

**SECTION XI**  
**NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION**

260 MIDDLE COUNTRY ROAD, SUITE 206, SMITHTOWN, NY 11787  
EDWARD A. CINELLI, EXECUTIVE DIRECTOR  
JOHN C. SEXTON, ASSISTANT DIRECTOR

---

**CONFERENCE/COUNCIL AGENDA**  
**May 2005**

I. **NOTICES**

A. Meetings

- Mon. May 16 - Executive Board, 4 pm, Section XI Office
- Tue. May 17 - Conference IV, 9 am, Section XI Office
- Tue. May 17 - Conference I, 1 pm, Section XI Office ← change**
- Thu. May 19 - Conference II, 9 am, Section XI Office
- Fri. May 20 - Conference III, 9 am, Section XI Office
- Tue. May 24 - Athletic Council, 9 am, Section XI Office

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 II and IV 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 I and III 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	-	Bay Shore
	II	-	Kings Park and Huntington
	III	-	Smithtown East
	IV	-	No Changes

(It is appropriate for the above schools to be invited to their NEW conferences as guests.)

Bear in mind that 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 2005 Hall of Fame. The Hall of Fame is now in its third year.

Catherine D. Gallagher (administrator-Section XI), John F. Halloran (coach-Section IV), Arthur R. Jessup (coach-Section IX), Michaela L. Kasner (administrator-Section III), Bernard "Putt" LaMay (administrator-Section II), Edward J. Leibinger (official-Section VI), Anthony C. Sabella (administrator-Section I), John L. Trautmann (athlete-Section IX), and John Trembley (athlete-Section II) were chosen through a two-level selection process involving a screening committee and selection committee. Nominations were endorsed by each Section of the Association, a preliminary step in the nomination process required since the launching of the Hall was announced in September, 2002. Sections are permitted to receive nominations from any individual in their Section before forwarding it on to the NYSPHSAA office for consideration.

II. INPUT FOR NYSPHSAA

A. Discussion Item

1. The NYSPHSAA would like Section input on the following drafts:
  - NYSPHSAA Strategic Plan
  - NYSPHSAA Ad Hoc Committee on Championship Site Selection Report of May 6, 2005

III. SECTION ACTION ITEMS

A. Policy – The Committee met on Tuesday, May 10, 2005, at 9 am, at the Section XI Office. In attendance: Chair Lisa Lally; Conference I: R. Christenson, D. Webster; Conference II: P. Nickerson, W. Shierant; Conference III: H. Carpenter, P. Jendrewski; Conference IV: N. DeCillis, R. Mayo; J. Giani and E. Cinelli.

The Committee recommends approval of the following for 2005-06:

1. Wrestling – To increase the total number of tournaments from 5 to 6.
2. Section XI Financial Policies
  - Credit Card Policy (see page 15)
  - Expense Reimbursement (see page 16)
  - Meeting/Conference Policy (see page 17)
  - Petty Cash Fund (see page 18)

Notes:

1. Wrestling – The Committee denied a request from Wrestling Chair, Joe Giani, to increase the JV maximum points to 20.
  2. Next Available Date – The Committee denied a request to use Saturdays as the next available date in the following sports: Boys' and Girls' Basketball, Field Hockey, Boys' and Girls' Lacrosse, Boys' and Girls' Soccer, Football, and Boys' and Girls' Tennis.
- B. Modified – The Committee met on Tuesday, May 10, 2005, at 11 am, at the Section XI Office. In attendance: Chair R. Christenson; Conference I: P. Smith, J. Thode; Conference II: J. Pennacchio, W. Shierant; Conference III: G. McCarthy, S. Reh; Conference IV: M. Browne, R. Thorne; E. Cinelli and J. Sexton.

The Committee recommends the approval of the following:

1. Girls' Basketball Experiment – **Boys' and Girls'** Basketball:
  - At the beginning of the 5<sup>th</sup> period of a 5-period contest, each team starts the period with zero team fouls.
  - Bonus free throws during the 5<sup>th</sup> period:
    - a. For the 4<sup>th</sup> and 5<sup>th</sup> team foul in the 5<sup>th</sup> period, if the first free throw is successful.
    - b. Beginning with the 6<sup>th</sup> team foul.

Notes:

1. J. Sexton provided drafts of the Fall 2005-06 modified schedules.
2. NYSPPHSAA Committee for Modified Athletics
  - a. R. Christenson provided information to the Committee regarding items that were approved and/or discussed at the NYSPPHSAA April 1, 2005 Committee for Modified Athletics meeting.
  - b. The Committee provided input to R. Christenson regarding the following items that will be discussed at the October 14, 2005 NYSPPHSAA Committee for Modified Athletics meeting:
    - *"There will be an editorial change in the Modified Sports Standards Chart for bowling and golf (NYSPPHSAA handbook, page 100). The 'Number of Practices required Prior to the First Scrimmage/First Contest' for these sports shall be changed from 'training' to '3/3'."*
    - *"The minimum number of practice days required prior to the first scrimmage/first contest for modified athletes shall never be less than the number required for high school athletes."*
    - *"The minimum number of practice days required prior to the first scrimmage/first contest for modified swimming shall be increased from 10/15 to 12/15."*
    - *"The minimum number of practice days required prior to the first scrimmage/first contest for modified softball shall be increased from 6/8 to 8/10."*

- *"The minimum number of practice days required prior to the first scrimmage/first contest for modified volleyball shall be increased from 6/8 to 8/10."*

3. Boys' Lacrosse

A discussion took place regarding overtime in modified Boys' Lacrosse. According to NYSPHSAA modified game rules:

- Two overtime periods of two minutes are to be played in the event the game is a tie; and no sudden death period is to be allowed.

C. Tournament – The Committee met on Wednesday, May 11, 2005, at 11 am, at the Section XI Office. In attendance: Chairman W. Shierant; Conference I: K. Marlborough, P. Smith; Conference II: J. Pennacchio; Conference III: T. Mullins, R. Schaub; Conference IV: N. DeCillis, D. Phillips; R. Mayo and E. Cinelli.

The Committee recommends approval of the following for 2005/06:

1. Regional/State Tournaments – All qualifiers for Regional and/or NYSPHSAA Championship tournaments in team sports must have a .500 won/lost league record with the exception of teams grouped by ability in a league/division. Schools may appeal to the Seeding Committee.

The Seeding Committee SHALL consider a team from a mixed classification league/division when said team has not qualified for the Regional and/or NYSPHSAA Championship tournament provided documentation indicates said team has demonstrated specific success within the sport.

2. Girls' and Boys' Swimming – Qualifying standards for league championship; proposed **3** competitors per school per event.
3. Girls' Lacrosse
  - Division I – The top **12** teams (from a power ranked system group of **23**) will compete for a large school championship.
  - Division II – The top **7** Class B teams (from a power ranked system group of **13**), and the top 4 Class C teams (from a power ranked system group of 7) will be bracketed by classification and compete to determine Class B and Class C qualifiers and a small school championship.
4. Boys' Lacrosse
  - The top **7** of **13** teams (Class B) and the top 4 of 7 teams (Class C) in Division II will qualify for the Section XI tournament.

Notes:

1. Boys' Basketball – The Committee denied a request from the Boys' Basketball Chairman, Bob Mayo, to allow the top four teams in each league to qualify for Section tournaments.

- D. Placement – The Committee met on Monday, May 9, 2005, at 11 am, at the Section Office. In attendance: Chair Anne Dignam; Conference I: R. DelRosso, M. Mensch; Conference II: D. Maloney; Conference III: B. Panariello, L. Tuorto; Conference IV: D. Phillips, J. Vasile-Cozzo; A. Leeds, J. Tasman, R. Thorne, J. Wright, and E. Cinelli.

The Committee recommends approval of the following for 2005/06:

1. Baseball – 2005/05

League I (AA)		League II (AA)	
Brentwood	3789	Sachem North	1821
William Floyd	2551	Connetquot	1702
Longwood	2542	Commack	1620
Patchogue-Medford	2338	Central Islip	1577
Sachem East	1965	Northport	1487
Ward Melville	1877	Walt Whitman	1483
Lindenhurst	1843	Bay Shore	1474

League III (AA)		League IV (AA)	
Smithtown West	1453	Copiague	1202
Newfield	1375	North Babylon	1201
Centereach	1338	Bellport	1110
West Islip	1338	Riverhead	1081
East Islip	1254	Deer Park	1011
HH Hills East	1207	HH Hills West	968
West Babylon	1205	Hauppauge	965

League V		League VI (A)	
Kings Park (AA)	950	Eastport/S Manor	800
Huntington (A)	914	Harborfields	797
Islip (A)	864	Smithtown East	759
Sayville (A)	854	Miller Place	716
Comsewogue (A)	849	Westhampton	660
Rocky Point (A)	818	Amityville	630
East Hampton (A)	815	Shoreham-WR	618

League VII		League VIII	
Elwood/J Glenn (A)	586	Center Moriches (B)	345
Mt. Sinai (A)	579	Shld/Gpt (445=B)	336
Bayport-Blue Pt. (A)	554	Port Jefferson (C)	284
Southampton (B)	492	Pierson/BH (268=C)	247
Babylon (B)	459	McGann-Mercy (C)	239
Hampton Bays (B)	430	SI/Ross (185=D)	153
Mattituck (B)	368	Smithtown Christian (D)	119

NYSPHSAA CLASSIFICATIONS: AA = 950+  
 A = 550-949  
 B = 325-549  
 C = 193-324  
 D = 192-below

## 2. Softball – 2005/06

League I (AA)		League II (AA)	
Brentwood	3789	Sachem North	1821
William Floyd	2551	Connetquot	1702
Longwood	2542	Commack	1620
Patchogue-Medford	2338	Central Islip	1577
Sachem East	1965	Northport	1487
Ward Melville	1877	Walt Whitman	1483
Lindenhurst	1843	Bay Shore	1474

League III (AA)		League IV (AA)	
Smithtown West	1453	Copiague	1202
Newfield	1375	North Babylon	1201
Centereach	1338	Bellport	1110
West Islip	1338	Riverhead	1081
East Islip	1254	Deer Park	1011
HH Hills East	1207	HH Hills West	968
West Babylon	1205	Hauppauge	965

League V		League VI (A)	
Kings Park (AA)	950	Eastport/S Manor	800
Huntington (A)	914	Harborfields	797
Islip (A)	864	Smithtown East	759
Sayville (A)	854	Miller Place	716
Comsewogue (A)	849	Westhampton	660
Rocky Point (A)	818	Amityville	630
East Hampton (A)	815	Shoreham-WR	618

League VII		League VIII	
Elwood/J Glenn (A)	586	Center Moriches (B)	345
Mt. Sinai (A)	579	Shld/Gpt (445=B)	336
Bayport-Blue Pt. (A)	554	Port Jefferson (C)	284
Southampton (B)	492	Pierson/BH (268=C)	247
Babylon (B)	459	McGann-Mercy (C)	239
Hampton Bays (B)	430	Stony Brook (C)	209
Mattituck (B)	368	Smithtown Christian (D)	119

NYSPHSAA CLASSIFICATIONS: AA = 950+  
 A = 550-949  
 B = 325-549  
 C = 193-324  
 D = 192-below

### 3. Boys' Lacrosse Placement- 2005/06

Division I (A)		Division II	
Brentwood	3647	HH Hills West (B)	968
Middle Country	2713	Hauppauge (B)	965
William Floyd	2551	Kings Park (B)	950
Longwood	2542	Huntington (B)	914
Patchogue-Medford	2338	Islip (B)	864
Sachem East	1965	Sayville (B)	854
Ward Melville	1877	Comsewogue (B)	849
Lindenhurst	1843	Rocky Point (B)	818
Sachem North	1821	East Hampton (B)	815
Connetquot	1702	Eastport/S Manor (B)	800
Commack	1620	Harborfields (B)	797
Northport	1487	Smithtown East (B)	759
Walt Whitman	1483	Westhampton (B)	660
Bay Shore	1474	Shoreham-WR (C)	618
Smithtown West	1453	Mt. Sinai (C)	579
West Islip	1338	Bayport-Blue Point (C)	554
East Islip	1254	Babylon (C)	459
HH Hills East	1207	McGann/Mercy (C)	239
West Babylon	1205	Stony Brook (C)	209
Copiague	1202		
North Babylon	1201		
Bellport	1110		
Riverhead	1081		
Deer Park	1011		

(24 schools)

(19 schools)

NYSPHSAA CLASSIFICATIONS: A = 1000+  
 B = 650-999  
 C = 649-below

4. Girls' Lacrosse Placement – 2005/06

Division I (A)		Division II	
Brentwood	3647	Hauppauge (B)	965
Middle Country	2713	Kings Park (B)	950
William Floyd	2551	Huntington (B)	914
Longwood	2542	Islip (B)	864
Patchogue-Medford	2338	Sayville (B)	854
Half Hollow Hills	2175	Comsewogue (B)	849
Sachem East	1965	Rocky Point (B)	818
Ward Melville	1877	East Hampton (B)	815
Lindenhurst	1843	Eastport/S Manor (B)	800
Sachem North	1821	Harborfields (B)	797
Connetquot	1702	Smithtown East (B)	759
Commack	1620	Miller Place (B)	716
Northport	1487	Westhampton (B)	660
Walt Whitman	1483	Shoreham-WR (C)	618
Bay Shore	1474	Mt. Sinai (C)	579
Smithtown West	1453	Bayport-Blue Point (C)	554
West Islip	1338	Southampton (C)	492
East Islip	1254	Babylon (C)	459
West Babylon	1205	Stony Brook (C)	209
Copiague ?	1202		
North Babylon	1201		
Bellport	1110		
Deer Park ?	1011		

(23 schools)

(19 schools)

NYSPHSAA CLASSIFICATIONS:

A = 1000+

B = 650-999

C = 649-below

5. Boys' Spring Track – 2005/06

League I		League II	
Brentwood	3789	Sachem North	1821
William Floyd	2551	Connetquot	1702
Longwood	2542	Commack	1620
Patchogue-Medford	2338	Central Islip	1577
Sachem East	1965	Northport	1487
Ward Melville	1877	Walt Whitman	1483
Lindenhurst	1843	Bay Shore	1474

League III		League IV	
Smithtown West	1453	Copiague	1202
Newfield	1375	North Babylon	1201
Centereach	1338	Bellport	1110
West Islip	1338	Riverhead	1081
East Islip	1254	Deer Park	1011
HH Hills East	1207	HH Hills West	968
West Babylon	1205	Hauppauge	965

League V		League VI	
Kings Park	950	Smithtown East	773
Huntington	914	Miller Place	716
Islip	864	Westhampton	660
Sayville	854	Amityville	630
Comsewogue	849	Shoreham-WR	618
Rocky Point	818	Elwood/J Glenn	586
East Hampton	815	Mt. Sinai	579
Harborfields	797	Bayport-Blue Pt.	554

League VII	
Southampton	492
Wyandanch	474
Babylon	459
Hampton Bays	430
Mattituck	368
Center Moriches	345
Port Jefferson	284
Stony Brook	209

Division I: 1350 and higher

Division II: 800-1349

Division III: 799 and lower

Class A: 601 and higher

Class B: 600 and lower

#### 6. Girls' Spring Track Placement – 2005/06

League I		League II	
Brentwood	3789	Lindenhurst	1843
Middle Country	2713	Sachem North	1821
William Floyd	2551	Connetquot	1702
Longwood	2542	Commack	1620
Patchogue-Medford	2338	Central Islip	1577
Sachem East	1965	Northport	1487
Ward Melville	1877	Walt Whitman	1483

League III		League IV	
Bay Shore	1474	North Babylon	1201
Smithtown West	1445	Bellport	1110
West Islip	1338	Riverhead	1081
East Islip	1254	Deer Park	1011
HH Hills East	1207	HH Hills West	968
West Babylon	1205	Hauppauge	965
Copiague	1202	Kings Park	950

League V		League VI	
Huntington	914	Miller Place	716
Islip	864	Westhampton	660
Sayville	854	Amityville	630
Comsewogue	849	Shoreham-WR	618
Rocky Point	818	Elwood/J Glenn	586
East Hampton	815	Mt. Sinai	579
Harborfields	797	Bayport-Blue Pt.	554
Smithtown East	773	Southampton	492

League VII	
Wyandanch	474
Babylon	459
Hampton Bays	430
Mattituck	368
Center Moriches	345
Port Jefferson	284
McGann-Mercy	239
Stony Brook	209

Division I: 1350 and higher  
 Division II: 800-1349  
 Division III: 799 and lower

Class A: 601 and higher  
 Class B: 600 and lower

7. Girls' Golf Placement – 2005/06

League I	League II
Commack	Bay Shore
Deer Park	Brentwood
HH Hills East	East Islip
Northport	Hauppauge
West Islip	Smithtown West
HH Hills West	Smithtown East
West Babylon	Ward Melville
	Sachem North

League III
Bayport-Blue Point
Bellport
Longwood
Mt. Sinai
Patchogue-Medford
Sayville
Sachem East

Based on geography of golf course.

8. Badminton Placement – 2005/06

Patchogue-Medford	2338
Lindenhurst	1843
Commack	1620
Walt Whitman	1483
Smithtown West	1453
Smithtown East	759
Miller Place	716

9. Boys' Swimming Placement – 2005/06

League I	League II
Brentwood/CI/Commack	Sachem North
Smithtown	Connetquot
Deer Park	West Islip
Lindenhurst	Hauppauge
Sachem East	Huntington
Half Hollow Hills	Harborfields
Ward Melville	Sayville/Bayport-BP

Each team will have 6 league matches and 3 or 4 mandatory crossover matches. Crossovers will be scheduled according to the NISCA points.

10. Request for Combined Teams – 2005/06

- Center Moriches and East Moriches shall have a combined Modified level ("B") football team.

11. Criteria for Placement

The Section XI Placement Committee is requesting input from the conferences regarding the "criteria" that should be used for placement.

Should the Placement Committee continue to use the following criteria:

- A. Basic enrollment must be considered as the first option for all placements.
  - Geography and ability shall only be considered if the format of basic enrollment does not address the needs of the sport.
  - If enrollment is not used in the placement process, justification for proposing an alternative must be presented by the sport chairman.
- B. Geography will be considered only where sites and conditions specific to the sport require it.
- C. Ability (grouping by anticipated strengths) shall be done within enrollment whenever possible. This includes power ranking, power points, etc.
- D. Alternative placement is an available option for those sports where relief is sought.
- E. Power Ranking System
  - Leagues/divisions will be capped at 24 teams. After 24, the league or division must be split.
  - The odd/even splitting (snaking) of schools completely bypasses the basic concept of enrollment, and therefore is not a viable option if teams are power ranked.
  - The minimum number in a power-ranked league/division is 11.
  - Power ranking shall be done within enrollment whenever possible.

Info Only:

- Girls' Tennis - Placement that was approved in January, 2005—Connetquot should be placed in League IV, not League III.
- Girls' Tennis - Upper ability teams in Leagues I, III, V and VII will play crossovers. League I will play League VII; and League III will play League V. These crossovers must be played but not necessarily on the Next Available Date.
- Boys' and Girls' Gymnastics - Miller Place dropped varsity boys' bowling and girls' gymnastics.

**INFORMATION ONLY**

1. The Safety Committee met on Thursday, April 7, 2005, at 10:00 am, at the Section XI Office. In attendance: Co-Chairmen – K. Marlborough and T. Mullins; Conference I – D. Robinson, K. McCarthy; Conference II – M. Calarco; Conference III – J. Valente; Conference IV – R. Lingle; F. Segreto. Also in attendance – T. Combs, D. Webster, J. Wright and E. Cinelli.

The Committee heard a presentation from Conference I Athletic Directors Tom Combs, Don Webster and Jim Wright recommending the elimination of restrictions on pre-school practicing between 10 am and 5 pm prior to

the first Saturday before Labor Day. In place of this regulation, Section XI would follow established "Heat Alert" procedures when necessary.

After deliberation, the Committee felt that they needed input from superintendents regarding this proposed change.

Ed Cinelli and Ken Marlborough will contact Section XI Superintendent Representatives regarding this item.

A following meeting of the Safety Committee is scheduled for Thursday, May 12, 2005, at 9:30 am, at the Inn at East Wind.

2. The Safety Committee met on Thursday, May 12, 2005, at 9:30 am, at the Inn at East Wind. In attendance: Co-Chair and Presider T. Mullins; Conference I - K. McCarthy, D. Robinson; Conference II - M. Calarco, W. Groth; Conference III - J. Valente; Conference IV - R. Costantini. Also in attendance - T. Combs, R. Lingle, D. Webster, J. Wright and E. Cinelli.

Executive Director, Ed Cinelli, reported on the meeting that took place on Wednesday, April 20, 2005, at 9:30 am, of the Suffolk County Board of Superintendents at Eastern Suffolk BOCES. Representing Section XI at that meeting were J. Ruck, R. Curtis, K. Marlborough and E. Cinelli.

At that meeting, the Superintendents discussed the proposed elimination of the restriction on pre-school practice between 10:00 am and 5:00 pm prior to the first Saturday before Labor Day. The Superintendents were not in favor of eliminating this restriction.

The Section XI Safety Committee, therefore, denied the request made by Conference I Athletic Directors to eliminate the restriction on pre-school practice between 10:00 am and 5:00 pm prior to the first Saturday before Labor Day. Therefore, there will be no change in this policy.

Notes:

Tim Mullins supplied an overview of the correspondence he has received from State Safety Coordinator, Lloyd Mott. Areas of interest are the following:

- a. Field Hockey – The Field Hockey Rules Committee did not follow the SMAC recommendation for mandating the use of protective eye wear. The committee believes ASTM must establish standards specifically for field hockey eye wear, not accepting the lacrosse standards.
- b. MRSA – Mehticillin-Resistance Staphylococcus Aureus – An antibiotic-resistant skin infection has been reported in clusters since 2000 within the competitive sports population. MRSA has historically been associated with outbreaks in health-care institutions, but the bacteria is being spread among participants in sports that often have risk factors for infection including cuts, scrapes, open wounds, skin trauma from turf burns and shaving. The bacteria is believed to be transmitted

through skin-to-skin contact, sharing towels or equipment. Recommendations include practicing good hygiene, promoting clean facilities, avoiding sharing towels or equipment, and receiving appropriate first aid for all open wounds and active skin infections. If the infection is suspected, a culture should be completed ASAP to ensure proper antibiotics are used.

- c. Football – Seven heat illness related deaths were reported in the country in 2004 – UNACCEPTABLE!!! Also, it was reported that some players are sharing inhalers on the side line (prescribed for only one student). Schools should be made aware and establish policies and procedures along with educating coaches and athletes.

EAC/drn  
Attachments

**SECTION XI**

**CREDIT CARD POLICY**

It is recognized that specific Section XI employees may be issued a corporate Section XI credit card to assist with their job responsibilities. Titles that will be issued a Section credit card shall be reported to and approved by the Section XI Executive Board at its first meeting of the fiscal year. The Executive Board shall establish a credit line not to exceed (amount to be determined) for each specific employee approved by the Board. Section issued credit cards shall be used prudently and only for official Section XI business. Individuals authorized to use Section credit cards shall agree in writing to accept financial responsibility for any inappropriate and/or improper usage of the charging privilege. Receipts must be obtained and attached to credit card invoices that are itemized to provide evidence that expenses are prudent and proper. For meals, those in attendance and the purpose of the meeting should be provided. For all other expenses, the reason for the expense incurred should be attached. In the event that there is a need for expenses above the established limit, prior authorization must be obtained from the President and one other member of the Executive Board.

---

**CREDIT CARD USE AUTHORIZATION**

The following individual(s) is/are authorized to charge expenditures using the Section XI credit card:

Executive Director

Date Approved by the Section XI Executive Board \_\_\_\_\_

**ACCEPTANCE OF RESPONSIBILITY**

I \_\_\_\_\_ hereby accept responsibility for any charges made using the Section XI credit card that are not within the scope of authorized use as outlined in the Section XI Credit Card Policy and agree to reimburse the Section for any and all such unauthorized expenses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

## **SECTION XI**

### **EXPENSE REIMBURSEMENT**

Section XI employees, officers, and members of the Executive Board may be eligible for reimbursement for reasonable out-of-pocket expenses incurred while performing their duties on behalf of the Section. All such reimbursements must have the approval of the Executive Director. Such expenses must be claimed on the attached Claim Form before payment can be made. All forms must be accompanied by original receipts. Appropriate documentation as to the purpose of the expense must also be attached. If the expense was the result of preparation for, or attendance at, a meeting, conference or seminar, documentation as to the purpose of the event must also be attached. Items such as agenda, minutes and other such items will be accepted. It is expected that minor day-to-day expenses will be made and/or reimbursed through the Petty Cash Fund and not through a claim form.

SECTION XI  
TRAVEL  
MEETING/CONFERENCE POLICY

Section XI officers, employees, or Executive Board members may attend conferences related to Section XI business which require an overnight stay involving housing, meals OR travel expenses. Such expenses, if reasonable, are reimbursable by the Section when the appropriate documentation has been submitted. All claims for such expenses must receive prior approval by the Executive Director using the attached "Conference/Trip Request" form. Following the expenditure, the attached "Conference/Trip Reimbursement Request" form must be submitted along with the required documentation. No reimbursement shall be made without both forms. It is expected that the request to attend will be made in a timely manner prior to the event. The Executive Director reserves the right to deny attendance if such is determined not to be in the best interest of the Section.

## SECTION XI

### PETTY CASH FUND

The Executive Director is authorized to establish a Petty Cash Fund for the purpose of the purchase of materials, supplies or services requiring immediate payment. The amount of the Fund shall not exceed \$100. The Executive Director shall designate an employee who shall administer and be responsible for the Fund. A ledger detailing Fund activity shall be maintained. Replenishment to the Fund from the general account to maintain or restore the \$100 cap shall be made only upon review of expenditures by the Executive Director. Documentation of each expense, such as original receipts, shall be attached to the ledger for review.