Championship Game)	Rainier won	Rainier #1
Since all west teams are already seeded		VC #2
		OES #3
		CG #4

Scenario #3 (West teams dominate)

Clatskanie vs DL	Clatskanie won	DL#9
Clatskanie vs Corbett	Clatskanie won	Corbett #8
Clatskanie vs CG	Clatskanie won	CG #7
Clatskanie vs OES	Clatskanie won	OES #6
Clatskanie cannot finish ahead of division team that finished ahead of them. Therefore:		Clatskanie #5

Rainier vs VC (Championship game)	VC won	VC #1
Since all east teams have been already been seeded		Rainier #2
		Warrenton #3
		PAA #4

Scenario #4 (East teams dominate)

DL vs Clatskanie	DL won	Clatskanie #9
DL vs PAA	DL won	PAA #8
DL vs Warrenton	DL won	Warrenton #7
DL cannot finish ahead of division team that finished ahead of them. Therefore:		DL #6
		Corbett #5

Rainier vs VC (Championship game)	VC won	VC #1
Rainier vs OES	OES won	OES #2
Rainier vs CG	CG won	CG #3
		Rainier #4

D. DISTRICT TOURNAMENT BRACKET

Thursday

@ Winner of Common Game

Championship Game

Winner is #1 Seed to State

East #1 _____
 Game 1 @ 7:00 \ _____
 West #1 _____ /

@ #5

#6 _____
 Game 2 @ 7:00 \ _____
 #5 _____ /

Saturday

@ #2

Winner Game 2
 Game #3 @ 7:00 \ _____
 #2 _____ /

@ #3

#3 _____
 Game 4 @ 7:00 \ _____
 #4 _____ /

Monday

@ Higher Seed

Winner Game 3
 Game 5 @ 7:00 \ _____
 Winner Game 4 /

@ Higher Seed

(If necessary)
 Loser game 3 _____
 Game 6 @ 7:00 \ _____
 Loser game 4 /

1. The winner of game 1 will be declared League Champions and will receive a trophy. The League Champions will be the Lewis & Clark League's #1 seed to state.
2. The winner of game 5 will be the Lewis & Clark League's #2 seed to state.
3. The loser of game 5 will be the Lewis & Clark League's #3 seed to state.
4. The winner of game 6 will be the Lewis & Clark League's #4 seed to state if a 4th seed is allowed.

August 2014

Lewis & Clark League Chairperson Duties:

1. Set league schedule for the following year - due at October AD meeting.
2. Compile weekly scores and update league standings, e-mail to league schools weekly.
3. As per SOP, create playoff bracket.
4. If a tiebreaker is needed, obtain site and officials as per SOP
5. Before district tournament, make contact with host school coordinating information on teams, times and officials.
6. Arrange site and time for coaches' meeting. Contacting all schools with pertinent information. Set an agenda and run meeting. Facilitate all-league voting as per SOP.
7. Release All-League information to newspapers covering League schools.
8. The volleyball chair provides the All-League information on Thursday following the coaches' meeting to the school hosting the District Championship.

LEWIS & CLARK LEAGUE
BOYS' & GIRLS' BASKETBALL SOP

A. LEAGUE PLAY

1. Method for determining league schedule:
 - a. The league schedule will show games on Tuesday, Friday and Saturday with the boys and girls scheduled together. The Athletic Directors will then work out their own teams' schedules in cooperation with other league schools. Many schools will want to move long Tuesday trips to Saturday or boys' and girls' games to a different day or site. The spirit of cooperation will allow each school to work out an acceptable schedule.
 - b. Eighteen (18) dates in December, January and February are required for the league schedule. The last league game will be scheduled on the Thursday prior to the District Tournament and the other 17 dates counted back from that date, working around vacation dates.
 - c. The League schedule will be 18 games playing each league team twice.
 - d. **2014/2015** is the first season for the new schedule and shall be called an even year. **2015/2016** will be the second season for the schedule and will be called an odd year. Every even year (10, 12, 14..) the schedule will be redrawn. Master schedule may need to be reviewed if a change in league membership occurs.
 - e. Games scheduled on Friday with PAA must be shifted to a different day, preferred Thursday.
2. As per OSAA rules, a player shall not exceed five quarters per day (Frosh - JV - Varsity) or 24 total regular season games.
3. Game time for JV is 3:00/4:30 P.M. unless changed by mutual consent of the participating schools. The following game shall be started after allowing 20 minutes warm-up time. When three or more games are played in one night, 15-minute start-up and warm-ups may be used by mutual consent.
4. The home team will wear white jerseys and the visiting team dark jerseys.
5. No one will be allowed on the gym floor before and between games and at half time unless they are involved in the game currently being played. Participation in school sponsored fundraising events or activities are allowed.
6. National Federation-approved ball adopted by OSAA will be used for all league games.
7. Two certified officials are required for each JV & V basketball game. (Schools requesting officials from the referees' association shall have satisfied the sense and spirit of this regulation.)
8. Two schools that have had to cancel a game due to bad weather, etc., must try to reschedule the game on the first playable date within a two (school calendar) week period. Consideration must be given for school functions. If there is no date agreeable, then this conflict must be taken to the District Committee to find a date before the District Tournament.

9. ALL-LEAGUE INDIVIDUAL & TEAM AWARDS:

Upon completion of the basketball season, the varsity coaches will select an All-League team, League MVP, Coach-of-the-Year, and team sportsmanship winner will be selected (See General S.O.P.- page 8 #11, Re: All-Star Teams). The All-League teams will be announced at the District Tournament. The six athletes who receive the highest number of votes will be named "First Team". The athletes with the next six highest number of votes will be named "Second Team". Any athlete nominated that receives two or more votes that is not named to one of these two teams will receive "Honorable Mention". Nominees are to be ranked on a 15, 14, ... basis with 15 being the first choice. Coaches' ballots are to be tabulated by the league basketball chair. Trophies for girls and boys will be presented following their respective championship games.

A. The top five senior vote receivers named All-League shall be eligible for nomination to the State All-Star games.

B. The First Team players named to the All-League team shall be the league's nominees to the All-State team.

10. Coaches are reminded that no scouting information regarding other Lewis & Clark League teams may be given to schools outside the League.

11. It is recommended that adults maintain the official book and operate the clock.

12. All home teams will report varsity scores to Scorecenter on OSAA website immediately after game or no later than 10 PM.

13. No games are to be scheduled on Choir/Band Festival dates.

14. Coaches will submit nominations to the chairperson before the February AD meeting.

B. DISTRICT TOURNAMENT

1. The top six teams will participate in the tournament and will be seeded according to their league regular season record.

2. One coast, one Longview, and two Portland officials will be used for the finals. All other games will use officials from the Association that serves the site of the game.

3. The championship games will be played at a neutral site on Saturday night.

4. The Principal, Athletic Director or other designated school official of each participating school must be present at each session in which one of their teams is playing.

5. The final date of the tournament shall be the weekend prior to the OSAA cut-off date.

6. All-League, League MVP, Coach-of-the-Year, and the Sportsmanship Award will be presented after each championship game on Saturday.

7. In the event of extenuating circumstances, which may alter, impede or destroy league format, the Athletic Directors shall meet to determine the appropriate course of action.

8. District Tournament Bracketing format:

Monday - Round One

Game 1 (Boys) - #3 @ #2 at 7:00

Game 2 (Boys) - #6 @ #5 at 7:00

Game 3 (Girls) - #3 @ #2 at 7:00

Game 4 (Girls) - #6 @ #5 at 7:00

(If both a boys' and the girls' games are played at the same site, the first game will start at 6:00 followed by the boys game at 7:30)

Wednesday - Round Two

Game 5 (Boys) - Winner game 2 @ #4 at 7:00

Game 6 (Girls) - Winner game 4 @ #4 at 7:00

(If two games are played at same site, game times will be 6:00/7:30)

Friday - Round Three (Winners are #3, Losers are #4 seeds)

Game 7 (Boys) - Winner game 5 vs loser game 1 @ higher seed at 7:00

Game 8 (Girls) - Winner game 6 vs loser game 3 @ higher seed at 7:00

(If two games are played at same site, game times will be 6:00/7:30)

**If PAA is in Round Three game will be played on Thursday night

Saturday - League Tournament Championship (at Neutral Site) (Winners are #1 seeds and Losers are #2 seeds)

Game 9 (Girls) - Winner game 3 vs #1 at 6:30

Announcement of League awards between games

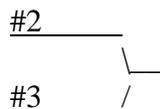
Game 10(Boys) - Winner game 1 vs #1 at 8:00

District Tournament

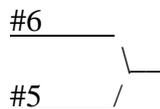
If two games are played at the same site on Monday, Wednesday, or Thursday, start times can be adjusted to 6:00 and 7:30 by mutual consent.

Monday
(Boys)
1st Round

Game 1 @ #2
Boys - 7:00

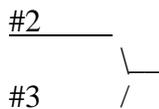


Game 2 @ #5
Boys - 7:00

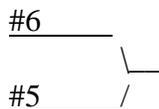


Monday
(Girls)
1st Round

Game 3 @ #2
Girls - 7:00

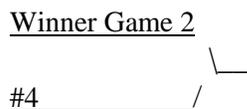


Game 4 @ #5
Girls - 7:00



Wednesday
(Boys & Girls)

Game 5 @ #4
Boys - 7:00

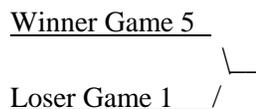


Game 6 @ #4
Girls - 7:00

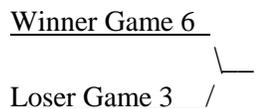


Thursday
(Boys & Girls)
(Winner is #3, Loser #4)

Game 7 @ higher seed - Boys - 7:00

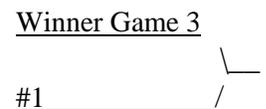


Game 8 @ higher seed - Girls - 7:00

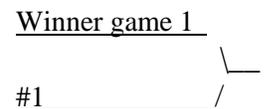


Saturday
(Championship)
(Loser is #2)

Game 9 @ Neutral Site
Girls - 6:30



Game 10 @ Neutral Site
Boys - 8:00



9. TIEBREAKERS:

- a. Referees for tiebreaker games will be assigned from the Association that serves the host school.
- b. The team with the best win/loss record will be the #1 seed into the tournament. In the event of a tie for the #1 seed, the following criteria will be used:
- c. Two-way tie for first:
 - (i) Common record - defined as "head-to-head" (overall record between the two teams involved).
- d. Three-way tie for first:
 - (i) Common record - defined as "head-to-head" (overall record between the three teams involved).
 - (ii) Games won and lost between league opponents in order of final league standings.
 - (iii) The AZZI point system will be used, considering the scores of teams involved in the tie. AZZI points are awarded to each team in a contest. The number of points is based on the point spread in each contest. The winning team will receive one point for each point they win by, up to a maximum of ten points. The losing team will receive a negative one point for each point they lose by, up to a maximum of -7 points. In case of a forfeit, the winner will receive +7 points and the loser will receive -7 points.
- e. Four or more way tie for first and to break ties for any other place:
 - (i) Common record - defined as "head-to-head" (overall record between the two teams involved).
 - (ii) Games won and lost between league opponents in order of final league standings.
 - (iii) The AZZI point system will be used, considering the scores of teams involved in the tie. AZZI points are awarded to each team in a contest. The number of points is based on the point spread in each contest. The winning team will receive one point for each point they win by, up to a maximum of ten points. The losing team will receive a negative one point for each point they lose by, up to a maximum of -14 points. In case of a forfeit, the winner will receive +10 points and the loser will receive -14 points.
 - (iv) The AZZI point system will be used considering scores from all league games.

C. SPORTSMANSHIP AWARD

The Lewis & Clark League will award a sportsmanship award annually to a member school participating in boys' and girls' basketball. This will be presented at the District Basketball Tournament each year. The award will remain with the school selected for the coming year.

Criteria to determine this award are as follows:

1. Team sportsmanship displayed at home and away.
2. Sportsmanship and demeanor of coaches.
3. General hospitality and sportsmanship shown towards other teams.

Each school will have one vote. Method of voting will be determined within individual schools. This may be done by players, coaches, Athletic Directors, Administrators, etc.. Schools will rate the top three on a 1-3 basis with three representing the highest total. Winner will be announced at the League Basketball Playoff.

D. PRESENTATION OF AWARDS

District tournament - Between championship games

E. BASKETBALL SPORTS CHAIRPERSON DUTIES

1. To see that the schedule for the following year is printed and submitted to the AD's for their fall scheduling meeting.
2. To chair coaches meetings and to inform coaches of meeting time/place.
3. To coordinate the compilation and distribution of statistics and league standings on a regular basis during the basketball season.
4. To coordinate the selection of the All-League teams.
5. To represent (or appoint another coach to represent) the league in the selection process for the State All-Star games.
6. To submit the League All-State nominees to the proper source.
7. To serve as the District Tournament Director or appoint another Director. The Tournament Director will be responsible for the following
 - a. To secure the site.
 - b. To assign to the participating schools all necessary duties including the following: seating signs, programs, score clock, score book, announcer and ticket takers.
 - c. To secure officials through the Portland Basketball Officials Association and to coordinate the use of the North Coast Basketball Officials who have been assigned to work at the State Tournament and Longview Officials.
 - d. To account for all income and expenses and submit a detailed expense report with the proceeds to the League treasurer.
 - e. To oversee the entire tournament.
 - f. To see that All-League certificates are filled out and ready to be awarded between Saturday's games.
 - g. Arrange for hospitality room.

LEWIS & CLARK LEAGUE
BASEBALL S.O.P.

1. GAME TIMES

- B. Weekday single games start at 4:30. Doubleheaders shall start at 3:30 and the designated home team will bat second in both games of a doubleheader. Saturday make-up games may start earlier by mutual consent.
- C. Game start times may be changed by mutual agreement between the competing schools. Any game time changes, other than extenuating circumstances, must be made prior to the start of the season.
- C. No game dates are to be scheduled to conflict with the league Band/Choir Festival, unless mutually agreed upon by both schools.

2. GAME DATES

- A. League games shall be scheduled on Tuesdays and Fridays. If this schedule conflicts with Spring Break, a MWF schedule will be used for the single game round, beginning one week earlier.
- B. League games are not scheduled during Spring Break. Spring Break is defined by the dates set by the OUS and shall include the weekend before and after the 5-day break selected by the OUS. Spring Break dates are not mandatory league game make-up dates.

3. RAIN OUT & RESCHEDULING POLICY

- A. If the home field is not playable, and a suitable local alternative site is unavailable, the game will be moved to the other school. When sites are switched due to unplayable fields, the original home team will remain the home team and bat last regardless of the site for single games and doubleheaders. The host school for a doubleheader will be the home team and bat last for both games. If a site is changed for the first play date, the other team will host the second play date.
- B. If both fields are not playable, the game should be rescheduled on the next playable day that doesn't conflict with a scheduled league game or a rescheduled league game using the leap-frog system. The league playable days shall be Monday - Saturday.

Example 1: Tuesday's game between A and B is rained out. The game is moved to Wednesday.

Example 2: Tuesday's game between A and B is rained out. B has a non-league game scheduled for Wednesday. The non-league game is cancelled/postponed; A and B play on Wednesday.

Example 3: A rained-out game cannot be played on Tuesday, Wednesday, or Thursday. Both teams have originally scheduled league games on Friday. The rained-out game moves to Saturday.

Example 4: A Friday game between A and B is rained out, and was unplayable on Saturday and Monday. If the teams have league games on Tuesday, the rainout is moved to Wednesday. If Tuesday's games are rained out, they are moved to Thursday.

- C. Notification of a “no game” should be made as early as possible in order to attempt a change in venue.
- D. As per NFHS rules, called games due to weather and/or darkness shall be rescheduled and played from the point of interruption.
 - b. The umpires, both head coaches and both scorekeepers shall gather together to document the point of interruption on the lineup card and in the official scorebook (including inning, score, outs, runners on base, defensive charged conferences, etc.). The crew chief shall sign the lineup card and the official scorebook to insure that there are two copies.
 - c. The crew chief should then give the signed lineup card to the home coach to be kept with the official scorebook.
 - d. The umpires shall send their game report to their local assigner. If a different umpire crew is assigned, the local assigner shall send the game report details to the new crew as part of accepting the assignment.
 - e. The lineup card shall be given to the new or returning umpire crew during the pre-game when the game is to be continued from the point of interruption.
- E. Games may not be played earlier than scheduled, except where provided below:
 - a. If the umpire's association does not have enough officials, a game may be moved to the day before it is regularly scheduled if mutually agreeable. If not mutually agreeable, it shall be treated as a rainout at that site, and the rainout policy shall apply.
 - b. Games may be moved to one day before it was scheduled in order to accommodate Good Friday. Additionally, the Saturday between that date and Easter does not have to be used as a make-up date. This does not require mutual consent.
 - c. Exceptions for make-up dates can be made for school functions, league or state band/choir festivals or competitions, religious holidays, or unavailability of transportation.
 - d. Exceptions will not be made to accommodate individual athletes, such as when a player goes on a college visitation, or for an athlete competing in multiple sports.
- F. If two weeks before the last scheduled game, it becomes obvious that the league season cannot be completed, the schedule should be rewritten so each team plays each other twice. Only the first two games played between two teams would count as the league contests. If two teams have not played at that point, the game between them shall be a double-header played at the site of the team that was scheduled for the double-header. The visiting team shall bat last in the second game. Monday through Saturday are considered playable dates.

4. UMPIRE SHORTAGES

- A. Two certified umpires should be scheduled for all varsity games. However, a game will be played if only one umpire arrives. (The purpose of the rule is to allow play.) Schools shall not schedule only one umpire. If no officials arrive, the home team will travel to the visitors' field on the next playable date.

5. COURTESY RUNNER

- A. The use of a courtesy runner in League games is disallowed except for when one team is ahead by 10 runs. (This will be a part of the speed-up policy, but will not be required).

6. SPEED-UP RULES

- A. In order to speed up time in double headers, the following rules will apply:
 - a. 15 minute maximum between games.
 - b. 1 min. rule applies between innings.
 - c. If a team is 10 runs ahead/behind, a courtesy runner will be allowed for the catcher as per OSAA rules.
 - d. Home team takes infield 30 minutes prior to game. Visitor shall take infield 15 minutes prior to the game. This process can be reversed by prior arrangement.
- B. The 10-Run Rule will be in effect for all League games. When a team is ahead by 10 or more runs after five innings, the game will be ended. If the home team is the team that is ahead, they will not bat in the bottom of the fifth inning.

7. PLAYOFFS

- A. The regular season champion will be the league's #1 seed in the state tournament.
- B. Game one will be played on the Tuesday following the regular season. The #4 team plays the #3 team at #3's field. (The site can be moved due to poor playing conditions, but the #3 team shall remain the home team).
- C. Game two will be played on Thursday at #2 team's site. The winner of game one will play the #2 team. The winner of this game will be the league's #2 seed to the state tournament. The loser of this game is the #3 seed.

8. DETERMINING PLAYOFF TEAMS IN THE EVENT OF TIES

- A. If there is a two-way tie for the league championship, the team that had the best record head-to-head shall be the #1 seed to state.
- B. If a two-way tie exists for any position other than the last playoff spot exists, the following criteria will be used;
 - a. Head-to-head
 - b. One-game playoff at a neutral site
 - c. If for third, with a split series, a coin flip will be used if mutually agreeable. Otherwise there will be a one-game playoff.
- C. If a three-way tie exists, the following criteria shall be used:
 - a. Head-to-head. Best record between all three teams will be the #1 seed to state. Next best record will be the #2 seed in the district tournament. If the two teams' records are equal, they will play a one game playoff at a neutral site to determine #2 seed.
 - b. If a three-way triangle exists, the teams will be drawn into a two game playoff. A will play B, then the loser plays C. If one team loses twice, the winners of Games 1 and 2 will play a third game to determine seeding, if necessary. This would be the case if the tie were for the final position, but

not if it were for first. At this point, head-to-head could be used. If A defeats B, and B defeats C, A shall be the top seed, and B shall be the second seed.

- D. If a four-way tie exists, the following criteria shall be used:
 - a. Head-to-head
 - b. Draw into a four-team bracket. A plays B; C plays D. Winners play for the highest seed; losers play for the third position only if a team would be eliminated from the tournament without playing.
 - E. All play off tiebreaker games should be played on Monday after league play. If possible, they should be at a neutral site within the league.
9. IF NO PLAYOFFS ARE POSSIBLE
- A. Regular season standings will determine teams who will advance to the state tournament.
 - B. Head-to-head records.
 - C. Records of teams tied against next highest team in the league.
 - D. Total runs scored against each other head-to-head. (Maximum of +10 per game.)
10. PLAY-OFF COSTS
- A. All play-off costs are incurred by the league. (Example: If a field has to be rented.)
11. ALL-LEAGUE INDIVIDUAL & TEAM AWARDS
- A. An All-League Team, League MVP, a Coach-of-the-Year, and a Sportsmanship Award winner will be selected (See General S.O.P.- page 8 #11, Re: All-League Teams).
 - B. First team shall consist of twelve players and the second team shall consist of twelve players. Voting will be done using a 12-1 scaling system with 12 being the highest ranking and 1 being the lowest.
 - C. Coaches shall first nominate players they wish to be considered for First Team. Coaches shall then follow the League procedure for ranking these players, and the top twelve will be named to the First Team. Any remaining players shall be placed on the ballot for Second Team, and coaches can then name any players they wish to add to the Second Team ballot. The same voting procedure shall be followed (if more than twelve players are nominated) and a Second Team shall be named. Any players who receive at least two votes who do not finish in the top twelve will be given Honorable Mention.
 - D. The regular season champion will be awarded a trophy. In the event of a tie, each team will receive a trophy.
12. PUBLIC RELATIONS
- A. All home teams will report varsity scores to Scorecenter on OSAA website immediately after game or no later than 10 PM.

August 2014

Lewis & Clark League Chairperson Duties:

1. Create league schedule for the following year which shall be presented at the May AD meeting.
2. Make sure the host team is adequately setting up the league tournament.
3. Direct the League coaches' meeting, providing minutes to the Athletic Directors.
4. Insure that the league is represented at the All-State and 3A All-Star series meetings.

LEWIS & CLARK LEAGUE
SOFTBALL SOP

The official softball rules as adopted by the National Federation of High School Athletics Association shall be used.

1. GAME TIMES

- A. Weekday single games start at 4:30. Doubleheaders shall start at 3:30 and the designated host team will bat second in both games of a doubleheader. Saturday make-up doubleheaders may be played earlier by mutual consent.
- B. Game start times may be changed by mutual agreement between the competing schools. Any game time changes, other than extenuating circumstances, must be made prior to the start of the season
- C. League games will not be subject to a time limit unless a field used for home games by a team is available for a limited time only. If a time limit must be used (1 ½ minimum), the league must be notified prior to the beginning of the season and the umpires and coaches prior to the game.
- D. No game dates are to be scheduled to conflict with Band/Choir Festival, unless mutually agreed upon by both schools.

2. GAME DATES

- A. League games shall be scheduled on Tuesdays and Fridays. If this schedule conflicts with Spring Break, a MWF schedule will be used for the single game round, beginning one week earlier.
- B. League games are not scheduled during Spring Break. Spring Break is defined by the date set by the OUS and shall include the weekend before and after the 5-day break selected by the OUS. Spring Break dates are not mandatory league game make-up dates.

3. RAIN OUT & RESCHEDULING POLICY

- A. If the home field is not playable, and a suitable local alternative site is unavailable, the game will be moved to the other school. When sites are switched due to unplayable fields, the original home team will remain the home team and bat last regardless of the site for single games and doubleheaders. The host school for a doubleheader will be the home team and bat last for both games. If a site is changed for the first play date, the other team will host the second play date.
- B. If both fields are not playable, the game should be rescheduled on the next playable day that doesn't conflict with a league game. The league playable days shall be Monday - Saturday.
- C. Notification of a "no game" should be made as early as possible in order to attempt a change in venue. It is recommended that departure times be included on schedule sent to opponent's including Saturday games.
- D. As per NFHS rules, called games due to weather and/or darkness shall be rescheduled and played from the point of interruption.
 - a. The umpires, both head coaches and both scorekeepers shall gather together to document the point of interruption on the lineup card and in the official scorebook (including inning, score, outs, runners on base, defensive charged conferences, etc.). The crew chief

- shall sign the lineup card and the official scorebook to insure that there are two copies.
- b. The crew chief should then give the signed lineup card to the home coach to be kept with the official scorebook.
 - c. The umpires shall send their game report to their local assigner. If a different umpire crew is assigned, the local assigner shall send the game report details to the new crew as part of accepting the assignment.
 - d. The lineup card shall be given to the new or returning umpire crew during the pre-game when the game is to be continued from the point of interruption.
- E. Games may not be played earlier than scheduled, except where provided below:
- e. If the umpires' association does not have enough officials, a game may be moved to the day before it is regularly scheduled if mutually agreeable. If not mutually agreeable, it shall be treated as a rainout at that site, and the rainout policy shall apply.
 - f. Games may be moved to one day before it was scheduled in order to accommodate Good Friday. Additionally, the Saturday between that date and Easter does not have to be used as a viable make-up date. This does not require mutual consent.
 - g. Exceptions for make-up dates can be made for school functions, league or state band/choir festivals or competitions, religious holidays, or unavailability of transportation.
 - h. Exceptions will not be made to accommodate individual athletes, such as when a player goes on a college visitation, or for an athlete competing in multiple sports.
- F. If two weeks before the last scheduled game, it become obvious that the league season cannot be completed, the schedule should be rewritten so each team plays each other twice. Only the first two games played between two teams would count as the league contests. If two teams have not played at that point, the game between them shall be a double-header played at the site of the team that was scheduled for the double-header. The visiting team shall bat last in the second game. Monday through Saturday are considered playable dates.

4. UMPIRE SHORTAGES

- A. Two certified umpires should be scheduled for all varsity games. However, a game will be played if only one umpire arrives. (The purpose of the rule is to allow play.) Schools shall not schedule only one umpire. If no officials arrive, the home team will travel to the visitor's field on the next playable date.

5. SPEED-UP RULES

- A. In order to speed up time in double headers, the following rules will apply:
- a. 15 minute maximum between games.
 - b. 1 min. rule applies between innings.
 - c. Home team takes infield 30 minutes prior to game. Visitor shall take infield 15 minutes prior to the game. This process can be reversed by prior arrangement.
- B. The 10-Run Rule will be in effect for all League games. When a team is ahead by 10 or more runs after five innings, the game will be ended. If the home team is the team that is ahead, they will not bat in the bottom of the fifth inning. JV games may use the 5 runs maximum per inning by mutual consent.

6. PLAYOFFS

- A. The regular season champion will be the league's #1 seed in the state tournament.
- B. Game one will be played on the Tuesday following the regular season. The #4 team plays the #3 team at #3's field. (The site can be moved due to poor playing conditions, but the #3 team shall remain the home team).
- C. Game two will be played on Thursday at #2 team's site. The winner of game one will play the #2 team. The winner of this game will be the league's #2 seed to the state tournament. The loser of this game is the #3 seed.

7. DETERMINING PLAY-OFF TEAMS IN THE EVENT OF TIES

- A. If there is a two-way tie for the league championship, the team that had the best record head-to-head shall be the #1 seed to state.
- B. If a two-way tie exists for any position other than the last play-off spot exists, the following criteria will be used;
 - a. Head-to-head
 - b. One game play-off at a neutral site
 - c. If for third, with a split series, a coin flip will be used if mutually agreeable. Otherwise, a one game play-off.
- C. If a three-way tie exists, the following criteria shall be used:
 - a. Head-to-head. Best record between all three teams will be the #1 seed to state. Next best record will be the #2 seed in the district tournament. If the two teams' records are equal, they will play a one game play-off at a neutral site to determine #2 seed.
 - b. If a three-way triangle exists, the teams will be drawn into a two game play-off. A will play B, then the loser plays C. If one team loses twice, the winners of Games 1 and 2 will play a third game to determine seeding, if necessary. This would be the case if the tie were for the final position, but not if it were for first. At this point, head-to-head could be used. If A defeats B, and B defeats C, A shall be the top seed, and B shall be the second seed.
- D. If a four-way tie exists, the following criteria shall be used:
 - a. Head-to-head
 - c. Draw into a four-team bracket. A plays B; C plays D. Winners play for the highest seed; losers play for the third position only if a team would be eliminated from the tournament without playing.
- E. All play off games should be played on Monday after league play. If possible, they should be at a neutral site within the league.

8. IF NO PLAYOFFS ARE POSSIBLE

- A. Regular season standings will determine teams who will advance to the state tournament.
- B. Head-to-head records.
- C. Records of teams tied against next highest team in the league.

- D. Total runs scored against each other head-to-head. (Maximum of +10 per game.)
9. PLAY-OFF COSTS
- A. All play-off costs are incurred by the league. (Example: If a field has to be rented.)
10. ALL-LEAGUE INDIVIDUAL & TEAM AWARDS
- A. An All-League Team, League MVP, a Coach-of-the-Year, and a Sportsmanship Award winner will be selected (See General S.O.P.- page 8 #11, Re: All-League Teams).
 - B. First team shall consist of twelve players and the second team shall consist of twelve players. Voting will be done using a 12-1 scaling system with 12 being the highest ranking and 1 being the lowest.
 - C. Coaches shall first nominate players they wish to be considered for First Team. Coaches shall then follow the League procedure for ranking these players, and the top twelve will be named to the First Team. Any remaining players shall be placed on the ballot for Second Team, and coaches can then name any players they wish to add to the Second Team ballot. The same voting procedure shall be followed (if more than twelve players are nominated) and a Second Team shall be named. Any players who receive at least two votes who do not finish in the top twelve will be given Honorable Mention.
 - D. The regular season champion will be awarded a trophy. In the event of a tie, each team will receive a trophy.
11. PUBLIC RELATIONS
- A. All home teams will report varsity scores to Scorecenter on OSAA website immediately after game or no later than 10 PM.
11. GENERAL
- A. The home team shall assign an official scorekeeper and the visiting scorer may check his/her book with the official scorer's book at the end of each inning.
 - B. The home team will provide two new OSAA OFFICIAL fast-pitch leather game softballs for all league games.

Lewis & Clark League Chairperson Duties:

1. Create league schedule for the following year which shall be presented at the May AD meeting.
2. Make sure the host team is adequately setting up the league tournament.
3. Direct the league coaches meeting, providing minutes to the Athletic Directors.
4. Insure that the league is represented at the All-State and 3A All-Star series meetings. The representative will take the Lewis & Clark 1st team All-League list to this meeting.

LEWIS & CLARK LEAGUE

BOYS' AND GIRLS' TRACK & FIELD SOP

1. GENERAL ITEMS - REGULAR SEASON:

- A. The Lewis & Clark League track schedule will be drawn up so that each team meets every other team in a series of meets.
- B. Teams outside of the league may be added to these meets, however league schools should be given priority in heat and lane assignments.
- C. The events and order of events including the order of boys first or girls first will be the same as the State Meet with the exception of 3000 M race. It will be scheduled between the Intermediate Hurdles and the 4 x 400 Relay.
- D. FIELD EVENTS
The following is a suggested order of field events but may be altered by meet management to best fit a particular facility.
 - 3:30 PM **Boys:** Shot, Javelin, Long Jump followed by girls' events.
 - Girls:** Discus, High Jump, Pole Vault followed by boys' events.
 - Boys' Triple Jump followed by Girls' Triple Jump as soon as the jumping pit is available.
- E. There shall be 4 trials allowed in the Field Events. However, if the entries exceed 16 the meet management may reduce the number of trials to 3. It is recommended that a multi-field athlete be given the option of 2 or more trials in succession to avoid conflict in another event.
- F. The starting time for the league meets shall be 3:30 PM for the field events and 4:00 PM for the running events. Teams should be at meets at least 30 minutes prior to the beginning of the field events. All coaches should have their competitors signed in by 3:25 PM. It is also permissible for a school to request that entries be submitted on the day prior to the meet in order to enter data into a computer scoring system.
- G. Coaches are to designate up to three varsity athletes per event at league meets. All others will be considered JV athletes and cannot score points.
- H. It is recommended that officials at all league meets shall be adults.
- I. The top ten statistics should be kept throughout the season and will be used in confirming of the seeding of contestants' marks into the District Meet. Coaches are asked to record their results on Athletic.net after receiving meet results.
- J. The Shot Put and Discus Sectors will be set at the same degree sector as will be used at the State Meet
- K. Limit the number of non-league schools participating in league meets. The maximum number of total teams at a league meet should be 7 teams.
- L. Each League meet will be scored as a dual meet for all league teams. Dual meet standings will be kept by the Track Chair.
- M. A pre-season coaches meeting will be arranged by the Track Chair prior to the beginning of each track season.

- N. A post-season coaches meeting will be arranged by the Track Chair at the conclusion of each track season.
2. ALL-LEAGUE INDIVIDUAL & TEAM AWARDS
- A. The first two places at the District Meet will be named First-Team All League and will be awarded medals. Athletes placing 3rd through 8th at the meet will be awarded ribbons.
- B. The team champions at the District Meet will be District Champions and awarded trophies.
- C. A Boys and Girls League dual meet champion will be decided by the dual meet standings and announced during the district meet at the end of the season.
- D. A Boys Coach-of-the-Year, a Girls Coach-of-the-Year, and a Sportsmanship Award winner will be selected. (See General S.O.P.- page 8 #11, Re: All-League Teams). The boys' coaches and the girls' coaches of the Lewis & Clark League will vote at the conclusion of the season for a Boy's Coach-of-the-Year and a Girl's Coach-of-the-Year. The ballots are to be turned in to the District Chair on Friday of the District Meet and the award will be announced on Saturday.
3. DISTRICT MEET ITEMS:
- A. Only Lewis & Clark League schools will compete in the District (League) Meet.
- B. An athlete participating in more than one interscholastic sport at the same time must participate in at least two meets registered through athletic.net prior to the district meet to be eligible to participate in the district meet.
- C. The District Meet will be held on Friday and Saturday the week prior to the State Meet.
- D. The District Meet will determine the qualifiers from District 1-3A to the State Meet. The top two finishers in each event plus any athlete who does not finish 1st or 2nd but meets State Qualifying Standards will qualify for the State Meet.
- F. The top two finishers in each event will be named to the Lewis & Clark League All-League Track Team.
- G. Ribbons and scoring places will be awarded to the top eight (8) finishers. Medals: 1st & 2nd place, Ribbons: 3rd-8th.
- H. The scheduled for the District Meet is to follow as closely as possible to the schedule for the State Meet.
- I. Entries: Must be delivered to host school by noon on Monday of the week of the meet. An athlete may be dropped from a single event without being dropped from the entire meet if notification is made by noon on Wednesday of that week. A change of relay team entries may be made if done prior to the Wednesday noon deadline. No changes will be allowed after the Wednesday deadline of noon except scratches from the meet. Entries must include First and Last Name, Year in School and Best Time/Mark of the Year. Relay teams must be listed including up to two alternates.
- J. No more than three competitors from a given school may be entered in a particular event. A competitor may not be entered in more than four events in the meet (including relay alternates).

- K. The League sports chair or his appointee will secure the site for the District Meet and host the meet.
- L. Admission charges will be collected daily at the regular Lewis & Clark League rate.
- M. The Lewis & Clark League is to assume costs of the District Meet. If the meet is hosted on site by a member school, that school will be paid \$500 to be reinvested into track equipment for the betterment of the meet and the Lewis & Clark League.
- N. The Meet Director on a rotating and/or equitable basis will delegate the event responsibilities for the District Meet to the league schools. A qualified starter, assistant starter and meet referee are to be hired from outside the league to officiate at the District Meet
- O. All races are to be videotaped at the finish.
- P. At the conclusion of the District Meet, a “Boy” and a “Girl” Athlete of the Meet will be awarded to the boy and girls who score the most points at the meet.
- Q. Athletes are expected to put forth a legitimate effort in events in which they participate. Any athlete failing to do so, will be disqualified from further participation in the meet.
- R. All rules used at the OSAA State Meet will apply to the Lewis & Clark District Meet. The District Meet Director will distribute the information along with the District Entry sheets.

LEWIS & CLARK LEAGUE
MUSIC ACTIVITIES SOP

(Revised 02/04)

I. PURPOSE

To provide enhanced musical experiences for students in the Lewis & Clark League that are not available within a single school environment.

These musical experiences will be provided in two areas:

- State-sanctioned Choral and Band Festival Competitions.
- A League "Honor Band" and "Honor Choir" to be held on the years that the OMEA does not sponsor "Small Schools All-State."

II. GENERAL GUIDELINES

A. Music Directors will meet on the first Tuesday of October.

B. Meeting location to be an appropriate central site.

C. Meeting agenda should include:

- Reading and confirmation of SOPs..
- Confirmation of upcoming Choral and Band Festivals and tentative scheduling for the next several years.
- Honor Group selection of: Leadership. Process for student selection, venue, dates, and costs.
- Choosing a representative to attend the administrators meeting in November.
- Updating membership names and contact information.
- Develop and approve budget and expected activities for the upcoming school year.

III. FINANCES

A. The Music Activities account is to be maintained by the Lewis & Clark League Treasurer and will be accessed by the Music Directors as approved by their budget for the purpose of organizing and conducting the yearly festivals and honor groups.

B. The Music Activities fund is to be used for costs of festivals, honor groups or commissioned works.

C. A festival fee may be collected from each participating school. Fees are to be determined based on the number of participating schools versus the cost of judging.

D. Judging fees should be approximately \$100 for a half day and \$200 for a full day.

E. Excess monies will be used to lower fees for future honor group involvement or as determined by the directors at their meetings.

F. Honor group fees will be determined yearly, based on residual monies within the Music Activities account.

G. Each festival host must submit an accounting of monies for their respective event.

IV. FESTIVALS/COMPETITIONS

- A. The Choral Festival will be held the second Wednesday after Spring Break. Spring Break shall be defined as the Spring Break observed by the Oregon University System (OUS).
- B. The Band Festival will be held the third Wednesday after Spring Break.
- C. Judges must be approved by their respective associations - OBDA (Oregon Band Directors Association) and ACDA (Oregon Choral Directors).
- D. Festival will be open to all schools and performing groups within the Lewis & Clark League. Grouping the bands by type and age is appropriate. Competition is optional.
- E. Responsibilities may be divided between two directors for the organization of festivals. The host will:
 - Provide/secure a facility for festival (piano MUST be recently tuned for choirs)
 - Provide a warm-up facility (with a piano for choirs)
 - Provide lunch, if necessary, for adjudicators.
 - Provide any equipment such as risers, music stands, and PA
 - Provide recording equipment for judges and performance.
 - Provide a timekeeper/recorder for performances.
 - Hire a minimum of three certified judges
 - Send out a letter/application in December to all directors requesting/confirming their participation in the Festival.
 - Send out performance schedules to directors in March.
 - Provide necessary forms for OSAA State Contest to any groups that qualify. Check OSAA website for downloadable forms and qualification requirements.

IV. HONOR GROUPS

If the Directors decide to hold honor groups, the following criteria will be followed:

- A. Honor groups should be held during January or February to avoid conflicts with Spring activities. Saturdays and other religious holidays should be avoided so that all Lewis & Clark League schools may participate. Honor groups should be held at the same time and place.
- B. Establish dates and leadership at fall meeting prior to year held.
- C. Planning and implementation of the honor groups must remain flexible due to the dynamic nature of the Music Activities committee membership and involvement.