

SECTION XI
NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION
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CONFERENCE/COUNCIL AGENDA
May 2012

I. NOTICES

A. Meetings and Significant Dates

Mon, May 7	Executive Board, 4 pm, Bridgehampton HS
Tue, May 8	Conference IV, 9 am, Section XI Office
Wed, May 9	Conference I, 9 am, Section XI Office
Thu, May 10	Conference II, 9 am, Section XI Office
Thu, May 10	Boys' Tennis Seeding, 2 pm, Section XI Office (NEW DATE)
Fri, May 11	Conference III, 9 am, Section XI Office
Mon, May 14	Baseball Seeding, 9:30 am, Section XI Office
Tue, May 15	Athletic Council, 9 am, Section XI Office
Thu, May 17	Softball Seeding, 9:30, Section XI Office
Wed, May 23	AD's Luncheon Meeting, 11 am, Mill Pond GC
Mon, May 28	Memorial Day Holiday (Section XI Office Closed)

B. Conferences

Conference Nominating Committees (generally, the immediate Past Presidents are the chairs) should have been appointed to prepare a slate to be finalized by the Conferences.

Note that the Section Constitution indicates that Conferences I and III will appoint representatives to Standing Committees this year (Awards, Constitution, Finance, Nominating, Placement, Policy, Safety, Seeding and Tournament).

Otherwise, all other officers and representatives should be elected by Conferences, and Conferences II and IV should verify their representatives to Standing Committees.

Also, please remember to include staff from the new school(s) in your Conference when considering representatives.

- In Conference I – Half Hollow Hills East (West Islip moved to Conference II)
- In Conference II – West Islip (Half Hollow Hills East moved to Conference I)
- In Conference III – No Changes
- In Conference IV – No Changes

All Athletic Council representatives should attend their respective Conference meetings in order for them to understand the issues and better represent their respective Conference.

C. Hall of Fame

The New York State Public High School Athletic Association (NYSPHSAA) has announced its inductees for the Athletic Association's Class of 2012 Hall of Fame. The Hall of Fame is now in its tenth year. The inductee from Section XI will be Lou Giani, Huntington wrestling coach.

II. NYSPHSAA ITEMS FOR INPUT/DISCUSSION

- A. NYSPHSAA Eligibility Committee** – "Does Section XI have a concern for when one parent from a two-parent household establishes residency (moves/rents) to a new district and requests that their child participate in the interscholastic athletic program offered at the new district."

III. SECTION XI ACTION ITEMS

- A. Scholar/Athlete Team Awards Committee** – The Committee met on Tuesday, April 17, 2012, at 11 am, in the Section XI office. In attendance: Chair E. Thompson (Conference II); E. Blaney (Conference I); G. McCarthy (Conference III); D. Ferry (Conference IV); D. Webster and E. Cinelli.

The Committee recommends the approval of the following:

1. Section XI Scholar/Athlete Team Awards Recognition – "Shall Section XI recognize one varsity scholar/athlete team per sport, utilizing the NYSPHSAA program results, beginning in the 2012-13 school year."

Note: Recognition would be a banner presented to the school paid for by corporate sponsorship.

- B. Website Committee** – The Committee met on Wednesday, April 18, 2012, at 9 am, in the Section XI office. In attendance: Chair: J. Pennacchio; Conference I: L. Philips; Conference II: S. Restivo; Conference III: K. Masterson; Conference IV: not represented. Also in attendance: S. Lafleur, D. Madison, D. Nebgen, D. Webster and E. Cinelli.

1. Chairman Joe Pennacchio called the meeting to order at 9:10 am.
2. A review of the January 26, 2011 Website Committee Meeting Report took place.
3. There was a review of the on-line rating system, highlighting Section XI's 90.9% average ratings return during the winter 2011-12 sport season. The Committee is very satisfied with the on-line rating system during its first year of operation.
4. Discussion took place regarding the Athletic Directors' "queue" for on-line ratings. It was suggested that reminders should be sent to Athletic Directors, and in turn to coaches, to ensure that ratings are submitted in a timely fashion. In addition, Athletic Directors and coaches are to be reminded that Section XI has instituted a ratings cutoff for two weeks after the close of each sports season. This information is currently posted on the Athletic Directors' and Coaches pages of the website.
5. A review of the Section XI Home Page (public access) took place resulting in the following recommendations:
 - A search engine should be added at the top of the page.
 - A drop-down menu of all sports should be provided, allowing users to obtain information for the chosen sport. For instance, if baseball is chosen, the user would be able to access Schedules, Results, Standings, Brackets and Championship information from a second drop down menu specifically for baseball. In addition, links to sport-specific websites could be made available on that menu.

- Corporate sponsorships and additional advertisers should be pursued to enhance a revenue flow to help offset Section XI costs.
 - "Sportsmanship Results" and "Scholar-Athlete Team Awards" sections should be added. In addition, there should be consideration of possible links to websites developed by coaches associations that include student-athlete statistics.
 - The possibility of using "movement" on the home page should be explored.
 - Directions to schools and offsite locations could be done through the Google search engine, rather than maps previously developed by Section XI.
6. A review of the Athletic Director's Page (private access) took place resulting in the following recommendations:
- A search engine should be added at the top of the page.
 - The discussion regarding suggestions for improvements to the AD's page should be included at the Section XI Athletic Directors Secretaries' Workshop to be held in June, 2012.
7. It was understood that any potential changes made to the Section XI website would need to be included in the budget in an appropriate manner.

C. Policy – The Policy Committee met on Thursday, April 19, 2012, at 8 am, at the Holbrook Country Club. In attendance: Chair J. Thode; Conference I: A. Amesti, D. Cronin; Conference II: W. Groth, J. Sparacio; Conference III: L. Lally; Conference IV: T. Gulluscio, M. Granger; D. Webster and E. Cinelli.

The Committee recommends the approval of the following:

1. Section XI Record Retention Policy – "Shall the attached record retention policy be adopted by Section XI." (See Attachment A)

D. Placement - The Committee met on Wednesday, April 25, 2012, at 9 am, at the Section XI Office. In attendance: Chair L. Lally; Conference I: M. Mensch, L. Philips; Conference II: P. Smith, J. Wright; Conference III: J. Vasile-Cozzo; Conference IV: G. Wormuth, D. Phillips; D. Maloney, T. Mullins, J. Thode, D. Webster and E. Cinelli.

The Committee recommends the approval of the following:

1. **Boys' and Girls' Badminton – 2012/13**

BOYS

Half Hollow Hills
Patchogue-Medford
Commack
Lindenhurst
Walt Whitman
Smithtown West
Smithtown East
Miller Place

GIRLS

Half Hollow Hills
Patchogue-Medford
Commack
Lindenhurst
Walt Whitman
Smithtown West
Smithtown East
Miller Place

NOTE: Rally scoring will not be used.

2. **Girls' Golf - 2012/13**

League I	League II
Half Hollow Hills East	West Babylon
Half Hollow Hills West	West Islip
Northport	Deer Park
Smithtown West	Bayport-Blue Point
Smithtown East	Bellport
Commack	Sayville
Hauppauge	East Islip
Bay Shore	Connetquot

League III
Longwood
Sachem East
Sachem North
Ward Melville
Riverhead
Mount Sinai
Patchogue-Medford

3. **Boys' Golf - 2012/13**

League I (Spring)		League II (Spring)	
Islip	Timber Point	Comsewogue	Rolling Oaks
Harborfields	Crab Meadow	Middle Country	Mill Pond
Northport	Indian Hills	Sachem East	Pine Ridge
Deer Park	Hamlet Wind Watch	Sachem North	Middle Island CC
North Babylon	Bergen Point	Hauppauge	Hamlet Wind Watch
Babylon	Bergen Point	Kings Park	Smithtown Landing

League III (Fall)		League IV (Fall)	
HH Hills East	Bethpage	Bay Shore	Wind Watch
HH Hills West	Cold Spring CC	Smithtown East	Smithtown Landing
Huntington	Huntington CC	Smithtown West	Smithtown Landing
West Islip	Southward Ho	Stony Brook	Stonebridge
Lindenhurst	Bergen Point	Walt Whitman	Sunken Meadow
West Babylon	Bergen Point	Elwood-J Glenn	Crab Meadow
		Commack	Crab Meadow

League V (Fall)		League VI (Fall)	
East Islip	Timber Point	Ward Melville	St. George's CC
Bellport	Bellport CC	Mt. Sinai	Willow Creek
Sayville	West Sayville	Rocky Point	Rolling Oaks
Bayport-Blue Pt.	West Sayville	Longwood	Mill Pond
Connetquot	Holbrook	Shoreham-WR	Baiting Hollow
Pat-Med	Mill Pond	Port Jefferson	Port Jefferson CC

League VII (Fall)		League VIII (Fall)	
Mattituck	North Fork	Ross	East Hampton CC
Greenport/Shld	Islands End	East Hampton	South Fork CC
Riverhead	Riverhead	Pierson/BH	Noyak CC
Hampton Bays	LI National	Southampton	Southampton CC
Shelter Island	Dering Harbor	Westhampton	West Hampton CC
McGann-Mercy	Old Vine	Center Moriches	Pine Hills
Eastport-S Man	Hampton Hills		

Alignment is based fundamentally on location of golf course.

League III (AA)		League IV (AA)	
Walt Whitman	1357	East Islip	1181
Smithtown West	1339	Riverhead	1130
West Islip	1325	Half Hollow Hills West	1127
Smithtown East	1314	Copiague	1126
Newfield	1264	West Babylon	1076
Centereach	1237	Hauppauge	1070
North Babylon	1203	Deer Park	1030

League V		League VI (A)	
Bellport (AA)	1013	Sayville	814
Comsewogue (AA)	979	Rocky Point	790
Huntington (AA)	977	Westhampton	768
Kings Park (AA)	939	Miller Place	745
Eastport-South Manor (A)	910	East Hampton	662
Islip (A)	906	Elwood-J Glenn	633
Harborfields (A)	858	Mt. Sinai	624

League VII		League VIII	
Shoreham-WR (A)	610	Babylon (B)	398
Bayport-Blue Point (A)	581	McGann-Mercy (C)	304
Hampton Bays (B)	466	Port Jefferson (C)	299
Southampton (B)	438	Southold/Gpt (B=406)	298
Center Moriches (B)	436	Pierson/BH (C=266)	248
Mattituck (B)	399	Stony Brook (C)	194

2012-13 NYSPHSAA CLASSIFICATIONS:

- AA = 925+
- A = 525-924
- B = 305-524
- C = 175-304
- D = 174-below

6. **Boys' and Girls' Spring Track - 2012/13**

League I (6)		League II (7)	
Brentwood	4027	Ward Melville	1874
Middle Country	2501	Sachem East	1737
Longwood	2151	Sachem North	1730
William Floyd	2130	Lindenhurst	1645
Patchogue-Medford	1981	Northport	1579
Commack	1881	Connetquot	1573
		Bay Shore	

League III (7)		League IV (7)	
Central Islip	1365	East Islip	1181
Half Hollow Hills East	1364	Riverhead	1130
Walt Whitman	1357	Half Hollow Hills West	1127
Smithtown West	1339	Copiague	1126
West Islip	1325	West Babylon	1076
Smithtown East	1314	Hauppauge	1070
North Babylon	1203	Deer Park	1030

League V (7)		League VI (7)	
Bellport	1013	Sayville	814
Comsewogue	979	Rocky Point	790
Huntington	977	Westhampton	768
Kings Park	939	Miller Place	745
Eastport-South Manor	910	Amityville	676
Islip	906	East Hampton/BH (Div I=691)	673
Harborfields	858	Elwood-J Glenn	633

League VII (7)		League VIII (7)	
Mt. Sinai	624	Mattituck	399
Shoreham-WR	610	Babylon	398
Bayport-Blue Point	581	McGann-Mercy	304
Hampton Bays	466	Port Jefferson	299
Southampton	438	Ross/Pierson (Div II=339)	277
Center Moriches	436	Stony Brook	194
Wyandanch	426	Greenport	179

2012-13 NYSPHSAA CLASSIFICATIONS:

Div I: 600 – up

Div II: 599 - below

Notes:

1. The Committee tabled the Boys' Lacrosse placement as there is a strong possibility of the classification enrollment figures changing for the 2012-13 school year.
2. Boys' Tennis, Baseball and Boys' Lacrosse placements will be proposed in the fall of 2012.
3. William Floyd has dropped Varsity Boys' Golf for 2012-13.
4. Shelter Island has dropped Varsity Girls' Cross Country for 2012-13.
5. Softball Chair Jim Wright presented two possible placements to the Committee for consideration. A plan involving placement according to classification that was endorsed by the coaches' association was defeated by the Placement Committee.
6. East Hampton Athletic Director Joe Vasile-Cozzo informed the Committee that Springs Middle School will not be combining with East Hampton in all previously approved sports during the 2012-13 school year. However, there is a possibility that fundraising may occur which could reinstate some, if not all, teams.

E. Tournament - The Committee met on Wednesday, April 25, 2012, at 10:00 am, in the Section XI office. In attendance: Chair T. Combs; Conference I: D. Cronin, G. Beutel; Conference II: J. Pennacchio, J. Wright; Conference III: J. Valente, J. Vasile-Cozzo; Conference IV: D. Phillips; D. Maloney, L. Philips, R. Panariello, P. Murphy, D. Webster and E. Cinelli.

The Committee recommends approval of the following:

1. Softball – "Shall the finals of the Section XI Softball tournament be played at a college venue." Note: These finals consist of a two-out-of-three series in Classes AA, A, B, and C. (Effective 2012-13 school year.)

2. Wrestling – “Shall the Section XI Wrestling tournament contain the top four place winners from the League Championships in Division I.” (Effective 2012-13 school year.)
3. Boys’ Golf – “Shall the Section XI Boys’ Golf tournament consist of a qualifying round (league championship)”. (One-year experiment 2012-13 school year.)
Note: League Championship awards would be presented.
4. Boys’ and Girls’ Badminton – “Shall Boys’ and Girls’ Badminton have a semi-final round in the team tournament.” Note: The top four teams will participate in a semi-final tournament at the same site. (Effective 2012-13 school year.)
5. Boys’ Bowling – “Shall the following playoff format changes be made to the Section XI Team Championships:

*Boys: The top ~~four~~ **three** teams in Leagues 1, 2, 3 **and the three highest scoring teams (wild cards) not already in the playoffs from the Large School Division Tournament** and the top ~~three~~ **two** teams in Leagues 4 and 5 **and the two highest scoring teams (wild card) not already in the playoffs from the Small School Division Tournament** will qualify for the Section XI tournament.” (Effective 2012-13 school year.)*

For Information Only:

1. The Committee tabled a request from Softball Chair, Jim Wright, to have a double elimination format for the semi-finals in the Section XI tournament.
2. The Committee tabled a request from Wrestling Chair, Bob Panariello, to conduct a Section XI team wrestling tournament.

- F. Modified** – The Committee met on Tuesday, May 1, 2012, at 9 am, in the Section XI Office. In attendance: Co-Chair D. Robinson; Conference I: G. Beutel, T. Horan; Conference II: J. Pennacchio, J. Tasman; Conference III: M. DeVincenzo, A. Agnesini; Conference IV: M. Granger, D. Ferry; D. Webster and E. Cinelli.

Input for May 4-5, 2012 NYSPHSAA Executive Committee Meeting:

1. Awards – “With sectional/league approval, Modified General Eligibility Rule #10 (Reference: NYSPHSAA handbook, page 132) shall be edited to allow multi-school contests and invitationals to award place ribbons to the top competitors.”
2. Editorial Change in Football Game Rule #2 – (Reference NYSPHSAA handbook, page 144) “An editorial addition will be made to 11-Man Football Game Rule #2, following sentence #5, as follows:
Motion is allowed towards the two receiver side of the formation, provided the ball is snapped before the player in motion crosses the midline of the formation.”

3. Modified/JV Pilot Program Proposal – “With sectional/league approval, a Modified/JV pilot program may be used when a JV program does not exist in a school district. (Program requirements to be determined.)

Notes:

1. Don Webster reviewed the modified scheduling calendar for 2012-13.
2. Don Webster reviewed a draft of the Fall 2012-13 modified schedules.

EAC/drn

"ATTACHMENT A"**P R O P O S E D****SECTION XI, NYSPHSAA
RECORD RETENTION POLICY****DEFINITION OF RECORDS**

Records are defined to include any document, writing, printing, inscription, electronic, video or magnetic taping that Section XI of the New York State Public High School Athletic Association ("Section XI") or its Executive Board, Athletic Council, other committees, staff or members create in the course of their duties, responsibilities and activities relating to the Section.

DOCUMENT DESTRUCTION RESTRICTIONS

Absolutely no destruction of any documents may take place once any Section XI staff member is aware of any official investigation by appropriate authorities or even suspects that such an official investigation may commence.

Section XI acknowledges its responsibility to preserve information relating to criminal, civil litigation, audits and investigations. As soon as any staff member becomes aware of any potential or actual civil or criminal litigation, audit or investigation, that staff member should report such matters to the Executive Director. Upon learning of the event, the Executive Director shall suspend the Records Retention Policy as it applies to any documents covered by the litigation, audit or investigation. The suspension shall be interpreted broadly and shall continue until the staff receives specific instructions from either inside or outside counsel. The Executive Director shall also immediately inform the Section XI President and Counsel of the suspension.

REPORTING PROCEDURES

Each employee has an obligation to notify the Executive Director concerning a potential or actual civil or criminal litigation, external audit, investigation or other similar proceeding involving Section XI.

DOCUMENT DESTRUCTION PROCESS

Destruction of documents will take place according to the schedule approved by the Executive Director and under the direct supervision of the Executive Director or their designee. The Executive Director is responsible for the administration of the record retention policy, including consulting with the auditors or other appropriate authorities when questions arise as to the coverage schedules.

For physical documents, at least once per fiscal year and usually within three months of the start of the new fiscal year, the Executive Director's designee shall advise all staff to prepare and box documents the staff feels should be destroyed. The Executive Director's designee shall inventory the general category of documents presented to be destroyed. The Executive Director's designee shall present that inventory of documents to the Executive Director for confirmation and authorization, by signing off, to have the presented documents destroyed.

If more frequent document destruction is needed, it will be done according to the previous policy statement.

In the event the Executive Director is absent or otherwise unavailable any questions concerning this policy should be directed to the Section XI Counsel.

For e-mail files and voicemail message logs, the Section XI staff should use the same process as that of physical document destruction. The volume of these records may dictate that frequent purging is necessary. (Whether or not individual computer users may assume part of this task will be determined in the future.)

Long term archival storage of documents should be continued and an archive log file will designate type of archive and location.

DISCIPLINARY ACTIONS

Failure on the part of staff to follow this policy can result in possible disciplinary action against responsible individuals, up to and including termination.

DOCUMENT DESTRUCTION SCHEDULE

Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance. (Minimum requirements follow)

The following table provides the minimum requirements.

(This information is provided as guidance in determining your organization's document retention policy.)

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/Expense Distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter, articles of incorporation	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

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Approved and implemented _____ date _____