

CONSTITUTION

(Revised 06/23/11)

Article 1 - Name

The name of this conference shall be the Metro Suburban Conference

Article 2 - Object/Purpose

The purpose of the Metro Suburban Conference is to foster positive and cooperative relationships among the students, faculty, and communities of member schools in academic and interscholastic endeavors.

Article 3 - Membership

Section One The Metro Suburban Conference shall consist of the following schools with their respective colors and mascots.

School	Colors	Mascot
Elmwood Park	Black and Gold	Tigers
Fenton	Royal Blue and Orange	Bison
Glenbard South	Red, White and Royal Blue	Raiders
Illiana Christian	Green White	Vikings
Ridgewood	Kelly Green and White	Rebels
Riverside/Brookfield	Royal Blue and White	Bulldogs
Timothy Christian	Red and White	Trojans

Section Two. Membership shall take two forms: full and affiliate. Full members agree to participate in all conference sports and activities that they offer. Affiliate members may be admitted in one or more activities.

Section Three. Should a new school wish to enter the Metro Suburban Conference, the following procedure shall apply:

1. Upon written request of a school's superintendent, the Metro Suburban Conference secretary shall inform all member schools.
2. The Board of Control will consider the request at its next regular meeting.
3. The petitioning school may be invited to formally present its membership request to the Board at a successive meeting.
4. Admission to Metro Suburban Conference membership shall conform to the Metro Suburban Conference membership cycle and requires a minimum 2/3 majority vote of the Board of Control.
5. Generally, full membership cycle shall be bi-annual. Affiliate membership cycles shall be annual. Efforts will be made to accommodate mutually acceptable timelines for all new memberships.
6. An initial membership fee may be assessed by the Board of Control.

Section Four. Should a conference school wish to withdraw from membership in the Metro Suburban Conference, the following procedure shall apply:

1. Upon written request of a school's superintendent, the Metro Suburban Conference secretary shall inform all member schools.
2. The Board of Control shall consider the request at a successive meeting.
3. Said withdrawal shall be effective at a time up to but not to exceed two full school years.
4. The timeline for withdrawal from the Metro Suburban Conference shall be approved by a 2/3 majority of the Board of Control to avoid concomitant sanctions or penalties.

Section Five. Failure to comply with provisions regarding the rules and regulations of the Metro Suburban Conference constitution and its bylaws may constitute grounds for sanctions or probation.

Article 4 - Governance/Officers

Section One.

Each principal will act as agent for his or her superintendent and Board of Education. At times it may be necessary to convene member school superintendents.

Section Two. Board of Control Membership

Principals of schools with full membership status shall serve as the Board of Control for the Metro Suburban Conference.

Section Three. Officers of the conference

The officers of the conference, selected from the member principals of the conference Board of Control, shall be a President, a Vice President, a Secretary, and a Treasurer.

Section Four. Powers and Duties of Officers

1. Duties of the President
 - A. The president shall preside over all Metro Suburban Conference business meetings.
 - B. The president may request special meetings and is required to call special meetings when requested by a majority of conference schools.
 - C. The president has the responsibility to appoint members to all special committees.
 - D. The president shall make a meeting agenda that is sent to member schools prior to the meeting.
 - E. In January of each school year, the president will appoint two members to work with the vice president, the secretary, and the treasurer in the development of a budget for the next school year. The budget will be presented and discussed by the vice president in the March meeting and voted upon in the May meeting. All

chief administrators will receive a copy of the budget prior to final approval.

2. Duties of the Vice President

- A. The vice president shall perform the duties of the president in his absence.
- B. The vice president shall assume the position of the president upon completion of his term as vice president or upon the resignation of the president.
- C. The vice president shall serve as parliamentarian.
- D. The vice president shall annually review and submit written recommendations for updating all bylaws to the constitution.
- E. Such recommendations shall be based upon the monthly conference meeting minutes.
- F. Such recommendations shall be submitted at the last conference meeting of each school term.

3. Duties of the Secretary

- A. The secretary shall keep a record of all actions taken at meetings and shall supply all member schools with three copies of the minutes.
- B. The secretary shall make all arrangements for scheduled and special meetings as called by the president.
- C. The secretary shall notify all member schools of the agenda, time, place and other details of the meetings.
- D. The secretary shall keep in his care the following records:
 - 1. Official minutes of meetings.
 - 2. Master schedule of any and all conference events.
- E. The secretary shall release official news media releases.
- F. The secretary shall furnish an annual directory of administrators and sponsors to all member schools at the beginning of the school year.
- G. The secretary shall perform such additional duties as are required to fulfill the responsibilities of the office.

4. Duties of the Treasurer

- A. The treasurer or designee shall order and pay for all trophies, medals, ribbons, etc., to be awarded each year according to the standards presented by the conference.
- B. The treasurer shall perform such additional duties as are required to fulfill the responsibilities of the office.
- C. The treasurer shall provide a treasurer's report at each meeting.

Section Five. Voting

1. Every full member school shall be entitled to one vote on the Board of Control. A quorum for transacting business of the conference shall be more than 1/2 of the member schools.
2. If deemed necessary by the president of the Board of Control, a telephone vote may be taken to transact conference business. This business must be of an emergency nature; involve only conference by-laws; and meet the criteria specified in other sections.
3. Only the high school principal or his or her designee shall be entitled to present, second, or vote on a motion or any other issues.
4. Determination of recognition status (Article 10) requires a 2/3 majority of the member schools.

Article 5 - Meetings

Section One. For the purpose of transacting business, more than 1/2 of member schools shall constitute a quorum.

Section Two. Each member school shall be entitled to cast one vote on any motion or proposition before the conference. The vote shall be cast by the principal or authorized representative.

Section Three. At all general meetings the spokesperson for a member school shall be the high school principal or authorized representative.

Section Four. Special meetings may be called by the Executive Board or upon written request of 1/3 of the member principals.

Article 6 - Executive Board

The officers of the Board of Control shall serve as the Executive Board.

Article 7 - Committees

Section One. The Metro Suburban Conference shall have two standing committees: The Athletic Directors shall constitute one committee and the Activities Directors/Assistant Principals shall constitute the other.

Section Two. The president of the Athletic Directors and the president of the Activities Directors/Assistant Principals shall serve as liaison to the Board of Control at all regularly scheduled meetings.

Section Three. Special committees can be convened by the Board of Control as needed.

Article 8 - Parliamentary Authority

Roberts Rules of Order shall be the basis of operating procedure at all meetings.

Article 9 - Amendments

Section One. The constitution of the conference may be amended by two-thirds majority of the membership, provided that any matter recommended to be acted upon shall be submitted in writing at a regular meeting.

Section Two. The proposal shall be written into the minutes of that meeting.

Section Three. The proposal shall be voted upon at the next regular meeting.

Section Four. The by-laws of this conference may be amended by a simple majority vote of the member schools.

Article 10 - Recognition Status

Section One. The recognition status of any school will be determined by the voting procedure in Article 4, Section Five - Voting of the Conference Constitution. The Board of Control may be warranted in this regard when the principal of a participating Metro Suburban Conference school to which a violation and/or infraction has been alleged, files a formal complaint in writing. This non-compliance complaint shall be filed with the president of the Board of Control.

Section Two. A committee of two (2) conference principals, determined by a blind draw, can be assigned by the president to investigate any noncompliance complaints. This committee is empowered only to investigate and report its findings back to the Board of Control. Schools being investigated cannot be represented on this committee.

Section Three. There are four types of recognition status;

1. Full Recognition - is granted to a school who complies with all general aspects of the conference constitution, by-laws, and individual activity by-laws.
2. Probationary Recognition - can be given to a school who does not comply with all general aspects of the conference constitution, by-laws, and individual activity by-laws.
3. Non-Recognition - can be given to a school who, after being placed on Probationary Recognition status, continues to violate general aspects of the conference constitution, by-laws, and individual activity by-laws.
4. When placed on this recognition status a school may participate in all conference activities, but may not be declared the conference champion in any activity.
5. Dismissal Recognition - will be given to a school, who, after being placed on Non-Recognition status, continues to violate general aspects of the conference constitution, bylaws, and individual activity by-laws. When placed on this status the school may follow the appeal procedure below. Pending the outcome of an appeal, the school

must be placed on Non-Recognition status or dismissed from the Metro Suburban Conference. When placed on this recognition status a school may participate in all conference activities, but may not be declared the conference champion in any activity.

The recognition status of each conference school will be reviewed yearly at the May Board of Control meeting. A school that has been placed on Probationary, Non-, or Dismissal recognition status must be reviewed within one calendar year of being placed on that status.

Section Four. The following procedures shall be used for all appeals concerning Non-Recognition and Dismissal Recognition.

1. Within 20 calendar days of being placed on Non-Recognition or Dismissal Recognition the school's principal may request a full hearing before the conference Board of Control. This request is to be in writing and sent to the conference president.
2. Within 10 calendar days of receipt of a request for a hearing, the conference president will convene the Board of Control for the sole purpose of said hearing.
3. During said hearing the school requesting the hearing may present pertinent information to the Board of Control.
4. The Board of Control will evaluate the information received at the hearing and issue a final decision within 5 calendar days. The school requesting the hearing shall be notified by the conference president or secretary in writing of the final decision, within 10 calendar days of the conclusion of the hearing.

ORGANIZATION BY-LAWS

Article 1 - Meetings

Section One. The Principals will meet a minimum of four times per year. The president may change an individual meeting date due to a conflict.

Section Two. Assistant Principals/Activity Directors will meet a minimum of four (4) times per year. The second Wednesday of the month shall be utilized as the meeting date for this group.

Section Three. Athletic Directors will meet monthly. The first Wednesday of each month shall be utilized as their meeting date.

Article 2 - Funds

Section One. The Metro Suburban Conference may hire assignment chairperson annually.

Section Two. Admission ticket prices to all conference contests shall be set annually by the Board of Control at the May meeting proceeding the next school year.

Section Three. The conference assessment for each member school is to be submitted to the treasurer by November 1 of each year.

Section Four: The Metro Suburban Conference Treasurer shall follow accounting and procedural guidelines as follows:

- A. Conference funds shall be kept on account which shall be part of the acting treasurer's school district's accounts and, as such, be monitored by a bonded, school district employee. This account shall be subject to annual audit as it shall be a component of the district's overall financial accounts.
- B. The acting conference treasurer shall use the tax-exempt number of their district for conference purchases.
- C. Payment due to individuals who are employees of member schools for services rendered to the conference will be remitted to the school district. The employee will then be paid by the home district with appropriate payments to TRS, IMRF and taxes handled by the home district.
- D. The treasurer's school district shall issue 1099 tax forms to all eligible individuals for services rendered to the conference.
- E. Monthly treasurer's reports shall include an itemization for each expenditure with accompanying check number. All receipts, invoices, etc. shall be kept on file by the treasurer.

Article 3 - Activities

Section One. At least four (4) schools must participate in an activity in order to be considered as an "official conference activity," or for which a conference championship can be determined.

Section Two. Each conference activity must develop, and/or revise by-laws annually to govern that activity. These by-laws must be approved by the Athletic Directors/Activity Directors and presented Board of Control for approval to be made a part of this document.

Section Three. The following extra-curricular activities and events will be sponsored by the Metro Suburban Conference:

<u>Girls</u>	<u>Boys</u>	<u>Activities</u>
Cross Country	Football	Art Festival
Tennis	Cross Country	Band Festival
Volleyball	Golf	Choral
Basketball	Soccer	
Soccer	Basketball	
Softball	Wrestling	
Track	Track	
Cheerleading	Baseball	
	Tennis	

Section Four. Conference activities that declare champions must be on the approved list no later than the last regular meeting of the Board of Control of the previous year.

Section Five. In the event of work stoppage, any regularly scheduled contest/event will not be rescheduled.

Article 4 - General Rules

Section One. The Metro Suburban Conference shall be governed by the rules and regulations of the Illinois High School Association (IHSA), and the Metro Suburban Conference constitution and by-laws, and other applicable regulatory agencies. The rules and regulation of the Illinois High School Association (IHSA) shall take precedence in situations where differences exist among regulatory agencies and bodies.

Section Two. Conference Passes: Faculty and staff of member schools of the Metro Suburban Conference shall be admitted to conference events with a Metro Suburban Conference pass. Each school will be allotted 100 "admit bearer and guest" conference passes.

Section Three. Gate receipts of Metro Suburban Conference activities and events are the property of the host school unless special arrangements have been made by the competing schools.

Section Four. Conference tournaments: See individual sport By-Laws.

Section Five. Starting times for athletic events during fall and winter seasons should be no later than 5:30 p.m. The scheduling of Metro Suburban Conference activities, events and modification from agreed upon times and places between member schools should, at all times, preserve the integrity of the instructional school day as it applies to the involved schools whenever possible.

Section Six. An administrator or other designated school official must be present at all varsity home and away football, boys basketball, and other events as necessary. Such supervisory personnel at away events should make their presence known to the host principal or athletic director.

Section Seven. Damage of equipment and/or property: If players or representatives of any Metro Suburban Conference school are found guilty of carelessly or maliciously breaking, damaging, destroying, or stealing property or equipment belonging to the host school (i.e. damaging baskets or backboard during warm-up drills, breaking or damaging lockers), such school shall be held responsible for costs incurred in repairing or replacing such property or equipment.

Section Eight. All-conference athletic academic award recognition shall be established for varsity letter winners with a 3.5 cumulative grade point average (on a 4.0 scale) as calculated by member schools at the conclusion of the previous semester. Fall freshman varsity athletes will be awarded at the end of the first semester.

Section Nine. All pre- or post-season activities involving the Metro Suburban Conference must have prior approval of the Athletic Directors and/or the Board of Control.

Section Ten. Schools hosting any conference activity (athletic or non-athletic) have the following options:

- A. Host the event without a host team.
- B. Host the event at another school.
- C. Pass the event to another school in rotation
(school hosting also keeps their regular spot in the rotation).
- D. Switch years with another school in rotation.

METRO-SUBURBAN CONFERENCE

ATHLETIC BY-LAWS

2010-11 (rev. June 23, 2011)

Meetings of Athletic Directors:

1. Regular meetings of the Athletic Directors shall be held the first Wednesday of the month beginning in August and ending in June. (Special meetings of the Athletic Directors may be scheduled as needed.) Meetings scheduled during the school day shall begin at 8:30 a.m. At the last meeting of each year, the dates and places for the next year's meetings shall be set. Athletic directors will meet with the principals when necessary.
2. Sites shall be determined by the Athletic Directors on an annual basis.

Pre / Post Season Meetings:

1. Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.
2. Post season meetings are conducted for head coaches by the Resource Athletic Director of each sport. The date of the meeting is specified in the various sport by-laws. The site of the meeting is determined by the Resource Athletic Director and the coaches involved. At the post season meeting, sports by-laws are reviewed, and if necessary, coaches may recommend changes to the By-laws. These proposed changes are then presented to the Athletic Directors by the sport Resource Athletic Directors at a subsequent Athletic directors meeting.
3. In addition to reviewing the sports by-laws, where applicable, the All-Conference teams are selected. At post-season meetings, coaches are responsible for expenses that they may incur.

Season Limitations and Eligibility:

1. The Rules of Eligibility of the Illinois High School Association shall apply.
2. Practice and contests may begin in accordance with the IHSA calendar.

Contests:

1. Conference schedule will consist of schedule developed by the Athletic Directors and adopted by the Board of Control.
2. All matters pertaining to interscholastic contests must conform to the rules and regulations of the Illinois High School Association. The Metro Suburban Conference may add rules and regulations that do not conflict with the Illinois High School Association.
3. Any athletic contest may be postponed, by mutual agreement or consent, because of severe weather conditions, contagious disease, or hazardous road conditions, etc. If a contest is canceled or postponed by mutual consent, it will be re-scheduled if possible. If not, it will be counted as 1/2 won and 1/2 lost. Any contests that could affect the outcome of a Conference championship must be re-scheduled and played.
4. Each school must provide two teams for competition in the conference, a Varsity and a sophomore/JV team.
5. Coaches shall be responsible for the behavior of their team before, during, and after the contest.
6. Any changes in the schedule must be mutually agreed upon and done at the earliest convenience of both schools. It is the responsibility of the Host School making the change to notify the assignment chairman and the conference of that change.
7. All changes must be accompanied by a contract.
8. Sports in which admission will be charged are Football, Volleyball, boys' and girls' Basketball, Wrestling and the Cheerleading Conference Competition. Admission may be charged for Soccer. Admission fees will be \$4.00 - adults, \$2.00 - students with ID.
9. Each school will receive 100 conference passes. Conference passes are not to be duplicated.

Most Valuable Player Designation:

1. The coaches of each sport in which All-Conference players are selected (i.e. football, soccer, volleyball, basketball, softball) will designate a player as "Most Valuable".
2. This is done as a means of highlighting outstanding conference participants for sectional or state recognition. This designation is an official conference honor but the individuals will not receive a conference sponsored award.
3. The MVP must be a member of the all conference team.

Strike Policy:

1. If any member of the Conference is involved in a strike or job action, the following procedure will be followed:

No games will be rescheduled - a forfeit will be awarded.

Player Limitation:

1. A school who violates player limitations will forfeit the game.

Sportsmanship:

1. It is the clear obligation of students, school staff, boards of education, and all other official representatives of member schools in all interscholastic relationships to practice and promote the highest principles of sportsmanship and the ethics of competition, and it is the obligation of the member school to maintain proper crowd control at all interscholastic activities.
2. The following sportsmanship statement should be read prior to any event in which a public address announcer is present.

SPORTSMANSHIP STATEMENT: The schools of the Metro Suburban Conference recognize the importance of good sportsmanship and the rewards of healthy competition. The officials in today's contest are assigned by the conference and are registered with the ILLINOIS HIGH SCHOOL ASSOCIATION. The Metro Suburban Conference coaches, athletes, administrators, teachers, and school boards support and demonstrate good sportsmanship. Our conference schools expect nothing less of our fans that attend events.

MISSION STATEMENT: We, the athletes of the Metro Suburban Conference, believe in competing to the best of our ability, character and integrity. In the spirit of good sportsmanship, we support the growth, discipline and encouragement of all athletes in this conference.

3. UNSPORTSMANLIKE CONDUCT REPORT:
The Unsportsmanlike Conduct Report may be used by each member school to document acts of inappropriate conduct at contests or practice sessions.
4. All schools should take all possible steps to increase the feeling of good sportsmanship and good conduct.
 - A. No cheers shall be used referring to the opposing school except in welcoming or commendation.
 - B. No artificial noisemakers (including megaphones) are to be used at any indoor athletic contests.
 - C. Signs only approved by the host athletic director are to be displayed inside the gymnasium for any athletic event.

Responsibility of Assignment Chairman/Officials:

1. The Conference Assignment Chairperson shall assign officials for all conference games. However, each individual school may assign officials for any non-conference games or have the Assignment Chairperson do so. A list of home and away officials will be given to each school.
2. Officials for all conference and non-conference contests shall be paid according to the NISOC pay schedule.

Responsibility of Assignment Chairperson:

1. Assign officials to all conference contests.
2. Submit a listing of names and addresses of all conference officials to each school.
3. Submit a listing of contests and official assignments to each school.
4. Submit an original invoice to the conference Resource Athletic Director for one-half of the allotted assignment stipend. This should be done one month before the start of the season and include the respective school officiating expenses as well as the dollar figure owed by the conference.
5. Submit a final season summary to each school showing expenses for officials and expected total assignment fee.

See the next page for a job description for Assignment Chairperson.

Responsibility of Resource Athletic Director:

1. Be a liaison to the assignment chairperson regarding conference rules, regulations, and procedures.
2. Insure that the assignment chairperson receive the appropriate schedules for the conference contests.
3. Verify the original invoice and submit it to the Conference treasurer for payment.
4. Verify the final season summary from each school and submit the season ending invoice to the Conference treasurer for payment.

Conference Duties

FALL SEASON	<u>Football</u>	Resource school: Riverside-Brookfield
	<u>Boys Soccer</u>	Resource school: Ridgewood
	<u>Boys/Girls Golf</u>	Resource school: Illiana Christian
	<u>Boys/Girls Cross Country</u>	Resource school: Fenton
	<u>Girls Tennis</u>	Resource school: Timothy Christian
	<u>Girls Volleyball</u>	Resource school: Illiana Christian
WINTER SEASON	<u>Boys Basketball</u>	Resource school: Elmwood Park
	<u>Girls Basketball</u>	Resource school: Elmwood Park
	<u>Wrestling</u>	Resource school: Fenton
	<u>Cheerleading</u>	Resource school: Riverside Brookfield
SPRING SEASON	<u>Boys & Girls Track</u>	Resource school: Glenbard South
	<u>Softball</u>	Resource school: Glenbard South
	<u>Baseball</u>	Resource school: Fenton
	<u>Boys Tennis</u>	Resource school: Timothy Christian
	<u>Girls Soccer</u>	Resource school: Ridgewood
CONF. DUTIES	<u>By-Laws</u>	Riverside Brookfield
	<u>Secretary</u>	Elmwood Park
	<u>Treasurer</u>	Ridgewood
	<u>Assignment Chairs</u>	Elmwood Park
	<u>Awards</u>	Fenton
	<u>All Conference Banquets</u>	TBD
	<u>Conference Scorekeeper</u>	Riverside Brookfield
	<u>NISOC Representative</u>	Fenton

Metro Suburban Conference Assignment Chairperson Job Description

The expectation of the league is that the Assignment Chairperson will provide the member schools with top quality officials for their conference and non-conference contests. Assignments will be made within the parameters of this job description, the Assignment Chairperson contract, and the By-Laws and Terms and Conditions of the IHSA. The Assignment Chairperson is employed as an independent contractor of the Metro Suburban Board of Control upon the recommendations of its Athletic Directors.

A. Hiring of Officials

1. Employment of all officials will be by the use of a formal contract issued by the assignment chairperson for each contest (Conference and Non-Conference) as listed or requested by each school's Athletic Director.
2. All schools are to be notified of their official assignment and given a list of all conference officials' addresses, phone numbers (home, work and cell), email address and IHSA I.D. number no later than the first day of practice in each respective season. Host schools must be notified of any change or substitutions prior to a scheduled athletic contest.
3. The Athletic Directors of the Metro Suburban Conference are recommended to follow the following timetable when submitting their list of home games to be assigned. Resource Athletic Director will submit the conference schedules to the assignors according to the following dates:

Fall:	February 1 tentative schedules sent from A.D. to Assignor. March 1 verification of schedules sent from Assignor to A.D.
Winter:	May 1 tentative schedules sent from A.D. to Assignor June 1 verification of schedules sent from Assignor to A.D.
Spring:	September 1 tentative schedules from A.D. to Assignor October 1 verification of schedules sent from Assignor to A.D.
4. A list of Metro Suburban Conference recommended officials is to be established with the head coaches and athletic directors, and this list is to be reviewed/revised annually at the end of the respective season.
5. The Assignment Chairs shall attend the monthly Metro Suburban Athletic Directors' meeting as requested.
6. All Assignment Chairs will recommend that officials call the school assigned at 2:00 p.m. on school day to verify contest status. Athletic Directors will contact Assignment Chairs or the officials assigned by 2:00 p.m. if a contest will be canceled. If a contest is canceled at 2:00 p.m. or before, no payment will be made. If there is no cancellation by 2:00 p.m., but there is an unforeseen act

of nature an official will receive a \$25.00 travel fee on game time cancellation. If the contest begins, but must be canceled before becoming a completed game, the official will receive full pay.

B. Financial Obligations

1. The Assignment Chairman will be paid a flat fee for assigning conference and non-conference contests that are submitted to them. One-half of the payment will be paid according to the following dates with the second payment coming at the end of the season, provided the 12% bill is received 3 weeks in advance of the posted date.

Fall – September 15	Winter – December 15	Spring – April 1
Fall – October 30	Winter – March 15	Spring – June 1

The Assignment Chairman will charge schools hosting tournaments 12% of the officials' fees and bill those schools directly.

BASEBALL BY-LAWS

SCHOOLS: **Elmwood Park** **Fenton** **Glenbard South**
 Illiana Christian **Ridgewood** **Riverside-Brookfield**
 Timothy Christian

REVIEW GENERAL BY-LAWS

CONTEST:

1. Conference games shall be scheduled as a (3) game series with the site rotating. The varsity will play at one site and sophomores will play at the opposite site. If each school has a freshman team, the freshman team will play at the same site as the sophomores.
2. Weekday games shall start at 4:30 p.m. Saturday games shall start at 10:00 a.m. Individual schools may arrange for earlier or later starts by mutual agreement of the competing schools.
3. In the event of a rainout, the Athletic Director will re-schedule according to the following criteria:
 - A. Any conference game that is postponed shall be rescheduled on the next non-conference date. All non-conference games must be bumped.
 - B. Teams will not be allowed to schedule two 5-inning varsity games.
 - C. If transportation and officials are available, games will be played at opposite sites whenever the originally scheduled varsity field is unplayable and the visiting field is playable.
4. The procedure for ending a game shall follow the National Federation rule except as follows: if a game is called before becoming official due to rain, snow, sleet, lightning, darkness or any other catastrophe in the umpire's judgment, the game will be suspended and resumed on the next playing date. All varsity level games must complete (7) inning games.
5. The ten (10) run rule shall be in effect on all levels of competition.
6. A (15) minute minimum warm-up time will be allowed before each game.
7. Time between double-headers shall be at least fifteen (15) minutes.

PLAYER LIMITATION:

A boy may play on only one team per contest. Doubleheaders shall be considered two separate contests.

OFFICIALS:

Two IHSA approved officials shall be provided for varsity games by the host school. One official shall be assigned for sophomore and freshman games and two for double-headers.

COACHES MEETING:

1. Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.
2. The Baseball All-Conference meeting will be held on the Sunday after the last Conference game, unless a mutually alternative agreed upon date is chosen at the pre-season meeting. This meeting will be used to review the Conference By-laws and to select the All-Conference athletes. Coaches may make suggestions regarding by-law changes on a yearly basis. These changes will be brought to the athletic directors for discussion, approval, or rejection.

CONFERENCE CHAMPIONSHIP:

The Conference Champion will be chosen by the best win-loss record. In the event of a tie, head to head competition will determine the Conference Champion. If more than 2 teams tie, duplicate plaques shall be awarded.

ALL-CONFERENCE BASEBALL TEAM:

1. The All-Conference team shall consist of twenty (21) players.

<u>WINS</u>	<u>SELECTIONS</u>	<u>WINS</u>	<u>SELECTIONS</u>
18	5	9	2
17	5	8	2
16	5	7	2
15	4	6	1
14	4	5	1
13	4	4	1
12	3	3	0
11	3	2	0
10	3	1	0

3. The remaining spots will be filled by nomination and vote of the coaches. Ties will be re-voted. If a tie still exists the at large bid will be awarded to the team with the better conference record. If the tie still persists, the resource A.D. will break the tie.
4. A coach may nominate one (1) player for Conference "Most Valuable Player." A coach may vote for his own nomination. All Most Valuable nominees must be members of the All-Conference Team. All ties must be broken: if a tie persists, the MVP will be awarded to the team with a better conference record.

AWARDS:

1. The conference varsity champion will receive a championship plaque.
2. All-Conference players will receive an All-Conference certificate.

BASKETBALL BY-LAWS

SCHOOLS:	Elmwood Park	Fenton	Glenbard South
	Illiana Christian	Ridgewood	Riverside-Brookfield
	Timothy Christian		

REVIEW GENERAL BY-LAWS

CONTEST LIMITATIONS

CONTEST:

1. The first game will start at 5:30 p.m. and the second game shall begin fifteen (15) minutes after the conclusion of the second game, but not before 7:00 p.m. Freshman contests may be scheduled on alternative days. Saturday Freshman games will start at 9:30 a.m.
2. The Varsity game shall consist of four (4) eight-minute quarters with ten (10) minutes between halves; The Sophomore and Freshman A & B games shall consist of four (4) seven-minute quarters with ten (10) minutes between halves.
3. Scoring and timing for Varsity and Sophomore games shall be done by adults,

PLAYER LIMITATION:

A player shall play only five (5) quarters in one day.

OFFICIALS:

Two different sets of IHSA approved officials shall be provided by the host school for Sophomore and Varsity competition.

COACHES MEETING:

1. Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.
2. The Girls Basketball All-Conference meeting will be held on the Sunday after the State Class 3A/4A Regional Tournaments, unless a mutually alternative agreed upon date is chosen at the pre-season meeting. Boys Basketball All-Conference Meeting will be held on the Sunday before the state Class 3A or 4A Regional Tournaments, unless a mutually alternative agreed upon date is chosen at the pre-season meeting. This

meeting will be used to review the Conference Basketball By-laws and to select the All-Conference Athletes. Coaches may make suggestions regarding by-laws changes. These changes will be brought to the athletic directors for discussion, approval, or rejection.

CONFERENCE CHAMPIONSHIP:

The Conference Champion will be chosen by the best win-loss record. In the event of a tie, head to head competition will determine the Conference Champion. If more than 2 teams tie, duplicate plaques shall be awarded.

ALL-CONFERENCE BASKETBALL TEAM:

1. The All-Conference team shall consist of eleven (11) players.
2. In the event of a tie for place, head to head competition will determine place and the number of All Conference selections. Automatic All-Conference selection will be assigned as follows:

<u>WINS</u>	<u>SELECTIONS</u>	<u>WINS</u>	<u>SELECTIONS</u>
12-0	3	6-6	1
11-1	2	5-7	1
10-2	2	4-8	1
9-3	2	3-9	0
8-4	2	2-10	0
7-5	1	1-11	0
		0-12	0

3. The remaining spots will be filled by nomination and vote of the coaches. Ties will be re-voted. If a tie still exists the at large bid will be awarded to the team with the better conference record. If the tie still persists, the resource A.D. will break the tie.
4. A coach may nominate one (1) player for Conference "Most Valuable Player." A coach may vote for his own nomination. All Most Valuable nominees must be members of the All-Conference Team. All ties must be broken: if a tie persists, the MVP will be awarded to the team with a better conference record.

AWARDS:

1. The conference varsity champion will receive a championship plaque.
2. All-Conference players will receive an All-Conference certificate.

COMPETITIVE CHEERLEADING BY-LAWS

SCHOOLS:	Elmwood Park	Fenton	Glenbard South
	Illiana Christian	Ridgewood	Riverside-Brookfield
	Timothy Christian		

REVIEW GENERAL BY-LAWS

LEVELS OF COMPETITION:

Conference competition will be at the Varsity and Sophomore levels.

CONTEST:

The conference champion will be determined at the conference meet.

THE CONFERENCE MEET

1. The Conference Meet will be held no later than two weeks before the start of the IHSA State Series.
2. The host school shall provide:
 - IHSA certified Officials (three cheer officials and two deduction officials)
 - Two timers for music
 - Two timers for routine
 - Regulation Cheer mat
 - Scorekeeper to tally results.
3. Scoring – Official IHSA score sheets will be used
4. Awards – A plaque shall be presented to the winning varsity team at the Conference Meet.
5. Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.
6. A Coaches' post-season meeting will be held at the conference meet to discuss changes in the conference meet and review the Conference By-Laws, and keep up with the changes from the IHSA and National Federation.

CROSS COUNTRY BY-LAWS

SCHOOLS:	Elmwood Park Illiana Christian Timothy Christian	Fenton Ridgewood	Glenbard South Riverside-Brookfield
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REVIEW GENERAL BY-LAWS

LEVELS OF COMPETITION:

1. Conference competition for Boys shall be at the Varsity and Sophomore levels.
2. Conference competition for Girls shall be at the Varsity and Junior Varsity levels.

CONTEST:

1. Starting time for conference meets shall be 4:30 p.m. or as soon as practical after the last team arrives. The host school will have the option to change the order of events if necessary if a visiting team arrives late and darkness threatens.
2. The levels and order of races will be Sophomore boys, Varsity girls, and Varsity boys. There will be no entry limit. By mutual agreement, a Junior Varsity girls' race will be held and be the first race of the day.
3. Proper colored flags will be used to mark each turn (blue-straight, red-left, yellow or white-right)
4. The site of meets will be communicated to opponents at the preseason coaches' meeting.
5. Schools should notify their competing conference schools when non-conference opponents are added.

PLAYER LIMITATION:

A player shall participate in only one race per day.

COACHES MEETING:

Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.

The post season Coaches meeting will be held on the day of the Conference meet. This meeting will be used to review the Conference Cross-Country By-laws. Coaches may make suggestions regarding by-laws changes. These changes will be brought to the athletic directors for discussion, approval, or rejection.

CONFERENCE CHAMPIONSHIP:

1. The rules for regular meets will remain in effect with these exceptions: The Conference Championship will begin at 9:00 am on the Saturday preceding the State Championship Series. Varsity Girls 9:00 a.m.; Varsity Boys 9:30 am; Junior Varsity Girls 10:00 am; Sophomore Boys 10:30 am, Open 11:00 am.
2. There will be a limit of seven athletes per varsity race with the first five counting toward the team score. Other races will have unlimited entrees with the first five counting towards team score, and the next two counted in the scoring. To be considered for scoring in these races there must be a minimum of 5 runners with a maximum of 7 runners. Scores will be kept for the Varsity Boys, Varsity Girls, Junior Varsity Girls, and Sophomore Boys races.
3. The place of the meets will be rotated among member schools. The host school will be responsible for informing the media of the results.
4. A Games Committee will be comprised of each head coach or school designee who will rule on any appeals.
5. An IHSA registered official will be used as the starter and the lead official for the conference meet.
6. The Conference Meet will determine the Conference Champion

ALL-CONFERENCE CROSS COUNTRY TEAM:

The All-Conference team will be the top thirteen (13) racers at the Conference Meet.

AWARDS:

1. The male and female Conference Varsity Team Champions will each receive a championship plaque. The top thirteen (13) varsity male and female runners will receive a medal for their place. The medal will designate them as All-Conference. No certificates will be issued.
2. The top thirteen (13) Junior Varsity female and the top thirteen (13) Sophomore male runners will receive a medal. No team awards are given.

FOOTBALL BY-LAWS

SCHOOLS: **Elmwood Park** **Fenton** **Glenbard South**
 Ridgewood **Riverside-Brookfield**

REVIEW GENERAL BY-LAWS

CONTEST:

1. GAME TIMES:
 - A. Sophomore preliminary.
Friday -5 p.m.
Saturday -10:30 a.m. (unless otherwise determined to accommodate homecoming games).
 - B. Varsity
Friday-7:00 p.m.
Saturday-1:00 p.m.
 - C. The varsity game shall not start before 7:00 p.m. Friday, or 1:00 p.m. on Saturday. The varsity game shall start 20 minutes after the end to the sophomore game. Band pregame activities shall be limited to five minutes.
 - D. Junior varsity games will be scheduled individually by schools. Those schools will also set the starting times.
 - E. Freshman games will be played Saturday mornings (9:00AM) at the same site of the Varsity Game; schools may change the date and time if mutually agreed upon.
2. Squad rosters shall be sent to each conference school not later than one week before the first conference game. Notification of changes will be submitted the Monday prior to games to schools involved.
3. Varsity games shall be 12 minute quarters. All other games shall be 10 minute quarters, unless other arrangements have been agreed upon.
4. All conference schools as outlined below will exchange films. There will be no exchange of football game films between conference schools with any school outside the conference.
5. The host school shall provide adequate space, either in or on top of the press box following IHSA rules.
6. The host school must provide a doctor and/or paramedic ambulance service at the field during both games.

Canceled Games-Varsity:

1. If a football contest is postponed by mutual consent, the game shall be rescheduled.
2. Postponement and termination of football games when weather conditions or playing conditions are such that advisability of playing a game is questionable, the following should occur:
 - A. When, in the opinion of one or both administrators of the two schools question advisability of play, the host administrators shall decide on postponement, change of location, or cancellation.
 - B. In the event of a postponement of the game, it should be played the next day – Saturday if it is a Friday game; Monday if it is a Saturday game.
 - C. If the cancellation of the game affects the conference standing of schools, other than the two involved, it is recommended that the game be rescheduled.
 - D. When conditions arise during the course of the game necessitating its termination:
 - a. The 5 officials should be instructed that when, in their opinion, conditions become such that there is danger to the players and spectators, the officials should call time and arrive at a decision concerning the termination of the game.
 - b. In the event of such an incomplete game, the game should be resumed from the point of termination with all prevailing game conditions, such as down, point of play, time, etc.
 - c. If conditions allow, a terminated game must be resumed within one-half hour on the same day, otherwise the game should be rescheduled following the above procedures.
 - d. If the game is in the second half and the outcome of the game is not in doubt, the losing team has the right to declare the game a complete game.

Football film exchange:

1. Conference schools shall exchange the varsity and sophomore game video of two weeks prior to their playing date. If said film is of inadequate quality or not available the film of the game played the week prior shall be exchanged. The inadequate film shall accompany the required exchange.
2. The football coaches are responsible for the exchange of films. This exchange should take place at the game of the school that will be the host school. If it cannot be done then other arrangements must be made. The exchange should happen before the start of the varsity contest.
3. Video scouting is permitted.

PLAYER LIMITATION:

Player shall participate in only four (4) quarters per day.

COACHES MEETING:

Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.

The Football All-Conference meeting will be held on the Sunday following the last conference game. This meeting will be used to review the Conference Football By-Laws and to select the All-Conference Athletes. Coaches may make suggestions regarding By-Laws changes. These changes will be brought to the athletic directors for discussion, approval, or rejection.

CONFERENCE CHAMPIONSHIP:

The champion shall be the team with the best conference win/loss record. In case of a tie, head to head competition shall determine the conference champion.

All-Conference Football Team

1. The All-Conference Football Team shall consist of a maximum of 21 players. 21-man squad will be named as follows:

<u>WINS</u>	<u>SELECTIONS</u>
4-0	9
3-1	6
2-2	3
1-3	2
0-4	1

2. Coaches will select a Most Valuable Offensive and Defensive Player.
3. A coach may nominate one (1) player for each Conference "Most Valuable Player." A coach may vote for his own nomination. All Most Valuable nominees must be members of the All-Conference Team. All ties must be broken: if a tie persists, the school with the higher conference standing will be awarded the conference MVP.
4. The remaining spots will be filled by nomination and vote of the coaches. Ties will be re-voted. If a tie still exists the at large bid will be awarded to the team with the better conference record. If the tie still persists, the resource A.D. will break the tie.

* Most Valuable players will be touted as All-State Candidates.

5. Tie in Team Standings:
 - A. If a two-way tie exists in any team standing, the number of players for the standing plus the standing below is totaled together. If the total is an even number, the number is split equally. If the total is an odd number, the extra position is given to the head on winner.
 - B. If a three-way tie exists, the number of players for that standing plus the two below, is totaled together, and if the number is even the number is split equally. If the total is an odd number, the Conference Championship play-off criteria will be used to determine the extra position.

AWARDS:

1. The first place varsity team will receive a championship plaque. In case of a tie, head to head competition will determine conference champion.
2. The All-Conference Players shall receive an All-Conference certificate.

GOLF BY-LAWS

SCHOOLS:	Elmwood Park	Fenton	Glenbard South
	Illiana Christian	Ridgewood	Riverside-Brookfield
	Timothy Christian		

REVIEW GENERAL BY-LAWS

LEVELS OF COMPETITION:

Varsity - 8 players maximum;

Sophomore - 8 players maximum

CONTESTS:

Dual Matches:

1. Only four scores shall count for the team total. If a tie occurs with 4 players' scores, the 5th player's score will be used to break the tie. If a tie still remains, the 6th player's score will be used to break the tie. If a tie still remains, the 7th player's score will be used to break the tie, followed by the 8th player's scores to be used if needed. If the score remains tied, after all eight scores are used; the dual meet is a tie. If one team does not have more than 4 players and a tie occurs after 4 scores are counted, the team with more than four players wins. The winning team earns two (2) points.
2. Individual points will be awarded to the top 4 scores in dual meets. 1st place = 4 points, 2nd place = 3 points, 3rd place = 2 points, 4th place = 1 point. Any divided point totals less than 1 will equal .5 for all players involved. If any ties occur in the top 4 scores, add the point value for those places together and divide by the number of players to determine the points earned. On point splits less than 1 please round up or down to ½. Do not use a fraction other than ½. Example: A #1 shoot 36, A #2 shoots 38, A #3 shoots 40, B #1 shoots 37, B #2 Shoots 40, and B #3 shoots 40. Points will be awarded as follows: A #1 shoots 36 = 4 pts., B #1 shoots 37 = 3 pts., A #2 shoots 38 = 2 pts., B #2 shoots 40 = .5 pts., A #3 shoots 40 = .5 pts., B #3 shoots 40 = .5 pts.
3. Contest times will be determined by home course restrictions.
4. Golf dual meets will consist of nine holes.
5. Every effort should be made to reschedule a match postponed by severe weather.
6. Visiting teams do not pay green fees.
7. All controversies shall be settled by mutual agreement of the coaches.
8. By mutual agreement the site of dual meets may be changed to the opposite site.
9. No outside school will be invited to MSC dual meets. However, by mutual consent,

double duals may be scheduled by the athletic directors if necessary, due to course needs. Thus, a medalist could earn eight points that day if he was the low scorer against both schools.

10. If a dual meet is not played, the 1st nine holes of the Conference Tournament will count as the dual meet; thus, medalist and team points will be used at the end of the 1st nine holes to satisfy the dual meet.

COACHES MEETING:

1. Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.
2. The Golf Coaches post-season meeting will be held on day of the Conference tournament. This meeting will be used to review the Conference Golf By-laws and to determine the All-Conference Team. Coaches may make suggestions regarding by-laws. These changes will be brought to the Athletic Directors for discussion, approval or rejection.

CONFERENCE TOURNAMENT:

1. Starting time will be determined by the home course; however a 9:00 a.m. starting time is desirable due to travel accommodations.
2. Follow the IHSA Guidelines for the Conference Tournament groupings.
3. The Conference Tournament shall consist of 18 holes and shall be held the week before the IHSA Regional Golf Tournament. The next day shall be the rain date, rescheduled at the same course if possible. Each team may enter eight (8) varsity and eight (8) lower level players in the Conference Golf Meet.
4. If the meet is suspended because of severe weather, the first 9 holes total will hold and the second 9 holes will be played on the succeeding day. If every foursome has not completed at least 9 holes, the Conference Championship will start over again.
5. The Conference Tournament Champion Team at each level of competition shall be determined by totaling the 4 low individual scores of each team entered. Team points will be awarded as follows:

7 team division: 1st. = 13, 2nd = 10, 3rd = 8, 4th = 6, 5th = 4, 6th = 2, and 7th = 0
(Points can be adjusted based on number of teams competing in like manner – 0 points for last place, increase each place by 2 points to 1st, which received 3 points more than 2nd place team)

In case of a tie for 1st place, the conference tournament champion will be determined according to rule #1 under Contest-Dual Matches.

6. Coaches will supervise the course and clubhouse during tournament play.
7. The school hosting the Conference Tournament is responsible for hosting a meeting of all head golf coaches to update the golf by-laws during the Conference meet.
8. Host school should send dual meet results and medalists to the conference tournament host every Friday morning.

CONFERENCE TEAM CHAMPION:

1. The Conference Champion Team shall be determined by a combination of dual meets and the results of the Conference Tournament.
2. In case of a tie, the highest placed team in the Conference Tournament will be awarded the trophy and a duplicate trophy will be ordered for the Co-Champion.

ALL-CONFERENCE GOLF TEAM

1. Each coach will bring a list of dual meet accumulated dual meet points to the Conference Tournament.
2. At the Conference Tournament, the following point system will be used:

7-Team Division

1 st place = 11 points	7 th place = 5 points
2 nd place = 10 points	8 th place = 4 points
3 rd place = 9 points	9 th place = 3 points
4 th place = 8 points	10 th place = 2 points
5 th place = 7 points	11 th place = 1 points
6 th place = 6 points	

These points will be added to the dual meet points.

AWARDS:

1. The Varsity All-Conference Awards are as follows:
7 teams = 10 All-Conference Golfers will receive medals which designate them as All-Conference. The 1st place golfer will be the Conference MVP.
.
2. The Conference Varsity Championship team in each division will receive a championship plaque. In case of a tie, each team will receive a plaque.
3. The sophomore awards are as follows: 7 teams = 10 medals for top ten golfers.

SOCCER BY-LAWS

SCHOOLS:	Elmwood Park Illiana Christian Timothy Christian	Fenton Ridgewood	Glenbard South Riverside-Brookfield
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REVIEW GENERAL BY-LAWS

GAME TIMES

1. Sophomore and Varsity (Schools with 2 Fields)
Weekday = 4:30PM
2. Sophomore/ Varsity (Back to Back)
Weekday = 4:30-6:15PM

CONTESTS:

1. Length of Contests:
 - A. Varsity teams will follow IHSA playoff guidelines except for overtime. Conference overtime will only be two 10 minute periods of sudden death. If necessary, these would be followed by penalty kicks per IHSA play-off guidelines
 - B. Lower level teams will play (2) thirty five-minute halves. No overtime will be played by lower level teams.

PLAYER LIMITATION:

A player is restricted to playing in two (2) halves on one day.

OFFICIALS:

1. Varsity game will have three (3) IHSA approved officials.
2. Lower levels will have two officials whenever possible.
3. If lower level officials fail to appear, a Varsity official shall be assigned to that match.
4. If no officials show for a Varsity match, the game will be re-scheduled.

COACHES MEETING:

Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws,

and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.

The Soccer All-Conference meeting will be held on the Sunday after the start of the respective Class 2A Regional tournament, unless a mutually agreed upon alternate date is chosen at the pre-season meeting. This meeting will be used to review the Conference by-laws and to select the All-Conference athletes. Coaches may make suggestions regarding by-law changes on a yearly basis. These changes will be brought to the athletic directors for discussion, approval, or rejection.

CONFERENCE CHAMPIONSHIP:

The Conference Champion will be chosen by the best win-loss record. In the event of a tie, head to head competition will determine the Conference Champion. If more than 2 teams tie, the following tie-breaker procedure will be followed:

1. Head to head competition
2. Goals allowed vs. other teams that are tied (maximum 4)
3. Goals scored vs. other tied teams (4 maximum per game)
4. Goals allowed vs. conference teams (4 maximum per game)
5. Goals scored vs. conference teams (4 max per game)

ALL-CONFERENCE SOCCER TEAM

1. The All-Conference Soccer Team shall consist of twenty-six (26) players.
2. In the event of a tie for place, head to head competition will determine place and the number of All Conference selections. Automatic All-Conference selection will be assigned as follows:

<u>WINS</u>	<u>SELECTIONS</u>
6-0	7
5-1	6
4-2	4
3-3	3
2-4	2
1-5	1
0-0	0

3. A coach may nominate one (1) player for Conference "Most Valuable Player." A coach may vote for his own nomination. All Most Valuable nominees must be members of the All-Conference Team. All ties must be broken: if a tie persists, the school with the higher conference standing will be awarded the conference MVP.
4. The remaining spots will be filled by nomination and vote of the coaches. Ties will be re-voted. If a tie still exists the at large bid will be awarded to the team with the better conference record. If the tie still persists, the resource A.D. will break the tie.

AWARDS:

1. The conference varsity champion will receive a championship plaque.
2. All-Conference players will receive an All-Conference certificate

SOFTBALL BY-LAWS

SCHOOLS:	Elmwood Park	Fenton	Glenbard South
	Illiana Christian	Ridgewood	Riverside-Brookfield
	Timothy Christian		

REVIEW GENERAL BY-LAWS

CONTEST:

1. Conference games shall be scheduled as a (2) game series with the site rotating. The varsity will play at one site and sophomores will play at the opposite site. If each school has a freshman team, the freshman team will play at the same site as the sophomores.
2. Weekday games shall start at 4:30 p.m. Saturday games shall start at 10:00 a.m. Individual schools may arrange for earlier or later starts by mutual agreement of the competing schools.
3. In the event of a rainout, the Athletic Director will re-schedule according to the following criteria:
 - A. Any conference game that is postponed shall be rescheduled on the next non-conference date. All non-conference games must be bumped.
 - B. Teams will not be allowed to schedule two 5-inning varsity games.
 - C. If transportation and officials are available, games will be played at opposite sites whenever the originally scheduled varsity field is unplayable and the visiting field is playable.
4. The procedure for ending a game shall follow the National Federation rule except as follows: if a game is called before becoming official due to rain, snow, sleet, lightning, darkness or any other catastrophe in the umpire's judgment, the game will be suspended and resumed on the next playing date. All varsity level games must complete (7) inning games.
5. The ten (10) run rule shall be in effect on all levels of competition.

6. A (15) minute minimum warm-up time will be allowed before each game.

7. Time between double-headers shall be at least fifteen (15) minutes.

PLAYER LIMITATION:

An athlete may play on only one team per contest. Doubleheaders shall be considered two separate contests.

OFFICIALS:

Two IHSA approved officials shall be provided for varsity games by the host school. One official shall be assigned for sophomore and freshman games and two for double-headers.

COACHES MEETING:

Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.

The Softball All-Conference meeting will be held on the Sunday after the last Conference game, unless a mutually alternative agreed upon date is chosen at the pre-season meeting. This meeting will be used to review the Conference By-laws and to select the All-Conference athletes. Coaches may make suggestions regarding by-law changes on a yearly basis. These changes will be brought to the athletic directors for discussion, approval, or rejection.

CONFERENCE CHAMPIONSHIP:

The Conference Champion will be chosen by the best win-loss record. In the event of a tie, head to head competition will determine the Conference Champion. If two teams are tied and they split, co-champions shall be declared.

ALL-CONFERENCE SOFTBALL TEAM:

1. The All-Conference team shall consist of twenty (21) players.

<u>WINS</u>	<u>SELECTIONS</u>	<u>WINS</u>	<u>SELECTIONS</u>
12	6	3	1
11	5	2	1
10	5	1	0
9	4	0	0
8	4		
7	3		
6	3		
5	2		
4	2		

3. The remaining spots will be filled by nomination and vote of the coaches. Ties will be re-voted. If a tie still exists the at large bid will be awarded to the team with the better conference record. If the tie still persists, the resource A.D. will break the tie.
4. A coach may nominate one (1) player for Conference "Most Valuable Player." A coach may vote for his own nomination. All Most Valuable nominees must be members of the All-Conference Team. All ties must be broken: if a tie persists, the MVP will be awarded to the team with a better conference record.

AWARDS:

1. The conference varsity champion will receive a championship plaque.
2. All-Conference players will receive an All-Conference certificate.

TENNIS BY-LAWS

SCHOOLS: **Elmwood Park** **Fenton** **Glenbard South**
 Illiana Christian **Riverside-Brookfield** **Timothy Christian**

REVIEW GENERAL BY-LAWS

LEVELS OF COMPETITION:

1. Conference competition for Boys shall be at the Varsity and Sophomore levels.
2. Conference competition for Girls shall be at the Varsity and Junior Varsity levels.
3. Three singles and four doubles shall be played in all Conference dual and Conference Tournament at all levels

CONTEST:

1. If possible, coaches from the school hosting the varsity contest should call prior to the date of the meet to determine the number of players each school has at each level. Thus, some exhibition matches may be held.

DUAL MATCHES:

1. A team is awarded one point for each conference dual meet victory.
2. Starting times for all matches shall be as follows: Weekdays – no later than 4:30 p.m., Saturday – 9:00 a.m. If a team arrives late, they shall be allowed ten minutes of warm-up time.
3. Appropriate school uniform shall be worn. Doubles' teams shall wear matching (similar) shirts.
4. Coaches shall make certain that spectators refrain from coaching or communicating with players during the matches. Spectators and parents shall not be allowed in the playing areas and are requested to stay at least three feet away from the fence. When players complete their match, they shall be considered spectators.
5. All host schools for dual meets must provide score flip cards on each court. The host schools coach will announce the color or the flip cards assigned to the respective teams.

PLAYER LIMITATION:

A player on any Sophomore(boys) or Junior Varsity (girls) squad may be moved up to the Varsity and down without restriction except that the Sophomore or Junior Varsity player cannot participate in more than one contest per session and cannot participate on more

than one level in Conference tournament.

COACHES MEETING:

Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.

The Tennis Coaches post-season meeting will be held on day of the Conference tournament. This meeting will be used to review the Conference Tennis By-laws and to determine the All-Conference Team. Coaches may make suggestions regarding By-laws. These changes will be brought to the Athletic Directors for discussion, approval or rejection.

CONFERENCE TOURNAMENT:

1. The Seeding Meeting shall take place the Wednesday prior to the Conference Meet at the host school at 7 p.m. At least one coach for each level must attend to represent their school.
2. Four teams will be seeded unless all coaches agree to seed all players.
 - A. Conference record
 - B. Head-to-head competition (Margin of Victory)
 - C. Common opponents
 - D. Coaches vote
 - E. Overall record
3. If a seeded singles player withdraws or a seeded doubles team substitutes between the time of the seeding meeting and when conference tournament play begins, the draw shall be redone for that position.
4. The starting time for Varsity conference tournaments will be at 4 PM on Friday and 9 AM on Saturday.
5. Points for the conference tournament shall be as follows:
 - 6 team division
 - 1st place = 5
 - 2nd place = 4
 - 3rd place = 3
 - 4th place = 2
 - 5th place = 1
 - 6th place = 0
6. The Sophomore (boys) and Junior Varsity (girls) Conference tournaments will consist

of 2 out of 3 sets with no ad scoring. A 10-point super tie breaker will be used for the 3rd set. The rain date will be determined by the host school.

7. Players must play both days in the Conference Tournament to receive any team point value unless a court injury occurs. A player withdrawing without an injury cannot achieve All-Conference status and will not be awarded team points.
8. The Conference Tournament will have a consolation bracket at both levels. The Sophomore or Junior Varsity level consolation brackets will play 8-game pro sets.

CONFERENCE CHAMPIONSHIP:

1. The host school of each dual match shall FAX the results of each varsity contest to the Conference Statistician of each division within 24 hours after the contest.
2. The Conference champion shall be determined by adding the number of team points each school scores to the number of points scored at the conference tennis meet. One team point will be given for each dual meet victory within the division.

ALL-CONFERENCE TENNIS TEAM:

The All-Conference team shall consist of:

(6 teams) 20 players:

1 st singles 1-2	1 st doubles 1-2
2 nd singles 1-2	2 nd doubles 1-2
3 rd singles 1-2	3 rd doubles 1-2
	4 th doubles 1

AWARDS:

1. The first place team will be determined by point scored in dual meets and in the Varsity Conference Tournament and will receive a championship plaque. In the case of a tie, each team will receive a plaque. Medals will be awarded to the All-Conference players in each event.
2. In the Sophomore or Junior Varsity Conference Tournament, medals will be awarded to the top individual or doubles team.

TRACK BY-LAWS

SCHOOLS:	Elmwood Park Illiana Christian Timothy Christian	Fenton Ridgewood	Glenbard South Riverside-Brookfield
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REVIEW GENERAL BY-LAWS

LEVELS OF COMPETITION:

1. Conference competition for Boys shall be at the Varsity and Sophomore levels.
2. Conference competition for Girls shall be at the Varsity and Junior Varsity levels.

CONTEST:

1. All Triangular and Dual Meets will be scored on both the Sophomore and Varsity levels. Girls Triangular and Dual Meets will be scored on both the Junior Varsity and Varsity levels. Conference dual and triangular meets will be scheduled on Tuesday. Starting time for meets will be 4:30 p.m. or a maximum of 20 minutes after the last bus arrives. For dual and triangular meets, any change in the structure or protocol of a meet must be mutually agreed upon by the head coaches involved.
2. Unlimited entries will be allowed in dual and triangular meets. When two levels run in a dual or a triangular meet, both levels will be scored.
3. The host school must contact the visiting Conference school if there are any changes in the meet schedule.
4. Order of events will be according to the IHSA Sectional Terms and Conditions.
5. The location of the Conference Meet shall be rotated among the member schools that have all weather facilities and able to host all eighteen IHSA events.
6. Scoring for the Conference meet shall be for individuals: First – 10 points; Second – 8 points; Third – 6 points; Fourth – 4 points; Fifth – 2 points, Sixth-1 point. Scoring for relay events: First – 10 points; Second – 8 points; Third – 6 points, Fourth- 4 points, Fifth- 2 points.
7. Every effort will be made to reschedule cancelled meets.
8. An indoor conference meet is held at the beginning of the track and field season.

PLAYER LIMITATION:

A competitor may compete in 4 different events on the day of competition. Those events may vary in level.

If a competitor exceeds participation limitations, he/she shall forfeit all individual and team points earned in any event in which he/she competes.

COACHES MEETING:

Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.

The post season coaches' meeting to review the Conference By-laws will take place prior to the seeding meeting on Wednesday before the Conference meet. Coaches may make suggestions regarding By-laws changes. These changes will be brought to the Athletic directors for discussion, approval or rejection.

CONFERENCE TOURNAMENT:

1. The Metro-Suburban Conference Track Meet shall be held the Friday preceding the Sectional Track Meet. Host schools with lights will start the meet at 5:00 p.m. on Friday night. In the event of severe weather, the Conference meet will be re-scheduled on the Saturday preceding the Sectional Track Meet at 10:00 a.m.
2. The Conference Meet will determine the Conference Champion

ALL-CONFERENCE TRACK TEAM:

The All-Conference Boys and Girls Track Team shall consist of first and second place in individual events and first place in the relays.

AWARDS:

1. The first place Varsity team will receive a championship plaque. In the case of a tie, each school will receive a plaque.
2. The first three (3) Varsity and Sophomore (boys) or Junior Varsity (girls) finishers in each individual event and the first and second team in each relay will receive a medal indicating their place. The medal will designate the Varsity athletes as All-Conference.

VOLLEYBALL BY-LAWS

SCHOOLS:	Elmwood Park	Fenton	Glenbard South
	Illiana Christian	Ridgewood	Riverside-Brookfield
	Timothy Christian		

REVIEW GENERAL BY-LAWS

LEVELS OF COMPETITION:

There shall be three levels of competition - Varsity, Sophomore, and Freshman.

CONTEST:

1. The host school shall furnish a Federation approved game ball.
2. The host school shall provide an adult scorekeeper. If the visiting school has a scorekeeper, the host school shall provide a place at the scoring table.
3. The starting time for matches will be 4:30 p.m.
4. It is highly recommended that ball shaggers be provided by the host for conference games.

PLAYER LIMITATIONS:

Each player may only play 3 games on any given conference date.

OFFICIALS:

The host school shall provide at least 2 IHSA registered officials for the varsity and sophomore game and a minimum of one official for a freshman game.

COACHES MEETING:

Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.

The Volleyball All-Conference meeting will be held on the Sunday after the last Conference game, unless an alternative mutually agreed upon date is determined. This meeting will be used to review the Conference Volleyball By-laws and to select the All-Conference Athletes. Coaches may make suggestions regarding by-laws changes. These changes will be brought to the Athletic directors for discussion, approval or rejection.

CONFERENCE CHAMPIONSHIP:

The Conference Champion will be chosen by the best win-loss record. In the event of a tie, head to head competition will determine the Conference Champion.

ALL-CONFERENCE VOLLEYBALL TEAM

1. The All-Conference team shall consist of 14 (fourteen) players, 10 automatics will be awarded.

<u>WINS</u>	<u>SELECTIONS</u>	<u>WINS</u>	<u>SELECTIONS</u>
12-0	3	5-7	1
11-1	3	4-8	1
10-2	3	3-9	0
9-3	2	2-10	0
8-4	2	1-11	0
7-5	2	0-12	0
6-6	1		

2. The remaining spots will be filled by nomination and vote of the coaches. Ties will be re-voted. If a tie still exists the at large bid will be awarded to the team with the better conference record. If the tie still persists, the resource A.D. will break the tie.
3. A coach may nominate one (1) player for Conference "Most Valuable Player." A coach may vote for his own nomination. All Most Valuable nominees must be members of the All-Conference Team. All ties must be broken: if a tie persists, the MVP will be awarded to the team with a better conference record.

AWARDS:

1. The conference varsity champion will receive a championship plaque.
2. All-Conference players will receive an All-Conference certificate.

WRESTLING BY-LAWS

SCHOOLS: **Elmwood Park** **Fenton** **Glenbard South**
 Illiana Christian **Ridgewood** **Riverside-Brookfield**

REVIEW GENERAL BY-LAWS

LEVELS OF COMPETITION:

The conference will participate on two levels, Varsity and Sophomore.

CONTESTS

DUAL MEETS:

1. The host school will provide the official scorer and timer for each mat, one of which should be an adult.
2. The suggested starting time of 5:30 P.M. and days of competition, Thursday or Friday, may be altered with consent of all competing schools to meet the concerns of late night competition on school nights.
3. If wrestling at two levels, the Sophomore and Varsity levels will be wrestled on two mats at the same time.
4. **Weigh-In:**
 - A. IHSA rules shall be followed for weigh-in.
5. **Weight Classes:**
 - A. IHSA weights shall be followed.
 - B. Order of matches will be conducted as per the rulebook.
6. **Consecutive Duals:**

Coaches will be responsible for notifying opponents in accordance with the I.H.S.A. guidelines regarding additional weight allowance.

CONFERENCE CHAMPIONSHIP:

The championships shall be determined by the conference duals. In the event of a tie, head to head competition will determine Conference Champions.

COACHES MEETING:

Pre-season meetings are conducted for head coaches by the Athletic Directors of the Metro Suburban Conference. There will be three seasonal meetings throughout the year (fall, winter, spring). These meetings will take place at 7:30 PM in the first week of each season (exact date to be determined by the Athletic Directors). The purpose of these meetings will be to confirm schedules, distribute contact list, site and venue directions, confirm by-laws, and discuss sportsmanship. The head coach of the resource school will chair the meeting. The pre-season meetings will take place only if a new school joins the conference.

The Wrestling All Conference meeting will be held on the Sunday after the last Conference meet, unless an alternative mutually agreed upon date is determined. This meeting will be used to review the Conference Wrestling By-laws and to select the All Conference Athletes. Coaches may make suggestions regarding by-laws changes. These changes will be brought to the Athletic directors for discussion, approval or rejection.

ALL-CONFERENCE WRESTLING TEAM

Twenty (20) All-Conference wrestlers (one from each weight class and 6 at large bids) will be selected at the post season coaches meeting. The remaining spots will be filled by nomination and vote of the coaches. Ties will be re-voted. If a tie still exists the at large bid will be awarded to the team with the better conference record. If the tie still persists, the resource A.D. will break the tie.

AWARDS:

1. The conference varsity team champion will receive a championship plaque. In the case of a tie, each team will receive a plaque (based on regular season duals).
2. In the Varsity Conference Meet each champion will receive a medal.

METRO SUBURBAN CONFERENCE

Activity By-Laws

Art Show and Workshop By-Laws

Amendments to or changes in the following by-laws may be only voted on by the Board of Controls (Principals) of the Metro-Suburban Conference.

ARTICLE I - ORGANIZATION

The art chairperson or designated department staff member from each of the schools in the Metro-Suburban Conference will serve as the Art Show and Workshop organizing committee. The art department staff person from the host school will be in charge of the competition and workshop. The MSC Art Festival will be held in March every year with the location to be determined by an alphabetical rotation of conference schools. The only reason to change the date would be a conflict with Spring Break.

ARTICLE II - ELIGIBILITY

Schools: Artwork will be accepted from any Metro Suburban Conference School.

Students: The student must be in school during the present school year. This includes early graduates. The artwork must be produced while working with the high school teacher. Artwork finished by freshman, sophomores, or juniors after the date of the current show may be entered the following school year.

ARTICLE III - LIMITATION OF ENTRIES

Schools: Each school will enter a minimum of four (4) and a maximum of ten (10) pieces of artwork in the exhibit conditional on space limitations of the hosting school. Each school must enter four out of the eleven categories. The work must be labeled with the category prior to arrival the day of the competition.

Students: Only one piece of art can be entered by any one student.

ARTICLE IV - ENTRY FEES & FINANCIAL TERMS

There shall be no entry fees. Funding for the Art Show and the Workshop shall be provided by the conference. Payments of the judges, workshop presenters, ribbons, stipend for the hosting school's art teacher/s, certificates etc., will be paid out by the conference within the established budget parameters.

ARTICLE V - WORKSHOPS & EXHIBITION/PROGRAM OF EVENTS

The number of workshops, time and special arrangements shall be determined by the host

chairperson with the help of the Advisory Council. The chairperson will order ribbons, certificates, labels and tags for the workshop.

ARTICLE VI - CATEGORIES

Basic requirements:

- A. All artwork must be completed and ready for exhibit. No framing or glass will be allowed. Acetate is allowed.
- B. Entries should be brought to the exhibit with the MSC-issued Artwork ID on the back. The category, grade level, sources, and title should be clearly indicated.
- C. Artwork cannot be removed from the competition once it is entered.
- D. All artwork entered is at school's own risk. All reasonable precautions will be taken to ensure the safety of all entries.

Categories:

- 1) FUNCTIONAL ART:** Has an intended use or function
- 2) REALISTIC ART:** The realistic and natural representation of people, places, and/or things in a work of art. The opposite of idealization.
- 3) MODERN ART:** Deliberate departure from tradition and the use of innovative forms of Expression, including
 - *new types of materials
 - *expressing feelings, ideas, fantasies, and dreams
 - *abstractions
 - *a rejection of naturalistic color
 - *a use of choppy, clearly visible brushstrokes
 - *line, form, color, and process as valid subject matter by themselves
 - *the audience as an active interpreter
- 4) POST-MODERN ART:** Aims to eradicate the divisions between art, popular culture, and the media. The movement encourages the mix of ideas, medias, and forms to promote parody, humor, and irony. VISUAL CULTURE

ARTICLE VII - JUDGING & DETERMINATION OF WINNERS

- A. No staff member from any Metro Suburban Conference school will be a presenter or a judge.
- B. Each of the categories (individual artworks) will be judged on, Creativity, Aesthetics and Composition, and Technique and Craftsmanship.
- C. The judges will receive a generic rubric with the above criteria as a guide.
- D. Points will be awarded to each school for each ribbon awarded.

1st place = 3 points
2nd place = 2 points
3rd place = 1 point

ARTICLE VIII - AWARDS

- A. Judges will issue a 1st, 2nd, and 3rd place award for each category, totaling 12 awards for the exhibit.
- B. Three "Best of Show Awards" of which the winners will receive certificates.

Band Festival By-Laws

Amendments to or changes in the following by-laws may be only voted on by the Board of Controls (Principals) of the Metro Suburban Conference.

ARTICLE I - ORGANIZATION

The "Festival Committee" will consist of all directors in the MSC. In the event that one or more of these directors is unable to serve on the Festival Committee, another director shall be selected to the position.

A Fall meeting shall be held at the host school to discuss and review procedures for the upcoming Metro Suburban Conference Band Festival. At this time, the Festival Committee shall present the name of the guest conductor for the conference schools to discuss possible selections for the program.

The responsibilities of the Festival Committee will consist of:

- contacting and securing guest conductor(s) for the conference bands
- choosing music in coordination with the guest conductors
- selecting students for the festival bands
- communicating information to participating directors

The Metro Suburban Conference Band Festival will be held on the third Tuesday of February every year with the location to be determined by an alphabetical rotation of conference schools. For example - Future dates are:

February 16, 2010 at Fenton High School

The host school shall provide the following:

- appropriate number of chairs for the band members and audience
- appropriate number of music stands (or sufficient notice to selected students to provide their own)
- all percussion instruments required for rehearsals and performance, or coordination with another director to provide the needed equipment
- lunch and dinner at a reasonable cost to participating students and directors

ARTICLE II - ELIGIBILITY

Students currently participating in band in the Metro Suburban Conference schools will be eligible for nomination to participate in the Festival. Students in grades 9-12 may be considered.

ARTICLE III - LIMITATION OF ENTRIES

Students must be nominated on a Metro Suburban Conference Band Festival Nomination Form, or a reasonable facsimile. Nomination forms will be distributed to all Metro Suburban Conference schools by November 1. Completed forms shall be returned to the festival host by DECEMBER 1st.

All nominated students shall be ranked by their director from one (1) through the total number of students being nominated ("1" being the strongest player and/or the player whom the director would like to see given the strongest consideration by the Festival Committee). All nominated and ranked students are then given a rating from one of the following categories:

- A - Solo chair player
- B - 1st part player
- C - Section player II/III

Also included on the nomination form is information regarding the student's year in school, whether he/she has been selected for All-District or All-State festivals, whether he/she has received a Division I rating in Solo or Ensemble contest, and any other information the director feels would help the Festival Committee place the student properly. The Festival Committee is responsible for the actual selection of students for the Festival Bands, with their decision being final in regard to the selection of students. It shall be their responsibility to select a balanced ensemble of 65-75 members.

Nomination Form Instructions – The following items on the nomination form must be filled out:

- School
- Director
- Student Name
- Year in School
- Rating (see definition below)
- Ranking (see definition below)

All State

All-District and comments are helpful, especially when students participate in ensembles not associated with your school or not mentioned on the form (i.e. Metropolitan Youth Symphony Orchestra).

RATING - please rate all students nominated by the following:

- A - Solo Player
- B - Section Player I/II
- C - No Solo experience/section filler

RANKING - please rank all your students, with #1 being the highest. DO NOT rank students by section. Example:

- 41 - Sue Flute
 - #2 - Joe Trumpet
 - #3 - Tom Trombone
- Continue through all your students

Selection Criteria

The following criteria will be used to select the members of the Metro Suburban Conference Bands:

1. Based on ranking with consideration based on instrument.
2. Students participating in District or Conference will be selected.
3. Senior student Rated "A" will be selected.
4. Junior student Rated "A" will be selected.
5. Sophomore student Rated "A" will be selected.
6. Freshman student Rated "A" will be selected.
7. Senior student Rated "B" will be selected.
8. Junior student Rated "B" will be selected.
10. Sophomore student Rated "B" will be selected.
11. Freshman student Rated "B" will be selected.

Please rate and rank your students accordingly to help ensure their selection into the ensemble.

ARTICLE IV - ENTRY FEES & FINANCIAL TERMS

There shall be no entry fees. Funding for the Band Festival shall be provided by the conference. Payment of the guest conductor, workshop leaders, program printing, etc., shall be paid by the conference within the established budget parameters

ARTICLE V - PROGRAM OF EVENTS

The Metro Suburban Conference Band Festival will include a morning rehearsal, an afternoon rehearsal and an evening public performance.

A meeting shall be held on the day of the festival to discuss and review procedures for the current and future Metro Suburban Conference Band Festivals. At that time, directors shall nominate suitable guest conductors for the next festival.

ARTICLE VI – CATEGORIES

N/A Festival

ARTICLE VII – JUDGING

N/A Festival

ARTICLE VIII – AWARDS

N/A Festival

Choral Festival By-Laws

Amendments to or changes in the following by-laws may be only voted on by the Board of Controls (Principals) of the Metro Suburban Conference.

ARTICLE I - ORGANIZATION

The Metro Suburban Conference Choral Festival will be planned and organized by a Festival Committee consisting of three directors; the past host director, the current host director, and the immediate future host director. In the event that one or more of these directors is unable to serve on the Festival Committee, the current host director will select a choral teacher from another school to serve on this organizing committee.

The responsibilities of the Festival Committee will consist of:

- contacting and securing a guest conductor
- choosing music in coordination with the guest conductor
- communicating information to participating choral teachers

A spring meeting shall be held at the school where the choral festival will be held the next school year. At this meeting the Festival Committee will select the guest conductor, discuss possible musical selections, and review procedures for the upcoming festival.

The Metro Suburban Conference Choral Festival will be held on the third Thursday of November, with the location to be determined by an alphabetical rotation of conference schools.

ARTICLE II - ELIGIBILITY

Students currently participating in a choral program at a Metro Suburban Conference will be eligible to participate in the Festival.

ARTICLE III - LIMITATION OF ENTRIES

Each participating school will bring one performing group to the choral festival. Each group will prepare two or three musical selections for evaluation by the guest conductor.

ARTICLE IV - ENTRY FEES & FINANCIAL TERMS

There shall be no entry fees. Funding for the Choral Festival shall be provided by the conference. Expenses relating to the festival shall be paid by the conference within the established budget parameters. It is the responsibility of the Festival Committee to complete a financial summary of expenses related to the staging of the festival. This financial summary should be sent to the conference treasurer within one month after the festival.

ARTICLE V - PROGRAM OF EVENTS

Choral Festival Format

The festival will be held during the school day, and will consist of a morning and afternoon session. Schools will be given the opportunity to indicate a preference for attending the morning or afternoon sessions.

The audience for each session will consist of the schools in attendance at that particular session. At the conclusion of each session, a massed choir consisting of all the participants will perform three musical selections conducted by the guest clinician. These musical selections are chosen by the choral directors of the participating schools.

The responsibility for making lunch arrangements will be left up to each individual school.

Responsibility of Host School

The host school shall provide the following:

- appropriate performance arena for each choral group
- appropriate number of risers for each choral group
- adequate practice space for warm-ups
- sound system for guest conductor and performing groups
- information about bus parking, performing schedule, etc.
- tuned piano(s) as needed

ARTICLE VI – CATEGORIES

N/A - Festival

ARTICLE VII – JUDGING

N/A - Festival

ARTICLE VIII – AWARDS

N/A - Festival

Leadership Conference By-Laws

Article I - Organization

The Metro Suburban Leadership Conference will be planned by the Assistant Principal(s) of the host school(s) in cooperation with their student government organization.

The responsibilities of the coordinator include:

1. Reserving a location to house the Keynote Address, Break Out sessions and lunch.
2. Arrange for a Keynote speaker.
3. Organize break out sessions provided by all schools.
4. Disseminate information to all schools regarding the conference.
5. Make arrangements for greeting and transporting the keynote speaker.
6. Arrange for printing of all materials, including the program for the conference.
7. Arrange for treasurer to make payments for all services.
8. Solicit feedback from all participants and present resulting information to Assistant Principals.
9. Report budget to Assistant Principals.

Each conference school may organize a break out session which instructs conference participants in some area of leadership or activity.

Article II - Eligibility

Each school may bring a maximum of 30 students who are perceived as school leaders (typically from the student government). Each school should bring approximately one adult for each 15 students.

Article III - Limitation of Entries

See Article II - Eligibility

Article IV - Entry Fees and Financial Terms

The Conference will pay the cost for the keynote speaker and facility. The host school will provide for printed materials and speaker ground transportation. Students or their schools will pay for the student and sponsor's lunches. The lunch cost will be predetermined, and participating schools should provide a check for the lunches on the day of the conference.

Article V - Program of Events

The Conference will begin with a Keynote address which all participants will attend. After lunch, the afternoon is broken into two break out session times with several session options available at each time slot. Students will complete the feedback sheets before leaving the conference.

Article VI - Categories

N/A - Conference

Article VII - Judging

N/A - Conference

Article VIII - Awards

N/A Conference

Literary Festival By-Laws

Amendments to or changes in the following by-laws may be only voted on by the Board of Controls (Principals) of the Metro Suburban Conference.

ARTICLE I - ORGANIZATION

The English Chairperson or designated English staff member from each of the schools in the Suburban Prairie Conference shall serve together as an Advisory Council for the annual Literary Festival.

The designated English staff member of the presiding school shall serve as festival manager, although he/she may delegate major responsibilities to members of his/her staff.

ARTICLE II - ELIGIBILITY

Schools: Manuscripts will be accepted from any Metro Suburban School.

Students: Any student entering a manuscript must have been officially registered at a member school no less than thirty days prior to the contest deadline and have been in continuous attendance since that date.

Manuscripts: Manuscripts must be the original work of the student submitting the entry, and they may not have been previously submitted to the Metro Suburban Literary Festival. Plagiarism will automatically disqualify the contestant.

Each manuscript must be submitted to the festival coordinator not less than four weeks prior to the festival date. No identification shall appear on the manuscript.

Festival: Every participating school will be allowed to bring a maximum of seventy-five students to the festival. (Exceptions may be made dependent upon available host school space.)

ARTICLE III - LIMITATION OF ENTREES

School: Each school is allowed the following maximum entry per genre:

Poetry (two poems may constitute a single entry) - 25

Short Fiction - 15

Dramatic Scene - 15

Essay - 15

Personal Narrative (category limited to Fr. and Soph.) - 15

Descriptive Sketch (category limited to Fr. and Soph.) - 25

GUIDELINES FOR WRITING AND JUDGING

DESCRIPTIVE SKETCH

This category is defined as a verbal creation of a person, place, or object. Plot development and conflict resolution are not permitted. Minimum dialogue is permitted only to enhance description of person, place, or object. This category is not to be constructed as a short story. These manuscripts are pure description. Only freshmen and sophomore students may enter this category. Twenty-five (25) submissions.

PERSONAL NARRATIVE

This is a story of a real personal experience with emphasis on how that experience had an effect on the writer. This genre should incorporate real characters, real places, and actual events. However, the writer must substitute names of people and locations to avoid identifying his own school. Narrative elements such as dialogue and description may be incorporated. Only freshmen and sophomore students may enter this category. Fifteen (15) submissions.

POETRY

Poetry can be very structured or examples of free verse. Two poems may constitute one entry. Twenty-five (25) submissions.

SHORT FICTION

This category includes any short fictional story. Fifteen (15) submissions.

DRAMA

Description of an entry in this category is a short scene or sketch written for stage performance containing a list of characters, description of setting, stage directions and dialogue between two or more characters. All entries should include character development, conflict, and resolution. The form may be humorous or serious. There cannot be any scene changes, although unit settings may be used. Time lapses may be included if they are incorporated using logical dramatic conventions. The floor plan of the setting, sketches of the scenery, costume description and information on special lighting and sound effects may be included, but they are not required. Radio plays, television plays, and film scripts are not eligible for this category. Fifteen (15) submissions

No more than three manuscripts can be submitted from one student. Length, within reason, in any genre is not an issue. Individual teachers and schools are responsible for eliminating manuscripts that do not follow these guidelines. Naturally, each school should make a responsible attempt to ascertain that all material is original and each entry is authored by a single student.

ARTICLE IV - ENTRY FEES AND FINANCIAL TERMS

There shall be no entry fees. Funding for the Literary Festival shall be provided by the conference. Payment for judges, guest speakers, and workshop leaders, printing of contest rules and regulations, forms, postage and mailing, awards, food and other expenses relating to the festival shall be paid by the conference within the established budget parameters.

ARTICLE V - PROGRAM OF EVENTS

The order of events and the arrangement of the program shall be determined by the local manager with the help of the Board of Directors

The basic format or schedule will include:

1. Entries will be submitted four weeks prior to the festival to allow for judging, and the date will be set at an early fall meeting.
2. The festival format itself will be determined by executive session in the fall.

ARTICLE VI - CATEGORIES

Basic Manuscript Requirements: All copies must be typed on one side only, using standard manuscript form. (Double space. Exceptions can be made for poetry.)

Genres: The six basic contest areas are Poetry, Short Fiction, Drama, Essay, Descriptive Sketch, and Personal Narrative. There will be no line restrictions on poetry, nor will there be any word restrictions on any of the other genres. No illustrations may be included. See Genre Guidelines for Writing and Judging.

Essay category may include personal, expository, persuasive, and literary analysis essays. Personal narrative is a separate category. Documented works, such as research papers, should be eliminated. Also, essays with plot, setting, and dialogue will be eliminated. Judges should be instructed to evaluate essays against like types. Descriptive sketch should be the verbal creation of a person, place, or object.

ARTICLE VII - JUDGING AND DETERMINATION OF WINNERS

It shall be the duty of the judge to read all entries in his/her particular genre and to write comments or critiques, emphasizing the positive rather than the negative.

The judge will conduct two workshops on the day of the festival, giving tips on the particular genre and commenting on the work of the students which he/she has previously judged. Emphasis should be on student work and involvement of the students in the workshop. Within each genre the judge, at his/her discretion, will rate entries with designations of Critic's Choice, First, Second, Third, and Honorable Mention. The judge may give more than one of each of these ratings to the body of manuscripts, or he/she may choose to give a manuscript no rating at all.

A keynote speaker will begin each festival. The keynote speaker may also judge a category.

ARTICLE VIII - AWARDS

Manuscripts are to be ranked by judges according to the divisions of Critic's Choice, First Place, Second Place, Third Place, and Honorable Mention. Judges may opt to award no ranking to some manuscripts.

Critic's Choice manuscripts (the very few--one or two, possibly three) rank far and above the other manuscripts. Students who are awarded Critic's Choice will receive an SPCLF medal and a certificate.

First, Second, and Third place are multiple awards to be awarded to several manuscripts. Students who are awarded First, Second, or Third Place awards will receive coordinating ribbons (First Place = large blue ribbon with rosette, Second Place = smaller red ribbon, Third Place = smaller white ribbon) and certificates.

Honorable Mentions are also multiple awards. They are to be given freely for recognition for notable work. (Honorable Mentions = smaller purple ribbons.) Students who receive Honorable Mention receive a certificate.

All medals, ribbons, and certificates bear the SPCLF logo.

Mathletes By-Laws

Amendments to or changes in the following by-laws may be only voted on by the Board of Controls (Principals) of the Metro Suburban Conference.

ARTICLE I - ORGANIZATION

A. The Advisory Council

1. The Advisory Council shall consist of a mathematics department representative from each member school of the Metro Suburban Conference.
2. The Advisory Council shall meet each year to select contest topics and contest rules. The Council shall meet each year to make final arrangements for the contest. The Council shall meet each year to review the results of that year's contest.
3. There is one conference meet each year (usually as close as possible to Thanksgiving week). The date and facility will be secured by the Facility Coordinator in consultation with the Advisory Council. The adjustments to the divisional alignment for the following year will be made at the post-contest review meeting.

B. The Steering Committee

The Steering Committee will consist of six school representatives from the Advisory Council, three from the schools in each division. Three members will be elected to this committee each year, and terms will be for three years. New members will be elected at the post-contest review meeting to serve during the following year.

Steering Committee jobs and responsibilities are as follows:

Job Title/Before Contest/During Contest/After Contest

Chairperson:

Keep track of progress
Organizes meetings
Monitor Judges
Coordinate appeals & tie breakers
Organize summaries (1)
Help with awards presentations
Write final summary

Schedule Coordinator:

Set contest schedule
Assign judges
Order & bring awards
Set up for award presentations
Make presentations
Order extra awards
Deliver extra awards
Write summary

Facility Coordinator

Arrange for facility
Arrange for cafeteria
Room signs
Monitor room needs
Clean up
Thank you notes (1)
Write summary

Test Coordinator

Organize topic areas
Contact test writer(s)
Validate questions
Obtain scratch paper
Reproduce test copies
Monitor scoring
Maintain computer scores
Maintain overhead updates
Question writer critique
Test summary (1 per div.)

The rotation of the Steering Committee positions each year will be as follows:

Facility Coordinator becomes Chairperson
One schedule coordinator remains
One test coordinator remains
One person functions as Facility Coordinator, Schedule Coordinator and Test Coordinator

ARTICLE II - ELIGIBILITY

- A. All students who are enrolled in courses taught at the high school are eligible to compete for the school's team.
- B. The Senior individual competition is open to all students. There may be no more than 4 students in this category. The team score shall be the sum of the top 3 individual scores.

- C. The Junior individual competition is closed to seniors except those who are enrolled in Algebra II or Geometry. There may be no more than 4 students in this category. The team score shall be the sum of the top 3 individual scores.
- D. The Sophomore individual competition is open only to sophomores and freshmen. There may be no more than 4 students in this category. The team score shall be the sum of the top 3 individual scores.
- E. The Freshman individual competition is open only to freshmen. There may be no more than 4 students in this category. The team score shall be the sum of the top 3 individual scores.
- F. The Calculator team competition is a written competition using hand held calculators. The team shall consist of no more than 5 students consisting of 2 students who meet the same requirements as the Senior individual competition, and 1 student from each level of those who meet the same requirements as the Junior, Sophomore and Freshman individual competitions.
- G. Eight (8) Person team competitions are written competition for a team of 8 students. The Jr/Sr team may have no more than 4 seniors, and the Fr/So team may have no more than 4 sophomores.
- H. Any under class student may be substituted for any upper class student.

ARTICLE III - LIMITATION OF ENTRIES/SELECTION

Each school team will be limited to 40 students. Each individual student may participate in no more than 3 competition areas. Any under class student may be substituted for any upper class student.

ARTICLE IV - ENTRY FEES AND FINANCIAL TERMS

There shall be no entry fees. Funding for the Mathletes competition shall be provided by the conference. Payment expenses relating to the tournament shall be paid by the conference within the established budget parameters.

ARTICLE V - PROGRAM OF EVENTS

Each category in the individual written competition areas will have three questions of increasing difficulty. The first question will be worth 2 points, the second question will be worth 3 points, the third question will be worth 5 points, for a total of 10 points per student or 30 points per team.

The Calculator team competition will consist of 15 questions with each question counting for 2 points, for a total of 30 points per team. Each team will turn in one answer form. All answers are to be expressed in scientific notation rounded to 4 significant digits.

The 8 Person team competitions will consist of 20 questions. Students may work individual or as a team but must turn in one answer form at the end of the contest period.

All competitions will have a 20-minute time limit.

ARTICLE VI - CATEGORIES

- A. There are seven competition areas: Senior individual, Junior individual, Sophomore individual, Freshman individual, Calculator team, 8 person Fr/So team, and 8 person Jr./Sr. team.
- B. There are three category competitions in each of the four individual competition areas.
- C. All students who are enrolled in courses taught at the high school are eligible to compete for the school's team. This includes 7th or 8th grade students who are taking courses which are taught at the high school.
- D. The Senior individual competition is open to all students. There may be no more than 4 students in this category. The team score shall be the sum of the top 3 individual scores.
- E. The Junior individual competition is closed to seniors except those who are enrolled in Algebra II or Geometry. There may be no more than 4 students in this category. The team score shall be the sum of the top 3 individual scores.
- F. The Sophomore individual competition is open only to sophomores and freshmen. There may be no more than 4 students in this category. The team score shall be the sum of the top 3 individual scores.
- G. The Freshman individual competition is open only to freshmen. There may be no more than 4 students in this category. The team score shall be the sum of the top 3 individual scores.
- H. The Calculator team competition is a written competition using hand-held calculators. The team shall consist of no more than 5 students consisting of 2 students who meet the same requirements as the Senior individual competition, and 1 student from each level of those who meet the same requirements as the Junior, Sophomore and Freshman individual

competition.

- I. Eight Person team competitions are written competition for a team of 8 students. The Jr/Sr team may have no more than 4 Seniors, and the Fr/So team may have no more than 4 Sophomores.
- J. In all competition areas students may use any number of non-QWERTY keyboard calculators. No power source will be provided for calculators, and they must fit on the student's desk.

ARTICLE VII - AWARDS

Individual Awards: Medals will be awarded to all first place winners in each division. Ribbons will be awarded to all second and third place winners in each division. In case of ties, duplicate medals or ribbons will be awarded.

Team Awards: Medals will be awarded to members of the first place team in each division for the 8 person Fr/So, 8 person Jr/Sr, and Calculator teams. Ribbons will be awarded to the individual members of the second and third place teams in each division.

School Award: A plaque shall be presented to the school in each division with the highest total score.

Ties: In case of ties for individual or team awards, duplicate medals or ribbons will be awarded. In case of ties for the school award, a duplicate plaque will be awarded. In written and team competitions, if there is a tie for either first or second place, the following place will be eliminated. (Tie for first place - no second place award will be given; tie for second place - no third place award will be given.)

Scholastic Bowl By-Laws

Amendments to or changes in the following by-laws may be only voted on by the Board of Controls (Principals) of the Metro Suburban Conference.

Article I - Organization

The Metro Suburban Conference will use by-laws of the IHSA Handbook with the following exceptions.

The conference will be split into two divisions according to school size, which will be determined by school attendance records one month before the competition. The competing schools will play a round robin tournament.

Tournament Configuration

1. If the number of schools competing in a scholastic bowl tournament is less than ten, then one round robin tournament will be played to determine the conference champion and divisional champion.
2. However, if there are ten or more teams competing in the tournament, the teams will be divided into two groups by school population at the time of the tournament. Each group will play a round robin tournament. The winner of the large school division will then play the winner of the small school division for the Conference Championship.
3. Conference standings will be determined by best record. Ties will be broken by head to head competition and then by total points scored.
4. The number of toss up questions will be determined by the number of rounds played. Five rounds or less will be 20 toss up questions and bonus questions per round. Six to eight rounds will be 16 toss up and bonus questions per round.
5. Toss up questions will not be the same category as the bonus questions in order to prevent a team from gaining an advantage in one area.
6. Awards will be a conference championship plaque and a divisional championship plaque. There will be ten individual medal with neck ribbons accompanying each plaque. There will also be ten participation ribbons awarded to each team that does not win a plaque. There will also All-Conference medals with neck ribbons for the top student competitors who answer the most toss up questions.

ARTICLE II - Eligibility

A list of students from each competing school must be sent to the host school at least one week before the tournament date. Each list must be certified by the school's principal stating that each student is eligible to compete in the tournament.

ARTICLE III - Limitations of Entries

A maximum of ten competitors per school will be allowed to compete in the Scholastic Bowl Conference Tournament.

ARTICLE IV - Entry Fees and Financial Terms

1. There shall be no entry fees. Funding for the Scholastic Bowl Tournament shall be provided by the conference. Payment for the questions, adult readers, timers, score keepers and match coordinators and other expenses relating to the tournament shall be paid by the conference within the established budget parameters.
2. Tournament workers will be provided with questions and rules review.
3. The conference will purchase prepared commercial questions. The number of questions needed will be determined at least six months in advance of the tournament in order to provide sufficient time for the host school to format the correct number of questions per round and allow the readers time to read over and practice the proper ways to express math and science questions and correct pronunciations of various terms. All questions should be prescreened by appropriate staff from the host school to eliminate incorrect answers and readers should pre-read the questions to eliminate problems with pronunciation, etc.
4. The conference will purchase a championship plaque and a divisional championship plaque with ten medals with neck ribbons accompanying each plaque for student competitors of the winning schools. Ten participation ribbons will be awarded to the schools competing in the conference tournament who are not awarded one of the championship plaques. The conference will also purchase all-conference medals with neck ribbons. The all-conference individual winners will be determined by the number of toss up questions the individuals answer during the tournament. The number of competitors eligible to be all-conference winners will be determined by the number of competing schools. If there are ten competing schools there will be ten all-conference winners. The all-conference winners will be the top competitors. It will be possible for several all-conference winners to be from the same school.

ARTICLE V- Program of Events

1. The Metro Suburban Conference Scholastic Bowl will be held the 3rd Saturday in February each school year. The tournament will begin no later than 8:30 am at the host school and continue until completed. Each school will be responsible for lunch for its team.
2. The host school will provide meet results to the competing schools as soon as possible after the meet is completed in order to award plaques, medals, All-Conference medals, and ribbons.
3. The host school will create a post tournament report for the Assistant Principals if it is requested.

ARTICLE VI - Categories

The toss up and bonus questions will be drawn from information students learn in their school career from six categories and related topics, the categories, and the # of questions from each category per IHSA rules will be:

- A. Math (6 toss up + 6 bonus per 30 question round)
 1. General Math
 2. Algebra
 3. Geometry
 4. Calculus
 5. Trigonometry
- B. Science (6 toss up + 6 bonus per 30 question round)
 1. General Science
 2. Biology
 3. Chemistry
 4. Physics
- C. Social Studies (6 toss up + 6 bonus per 30 question round)
 1. U.S. History
 2. World History
 3. Geography
 4. Political Science
 5. Sociology
 6. Economics
- D. Language Arts (2 toss up + 2 bonus per 30 question round)
 1. Grammar
 2. Spelling

- E. Literature (6 toss up + 6 bonus per 30 question round)
 - 1. American Literature
 - 2. World Literature

- F. Fine Arts (2 toss up + 2 bonus per 30 question round)
 - 1. Visual Arts - paintings and sculptures and films
 - 2. Music
 - 3. Dance

- G. Career Ed./P.E./Technical Ed. (2 toss up + 2 bonus per 30 question round)
 - 1. Physical Education - Sports - rules - records
 - 2. Home Economics - foods - clothing - and related topics
 - 3. Technical Education - woods - metals – graphic arts -photography - mechanical drawing – auto mechanics.

ARTICLE VII - Judging

- A. The rules and standards governing the Metro Suburban Conference Scholastic Bowl will be the same as those for IHSA rules.

- B. During the tournament, when any dispute occurs, the dispute will be settled when it arises and before the next question is read. The reader and timer in each match will render a judgment in a dispute and continue the match.

ARTICLE VIII - Awards

- A. The conference champion team will receive a championship plaque and each of the ten student competitors will receive medals with neck ribbons.

- B. The divisional champion team will receive a divisional championship plaque and each of the ten student competitors will receive medals with neck ribbons.

- C. The top student competitors who answer the most toss up questions during the tournament will receive All-Conference medals with neck ribbons. The number of students who receive medals will be equal to the number of teams which compete in the tournament.

- D. Participation ribbons will be awarded to those competing teams who do not receive any of the above team awards.

Speech Team By-Laws

Amendments to or changes in the following by-laws may be only voted on by the Board of Controls (Principals) of the Metro Suburban Conference.

ARTICLE I - ORGANIZATION

IHSA rules will be followed.

The conference board includes three coaches: one from the current host school, one from the previous year's host school, and one from next year's host school.

To determine the host school, we will use alphabetical order of participating schools, starting in the 1995-96 speech season. As a new school is added, the school's name is added to the roster of schools, but no school should have to host the conference meet the first year it competes in the conference.

The conference host school needs to schedule a conference meeting in October to:

1. Discuss any new IHSA rules
2. Provide a reminder that each school participating will need to provide its own judges based on the number of students it enters in the contest.
3. Discuss procedures for the meet
4. Set the date (the two suggested dates are the 3rd week in December. or January.)
5. Discuss any variations from IHSA rules to be in effect at the conference Contest
6. Set a friendly tone among coaches

The host school needs to use good judgment when choosing appropriate rooms for the tournament.

Blind draw designates where students are to be placed in which rounds

Registration sheets need to be in the hands of the host school on the Monday of conference week. Any changes need to be presented to the host coach.

Timers should be volunteers from the schools participating (two to a room, and a room chairman is recommended, plus some backups), and if possible, they should be students originally on a team but not performing in conference competition. There needs to be a timing meeting to explain to timers how they are to act at the meet. We suggest a coach can take over this duty.

Time cards will be provided in Extemporaneous Speaking, Radio and Impromptu Speaking. Volunteer coaches not working in the office usually take the duties of running these events.

There will be no byes in the conference competition: i.e. preliminary rounds will be held even if there are fewer than the number required by the IHSA.

The IHSA time schedule will be replaced by a traditional invitational schedule including a final round. (Preliminary rounds held at 8:30, 10:00 and 11:30; the final round beginning at 2:00 and the awards ceremony scheduled for 4:30), with the exception of the judges hired by each school to judge the competition.

Speech coaches must be informed in advance of any changes or variations that could potentially affect the outcome of competition.

Prior to posting the students who make final rounds, the host school will post all time violations and all numbers in the coaches' lounge, so they can be rechecked before students see them.

At least one coach from each participating school is asked to be available in case the board calls an emergency meeting at the conference meet.

When the coach(es) of the host team has finished his/her duties, he/she passes the folder on to the next school. The folder will include all handouts used, a monetary breakdown on what was spent and a list of judges with their addresses and phone numbers.

ARTICLE II – ELIGIBILITY

Participants must meet IHSA standards of eligibility. Early graduates are not eligible.

ARTICLE III - LIMITATION OF ENTRIES

A school may enter up to two students per individual event. A student may enter no more than two individual events. A student should not be performing anything for conference that he/she has previously presented in his/her high school career.

ARTICLE IV - ENTRY FEES AND FINANCIAL TERMS

There shall be no entry fees. Funding for the Speech Team shall be provided by the conference. Expenses relating to the contest shall be paid by the conference within the established budget parameters.

ARTICLE V - PROGRAM OF EVENTS

Program of Events

7:30-8:00 am	Registration
7:45 am	Radio and Extemp. Prep.
8:00 am	Judges Meeting/Coaches Meeting
8:30 am	Round I (All Events)
10:00 am	Round II
11:00 am	Round III
1:00 pm	Posting of Finals
1:30 pm	Finals
	RS and ES prep for Finals
2:15 pm	RS and ES Finals
4:30	Awards

ARTICLE VI - CATEGORIES

Individual Events for Speech Contests

Dramatic and Humorous Duet Acting (DDA and HDA)

This involves two people actually acting out a scene from a play. Two chairs and a table or a desk may be used in the scene. Only two characters but you may speak to off-stage characters. 8 minutes, no longer. Acting, no scripts are allowed.

Dramatic and Humorous Interpretation (DI and BI)

This involves one person acting out the parts of two or more people from a play or story. You do this totally with your voice, facial and some hand expressions and not moving around like on the stage. No costumes or props. Memory - 8 minutes.

Prose Reading (PR)

Pick three short stories or excerpts from favorite novels, humorous or dramatic, no longer than 8 minutes, and then work on reading them, putting emotion or humor where needed.

Verse Reading (VR)

You select three groups of poems based upon a theme of some kind. Become very familiar with the poems. They can be no longer than five minutes. You then read the poems at the contests, giving them your own interpretation. Memorization not necessary.

Oratory (OO)

You write your own persuasive speech on some topic that you are really interested in and deliver it from memory. May use charts or posters in your presentation. No longer than 8 minutes.

Oratorical Declamation (OD/DEC)

You find a speech that someone else has previously written, memorize it, and deliver it as you think the original person would have delivered it. No longer than 8 minutes.

Special Occasion Speaking (SOS)

Write an inspirational speech, no longer than 8 minutes, for a specific occasion.

Original Comedy (OC)

You must write your own comedy routine of the monologue type, and all of the jokes in it must be totally original. It must have some general theme. No costumes or props are allowed. Must be under 8 minutes, entertaining, funny, and in good taste.

Radio Speaking (RS)

You will be given a script including a commercial and will get one hour to cut the material to five minutes. You then will deliver the newscast into a microphone behind a partition. Must finish between 4 minutes 50 seconds and 5 minutes 5 seconds to qualify.

Extemporaneous Speaking (ES)

You will draw 3 topics based upon some controversial topic from current events and will pick one of those topics. In 1 hour prepare a speech of no more than 6 minutes from materials you provide. You then deliver the speech persuasively from note cards or memory.

Impromptu Speaking (IS)

You will draw a name, phrase, or quotation and will have no more than 8 minutes to prepare and perform an impromptu speech.

ARTICLE VII - JUDGING

Each school participating in the conference tournament will be expected to provide one judge for every five entries in the tournament; no school will be expected to provide more than four judges. If the school is unable to provide these judges, the head coach must notify the host school not less than one week prior to the tournament. The tournament manager will locate additional judges at the rate of \$80 per judge to be paid by the school not providing its judge.

To determine the sweepstake's winners, preliminary and final round points are totaled (points for every ballot). This will insure that all members of a team feel important to the competition.

ARTICLE VIII - AWARDS

The top six winners are awarded the following: first, second, and third get medals; fourth, fifth, and sixth places get ribbons. There can be ties, and the conference will pay for these extra awards. Team plaques will be awarded to the first place team.

The host team is in charge of purchasing the individual awards and the conference team plaques.

Change to any changes to these by-laws need to be brought before the Board of Controls (Principals) of the Metro Suburban Conference and voted upon.