

BY-LAWS

ARTICLE I – RESPONSIBILITIES OF COACHES

- (a) The coach shall abide by the Constitution, By-Laws and Guidelines of the Girls Catholic Athletic Conference and the Illinois High School Association.
- (b) The coach shall not go on the field or playing area during a game or meet except with the permission of an official.
- (c) The coach shall not play any girls who are known to be physically unfit. The IHSA concussion protocol must be adhered to. (6/15)
- (d) Each coach shall assume responsibility of insuring that the participants of his/her team are eligible to compete.
- (e) The coach or his/her representative must attend all mandatory meetings in relation to his/her sports.

ARTICLE II – SCHEDULES

Section 1 – Master Schedules

A two (2) year master schedule will be drawn up for all conference sponsored sports, except cross country and track. The sports coordinator will be responsible for drafting a new master schedule for his/her sport and submit it to the Executive Board for review and approval. (6/15)

Section 2 – Post-season Meetings

A designated representative from each school fielding a varsity team in that sport must attend the post-season meeting. A post-season meeting will be held for volleyball, tennis, basketball, soccer, and softball to select all-conference, athlete of the year, and seed conference tournaments. Bowling, Cross Country, Golf and Track and Field selections are determined as outlined in the sports guidelines. The penalty for failure to attend the required post-season meeting shall result in the following consequences/penalties:

- a) First offense will result in notification by phone and/or email to the offending school's Athletic Director;
- b) Second offense will result in a fine to the offending school;
- c) Third offense will result in a year probation for that sport;
- d) If a fourth offense occurs, the offending school may be banned from post-season competition and forfeiture of conference awards. In addition, individual athletes from the violating school may be considered ineligible to receive conference awards. (6/15)

Section 3 – Contracts

Member schools are required to exchange contracts for all GCAC contests. (9/05) These contracts, initiated by the host school, will carry the same binding obligations as all IHSA contracts. (5/02)

Section 4 – Required Contests

The teams in sports that are placed in divisions (Volleyball, Basketball, Softball, Soccer and Tennis) are required to play either a single or double round-robin within their sports divisions. All divisional contests must be completed before the post-season meeting. (6/15)

Bowling and Golf must play a minimum of six (6) different varsity versus varsity GCAC contests. (9/12)

All GCAC required contests must be completed before the date of the divisional/sport seeding meeting.

Section 5 – Submitting Schedules

Final Volleyball, Basketball, Soccer, and Softball schedules must be given to the assignor by an appointed date. Failure to hand in a completed Volleyball, Basketball, Soccer, or Softball schedule at the appointed time will result in a notice sent to the Principal of the offending school. Also, the offending school may be required assign their own officials. (6/15)

Section 6 – Movement of Schools within Sports Divisions

Movement from one sports division to another will be based on the petitioning procedure as outlined in Addendum C of the Constitution.

Section 7 – Scheduling Officials

Officials will be scheduled by the conference assignment chairperson for all conference contests and GCAC tournaments. (6/15)

ARTICLE III – CONTESTS

Section 1 – Weather Postponement

A contest may be postponed by mutual agreement of the Athletic Directors because of severe weather conditions or other emergencies. Postponed contests shall be rescheduled at the earliest date possible and practical. For spring sports, every effort should be made to reschedule cancelled/postponed contests during the week designated on the master schedule. All divisional contests must be completed by the post-season meeting with conference games taking precedence over non-conference games. The appropriate Assignment Chairperson and the officials involved must be notified by the home school no later than two (2) hours prior to the start of the contest. Failure to do so results in full financial responsibility to the officials for game fees. NOTE: Outdoor sports may need special consideration. (6/15)

Section 2 – Contest Cancellation

If a contest is canceled, in a NON-emergency situation, the officials and Assignment Chairperson must be contacted at least 72 hours in advance. If contact is made between 24 hours and 72 hours prior to the scheduled contest, the canceling school will be required to pay half of

the officials' fees. If contact is made the day of the scheduled contest, the canceling school will be responsible for paying the full amount of the officials' fees in addition to any transportation fees accrued by the opposing school. (6/15)

Section 3 – Contest Delays

When at all possible, emergency phone numbers should be in the possession of the coach. Should something happen en route to a game, please call. When a team calls and reports problems on the road, all attempts should be made to play the varsity game. If this is impossible, the game should be rescheduled. (10/95).

Section 4 – Tournament Status

A school that forfeits and/or cancels any Freshman, Junior Varsity or Varsity Conference contest, in any sport, may be denied any tournament position in that sport by the Athletic Directors' Executive Board. (10/95)

Section 5 – Rescheduling Contests

By mutual agreement of the coaches involved, a postponed contest may be rescheduled without penalty.

ARTICLE IV – FEES/DUES

Section 1 – Sport Fees

Each member school shall be charged a stipulated entry fee (based on the current fee schedule) per team and level in each sport sponsored by that school and sanctioned by the Conference. (10/95)

Section 2 – Annual Dues

Annual dues are payable to the Treasurer by January 15th based on the current fee schedule.

Section 3 – Conference Deficit

In the event of a deficit, the Principals' Board, upon the recommendation of the Athletic Directors' Executive Board, may levy an assessment on the members of the Conference to the extent of the deficit divided equally among all Conference member schools.

Section 4 – Fees Payable

Failure to pay Conference fees by the required date(s) shall result in written notification being sent by the Conference Treasurer to the Athletic director. After a reasonable amount of time has passed and fees are still not paid, the Principal of the offending school shall receive written notification of the failure to respond. (9/10)

Section 5 – **Necessary Expenses**

The Athletic Directors' Executive Board shall have the authority to appropriate funds from the Conference Treasury for necessary expenses. (9/10)

ARTICLE V – CONFERENCE TOURNAMENTS

Section 1 – **Divisional/Conference-Wide Competition**

The Athletic Directors' Executive Board shall determine whether championships shall be determined by Divisional or Conference-wide competition.

Section 2 – **Procedures**

The Athletic Directors' Executive Board shall approve all Conference tournament procedures.

Section 3 – **Tournaments**

Conference tournaments in Volleyball (JV and Freshman), Basketball (Varsity, JV and Freshman), Soccer (JV only) and Softball (Varsity and JV) will include all GCAC teams. For Varsity Basketball, Red and White teams will be seeded 1-16; the Blue Tournament format will be round robin. The Red Varsity Softball tournament will consist of Red 1-8; White 9-20 (there will be play-in games). Lower level tournaments in Volleyball, Basketball, and Soccer will include all Conference teams. (6/15)

Section 4 – **End-of-Season Coaches' Meeting**

All varsity coaches or designated representative from each team must attend the end-of-season meeting. Lower level tournaments will be seeded online. Failure to attend the required meeting or meet the deadline set for online seeding will result in penalties outlined in Article II, Section 2 of these By-Laws. (6/15)

Head varsity coaches or a designated representative will meet in divisional groups to determine All-Conference Athletes. Teams will be seeded after regular season divisional play has concluded and determined by seasonal competition. Whenever possible, the IHSA tournament seeding format will be used. (6/15)

Section 5 – **Non-Divisional Team Sports**

In team sports not played on a Divisional basis, the championship shall be determined by the final standings of the Conference Championship tournament or meet. (6/15)

Section 6 – **Individual Sports**

In individual sports not played on a round robin basis, the championship shall be determined by an annual Conference meet. All tournaments in Bowling, Cross Country, Golf, Tennis and Track and Field must follow IHSA Guidelines for substitutions and line-up changes. (9/05)

Section 7 – **Tournament Forfeitures**

Any forfeiture of any conference regular season or tournament contest will result in the following:

- (a) If it is the school's first offense, there will be a \$250.00 fine assessed payable to the Conference Treasurer. During the regular season, the school that was the winner of the forfeit shall inform the treasurer of the infraction. The sports coordinator of the tournament shall report violators to the treasurer. A second offense will result in a \$500.00 fine.
- (b) All fines must be paid within 30 days of the date of the violation. A late fee of \$50.00 will be assessed if the fee is not paid by the deadline.
- (c) Offending school is responsible for official's fees and any transportation cost(s) incurred by the opposing school.
- (d) If a school commits a second offense, the school will then be put on probation. When put on probation the school must:
 - a. Have the principal meet with the conference president and the principal's board. The meeting would clarify and explain the reasons for probation, define the expectations of the school during the time of probation and discuss the payment of fine(s) by a set deadline.
 - b. Follow the constitution, by-laws and sport guidelines for the entire calendar year without violations in order to be removed from probation.
- (e) Failure to comply with these rules may result in suspension from conference play for a period of time to be determined. (6/16)

ARTICLE VI – AWARDS

Section 1 – Award Determination

All awards shall be determined by the Athletic Directors' Executive Board in accordance with IHSA rules.

Section 2 – Purchase of Awards

The Conference shall provide funds for the purchase of suitable awards for Conference championships.

Section 3 – Award Distribution

The distribution of awards shall be the responsibility of the Conference President or his/her representative.

Section 4 – Selection of Athlete of the Year

This award will be given in each GCAC recognized sport at the varsity level to the Athlete of the Year. An Athlete of the Year Award will be given in each division in the following sports:

Basketball, Soccer, Softball, Tennis and Volleyball. One Athlete of the Year Award will be given in the following sports: Bowling, Cross Country, Golf and Track and Field. (9/12)

PROCESS OF SELECTION:

An athlete must be nominated by her coach and be the first athlete nominated for all-conference consideration. Each coach who nominates an athlete must present statistics verifying the nominee's accomplishments. All Head Coaches will vote on all nominees. Coaches are allowed to vote for their own athlete. There can be no ties for Athlete of the Year.

ELIGIBILITY:

Any athlete (who is eligible by IHSA standards), regardless of her year in school, is eligible for selection.

AWARD:

A plaque will be awarded to the Athlete of the year in each of the GCAC recognized sports.

Section 5 – Awards Distribution for Individual Sports

Awards for individual sports shall be distributed as follows:

- (a) **TENNIS** Varsity 1st and 2nd Place, Junior Varsity 1st and 2nd Place (6/15)

TEAM PLAQUES:

Varsity Red Tournament - 1st 10 1/2" x 13", 2nd 9" x 12"

Varsity White Tournament – 1st 9" x 12", 2nd 8" x 10"

JV Red Tournament - 1st 8" x 10", 2nd – 7" x 9"

JV White Tournament – 1st 8" x 10", 2nd – 7" x 9"

INDIVIDUAL AWARDS (Medals):

Varsity Red Tournament 1st – 3rd Place (Singles and Doubles)

Varsity White Tournament 1st – 2nd Place (Singles and Doubles)

1st Place - Gold medal

2nd Place - Silver medal

3rd Place - Bronze medal

DIVISIONAL AWARDS: Varsity Red and White JV Red and White Plaques

ALL-CONFERENCE TEAM (Certificates):

Varsity Red

1st – 3rd Place (First Singles and First Place First Doubles) (9/12)

1st and 2nd Place (Second Singles and First Place Second Doubles) (9/12)

1st Place (Third Doubles)

Varsity White

1st – 2nd Place (First Singles and First Place First Doubles) (6/15)

1st Place (Second Singles and First Place Second Doubles) (6/15)

1st Place (Third Doubles) (6/15)

(b) **CROSS COUNTRY** – Red Division Varsity 1st, 2nd, 3rd Place, White Division Varsity 1st, 2nd Place (9/12)

TEAM PLAQUES – Red 1st 10 1/2” X 13”, 2nd 9” X 12”, 3rd 8” x 10”
White 1st 9” x 12”, 2nd 8” x 10” (6/15)

INDIVIDUAL AWARDS (Medals and Ribbons):

1st - 25th Place – Medals (6/16)

ALL CONFERENCE AWARDS (Certificates):

1st - 25th Place (6/16)

Junior Varsity

PLAQUES: 1st, 2nd Place

INDIVIDUAL AWARDS: 1st - 20th Place – Ribbons

Freshman

PLAQUES: 1st Place

INDIVIDUAL AWARDS: 1st - 20th Place – Ribbons (6/16)

Open Race

INDIVIDUAL AWARDS: 1st - 20th Place – Ribbons

(c) **TRACK AND FIELD (OUTDOOR)** Red Division Varsity 1st, 2nd, 3rd Place, White Division Varsity 1st, 2nd Place (9/16)

TEAM PLAQUES: Red 1st 10 1/2” x 13”, 2nd 9” x 12”, 3rd 8” x 10”
White 1st 9” x 12”, 2nd 8” x 10”

INDIVIDUAL AWARDS (Medals for each division): (9/16)

1st-4th Place each Event (including Relays):

100 m Run

200 m Run

400 m Run

High Jump

Long Jump

Shot Put

Pole Vault

Discus

800 m Run

1600 m Run

3200 m Run

4x1 Relay

4x2 Relay

4x4 Relay

300 m Low Hurdles

100 m High Hurdles

Triple Jump

4x8 Relay

ALL CONFERENCE AWARDS (Certificates for each division):

1st and 2nd Place finishers in each event

(D) **TRACK AND FIELD (INDOOR)** Varsity (9/10)

TEAM PLAQUES: 1st 10 1/2" x 13", 2nd 9" x 12", 3rd 8" x 10",

INDIVIDUAL AWARDS (Medals):

1st-6th Place each Event (including Relays):

55 m Run
100 m Run
400 m Run
High Jump
Long Jump
Shot Put
Pole Vault
800 m Run
1600 m Run
3200 m Run
800 m Relay
1600 m Relay
55 m High Hurdles
Triple Jump
3200 m Relay

ALL CONFERENCE AWARDS (Certificates):

1st and 2nd Place finishers in each event

Section 6 – **Awards Distribution for Team Sports**

Awards for team sports shall be distributed as follows:

(a) **VOLLEYBALL** Junior Varsity, Freshman (9/13)

TEAM PLAQUES: (9/13)

JV Red Tournament - 1st 9" x 12", 2nd 8" x 10", 3rd 7" x 9"

JV White Tournament - 1st 8" x 10", 2nd 7" x 9"

Freshman Red Tournament - 1st 8" x 10", 2nd 7" x 9"

DIVISIONAL AWARDS: Varsity Red, White, and Blue JV – Red, White - Plaques

ALL-CONFERENCE VARSITY AWARDS (Certificates and Medals):

Three (3) times the number of schools in the Red Division - 21

Two (2) times the number of schools in the White Division - 14

One point five (1.5) times the number of schools in the Blue Division - 9

(b) **BASKETBALL** Varsity, Junior Varsity, Freshman (9/13)

TEAM PLAQUES: (9/12)

Varsity Red Tournament – 1st 10 1/2 x 13", 2nd 9" x 12", 3rd 8" x 10"

Varsity White Tournament - 1st 9" x 12", 2nd 8" x 10"

Varsity Blue Tournament – 1st 8" x 10" (6/15)

JV Red Tournament - 1st 9" x 12", 2nd 8" x 10", 3rd 7" x 9"

JV White Tournament - 1st 8" x 10", 2nd 7" x 9"

Freshman Red Tournament - 1st 8" x 10", 2nd 7" x 9"

INDIVIDUAL VARSITY AWARDS:

Red Tournament - 1st Place 15 Gold medals; 2nd Place 15 Silver medals

DIVISIONAL AWARDS: Varsity Red, White, and Blue JV Red, White – Plaques (6/15)
ALL-CONFERENCE VARSITY AWARDS (Certificates and Medals):

Two point five (2.5) times the number of schools in the Red Division - 18

One point seven five (1.75) times the number of schools in the White Division – 16 (6/15)

One point two five (1.5) times the number of schools in the Blue Division – 6 (6/16)

(c) **SOFTBALL** Varsity, JV (9/10)

TEAM PLAQUES:

Varsity Red Tournament – 1st 10 1/2” x 13”, 2nd 9” x 12”, 3rd 8” x 10”

Varsity White Tournament - 1st 9” x 12”, 2nd 8” x 10”

Varsity Blue Tournament – 1st 8” x 10”

JV Red Tournament - 1st 9” x 12”, 2nd 8” x 10”, 3rd 7” x 9”

JV White Tournament – 1st 8” x 10”, 2nd 7” x 9” (6/15)

INDIVIDUAL VARSITY AWARDS:

Red Tournament - 1st Place 22 Gold medals; 2nd Place 22 Silver medals

DIVISIONAL AWARDS: Varsity Red, White, and Blue – Plaques (6/15)

JV Red and White - Plaques

ALL-CONFERENCE VARSITY AWARDS (Certificates and Medals):

Three (3) times the number of schools in the Red Division – 24 (6/16)

Two (2) times the number of schools in the White Division – 14 (6/16)

One (1) times the number of schools in the Blue Division – 5 (6/15)

(d) **SOCCER** Varsity, JV (9/05)

TEAM PLAQUES:

JV Tournament - 1st 9” x 12”, 2nd 8” x 10”, 3rd 7” x 9”

DIVISIONAL AWARDS: Varsity Red, White and Blue – Plaques (6/15)

ALL-CONFERENCE VARSITY AWARDS (Certificates and Medals):

Four (4) times the number of schools in the Red Division – 28 (9/09)

Three (3) times the number of schools in the White Division – 18 (9/14)

Two (2) times the number of schools in the Blue Division – 10 (6/16)

(e) **GOLF** Varsity, JV (9/10)

TEAM PLAQUES

Varsity Tournament - 1st 10 1/2” x 13”, 2nd 8” x 10”, 3rd 7” x 9”

JV Tournament – 1st 9” x 12”, 2nd 8” x 10”

INDIVIDUAL AWARDS

1st Place 6 gold medals

2nd Place 6 silver medals

ALL-CONFERENCE AWARDS (Certificates and Medals):

1st Place through 15th Place (6/15)

(f) **BOWLING** Varsity, JV (9/05)

TEAM PLAQUES

Varsity Tournament - 1st 10 1/2" x 13", 2nd 9" x 12", 3rd 8" x 10" (6/15)

JV Tournament – 1st 9" x 12", 2nd 8" x 10"

INDIVIDUAL AWARDS

Varsity - 1st Place 6 gold medals

Varsity - 2nd Place 6 silver medals

ALL-CONFERENCE AWARDS (Certificates and Medals):

Varsity - 1st Place through 15th Place

ARTICLE VII – OFFICIALS/ASSIGNMENT CHAIRPERSON

Section 1 – Selection

The Athletic Directors' Executive Board shall select an Assignment Chairperson(s) (assignment of officials) for Volleyball, Basketball and Softball.

Section 2 – Duties of Assignment Chairperson

Off-Season:

- (a) to secure officials for each contest (based upon the number of officials required) selected from the current listing of officials registered with the IHSA (9/05);
- (b) to secure officials based on fees authorized by the Conference;
- (c) to utilize official contracts;
- (d) to encourage/organize some type of continuing education, skills development for officials (10/95)
- (e) to request an increase in officials' fees by attending an Athletic Directors' Executive Board meeting at least one year in advance of when the increase would go into effect. (8/03)

Pre-Season:

- (a) to provide member schools with the names, addresses and phone numbers of assigned officials;
- (b) to provide access to the master list of officials assigned to the Athletic Director, Conference President and Recording Secretary (6/15);
- (c) to provide contracted officials with maps and/or directions to contest sites;
- (d) to inform officials of Conference rules, and to be responsible for the enforcement of same;
- (e) to attend the pre-season and post-season coaches meetings (9/05)

During the Season:

- (a) to secure officials for all tie-breaker and tournament contests;
- (b) to attend the GCAC Tournament seeding meeting (9/05);
- (c) to act, with the Conference President, to settle any protests, problems, etc. that may arise at conference varsity tournament semi-final and final games;
- (d) to formulate a method of evaluating officials, which would include some observation;

- (e) whenever possible, notify the home school of a change of officials 24 hours prior to game time.

Post-Season:

- (f) to submit to the Conference Treasurer an itemized list of expenditures prior to reimbursement;
- (g) to coordinate the post-season evaluation/ranking of officials. (10/95)

Section 3 – Assigning Guidelines

- (a) to refrain from assigning officials who have an affiliation with a member school to a contest for that school at any level; furthermore, such officials may not officiate inter-divisional contests in that school's GCAC division; (10/95)
- (b) to limit the number of varsity contests an official works for a member school, whenever possible. This guideline does not include tournament assignments. (6/15)
- (c) to make every attempt to give all member schools a qualified variety of officials.
- (d) to assign the necessary number of officials for each level and sport (Volleyball, Varsity and JV – 2, Freshman – 1; Basketball, 2 for all levels, 3 for the Varsity Tournament; Softball, Varsity – 2, JV – 1). Individual schools may request three officials for Basketball by contacting their Assignment Chairperson (9/05).

Section 4 – Payment of Assignment Chairperson/Officials

- (a) The Assignment Chairperson for Volleyball and Basketball shall be paid by the Conference **13%** of the total amount paid out to officials scheduled for all regular Conference contests and Conference tournaments according to the Master Schedule for that sport (**13 %** for softball). (5/01) (9/06) All non-Conference contests shall be the financial responsibility of each school. (9/05)
- (b) The Assignment Chairperson for Volleyball and Basketball shall receive **13%** from each member school of the total amount paid out to officials for all other non-Conference home contests and tournaments they are requested to schedule for (**13%** for softball). (5/01) (9/06)
- (c) During the regular season, the home school is responsible for paying the officials. (5/96)

Section 5 – Cancellation/Forfeiture of Contests

If a contest is canceled in a NON-emergency situation, the officials and Assignment Chairperson must be contacted at least 72 hours in advance. If contact is made between 24 and 72 hours prior to the scheduled contest, the canceling school will be required to pay half of the officials' fees. If contact is made the day of the scheduled contest, the canceling school will be responsible for paying the full amount of the officials' fees. Host schools must notify the officials at least two (2) hours prior to the cancellation of a contest. (9/05) The host school will be responsible for paying a fee (to be determined by the assignors and included in the fee payment sheet) to the scheduled officials in the event the contest is canceled after the officials arrive. (8/03)

Section 6 – **No-Show Officials**

It is the Athletic Director's responsibility to notify the Assignment Chairperson if an official did not show for a contest. Every effort should be made to play contests in which an official does not show by moving a lower level official where needed. (10/95)