

**Sierra Foothill League
Constitution and Bylaws
2022-2023**

Name and Purpose

Section 1 This organization shall be known as the Sierra Foothill League.

Section 2 The purpose of this organization is:

- A. To direct and control athfamletics and other activities of this league so that faculties and Board will regard them as educational enterprises to be encouraged and supported.
- B. To locate the responsibility for administration and supervision.

Article II Membership

Section 1 This league shall consist of the following schools:

Del Oro High School
Folsom High School
Granite Bay High School
Oak Ridge High School
Rocklin High School
Whitney High School

Article III League Representative

Section 1 Each high school in the League shall be represented by its Principal or designated Administrator and its Athletic Director. The representatives shall attend meetings at the expense of the school represented.

Section 2 Each school shall have one vote by its designated representatives.

Article IV

Structure

- Section 1 At the last regularly scheduled meeting of odd numbered years, the League shall elect from its members a President and a League Representative to the Sac-Joaquin Section Board of Managers for a two year term. Schools will alternate by alphabetical order. New officers are to be seated at the end of the year meeting.
- Section 2 The League Commissioner of the Sierra Foothill League shall be elected annually by the League. The stipend for the services of the commissioner shall be reviewed and determined annually by the Sierra Foothill League Board of Managers at the last meeting of the school year.
- Section 3 The duties of the League Commissioner shall be all of the following:
- A. Attend League meetings
 - 1. Take notes, tape record, and write up minutes.
 - 2. Disperse minutes, schedules and other communications in a timely fashion.
 - B. Attend Section meetings with the League Representative.
 - C. Organize and maintain League records.
 - D. Purchase and distribute League awards, notify appropriate media.
 - E. Coordinate the review and update of the League Bylaws for each sport on an annual basis.
 - F. Prepare budget and maintain financial records.
 - G. Convene protest committee as needed.
 - H. Perform such duties as assigned by the League President and Executive Council.
 - I. The meeting agenda will be sent to all member schools one week in advance.
 - J. Coordinating selection and presentation of honors, awards and scholarships to individual League athletes.

The League Commissioner will communicate regularly with the League President on All-League business. The League Commissioner acts under the direction of the League President.

Article V

Meetings

- Section 1 The President shall call at least 4 meetings of the Sierra Foothill League.
- Section 2 Emergency meetings may be called at the discretion of the League President.
- Section 3 Athletic Directors and/or designee will meet at least one week prior to the Executive Council meetings. The purpose of the Athletic Directors' meeting is to address issues relating to the Sierra Foothill League athletic programs and policies.
- Section 4 A quorum is necessary for the transaction of League business and any regular or special meeting called by the President. A quorum shall be representation by 50% plus one League schools.
- Section 5 The League shall conduct pre-season fall, winter and spring sports dinner meeting for coaches to discuss League business and concerns. The League president will notify members of the meeting dates.

Article VI

Dues

- Section 1 The yearly dues are \$4,500 per school, payable the first meeting of the fiscal year. Assessments shall be reviewed on an annual basis.
- Section 2 Any and all profits derived by competition in Section playoffs will put in the SFL general fund.
- Section 3 Hosting League Tournaments
- A. The host school's director must prepare a budget which includes all anticipated income and expenses to be presented for prior approval to the League commissioner. The Sierra Foothill League will not accept responsibility for items not included in the approved budget.
- B. Any profit gained through the sale of programs, concessions, and gate will be retained by the host school. Officials' costs will be divided equally among participating schools. Any other expenses must be approved by the League.

Article VII

Amendments

Section 1 Bylaw Changes

The form in Appendix B must be completed with coaches' initial and/or attached documentation by the appropriate sports representative and presented to their athletic director at least two weeks before the next regularly scheduled directors meeting. It will be reviewed by the directors for further action. If approved, it will be presented at the next regularly scheduled SFL board meeting and passed with a 2/3 vote.

Article VIII

Passes

Section 1 SFL passes shall be issued by the League Commissioner to each school. Passes shall state the year, be signed by the League President and shall become valid when signed by the Principal of the issuing high school. Each pass will be numbered

Article IX

School Regulations

Section 1 The Sierra Foothill League will have competition leading to League Championships.

Member schools will attempt to field varsity, JV, and frosh/soph teams in football, basketball, volleyball, baseball, track, soccer, cross country, softball, swimming, water polo, and wrestling (junior varsity).

Section 2

- A. League championship will be declared for any sport only when a simple majority of League schools field a team. (Varsity only)
- B. League championships in swimming, water polo, tennis and wrestling will be determined by the winner of a dual match/meet competition.

Cross Country championships will be determined by the final standings of center meets combined.

In all other sports, the school or schools with the best League win-loss record, with ties counting as a half game won and a half game lost, is the League champion (Exception: Note golf, article XVII, section 2 C; soccer, article XVIII, section 5).

Section 3 There shall be no use of school facilities by players without the direct supervision of the team's coach.

Section 4 Game time may be adjusted by mutual agreement of both schools administrations.

Section 5 A principal or athletic director may request the league commissioner to cancel a league event (league cross country meet, league swim meet, etc.) due to poor air quality or some other unforeseen circumstances. The commissioner will then contact the league president and at least one other principal for approval of the cancellation. It is the responsibility of the commissioner to notify each school.

Section 6 Noisemakers:

The Sierra Foothill League follows Sac-Joaquin Section rules pertaining to noisemakers and bands.

Warm up music is allowed. It will be provided at the discretion of the head coach of the home team.

Section 7 Facilities

Visiting teams are expected to maintain the cleanliness of the facilities they use. The field, court, bench area, locker rooms, etc. should be free from all garbage, tape, cups, bottles, etc.

Sunflower seeds, drinks (water only), and food are not allowed on any artificial field or track.

Teams will be fined for violation of this rule.

Section 8 Senior Recognition Ceremonies

Senior Recognition Ceremonies are limited to the introduction of each senior student athlete, their escorts, and the athlete's future plans. Any multimedia presentations are limited to after the varsity contest. All Senior Recognition Ceremonies must be pre-approved by the school Athletic Director and cannot impede or delay the start time of a contest.

Article X

Awards

Section 1 League

A. The Sierra Foothill League shall purchase team championship and individual awards. No other SFL awards shall be given.

B. All-League Teams

All-League teams shall be selected at the end of the season in varsity team sports.

C. All-League Selection

1. The All-League Team will be composed of the players selected by the coaches in the league. Players must receive one vote to be considered for 2nd team. There will be no Honorable Mention.

2. Coaches shall nominate players from their own team in accordance with their sport specific rules and forward to the League representative, if applicable. The League representative will then prepare a ballot of all players nominated. The head coach or designee will vote for an all opponent team from the list. Coaches may not vote for their own players.

3. In all sports except football the All-League Meeting will be held the Monday following the last league contest. In football it will be held the second Tuesday following the last league contest. Coaches shall be informed one week in advance of the meeting time and location by the league representative (letter, FAX, e-mail, or phone). Any changes in the above are allowed with mutual consent of the coaches.

4. The coach or designee from each school must be present at the All-League selection meeting. If a school is not represented, that schools nominees may receive honorable mention status only.

5. Coaches shall vote for opponent's players, however, if there is a tie for the last All-League position between two players both will earn All-League status. If there are three or more players tied, there will be a re-vote to decide the selection.

6. A ballot shall be taken to name the most valuable player for each sport. (Football there will be two, offense and defense). Each school will have one vote. The M.V.P. will be selected first. A school may vote for its own candidate. In case of a two way tie, there will be CO-MVPs. In case of a three or

more tie, a re-vote will be taken.

7. The number of players selected for the All-League teams is as follows:

- Baseball - 20
- Basketball - 10
- Cross Country – 10
- Diving – 3
- Football - 35
- Golf – 10
- Lacrosse- 20
- Sport Cheer - 12
- Soccer - 22
- Softball – 20
- Swim - 16
- Tennis – 12
- Track – Winner of each event
- Volleyball - 12
- Water Polo -14
- Wrestling – 14

D. The following limits are placed on All-League approved awards:

1. The League will award championship awards at the varsity level only.
2. Team awards will be awarded in Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball, Water Polo and Wrestling. (Banner)

E. Special League Awards

1. The annual Jug Covich All-Sport Award for boys and girls will be presented to a League school each year.
2. The League will assign points only for those League sports in which a majority of League schools participate.
3. The award shall be made only for points accumulated on the following scale for varsity sports:

1st place	15 points
2nd place	12 points
3rd place	10 points
4th place	8 points
5th place	6 points
6th place	4 points
7th place	2 points

F. An SFL administrative representative, not affiliated with that sport, shall attend each All-League selection meeting.

4. The League Commissioner will tally the points earned by each school and at the end of the sports year, the winner will be announced.
5. A Jug Covich All Sports Plaque will be provided by the League.

Section 2 Sierra Foothill League Scholar/Athlete Recognition Program

The Sierra Foothill League Scholar/Athlete award is intended to honor outstanding young students who have demonstrated outstanding athletic ability, above average scholastic achievement, and high standards of citizenship during their high school years.

A. Qualifications

To qualify the applicant must be a graduating senior, possess no less than a 3.7 cumulative grade point average, have earned two varsity letters (at least one during the senior year), and have a record of good citizenship. The cumulative grade point average may not be based upon weighted grading standards and is to be based upon a maximum 4.0 GPA

B. Method of Application

Each Sierra Foothill League school will be responsible for submitting the names of eligible athletes to the League president. The principal and athletic director must verify athletic involvement, grade point average and citizenship. Applications for the scholar/athlete award must be completed and presented to the Sierra Foothill League president by April 15 of the school year. Application form is in appendix under "forms."

C. Presentation of Award

Sierra Foothill League Scholar/Athletes will receive awards at a board of manager meeting or at an appropriate ceremony as established by the board of managers or individual school site. Generally this will take place during the month of May.

Article XI

Protest/Appeal/Ejection Procedures

All hearings shall follow section appeals hearing committee procedures (Appendix A.)

Section 1 Protests

- A. A protest may be filed for violation of the C.I.F. rules and/or Sierra Foothill League constitution or misinterpretation by the official.
- B. Any protests are to be originated by the principal of the school making the protest.
- C. The protesting principal shall notify the principal of the school receiving the protest by telephone. The League Commissioner shall convene a protest committee consisting of one principal and two athletic directors
- D. No protest may be made upon the decisions of the referees or other game officials in regard to facts or interpretations of the rules of the game except in the event of a clear misrepresentation of the intent of the rule. The game official will be the supreme authority on the field of play in so far as the contest is concerned.

Section 2 Violations

- A. Principals will report violations to the league commissioner for a recommendation of consequences. This recommendation may include a referral to a hearing committee convened by the league commissioner.
- B. If a member school has been found guilty of a C.I.F. bylaw or league violation by hearing committee, penalties will ensue according to C.I.F. Sac-Joaquin Section bylaw 500.6.

Section 3 Appeal/Ejection Procedure

- A. The Commissioner of Officials will notify the principal the day following an athlete/coach ejection. Should the commissioner fail to notify the school, it is still the responsibility of the school to impose the appropriate Section ejection policy.

- .B. All ejections and appeals will follow the CIF State Sportsmanship and Ejection Policy (503.m)
 - 1. There is no appeal process for single game ejection except for mis-identified players.
 - 2. Appeal process for Multi Game ejection- Reasons for appeal may only include mis-identification of player or coach, or a misapplication of the rule. There is no appeal regarding the judgement of an official.
 - 3. All ejection appeals/grievances will be made to the CIF Sac-Joaquin Section office.

Article XII

Admission Fees for Athletic Contests

Section 1 Admission fees for League contests

A. The price of admission to Sierra Foothill League contests shall be reviewed annually. When deemed necessary they may be changed by a majority vote of League representatives.

B. The following admission prices are in force:

Sport	Adults and Students Without ASB cards	Students with ASB cards and Children below High School age
Football	\$8.00	\$5.00
Basketball	\$7.00	\$5.00
Frosh Football	\$7.00	\$5.00
Wrestling	\$7.00	\$5.00
Swimming (League Meet)	\$7.00	\$5.00
Track	\$7.00	\$5.00
Volleyball	\$7.00	\$5.00
Water Polo	\$5.00	\$5.00
Soccer	\$7.00	\$5.00
Sport Cheer	\$7.00	\$5.00
Lacrosse	\$7.00	\$5.00

- a. Each school will have the option to give a senior citizen discount at home games only.
- b. Elementary children without parents are to be charged as an adult.
- c. Each school will have the option to charge or not to charge for sports other than football, basketball, wrestling, volleyball, track, water polo, and swimming.
- d. Each SFL school has the option, during football rivalry week, to raise the Varsity/JV entrance fee to an amount agreed upon by both participating schools.

Article XIII

Baseball

Number of Contacts — 28

Games begin at 3:30 p.m. - Daylight Savings Time 4:00 p.m.

Section 1 All rules shall be governed by C.I.F. regulations.

Section 2 Game time shall be 3:30 p.m. and Daylight Savings Time 4:00 p.m.

Section 3 Pre-game warm up for visiting teams shall consist of the last 15 minutes before game time. Batting practice is allowed up to forty-five minutes before game time. Visiting teams will not be allowed batting practice at the home team site.

Section 4 The baseball shall be Wilson 1010, Rawlings RO, Worth or League approved equivalent. (Pincard top two grades)

Section 5 Schedule shall be a triple round robin.

Section 6 Games

A. Postponed games may be made up as a double header on the next scheduled date if mutually agreed on by both schools administrations. The starting time may be scheduled earlier than 3:30 p.m. by mutual agreement of both schools. League teams will not be required to play more than four league games per week. All rainouts are to be made up on the next available day or Saturday by mutual agreement of both participating schools administration (Taking into consideration available facilities, officials, transportation, etc.).

B. There shall be two officials for varsity league games. If only one official is available the game may be played if both head coaches agree. There may be one official for frosh/soph or frosh games. If the umpires fail to appear at a game, it shall be treated as a rained-out game.

C. If a game in the first half of the season ends in a tie, the game will be completed when the teams meet in the second half. If a game in the second half of the season ends in a tie, the game will be completed only if it affects the championship or a playoff berth.

D. If four or more rain outs occur in any round the League Commissioner will convene a meeting of the head coaches to determine League championship criteria.

E. When games are not made-up, both teams are charged with a forfeit, unless one team forfeits to the other. If either team scheduled to play a League game is in contention for the

championship, the game must be played. No forfeits will be allowed.

F. In the event of a tie for the championship or a tie for a position in the Section Playoffs, the following will be used:

1. First place two way tie. The team with the best head-to-head record will be seeded #1; the other will be #2.
2. If the two teams split in head-to-head competition, they will play at a neutral site.
3. Three way tie for first: If head-to-head records do not resolve the tie, a three way coin toss by the League Commissioner will be held with the odd team sitting out while the two remaining teams play at a neutral site. The winner of this game shall play the team that sat out by virtue of the coin toss for the #1 seed. The loser of the second game would be the second seed.
4. If the win-loss record in the the head-to-head competition is 3-1, 3-1, 0-4, the two teams with the 3-1 records will advance to the playoffs with the two teams playing at a neutral site to determine the #1 and #2 seed.
5. If the head-to-head records of the three tied are 3-1, 2-2, and 1-3 the team with the 3-1 record will be #1 and the team with the 2-2 record will be #2 seed.
6. If there is no tie for first, but a three way tie for second or third place. If head-to-head records do not resolve the tie, a three way coin flip by the League Commissioner shall be held with the odd team sitting out while the two remaining teams play. The team that sat out by virtue of the coin toss will play the winner of the first round game for the #2 seed.

Section 7 All-League Selections

- A. A Most Valuable Player will be honored with a patch and certificate, then;
- B. 20 First-Team All-League Players will be honored with a patch and certificate, then;
- C. Any player receiving a minimum of one vote will receive a Second-Team All-League certificate

Article XIV Basketball

Number of contacts is 28
Starting times are 6:00 and 7:30 p.m.
Triple headers: Frosh-4:30, Sophomore-6:00, Varsity-7:30

Section 1 All rules for basketball shall be governed by C.I.F. regulations.

Section 2 Schedules shall be a double round robin. Co-champions will not be played off.

Section 3 Games are as follows:

Girls and Boys Varsity will play Friday night doubleheaders.

Section 4 Schools unable to conduct triple headers will make their own arrangements for Frosh games.

Section 5 Scorebook and Clock

A. Adults are to operate the clock at all varsity games.

B. Adults are to keep the official score book at all varsity games.

Section 6 Qualifying for Playoffs

A. The following procedure shall be used to break ties in the order listed.

1. Head to head competition involving league contests only.
2. Greatest number of wins within the tie.
3. Greatest number of wins above the tie.
4. Greatest number of wins versus the highest placed team above the tie.
5. Greatest number of wins below the tie starting with the next placed team below the tie and moving downward.
6. If a tie still exists, then there will be a coin flip conducted by the League President/Commissioner in the presence of representatives from the schools involved.

Section 7 All-League Selections

A. A Most Valuable Player will be honored with a patch and certificate, then;

B. 10 First-Team All-League Players will be honored with a patch and certificate, then;

C. Any player receiving a minimum of one vote will receive a Second-Team All-League certificate

Article XV

Cross Country

Starting date as established by C.I.F.

Number of Contacts — 28

Meets begin at 4:00 p.m.

Section 1 All rules shall be governed by C.I.F. regulations.

Section 2 C.I.F. Section Cross Country Handbook will be used for reference starting the C.I.F. fall start rate. Levels of play shall be boys' varsity, girls' varsity, boys' JV,, and girls' JV.

Section 3 League championships will be determined by two League meets. One point per win in the first League meet, two points per win in the last League meet.

Section 4 JV runners may move to varsity level or back to JV level at any time.

Section 5 The winner of the League meet is awarded the league MVP. First team All-League awards are given to the next 10 finishers.

Article XVI

Football

Starting date as established by C.I.F.
Number of Contacts—10
Starting Times are 4:45 and 7:00 (Frosh 5:30)

Section 1 General Rules

- A. Rules of play practice and games, and tie breakers are governed by the Sac-Joaquin Section of the C.I.F. Included are starting dates for practice and play and any limitations concerning spring and summer participation.
- B. By mutual consent of both schools, the game times for the varsity and frosh/soph games can be reversed in the case of extremely poor field conditions.
- C. A health care professional and/or ambulance must be in attendance at all contests.
- D. Forming tunnels prior to the varsity team's entrance to the field may be provided by the frosh/soph team and the cheerleaders only. Teams are not allowed to run through banners.
- E. Sideline Policy
Home Sites:
 1. Home sites must have a pass procedure to determine eligibility for sideline access.
 2. Lower level players will not remain on the field during other games.
 3. Home sites will place appropriate signage on visiting sidelines during games.
Signage will state: **Field access is for Current Team Personnel and School Administration only.**Visiting Team Responsibility
 1. Team/Game personnel are the only people allowed on the sidelines.
 2. Lower level players will not remain on the field during other games.
 3. Visiting team fans will not be allowed to enter the playing field or track area before, during, or after the game.
- F. Each school will attempt to provide equitable spotting and filming facilities for opponents.

Section 2 Film Exchange

- A. **Varsity teams will share the previous three (3) games for scout review.** On Thursday prior to the contest, teams will exchange the first two (2) of the three (3) previous games.
- B. **On Saturday before noon, teams will exchange the final of the three (3) previous games**

(played the previous night). During the bye week, the process does not change. The team with the bye will share the first two (2) games of the previous three (3) on Thursday and on Saturday before noon share the final game (which was played before the bye). The team that doesn't have the bye will follow the same process.

C. JV and Frosh/Soph will exchange the previous two (2) games for scout review.

Section 3 Playoff Selection Procedure

A. The Sierra Foothill League champion will be the team with the best win-loss League record. All subsequent playoff representatives will be determined by the best league win-loss record after the champion.

B. In the event of a tie for the championship or a playoff berth, the team that was victorious in the head-to-head competition will be declared champion or playoff representative.

C. If two teams who had qualified for the championship or playoff berth have played to a tie, the California tie-breaker winner will gain the decision.

D. In the event of a three-way tie,

1. If Team A has defeated both Teams B and C, Team A will be declared champion or playoff representative.
2. If needed, additional representatives will be determined according to B and C above.
3. Identical three-way or four-way ties, (where all three teams have beaten each other) will be broken by a coin flip done by the League Commissioner. Odd man is in. The remaining two teams (if needed) revert to steps B and C.

Section 4 All-League Selections

A. Offensive and Defensive MVPs will be awarded a patch and certificate, then;

B. 35 First-Team Players will be awarded patches and certificates, then;

C. Any player receiving a minimum of one vote will earn a 2nd Team All-League Certificate.

Article XVII

Golf

Starting date established by CIF
Number of contacts is 28
Starting time is 3:30 p.m.

Section 1 General

- A. Play will be governed by USGA and local rules.
- B. Dual matches will consist of 9 holes and starting times will be determined by the home team.
- C. The league season will conclude with two 18-hole matches with the league coordinator or his/her designate serving as match director. The director shall appoint a rules committee if one is needed. These are considered postseason.
- D. Play will be from the blue or back tees unless changed by the host course professional. Girl's golf will play from red tees.
- E. Teams and individuals will qualify for the sub-section tournament according to the Sac-Joaquin Subsection formula (See CIF regulations).
- G. All players are responsible for understanding and following the rules and etiquette of golf.
- H. Throwing of clubs in any manner or use of profane language will result in a two-stroke penalty with disqualification from the match for subsequent infractions.

- I. Girls will pick up after reaching double par on any hole

Section 2 Scoring and Qualification

- A. Each school, during the dual match season, will play all other schools twice (home and home). There will be two league 18-hole matches.
- B. Each team consists of six players, with the best five scores counting toward the final team score. If a tie exists when the scores are totaled, the sixth players' score will be considered to determine the match winner. If the sixth player scores are tied, the match will be declared a tie.
- C. Team scoring:
 - 1) Dual Matches: Winner: 1 point Losers: 0 points Tie: $\frac{1}{2}$ point each
 - 2) League 18-matches: Points will be awarded to the first place team will be equal to the number of teams in the league. Second through last place teams will receive one point less than the team finishing ahead of them. Ties will be broken using the 6th player.
 - 3) After the dual matches and the two league tournaments, the team points will be added. The team with the most points will be declared the SFL champion. Ties in the standings will remain unless a tie exists for the final postseason position. Seeding will be determined by the combined total of the two 18-hole tournaments. A tie for the final slot will be broken with a sudden death playoff beginning on the first hole between the involved teams immediately after the last league tournament. All six players will compete, with the best five scores counting.

Section 3 Individual Scoring

- A. Dual Matches: Each of the 12 players (six from each team) who complete the round with a legal score is awarded points. The best scores receive one point for each person in the match. Each succeeding score will receive one less point, with ties dividing the point total.
- B. League 18-hole matches: Each of the players is awarded points. The best score receives points equal to the total number of players in the tournament. Other scores will be awarded in descending order so that the worst score receives one point.
- C. Individual players (not on the teams qualifying for the subsection tournament) will qualify for the subsection based on their individual point totals applying the section formula. Ties among individuals will be played off in a sudden-death hole (or holes) playoff immediately following the second league 18-hole matches.

Section 4 All-League Selection

- A. Utilizing point totals for individuals from all but one of the dual matches and the two league

18-hole matches, the league will honor ten players as First Team All-League. The highest point earner will be honored as League MVP. If a player does not miss a dual match, then his or her low point score will be thrown out for one match.

Section 5 Coaches and Players Responsibilities

- A. Home team coaches must mail, fax or phone team and individual scores to the league coordinator following dual matches.
- B. Each coach is responsible for his players dress and conduct.
- C. The home team coach will determine if a match is to be called due to the weather.
- D. If a rule problem exists and a proper rule decision cannot be reached, the player (on the hole in question) is to play a second ball. Scores for both balls are to be recorded. Score or rule infractions should then be reported to coaches at the conclusion of the match.
- E. Coaches are to settle scoring problems, rule infractions, or other problems before scores are sent in. If the problem is not resolved, the golf chairman should convene a committee of coaches to settle the issue.
- F. Players should confront their opponents regarding rule infractions or scoring mistakes as they arise.
- G. Spectators are to maintain the 30-yard rule at all matches and tournaments.

ARTICLE XVIII
LACROSSE

Section 1 SFL League Governance

- A. Schools assigned to the Sierra Foothill League **FOR LACROSSE ONLY** by the CIFSJS are not members of the Sierra Football League Administrative Council and have **NO** voting authority on any item that comes before the Sierra Foothill League Administrative Council. These assigned schools have voting rights that pertain only to the sport of Lacrosse.
- B. These assigned schools will be charged a reasonable league assessment as determined by the league commissioner.
- C. Pertaining to Lacrosse only, the term “League President” will be replaced by the term “League Commissioner” in all SFL League Bylaws, including Playoffs and Appeals, Schedules and Championships, and Supervision and Game Conduct.

Section 2 Governing Rules

The National Federation rules shall govern all play except whereas modified by the CIF or the Sac-Joaquin Section.

- A. Boys Lacrosse competition shall be governed by the National Federation of State High School Associations Boys Lacrosse Rules.
- B. Girls Lacrosse competition shall be governed by the US Lacrosse Girls Lacrosse Rules as endorsed by the the National Federation of High School Associations.

Section 3 Contacts

The number of scrimmages and allowable contests shall be determined by the Sac-Joaquin Section.

Section 4 Start Dates

Boys: The CIF Sac-Joaquin Section will designate the starting dates.
Girls: The CIF Sac-Joaquin Section will designate the starting dates.

Section 5 Player Classification

An athlete eligible in all respects-academic, age, and grade level competition may move from one athletic classification to another (varsity, junior varsity, etc.) However, they may not compete in more than one classification in one day. The number of contacts applies to the number of both team and individual contacts.

Section 6 Rules of the Sport

- A. All teams are responsible to report scores to the CIFSJS digital provider, and league Lacrosse Representatives by email, text, or call.
- B. There will be three (3) referees assigned to each Boys varsity game, provided that the teams may by agreement play a varsity game with two (2) referees. Two (2) referees will be assigned to each league JV game, provided that teams may by agreement play a JV game with one (1) referee. All referees must be certified by the Northern California Lacrosse Referees’ Association, or such other organization as selected by the league. The host team is responsible for paying all

referee fees.

- C. There will be two (2) referees assigned to each Girls league game, with the possibility of three (3) if requested for higher level (more competitive) games. Teams may, by agreement, play a varsity game with one (1) referee. All referees must be certified by the Northern California Women's Lacrosse Umpires Organization (NCWLO). The host team is responsible for paying all referee fees.
- D. The home team will furnish game balls. Only balls with the National Federation authentication mark shall be used.
- E. Home team uniform jerseys shall be light and the visitor jerseys shall be dark.
- F. Lacrosse is a dangerous sport using a hard rubber ball thrown at high velocity. For this reason, only players, coaches, trainers, doctors, game officials, scorekeepers, and members of the press are allowed on the sidelines. Spectators must remain in the stands. Only ball retrievers are allowed behind the end line of the field. They must be equipped with the proper lacrosse protective equipment, including helmet, mouth guard, and other protective gear required of the players. The ball retrievers shall remain at least 15 yards behind the end line during play. Their attire should be in contrast to the two teams playing on the field.
- G. The Sierra Foothill League shall follow the ejections policy set forth in Section 503M of the CIF/SJS Bylaws if a player has been ejected from a game in accordance with Rule 5 Section 11 of the NFHS Boys Lacrosse Rules (or subsequent amended version of said rule), and Rule 7, Section 31 of the US Lacrosse Women's Lacrosse Rules.
- H. Make-up league games must be scheduled for the first available date and played in the order of cancellations. Once a game has been rescheduled, the new date takes precedence and acts as a revised schedule. An administrative veto is permissible only in cases of "exceptional" difficulties, including lack of transportation, no officials, or school closure, being deemed "exceptional." This veto may not be invoked by the coach or athletic director, but must come directly from the school's administrative office. Saturdays are optional and no make-up games may be scheduled the week of spring break, per Sierra Foothill League schedule.

Section 7 All-League Awards and Selection Process

Varsity coaches will meet at the end of the league season to select the Coach of the Year (optional) and an All-League team of twenty (20) players, which includes the Player of the Year. The first vote taken will include only those players nominated for Player of the Year. Once that vote is complete, another vote will be conducted to select the remainder of the All-League Team.

Section 8 Post-Season Qualification Procedure

The following procedure shall be used to break ties in the order as listed:

1. Head to head competition (involves only contest played within league schedule)
2. Goal differential (goals for less goals against) among the teams tied
3. Greatest number of wins above the tie
4. Greatest number of wins versus the highest-placed team above the tie
5. Greatest number of wins below the tie starting with the next-placed team below the tie and moving downward
6. If a tie still exists, then there will be a coin flip conducted by the Sierra Foothill League Commissioner in the presence of representatives from schools involved.

Article XIX

Sport Cheer

Starting dates are as established by CIF

Number of contacts -- 28

Start Times-- 5:30/6:30/7:30

Section 1 All rules Shall be governed by CIF regulations/USA Cheer rules for Sport Cheer

Section 2 Games

1. Pre game warm-up can begin when at least one official is present. Warm-up times will be as follows:
 - a, 15 minutes before game time (may be shortened to 10) both teams may use the main floor.
 - b. Coaches may be on the mats during team warm-up times.
- 2, Half-Time warm-ups
 - a. Teams may use gym floor or behind the bench areas. Coaches may be on the mats during warm-up times.
3. Overtime:

If game ends in tie, USA Cheer Overtime Procedures will apply.

Section 3 Tie Breakers:

1. Head to head competition involving only league games.
2. Greatest number of points within the tie.
3. Greatest number of wins above the tie.
4. Greatest number of wins versus the highest placed team above the tie.
5. Greatest number of wins below the tie starting with the next placed team below the tie and moving downward.
6. If a tie still exists there will be a coin flip conducted by the league president or his designee in the presence of representatives from schools involved.

Section 4 All League

1. A Most Valuable Player will be selected.
2. 12 First Team All League Players shall be selected.
3. Any player getting at least one vote will be selected Second Team All League.

ARTICLE XX

Soccer

Starting date as established by C.I.F.

Number of Contacts—28

Starting Times is 3:30 or 5:30 if a night game is mutually agreed upon

Section 1 All rules shall be governed by C.I.F. regulations.

Section 2 Field size

The field of play should be rectangular, 100 to 120 yards long and 55 to 75 yards wide. The field will be lined according to National Federation Rules.

Section 3 Each league contest shall have at least three officials. A game may commence with two officials.

Section 4 Postponed games shall be played on the first available date.

Section 5 League Standings

A. The League standings shall be determined in the following manner:

1. A win shall count as 3 points

2. A tie shall count as 1 point

B. In case of a tie for the Sierra Foothill League championship, the tied teams will be named as co-champions.

C. The following tie breaking process will determine the Sierra Foothill League representative to the Section play-offs:

1. Head-to-head record.

2. If a "spot" is to be decided, a play-off game (if time allows) is to be played at a neutral site. "Time allows" is a minimum of one day off between the last game and the playoff game, and also allows an additional day off between the playoff game and the start of the Section playoff game. The game will be played under the CIF-SJS Playoff rules. If a "seed" is to be decided, skip this criteria and move to criteria

3. Head –to-head goal differential
 4. Most away goals scored in head to head league games.
 5. Fewest goals allowed in league.
 6. Coin toss.
- D. In the event of a 3-way tie,
1. The records of the teams involved will determine place and seeds 1 and 2.
 2. Head-to-head goal differential between the teams involved.
 3. Most away goals scored between the teams involved
 4. Fewest goals allowed in league.
 5. Coin toss. When a team is eliminated by the coin toss, the remaining teams revert back to C.

Section 6 Red Card Rule

- A. Any player ejected (receiving a red card or two yellow cards) during the course of a League game will not be allowed to participate in the next game the team plays. This includes practice, League or playoff games.
- B. The penalty may carry over to the following season. Failure to comply with this rule will result in the forfeit of each of the contests in which the suspended player has participated.

Section 7 All-League Selections

- A. A Most Valuable Player will be honored with a patch and certificate, then;
- B. 22 First-Team All-League Players will be honored with a patch and certificate, then;
- C. Any player receiving a minimum of one vote will receive a Second-Team All-League certificate

Article XXI

Softball

Number of Contacts—28
Starting Times are 3:30 (4:00 Daylight Savings)

- Section 1 All rules shall be governed by C.I.F. regulations.
- Section 2 Pre-game warm up for visiting teams shall consist of the last 15 minutes before game time. The use of batting machine or forward pitching on game days (before the game) is prohibited. The use of tees or soft-toss is permissible.
- Section 3 Schedule shall be a triple round robin.
- Section 4 Home team shall provide the official scorer.
- Section 5 Games
- A. Postponed games may be made up as a double header on the next scheduled date if mutually agreed on by both schools. The starting time may be scheduled earlier than 3:30 p.m. by mutual agreement of both schools. League game make up shall have priority over non-league games. League teams will not be required to play more than four League games per week. All rainouts are to be made up on the next available day or Saturday by mutual agreement of both participating schools administration (Taking into consideration available facilities, officials, transportation, etc.)
 - B. There shall be two officials for varsity League games. There may be one official for frosh/soph or frosh games. If the umpires fail to appear at a game, it shall be treated as a rained-out game.
 - C. A tie game shall be considered a suspended game and shall be completed the next time the two teams meet. The tie or suspended game shall be played first. In suspended games, ineligible players may not participate in the resumed game and no other roster additions may be made. If it is the last scheduled game, it shall be completed at a later date only if the game has a bearing on post season play or the League championship. In suspended games, ineligible players may not participate in the resumed game and no other roster additions may be made.
 - D. If four or more rain outs occur in any round, the League Commissioner will convene a meeting to determine completing League criteria.
 - E. When games are not made-up, both teams are charged with a forfeit, unless one team forfeits to

the other. If either team scheduled to play a League game is in contention for the championship, the game must be played. No forfeits will be allowed.

- F. The last scheduled League game will be no later than Wednesday, the week preceding the Section Play-offs. Make up games may be played up until the Saturday preceding the Section Play-offs.
- G. In the event of a tie for the championship or a tie for a position in the Section Playoffs, the following will be used:
 - 1. First place two way tie. The team with the best head-to-head record will be seeded #1; the other will be #2.
 - 2. Three way tie for first: If head-to-head records do not resolve the tie, a three way coin toss by the League Commissioner will be held with the odd team sitting out while the two remaining teams play at a neutral site. The winner of this game shall play the team that sat out by virtue of the coin toss for the #1 seed. The loser of the second game would be the second seed.
 - 3. If the win-loss record in the head-to-head competition is 3-1, 3-1, 0-4, the two teams with the 3-1 records will advance to the playoffs with the two teams playing at a neutral site to determine the #1 and #2 seed.
 - 4. If the head-to-head records of the three tied are 3-1, 2-2 and 1-3 the team with the 3-1 record will be #1 and the team with the 2-2 record will be #2 seed.
 - 5. If there is no tie for first, but a three way tie for second or third place. If head-to-head records do not resolve the tie, a three way coin flip by the League Commissioner shall be held with the odd team sitting out while the two remaining teams play. The team that sat out by virtue of the coin toss will play the winner of the first round game for the #2 seed.

Section 7 All-League Selections

- A. A Most Valuable Player will be honored with a patch and certificate, then;
- B. 20 First-Team All-League Players will be honored with a patch and certificate, then;
- C. Any player receiving a minimum of one vote will receive a Second-Team All-League certificate

Article XXII

Swimming/Diving

Contacts 28

Starting Times are 3:30 (4:00 Daylight Savings)

- Section 1 All rules shall be governed by C.I.F. regulations.
- Section 2 There shall be a boys' varsity and JV team and a girls' varsity and JV. Seniors may not participate at the JV level. If a JV swimmer is moved to the varsity level after League competition begins he/she must remain at the varsity level for the remainder of the League dual meet season. Swimmers/divers may move back to the JV level after the League dual meet season.
- Section 3 The League championship will be determined by the win-loss record in dual meet competition and the League championship meet in the following manner:
- A. 1 point for each dual meet victory
 - B. 1 point for each team it defeats at the championship meet
 - C. A tie for the League championship will be decided in favor of the team that finishes higher at the championship meet.
- Section 4 League Dual Meets will be held on Fridays or as mutually agreed upon by coaches. Starting time is 3:30 p.m. and 4:00 p.m. during Daylight Savings Time. Diving competition will be held at alternate site as a separate event. Diving results will be reported to the head swimming coach or the diving coach the day of the competition. The diving results will be included in the dual meet scoring as an event.
- Section 5 Order of events
- A. Girls' JV
 - B. Boys' JV
 - C. Girls' varsity
 - D. Boys' varsity
- Section 6 Events
- A. 200 Medley Relay (Back Breast Fly Free)
 - B. 200 Freestyle
 - C. 200 I.M.
 - D. 50 Freestyle

- Break
- E. 100 Butterfly
- F. 100 Freestyle
- G. 500 Freestyle
- H. 200 Freestyle relay (4 x 50)
- I. 100 Backstroke
- J. 100 Breaststroke
- K. 400 Freestyle relay

Section 7 League meets

- A. The Sierra Foothill League swimming/diving finals will follow a preliminary/final format with the preliminaries on Friday and the final on Saturday.

At the League meet each school will be allowed to enter four swimmers/divers in each individual event. Each school will be allowed to enter one official relay team.

Section 8 All-League Selections

- A. Swimming
 - 1. The top 16 individual point scorers in the SFL Championship Meet in both Varsity boys and girls shall be named First Team All-League. Any relay member on a winning relay shall also be named First Team All-League.
- B. Diving:
 - 1. The top 3 individual point scorers in the SFL Championship Meet in both Varsity boys and girls shall be named All-League. Additionally, any diver who scores a provisional All American score shall be named First Team All-League.

Article XXIII

Tennis

Starting dates are as established by C.I.F.
Number of Contacts—28
Starting Times are 3:30 (4:00 Daylight Savings)

Section 1 All rules shall be governed by C.I.F. regulations.

Section 2 Three new tennis balls, Wilson, Penn, or any approved USTA hard court ball shall be provided by the home team for All-League matches.

Section 3 Schedule will be a double round robin.

1. Changes in starting times or dates of matches must be by mutual consent of both schools and administrators.
 - A. Both coaches must agree to postpone or cancel the match due to darkness. The major factor when calling a match is the safety of the players.
 - B. In the event of rain during a match, play may be halted for 20 minutes. After this time, if the courts are not playable, the match will be suspended. Play will continue on where play was stopped. At the start of the second rainfall of the day, play will be called.

If play is called, only completed sets and completed games will count and a later date is set for the continuation of the match. Each team involved should record the scores upon stoppage of the match for future agreement of the continuation of the match.

Every effort shall be made to play all matches.

Section 4 Matches and scoring

- A. There will be six singles and three doubles matches at each date. Doubling back is not allowed. The home team will determine the order of play for the match. The home coach will notify the visiting coach 48 hours in advance if option #2 is chosen.

Options: 1. Start at #1 and play down, 2, 3, 4, 5, 6, 1d, 2d, 3d in order.

2. Start at 3d, 2d, 1d, 6, 5, 4, 3, 2, 1 in order

- B. The team match will be won by the team which wins the most matches (best of nine).

- C. Singles shall consist of two out of three sets. By mutual agreement of both coaches, the doubles play a 10 point super tiebreaker for the 3rd set if darkness is a factor. No ad

scoring. Twelve point tie breaker at 6-all.

- D. It is the responsibility of the coach not to stack the ladder. A flagrant violation can be protested as per the S.F.L. bylaws. An infraction can lead to a forfeit.
- E. Play should be continuous. Coaching is allowed at the change-overs (90 seconds) by coaches only (no parents or teammates). The coach has 90 seconds before the match begins after warm-ups to talk with the players on the court.
- F. The league championship will be determined by dual competition in a double round-robin schedule. In the event of a tie, a co-championship will be awarded. To determine the team in further advancement in section playoffs, the team advancing will be based on the following criteria:
 - A. Head to head during SFL league matches.
 - B. Total matches won within the tie.
 - C. Total sets won/lost within the tie.
 - D. Total game differential within the tie.
 - E. Matches won above the tie.
 - F. Coin flip to be conducted by the league President or his designee, in the presence of representatives of the schools involved

***** NOTE: If there is a 3 way tie, once the 1st place team is determined, the process will begin again at step A to determine 2nd and 3rd place teams.

Section 5 All players shall wear team uniforms representing the school.

Section 6 The SFL tournament will be awarded based on a rotating basis among member schools. The host school can use their school courts or any tennis facility as long as they meet USTA standards. The order is determined alphabetically. If the host school wishes to decline the host, they may defer to the next in order.

Section 7 Head coaches should call violations regarding inappropriate language, conduct, or sportsmanship on their own team. Warnings will be given during pre-game announcements and any subsequent violations will be a game penalty and then forfeiture of the match.

Section 8 All-League Selections

- A. A Most Valuable Singles Player will be honored.
- B. 12 First-Team All-League Players will be honored.

Article XXIV

Track and Field

Number of Contacts—28

Starting Time is 3:30

Section 1 General Rules

- A. League meets will be scheduled on Wednesday.
- B. There will be 4 separate divisions: Junior Varsity Boys & Girls and Varsity Boys & Girls in All-League meets.
- C. JV Boys and JV Girls athletes once moved into varsity competition must compete at the varsity level in all remaining league meets but may move down at the Sierra Foothill League meet.
- D. Each athlete must wear the school issue uniform and colors at all meets. Any participants dressed in inappropriate attire will be disqualified (not allowed to compete) from competition for the remainder of the meet.
- E. The League Champions will be determined by wins/losses in both dual meets and the league meet. Each team accumulating two (2) points for each win, one (1) point for a tie, and zero (0) points for a loss. Scoring shall be to 3 places in dual meets (5-3-1), (relays 5-0) and to 6 places in the League meet. (10-8-6-4-2-1).
- F. Competitors will receive 4 jumps and throws in dual meets. In horizontal jumps athletes must be signed in by the start of the JVB 4X100 relay. The horizontal jumps will end at the start of the JVB mile relay.
- G. There shall be no limitations on the number of entrants per event in league meets. When the host team has an 8 or 9 lane track, only the first heat will be scored. Each team will get only 4 entries in the 1st heat. When there is a 7 lane track, the first two heats will be scored. The fastest athletes will always be placed in the first heat.
- H. Whenever possible, All-League meets will use an official Cal-Nev starter.
- I. Home school is to provide all officials for the meet.
- J. The order of events in all SFL meets will follow the section format recommendations.

- K. In dual meets, each school will provide a scorer and the home team will supervise the scoring.
- L. Each team will be allowed to participate in a total of 27 meets, excluding sub sections, sections, and the state meet.

Section 2 All-League Awards

Winners of each event, including relays, will be honored with First Team All-League status. Second Place finishers will earn Second Team All-League status.

Article XXV

Volleyball

Starting dates are as established by C.I.F.

Number of Contacts—28

Starting Times are 5:00pm. and 6:30 p.m.

Section 1 All rules shall be governed by C.I.F. regulations

Section 2 Games

- A. Warm ups begin after the officials have completed the pre-game conference with the coaches and captains. Warm up times will be as follows:
 - 20 Minute countdown
 - 5 minutes shared time. Stop clock at 15:00
 - 6 minutes serving team on the court. Stop clock at 9:00
 - 6 minutes receiving team on the court. Stop clock at 3:00
 - 3 minutes Announcements, National Anthem and coaching time.
 - Line ups must be in at 2:00
- B. A double round robin will be the schedule.
- C. Ground rules for any specific court shall be with the consent of both coaches and officials.

Section 3 Qualifying for Playoffs

- A.. The following procedure shall be used to break ties for playoff seeding only in the order as listed. Only league contest shall be used in tie breaker procedure.
 - 1. Head to head match record within the tie.
 - 2. Head to head set deferential within the tie.
 - 3. Head to head point deferential within the tie.
 - 4. Greatest number of wins above the tie.
 - 5. MaxPrep power ranking
 - 6. In case of a 3 way tie, upon determination of the highest seeded team, the process will start over at step 1 to determine the other playoff positions.

Section 4 All-League Selections

- A. A Most Valuable Player will be honored with a patch and certificate, then;
- B. 12 First-Team All-League Players will be honored with a patch and certificate, then;
- C. Any player receiving a minimum of one vote will receive a Second-Team All-League certificate

Article XXVI

Water Polo

Starting date as established by C.I.F.
Number of Contacts - 28
Starting Time is 3:45

Section 1 All rules shall be governed by C.I.F. regulations.

Section 2 Teams will play a double round robin league schedule.

Section 3 League games shall be played twice a week, on Tuesday and Thursday.

Section 4 Game order is JV/Varsity/Varsity/JV.

Section 5 Boys shall play first on Tuesdays. Girls shall play first on Thursdays.

Section 6 Qualifying for CIF Playoffs

The following procedure will be used to break ties in the order listed:

1. Head to head competition (league contests only)
2. Greatest number of wins within the tie.
3. Greatest number of wins above the tie.
4. Greatest number of wins versus the highest-placed team above the tie.
5. Greatest number of wins below the tie starting with the next-placed team below the tie and moving downward.
6. Fewest goals allowed in head to head contests.

7. If still tied, the two teams will play a tie-breaker game, after the final league game and before the last contest date. The home team will be determined by a coin flip conducted by the league President or his designee, in the presence of representatives of schools involved.

Section 8 All-League Selections

- A. A Most Valuable Player will be honored with a patch and certificate, then;
- B. 14 First-Team All-League Players will be honored with a patch and certificate, then;
- C. Any player receiving a minimum of one vote will receive a Second-Team All-League certificate

Article XXVII

Wrestling

Starting date is November 9
40 Matches per person
Starting Times are 6:00

- Section 1 All rules shall be governed by the C.I.F. regulations.
- Section 2 There will be two levels of competition, Varsity and J.V.
- Section 3 Matches
- A. JV is first, followed by the varsity. Weigh-in time is 5 p.m.
 - B. Schedule is a single round robin.
- Section 4 Varsity scores count for championships. J.V. wrestlers may move up to Varsity and back to J.V. with no penalty.

Section 5 Wrestlers will advance to sub-sections by qualifying in the Sierra Foothill League tournament which will be hosted by a different League school each year following an alphabetical sequence. The League tournament will allow each school to enter one varsity team. A Junior Varsity Tournament may be held concurrently.

Section 6 All student/athletes must have a minimum of ten full practices to participate in a contest. If a student/athlete joins a team after competing in a previous sport, that student/athlete must have had five full practices to participate.

Section 7 SFL Tiebreakers

In the case of two teams tying in a dual meet, the National Federation rule Book Criteria as listed in Rule 9, section 2, Article 2. will determine the winner.

In the event of a two-way tie for any final place in the SFL standings at the end of the season, head to head results will be the first criteria to determine the highest place.

In the event of multiple teams finishing SFL competition with identical records, head to head competition will decide the higher places. If head to head results fail to resolve the tie, then the National Federation Rule Book Criteria, modified, will be extended to apply to all the teams involved in the tie.

The modification shall consist of inserting the following criterion: The team scoring the highest total number of team points among all the dual meets involved in the tie shall be awarded the higher place. Remaining places shall be awarded based on the next succeeding number of team points scored. This criterion shall be inserted into those listed in the NFHS Rule Book, after Rule 9, Section 2, Article 2-C.

If a tie still remains then the NFHS Rule Book criteria starting with R-9, S-2, A-2-D will apply.

In the event of the ties described above, these criteria shall determine final SFL places so that there will be a sole SFL Champion and a sole runner-up.

Section 8 All-League Selections

Winners from each weight class will be honored with First Team All-League status. Second place finishers will be honored as Second Team All-League.

Appendix A

SAC-JOAQUIN SECTION APPEALS HEARING COMMITTEE PROCEDURES

1. INTRODUCTION, by chairman

Chair will ask everyone to introduce themselves and give their role or capacity at the hearing.

2. EXPLANATION, by chairman of committee's role

A. The chair will explain that the hearing is open to the public.

B. The chair will identify the rules in issue and will explain that the committee's role is to receive all relevant information and evaluate, on the basis of the information

received at the hearing, whether the student is eligible under the rules. The chair will also comment on what is meant by relevant information.

3. EXPLANATION, by chairman, of procedure

Information Gathering Portion of Hearing

- A. The chair will explain that everyone will have a chance to speak and present information when recognized by the chair for that purpose. Only one person will be allowed to speak at a time.
- B. The chair will then identify all documents before the committee and direct that they be made a part of the record.
- C. The chair will then explain the type of information that the committee will consider.
- D. The chair may likely ask the commissioner for a brief background statement regarding the case.
- E. The chair will then recognize either the principal or the parents (as the case may be) for any information they may choose to provide the committee.
- F. Any witness on behalf of the student will be allowed to speak.
- G. If there are persons present who oppose the position of the student, they will be recognized to speak after the student's parents and witnesses have spoken.
- H. The chair will entertain questions directed from one party to the other.
- I. Committee members will then be given an opportunity to ask questions of any person present.
- J. Each side will then be given an opportunity to make a closing statement.

4. DELIBERATIONS

- A. Only Hearing Committee members will be present during deliberations.
- B. Committee members will discuss, among themselves, the information presented.
- C. Committee members will decide, based upon the information presented, the facts they accept as existing and present.
- D. The committee members will apply the facts they have determined to be existing and pertinent to the rules.
- E. The committee will reach a decision as to eligibility or ineligibility.

- F. The committee will direct that its findings and decision be in writing and approved and signed by the chairperson.
- G. The final decision will be mailed to all appropriate parties.