

ARTICLE I – ORGANIZATIONAL PROCEDURES

1. GENERAL LEAGUE PROCEDURES

- A. The By-Laws and Constitution of the ESAL shall serve as direction for orderly operation of the league.
- B. The By-Laws may be amended by a majority vote of the A.D.'s at any Athletic Directors' Council meeting.
- C. Practice for each sport may start no earlier than the date that is established by the league.
- D. A school wishing to participate in an East Side Athletic League sport must have both a boys and girls or 7th and 8th grade team participating in a given sport. A school may still participate in the league sport with a single team if they do not have enough students to field both teams. The students accounting for this ruling must be applied to the Santa Clara East side league as their primary participation league. If a school participates in 2 leagues with any overlap, they cannot enter the Santa Clara East Side for any grade level or boys/girls team(s).

2. RESPONSIBILITY OF THE ATHLETIC DIRECTOR

- A. It is important that Athletic Directors' communicate all rules, deadlines, and communication responsibilities to their coaching staff.
- B. If a team has only one set of uniforms, the AD must communicate this to their opponent.
- C. It is the athletic director's responsibility to verify all schedules with opponents.
- D. It is the athletic director's responsibility to contact opponents if a team is going to be late for an established start time.
- E. It is the athletic director's responsibility to re-schedule postponed games as soon as possible. The athletic director should avoid rescheduling games on the day left available for tie breakers. Tie breaker day is the Thursday before the playoff week.
- F. It is the responsibility of the athletic director to monitor sportsmanship. The visiting school is responsible to monitor their own fans. The athletic director must oversee their coaching staff and players in the important area of sportsmanship, especially when pertaining to the score of the game.
- G. To attend all league meetings as established by the ESAL League.
- H. To present and discuss suggestions and recommendations from the coaches. Each Athletic Director is a representative of the coaches on his/her staff.

- I. On an annual basis, all ESAL Athletic Directors are required to serve in a league assigned role . This includes but not limited to: Sports Commissioner, President, By-laws, Co-Commissioner etc.

All AD's who have a current assignment may continue in that capacity as long as the performance warrants it. They will be notified by the Executive Board via email if they are being removed from their current role.

All unassigned AD's that do not have a current role can:

- Request a specific assignment with majority vote of AD's. This must be done by our first meeting of the year in August.

Also, all unassigned AD's will be assigned a specific role by the current Executive Board. Approval for this assignment is only needed if they are assigned to assist another school. If they are the only person in this role they will be automatically assigned to them with no approval necessary. * One exception is the role of President. A member school can only be assigned to the role of President after they have served a minimum of 1 year in the league.

3. MEETING OF THE ATHLETIC DIRECTORS' COUNCIL

The Athletic Directors' Council shall meet on regularly scheduled meetings set by the League President. Special meetings may be called regarding protests.

- Only Athletic Directors or Coaches that are Commissioners of Sport may attend league meetings.
- The Athletic Director is the only person able to vote and make proposals for By-Laws and Constitution items. A person attending the meeting in place of the AD is not allowed to vote.

4. SITE OF THE ATHLETIC DIRECTORS' COUNCIL MEETINGS

All meetings are currently hosted by Leyva Middle School at 3:30pm located at 1865 Monrovia, San Jose, CA 95121

5. EAST SIDE ATHLETIC LEAGUE LEAGUE WEBSITE

www.eastsideal.org

6. INVITATIONS TO THE ATHLETIC DIRECTORS' COUNCIL MEETING

Athletic Directors' Council shall invite coaches, principal, and other necessary persons to attend Council meetings whenever the presence of such persons is necessary for the better understanding of a particular issue or point of discussion.

7. SPORTS COMMISSIONERS

- A. The Commissioner presides over the Athletic Directors' Council for their assigned sport.

- B. The Commissioner meets with the By-Law Chair to review rules, rule changes and rule modifications.
- C. The Commissioner coordinates the qualifying teams or athletes from each division with the appropriate division rep.
- D. The Commissioner is responsible for knowing each school that is participating in the sport they are commissioning.
- E. The Commissioner is responsible for establishing game sites and times for all playoff games. PLAN AHEAD!!!
- F. The Commissioner is responsible for assigning referees and payment for league hosted playoff games in the semifinals and finals.
- G. The Commissioner is responsible for coordinating the trophies and ribbons with the Trophy/Ribbon Chair.
- H. The Commissioner for each sport or grade level is responsible for coordinating their playoffs and responsibilities with the other Commissioner if it falls during the same season.
- I. The Commissioner is responsible to secure semi-finals facilities as well as assign the officials for these games/matches (when applicable).
- J. The Commissioner is responsible for presenting awards at ALL Championship Contests.
- K. 1st round playoff games are typically hosted on the Tuesday after the Athletic Directors' Council meeting. It is the host schools' responsibility to secure officials for this game and the school keeps the gate receipts.
- L. Play-in games are hosted the Thursday/Friday prior to the Athletic Directors' Council meeting.
- M. If the sport offers an eight team format, the games will be held on Tuesday, Wednesday and Thursday after the Athletic Directors' Council meeting.
- N. If the sport offers a four team format, the games will be held on Tuesday and Thursday after the Athletic Directors' Council meeting.
- O. The Commissioner is responsible for acquiring standings from each division rep. throughout the season.
- P. In Girls and Boys seasons, the Boys Commissioner is responsible for securing the Finals location and officials for the Championship games.
- Q. In 7th / 8th seasons, the 8th grade Commissioner is responsible for securing the Finals location and officials for the Championship games

8. OFFICIALS & SCOREKEEPERS

- A. Officials must be certified for all division league games. All officials used by member schools must be assigned and be members of an officially recognized Officials Association. Any exception to this rule must be approved by the Executive Board.
- B. Sports Commissioners assign officials for league playoff games in the semifinals and finals. The host school assigns for the 1st round when they are hosting. All host schools are required to pay the cost of officials associated with 1st Round Playoff games.

- C. The host school in 1st round playoff games can keep all gate receipts. For all Semifinal and Finals games the gate must be split 50/50 with school and league.
- D. Regular Season: The host school is responsible for having someone on the score clock and score book. It is recommended (not required) that the clock and book are run by an adult if possible. The guest team is the back-up book.
- E. Playoffs: All host schools are responsible for providing someone to operate the clock. At neutral sites, the school that is designed as HOME is responsible for the book. The neutral host school is responsible for operating the game clock in all sports where it is used. For doing so, the league will pay the clock operator \$15.00 for each game.
- F. All schools hosting a 1st Round Playoff game in any sport are responsible for securing and paying for those officials. Semifinals and Finals officials are secured by the sports commissioner and paid for by the league.

9. PROTEST COMMITTEE & EXECUTIVE BOARD

The protest committee is comprised of the Executive Board (President, VP, Past President, Secretary, Treasurer, By-Laws & Webmaster)

If there is an appeal after the Protest committee makes a ruling on an initial protest, the league Athletic Director's will make the final decision on the appeal.