

**Lancaster-Lebanon County Secondary School
Athletic Association**

Constitution and Bylaws

Original: August 27, 1971
Revised: November 15, 2006
2nd Revision March 17, 2015

**Lancaster-Lebanon County Secondary School
Athletic Association**

Constitution and Bylaws

Article I

Name

Section 1.01 Name of Association

The Association shall be known as the Lancaster-Lebanon County Secondary School Athletic Association, hereafter referred to as the Association. The Association is an unincorporated organization of public, parochial, and private schools formed solely for the purpose of assisting the interscholastic athletic and educational programs of member schools.

Article II

Purpose

Section 2.01 Purpose of Association

This body will promote student athletics in an educational atmosphere, fostering sportsmanship and protecting and insuring the welfare of student athletes who participate in athletic leagues sponsored by the Association. The Association shall function as a formal governing body to establish rules and regulations and to make recommendations for organizing and conducting athletic events under the guidelines of the P.I.A.A.

Section 2.02 Purpose of Junior High Sports

Section 2.03 Use of Funds

The Association shall use its funds to promote and further its purposes. The Association is authorized to pay reasonable compensation for services rendered by its employees, its members and their employees, agents or representatives acting in compliance with its purposes.

Section 2.04 P.I.A.A.

The Association will emphasize the purpose and aims of the P.I.A.A. as stated in the P.I.A.A. constitution of that association. The Association will promote friendly and sportsmanlike relations among the member schools.

Section 2.05 Gender Equity

According to the National Federation of State High School Associations, case law has demonstrated that the purpose of Title IX is to remedy a past history of discrimination, especially in the area of athletics. Case law does allow schools to prohibit boys from playing on female athletic teams. Given the past history of discrimination against female athletes, coupled with the fact that the physical size, speed, and power of male athletes could create a hazard to the health and safety of female participants, the Lancaster-Lebanon County Secondary School Athletic Association recommends that member schools adopt a policy prohibiting male participation in all sports identified specifically as female sports. This would not prohibit males from competing with females in sports that are identified as co-ed. (Adopted May 12, 2004)

Section 2.06 Hazing

The Association recommends that member schools adopt specific policy statements which prohibit the practice of *hazing* as it pertains to interscholastic sports and student athletes.
(Adopted November, 2004)

Article III

Membership

Section 3.01 Permanent Members

Permanent members shall be limited to the secondary schools in Lancaster and Lebanon Counties, which are members of the Pennsylvania Interscholastic Athletic Association.

Section 3.02 Associate Members

Associate members shall be those P.I.A.A. member schools **not** located within Lancaster or Lebanon Counties, which have been elected as members of a particular sports league by the Association. **Amended May 19, 2015.** “An associate member shall be a PIAA member school which has only been elected for selected sports, or a school not located within Lancaster or Lebanon Counties which has been elected as a member by the Association. Associate members are dues paying members having a vote only in the sport in which they are participating.”

Section 3.03 Election to Membership

Any secondary school which is a member of the P.I.A.A. may, by written application, apply for membership in the Association. Schools seeking membership must join the Association in all school-sponsored sports. An applicant shall be admitted to membership in this Association if such application is approved by an affirmative vote of two-thirds (2/3) of the permanent members. **Amended May 19, 2015.** “Grandfather Clause” “Due to prior inclusion, Wilson High School shall be considered an associate member in the sports of football and rifle. Lancaster Country Day School shall be considered an associate member in the Sports of Boys and Girls Lacrosse”

Section 3.04 Withdrawal

Any member may withdraw from the Association upon written notification from the school principal to the Executive Director of the Association. Withdrawal from the Association results in complete withdrawal from all Association activities and leagues effective on the date of such notification.

Section 3.05 League Participation

Permanent members desiring to join a league for a sport, are permitted to join only the league sponsored by the Association.

Article IV

Board of Control

Section 4.01 Number of Members

There shall be a Board of Control, hereafter known as the Board, composed of eleven (11) permanent members of the Association as follows:

- a. Three (3) chief school administrators,
- b. Three (3) senior high principals,

- c. Three(3) junior high or middle school principals,
- d. Two (2) athletic directors.

A-2

Section 4.02 Qualification, Term and Election

Members of the Board shall be elected from the permanent membership for three-year terms with a minimum of three members being elected annually.

Section 4.03 District Representation

No school district shall have more than two voting representatives on the Board at any time. Expenses incurred by members of the Board shall be the responsibility of their respective school districts.

Section 4.04 Powers and Duties of the Board

Subject to the provisions of the Association's Constitution and Bylaws, the Board shall have full power to conduct, manage, and direct the affairs of the Association. These powers apply to all interscholastic athletics and events and include without limitation the powers:

- a. To interpret the provisions of the Constitution and Bylaws of this Association and such other rules and regulations as the Association may from time to time adopt.
- b. To administer the finances of the Association.
- c. To hear and decide disputes between member schools which cannot be resolved by the sports chairperson and the Executive Director respectively.
- d. To establish and enforce penalties for any violation of the Constitution and Bylaws of this Association consistent with the limits prescribed by the Bylaws of the P.I.A.A. Constitution.
- e. To have general control of championship contests and interscholastic meets.
- f. To carry on the routine business of the Association between general meetings.
- g. To appoint for each sport, upon recommendation of the president, a sports' chairperson who shall be a secondary school administrator or athletic director. The powers and duties of the sports' chairperson shall be established by the Board and are set forth in the Rules and Regulations and Administrative Guidelines attached to these Bylaws.
- h. To establish dates for the annual and regular meetings of the Association.
- i. To recommend to the Association the appointment of an Executive Director. The powers and duties of the Executive Director shall be established by the Board and are set forth in the Administrative Guidelines and Rules and Regulations which are attached to these Bylaws.

Section 4.05 Meetings, Quorum, and Eligibility to Vote

The Board shall meet at least once each sports season. Additional meetings shall be held upon the call of the president or the majority of members of the Board of the Association. Each member of the board shall be given at least 24 hours notice of any meeting. A majority of the members of the Board shall be present at each meeting in order to constitute a quorum for the transaction of business. Only duly elected members of the Board shall vote on Board business.

Section 4.06 Appeals

All decisions of the Board may be appealed to the Association in writing to the Executive Director.

Section 4.07 Conflict of Interest Statement

No Board member will make a motion or vote on a motion that will directly influence a monetary exchange, personnel change, or status change of his or her school unless that motion affects all members of

the Association. If such a motion exists, those Board members with a conflict of interest are (ethically) expected to recuse themselves from (abstain from) decisions where such a conflict exists. (Adopted November 15, 2006)

A-3

Article V

Officers

Section 5.01 Officers

The officers of the Association shall be the president and vice-president.

Section 5.02 Election of Officers

The president and vice-president shall be elected for a one-year term from the members of the Board by a majority vote of the members of the Board at its annual meeting. (Revised December, 2001)

Section 5.03 Powers and Duties of the President

The president shall have the following powers and duties:

- a. To preside over Association and Board meetings.
- b. To appoint a nominating committee to seek candidates for the Board.
- c. To appoint special committees.
- d. To call special meetings of the Association or the Board when deemed necessary.

Section 5.04 Powers and Duties of the Vice-President

The vice-president shall have the following powers and duties:

- a. To preside in the absence of the president.
- b. To assist the president in carrying out any other duties as assigned by the President.
- c. To serve as chairperson of the nominating committee.

Article VI

Association Meetings

Section 6.01 Annual Meeting

The annual meeting of the Association shall be held during the month of November or December at the call of the president. Election of new board members shall take place at this meeting.

Section 6.02 Regular Meetings

Two regular meetings shall be held by the Association, one during the spring and one during the **summer or fall**, at the call of the president.

Section 6.03 Special Meetings

Special meetings may be called by the president or upon written request by a majority of the member schools.

Section 6.04 Participation at Meetings

Participation at Association meetings shall be limited to school administrators, athletic directors or designees of member schools.

A-4

Section 6.05 Open Meetings

All Association meetings are open to the public.

Article VII

Voting

Section 7.01 Association Meetings

A majority of permanent member schools of the Association present at each meeting shall constitute a quorum.

Section 7.02 Eligibility for Voting

- a. Voting at all meetings of the Association shall be on the basis of one vote for each school district. The senior high principal or his/her designated representative shall cast the vote.
- b. Subject to subsection (a) of this Section 7.02, permanent members shall be entitled to vote on all business transacted by the Association.
- c. Associate members shall be entitled to vote on league rules and regulations pertaining to the sport for which membership has been granted.

Article VIII

Dues and Assessments

Section 8.01 Annual Dues

Dues for the following school year shall be approved by a resolution adopted at the annual meeting of the Association for the following school year. Payment of such dues shall be made on or before August 1 following the meeting at which the dues were approved.

Section 8.02 Regular Assessments

An annual assessment for each sport in which each member school participates in a recognized league shall be approved by a resolution adopted at the annual meeting for the following school year and payment of such assessment(s) shall be made by the respective schools on or before August 1 next following the annual meeting at which time the assessments were approved.

Section 8.03 Special Assessments

Special Assessments may be approved at a meeting of the Association by a majority vote of the members of the Association. Not less than three weeks prior written notice shall be given that a vote for a special assessment will be taken.

Article IX

Amendments

Section 9.01 Proposal of Amendments

Proposed amendments to the Bylaws may be submitted for adoption at an annual meeting of the Association as follows:

- a. By the Board.
- b. By a permanent member of the Association with the approval of the Board.
- c. By five permanent members of the Association to the Board, without approval of the Board.

A-5

Section 9.02 Dates of Submission

- a. All proposed amendments must be submitted to the Board in writing for adoption at the annual meeting.
- b. All proposed amendments shall be placed on the agenda for the annual meeting of the Association for the year in which the proposed amendment is submitted.

Section 9.03 Notice of proposed Amendments

The Board shall distribute copies of all proposed amendments, which are timely submitted, to all members of the Association at least three weeks prior to the annual meeting.

Section 9.04 Approval of Amendments

Amendments may be adopted at the annual meeting of the Association upon an affirmative vote of two-thirds (2/3) of the permanent members of the Association. Amendments shall become effective immediately upon approval, unless otherwise stipulated in the amendment.

Article X

Order of Business for Meetings

Section 10.01 Rules

Robert's Rules of Order Revised shall be the recognized authority governing the conduct of all meetings of the Board and the Association.

Article XI

Formation and Dissolution of Leagues

Section 11.01 Formation of League

A request for a new league:

- a. Requires the written commitment of a minimum of six (6) schools.
- b. Shall be presented in writing to the Board by October 1 of the year preceding the convening of the realignment committee. (October 1, 2005, 2007, 2009, 2011 & 2013)
- c. Shall be communicated in writing to members of the Association by the Executive Director at least three (3) weeks prior to the annual meeting.

Section 11.02 Informal Status of League Sport

Informal status of league sport requires:

- a. That the Board shall approve and assist the informal participation in a new sport.
- b. The written commitment of a minimum of twelve (12) schools..
- c. That the Board and the Association will consider adding only those sports that are under the jurisdiction of the PIAA (as established in the PIAA handbook under the current PIAA rules and regulations).

Section 11.03 Formal Status of League Sport

- a. Association action on the formal status of a league sport shall be taken at the annual meeting following the 12-month period in which the sport was in successful operation on an informal basis.
- b. Approval of formal league status requires the affirmative vote of a majority of the permanent members present at the Association meeting.

Section 11.04 Formation of a Junior High Sport

Request for a new junior high sport league:

- a. Requires the written commitment of a minimum of twelve (12) schools.
- b. Shall be presented to the Board by October 1 of the year preceding the convening of the realignment committee.
- c. Shall be communicated in writing to the members of the Association by the Executive Director at least three weeks prior to the annual meeting.

ARTICLE XII

Nondiscrimination Policy

Section 12.01 Policy

The Association will not discriminate because of age, sex, race, color, religion, or any other illegal discriminatory criteria in any of its policies, practices or functions.

ARTICLE XIII

Indemnification and Legal Assistance of Members of Board of Control, Officers, Employees of Members and Authorized Representatives

Section 13.01 Preamble to legal assistance and indemnification provisions

The members of this Association are authorized by law to join together as an Association under the Public School Code of 1949. Members of the Association which are part of a local governmental agency ("local agency") and the Association itself enjoy governmental immunity under 42 Pa. C.S.A. SS8545 & 8546 when acting within the scope of their office or duties. The law also allows for, and in some cases requires, legal assistance and indemnification of employees of local agencies in certain situations. It is the purpose of Article XIII to afford members of the Board, school administrators, employees and representatives of the Association ("authorized representatives") legal assistance and indemnification to the fullest extent allowed by law. In event the Association is found not to be a local agency under Pennsylvania law, the provisions of Article XIII shall apply.

Section 13.02 Mandatory Legal Assistance

Upon written request of an authorized representative, the Association shall defend any action or proceeding brought against an authorized representative for damages on account of an injury to a person or property where it is alleged that the act of the authorized representative which gave rise to the claim was written within the scope of his or her office or duties, unless or until a judicial determination is formally

rendered that such act was not within the scope of the office or duties of the authorized representative of the Association.

A-7

Section 13.03 Optional Legal Assistance

Upon written request of an authorized representative, the Association may defend any action or proceeding brought against an authorized representative for damages on account of an injury to a person or property where it is not alleged that the act of the authorized representative which gave rise to the claim was within the scope of his or her office or duties, and such undertaking to defend may thereafter be withdrawn only with court approval. In the event the Association has refused a written request of an authorized representative to defend an action, and it is judicially determined that the act was, or that the authorized representative in good faith reasonably believed that such act was within the scope of the office or duties of the authorized representative and did constitute a crime, actual fraud, actual malice or willful misconduct, the Association shall reimburse that authorized representative for his or her attorneys' fees in such amounts as shall be determined to be reasonable by the court hearing the matter.

Section 13.04 Indemnification of Authorized Representative

The Association shall indemnify any authorized representative who, after giving timely written notice to the Association, was or is a party (which shall include for purposes of this Article the giving of testimony or similar involvement) or is threatened to be made a party to any action or proceeding, whether civil, criminal, administrative or investigative for damages on account of an injury to a person or property for the payment of any judgment if it is judicially determined that an act of the authorized representative caused the injury and such act was, or that the authorized representative in good faith reasonably believed that such act was, within the scope of her or her office or duties.

Section 13.05 Indemnification by Authorized Representative

- a. An authorized representative shall not be liable to the Association for any surcharge contribution, indemnity or reimbursement for any liability incurred by the Association for damages on account of an injury to a person or property caused by an act of the authorized representative which was within the scope of his or her office or duties which he or she in good faith reasonably believed to be within the scope of his or her office or duties.
- b. An authorized representative shall not be liable for any surcharge, contribution, indemnity or reimbursement for any expenses or legal fees incurred by the Association while defending the authorized representative against a claim for damages on account of an injury to a person or property caused by an act of the authorized representative.
- c. In any action or proceeding against the Association or authorized representative for damages on account of injury caused by the act of the authorized representative in which action proceeding the authorized representative involved has not fully cooperated with the Association, the provisions of subsection (B) of this Section 13.05 shall not apply.

Section 13.06 Determination of Entitlement to Indemnification and Legal Assistance

Any indemnification or legal assistance under Sections 13.02, 13.03 or 13.04 of this Article XIII (unless ordered by a court) shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the authorized representative is proper in the circumstances because such authorized representative has either met the applicable standards set forth in Sections 13.02, 13.03 or 13.04 and that the amount requested has been actually and reasonably incurred. Such determination shall be made:

- a. By the Board by a majority of a quorum consisting of members of the Board who are not parties to such action or proceeding; or
- b. If such quorum is not obtainable, or, even if obtainable, a majority vote of such quorum so directs, by independent legal counsel in written opinion; or
- c. By a majority vote of the members of the Association.

Section 13.07 Advancing Expense

Expenses actually and reasonably incurred in defending an action or proceeding under this Article may be paid on behalf of an authorized representative by the Association in advance of the final disposition of such action or proceeding in the manner provided in Section 13.06 of this Article.

A-8

Section 13.08 Scope of Article

The indemnification or grant of legal assistance of an authorized representative, as authorized by this Article shall:

- a. not be deemed exclusive of any other rights to which those seeking indemnification or legal assistance may be entitled under any statute, agreement, vote of members of the Association or disinterested members of the board or otherwise, both as to action in an official capacity and as to action in another capacity,
- b. continue as to a person who has ceased to be an authorized representative and
- c. inure to the benefit of the heirs, executors, and administrators of such person.

Section 13.09 Reliance on Provisions

Each person who shall act as an authorized representative of the Association shall be deemed to be doing so in reliance upon the rights conferred under Article XIII.

ARTICLE XIV

Dissolution of Association

Section 14.01 Votes Required

An affirmative vote of two-thirds (2/3) of the permanent members is required to dissolve this Association.

Section 14.02 Effective Date of Dissolution

Dissolution shall be effective on the last day of the fiscal year in which the affirmative vote for dissolution occurs.

Section 14.03 Disposition of Assets

Upon the effective date of dissolution of the Association, after paying or making provisions for the payment of all liabilities of the association, the Association shall dispose of all Association assets in such a manner, or to such organization or organizations organized and operated exclusively for educational purposes, as the Board shall determine. Any such assets not disposed of under Section 14.03 shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Association is then located, to such organization(s) as said court shall determine, (which are organized and operated exclusively for educational purposes).

A-9
LANCASTER-LEBANON COUNTY
SECONDARY SCHOOL ATHLETIC ASSOCIATION

ADMINISTRATIVE GUIDELINES

1. Duties and Responsibilities of the Executive Director

The Executive Director is employed on a one year contract. The position is hired by the Board of Control and the salary will be determined by the Board, with ultimate approval by the Association. The Executive Director is responsible for and has commensurate authority to accomplish the duties set forth below. The Executive director may delegate partial or total responsibilities and activities together with proportionate authority for their fulfillment, but may not delegate or relinquish any portion of the accountability for results.

The Executive Director shall be elected by the Board and shall be responsible:

- A. To serve as custodian of properties and records of the Association.
- B. To attend all meetings of the Board and the Association, record and distribute minutes to members of the Board and Association, and to be responsible for all correspondence of the league.
- C. To attend the annual District III meeting and all inter-district meetings.
- D. To select and nominate the appropriate candidate(s) to represent the Lancaster-Lebanon League and serve on the District III Board of Directors.
- E. To hear and decide disputes between member schools when such disputes are not resolved by the respective sports chairpersons.
- F. To obtain and distribute trophies.
- G. To facilitate the protest process.
- H. **Oversee the Official Assignors to insure that officials are functioning effectively.**
- I. To assist the president in preparation of an agenda for Board and Association meetings.
- J. To research and disseminate data as requested by member schools when approved by the Board.
- K. To serve as public relations officer for the Association.
- L. To maintain records and current information for all athletic accomplishments of the Association and its members.
- M. To perform all duties of the treasurer:
 1. To keep a record of all monies received by and due to the Association.
 2. To submit a financial report at each regular meeting of the Board of Control.
 3. To deposit all monies and pay all bills.
 4. To submit an annual dues and assessment recommendation report to the members of the Board at least three weeks prior to the annual meeting of the Association.
 5. To develop a yearly budget for the Association.
 6. To keep appropriate financial records of all playoffs.
 7. To prepare an annual audit of the League's Financial records.
 8. To see that all tax preparations are done in a timely manner.
- N. To distribute annual dues and assessment notices to all member schools.
- O. To update the insurance needs of the League on a yearly basis.
- P. To meet at least once a year with the sports chairperson and head coaches of each sport.
- Q. To establish and coordinate the sports schedules with assistance from the respective sports Chair persons.
- R. To arrange all playoffs with assistance from the respective sports chairpersons.
- S. To perform all duties of the secretary:
 1. To record all votes of members of the Association and the Board and minutes of

- such meetings.
- 2. To see that notices are distributed in a timely manner.
- 3. To perform other secretarial functions as assigned by the president.
- T. **To serve on the Inter-League Council**
- U. To perform other duties as assigned by the Board.
- V. **Acquire and recommend to the Board, chairpersons of the individual sports.**
- W. **Recommend to the Board a fee schedule for all officials.**
- X. **to oversee the Realignment Committee, and gather the necessary enrollment numbers from the member schools.**
 - 1.

II. Sports Chairperson

The sports chairperson shall be a school administrator or athletic director **or their designee** who shall be under the supervision of the Executive Director and responsible:

- A. To prepare schedules and present them to the Executive Director in a timely fashion.
- B. To assist the Executive Director in arranging playoffs.
- C. To listen and make decisions where questions arise between member schools and to assist the Executive Director in making final decisions in cases of formal protests.
- D. To meet with all coaches at least once a year as scheduled by the Executive Director. All member schools shall be required to have a minimum of one (1) representative at these meetings (preferably the head coach or coaches, if the meeting is for both boys and girls leagues). At the conclusion of each meeting, the sports chairperson will submit to the Board a list of the member schools attending each meeting and a list of the schools that did not send representatives to the meeting.
- E. To assist the Executive Director in making recommendations for changes for the betterment of The Association to the members of the Board.
- F. To assist or handle other projects or duties as may be assigned from time to time by the Board.

III. Processing of Grievances

- A. "Grievance" means any violation of the PIAA's or Association's Constitution, Bylaws, Rules and regulations, or Administrative Guidelines.
- B. The following procedures shall be used by a school, coach, athletic official, or officials' organization for processing a grievance:
 - 1. The Grievance should be resolved, if possible, through informal conversation by the parties involved with the sports chairperson for the sport involved.
 - 2. If the Grievance cannot be resolved informally with the sport chairperson, then the Association Grievance Form I may be completed and mailed to the sports chair person within 5 days after the last informal discussion with such sports chair person.
 - 3. The resolution of the problem should be at the lowest level possible.
 - a. First Level: Sports Chairperson
 - b. Second Level: Executive Director
 - c. Third Level: Committee of the Board of Control
 - d. Fourth Level: Board of Control
 - e. Final Level: Association Meeting
 - 4. A Grievance by a coach or other school personnel shall be processed through the high school principal.
 - 5. A Grievance by an athletic official or officials' organization shall be processed through the governing officers of the respective official's chapter.

IV. Resolution of Conflict Guidelines

- A. Conflict between Schools or School Personnel:
 - 1. A written report of the incident should be sent to the league office within one (1) week of the occurrence.
 - 2. The principals and athletic directors of the schools should arrange a meeting between the parties involved.
 - a. This meeting should occur within one week of the incident.
 - b. A report of the results of this meeting is to be sent in writing to the league

office within two days of the meeting.

3. I still not Resolved

- a. A meeting of the above parties should take place with the superintendents of each school.
- b. A report of this meeting should be sent in writing to the league office.

2

4. If a decision rendered in Step 3 is appealed by either party:

- a. A meeting between the involved parties, the President of the League, the League Executive Director, the Sport Chairperson and two additional members of the Board of Control will take place for final resolution. The results of this meeting will be binding.
- b. The league will not take any action on an incident that was not initially reported within one week of the incident and did not reach the Board Committee within one month of the incident.
- c. The league will not make any recommendation that will involve the dismissal of any personnel. This is the responsibility of the individual school district.
- d. Any decision made by the Board Committee will be binding unless set by District III.

B. Conflict between an Official and School or League Personnel:

1. The grieved party should send a written report of the incident within one (1) week of the occurrence.
2. A meeting should first take place between the parties involved. This should occur no later than one week after the incident occurred. The Athletic Director or principal of the school involved and the president of the official's chapter should set up the meeting.
 - a. If the official is the complaining party, he/she must initiate the complaint through the officials' chapter executive committee, and the chapter president must be the contact person to set up the first meeting.
 - b. If the complaint is by the school, the principal or athletic director will initiate the meeting. They should also be in attendance at this meeting.
 - c. A report of the results of this meeting is to be sent to the league office within two days of the meeting.
3. If still not resolved:
 - a. A meeting between the sport chairperson, assignment secretary, League Executive Director, and the president of the official's chapter, along with above parties, will take place.
 - b. The Sports Chairperson shall be responsible for the arrangement of this meeting.
 - c. A report of the results of this meeting will be submitted in writing to league office and the official's chapter secretary.
4. In the extraordinary event a decision rendered in Step 3 is appealed by either party:
 - a. A meeting between the involved parties, the President of the league, two Board of Control members, the assignment secretary and the executive committee of the official's chapter will occur.
 - b. The results of this committee will be binding and the league or the official's chapter will take no further action.
5. The league will not take any action on a situation that was not initially reported within one week of the incident and did not reach the Board Committee within one month of the incident;
6. All meetings must occur within one month of the incident with the first meeting occurring within one week.
7. The league cannot levy fines against an official nor have the official removed from the chapter. However, they can recommend that it be done by the official's chapter

- or contact the PIAA office to have it done.
8. The league will have the authority to instruct a school to pay monies owed to the official if the league feels the official is entitled to the same.
 9. If a school does not comply with the decision of the committee, the school will be placed on probation within the league and not be permitted to participate in league playoffs for a period of one year.
 10. The league will not interfere in the schools' right to refuse the services of a particular official. (Red lining). (Adopted November 10, 1999)

**LANCASTER LEBANON COUNTY
SECONDARY SCHOOL ATHLETIC ASSOCIATION**

GRIEVANCE FORM I

This form must be submitted to the appropriate Sports Chairperson and received within five (5) days after the date of the last discussion with such Sports Chairperson.

The grievance stated below cannot be resolved by discussion(s) with the appropriate Sports Chairperson:

1. Date of last discussion with Sports Chairperson:

2. Statement of grievance:

3. Disposition requested:

4. Name and address of person submitting grievance:

5. Telephone number: _____ (H) _____ (W) _____ (C)

6. Date of grievance:

7. Disposition by Sports Chairperson (mail to filer of grievance within five (5) days with a copy to the Executive Director).

Date: _____ Sports Chairperson: _____

If the individual(s) who filed the grievance are not satisfied with the disposition and wish to carry grievance to next level, Form II should be completed and mailed to the Executive Director within five (5) days of receipt of Sports Chairperson's disposition.

**LANCASTER LEBANON COUNTY
SECONDARY SCHOOL ATHLETIC ASSOCIATION**

GRIEVANCE FORM II

1. TO: _____
(Appropriate person at this level)

2. Level of grievance (2 to 5) _____

3. Statement as to why the last disposition was not satisfactory:

4. Signature of Individual filing grievance: _____

5. Date of the grievance: _____

6. Disposition at this level: (Mail to filer of grievance with five (5) days after receipt of grievance)

7. Name of authorized person making disposition: _____

8. Signature: _____ Date: _____

If individual filing grievance is not satisfied at this level, he/she may submit another Form II to the next level within five (5) days after receiving this disposition.

Copies of all prior dispositions must be filed with present grievance form.

**LANCASTER-LEBANON COUNTY
SECONDARY SCHOOL ATHLETIC ASSOCIATION**

I. RULES AND REGULATIONS

A. Definition of League and Game/Contest

1. The governing body for each approved sport is known as the Lancaster-Lebanon County Secondary School Athletic Association League.
2. A game/contest shall be defined as being an official regulation athletic contest, and subject to the limitations prescribed for contests allowed when any of the following conditions exist:
 - a. Admission is charged,
 - b. Paid officials are used, or
 - c. Official score is kept.

B. Eligibility Lists

1. The eligibility list of players in each sport shall be available on-line at least four days prior to the first scheduled league contest.
2. Any additional players to the eligibility list shall be available on-line on the day preceding any scheduled game or contest involving such additions.

C. Officials

1. Officials at all games or contests should be members of the PIAA.
2. Official timers and scorers for all league contests shall be members of the district faculty or responsible adults.
3. Assignment of officials shall be made by the assignment secretary of each sport.

D. Makeup or Postponed Events/Contest Limitations/Change of Scheduled Contest

1. Any postponed league contest shall be made up on the next playing date on which neither team has a prior scheduled league or non-league contest, except where the date would fall on the following:
 - a. Holidays (In-Service days shall be considered as a make-up date),
 - b. Major school events such as graduation, senior proms, etc. scheduled by a participating school,
 - c. Facility for event not available at home school, or
 - d. Inability to secure officials.
 2. In the event that two schools cannot mutually agree on a makeup date, the sports chairperson will be contacted to resolve the dispute. If the sports chairperson cannot resolve the dispute, it shall be referred to the Executive Director.
 3. The decision of the Executive Director on makeup dates is final. In the event that one of the teams will not participate, the team not participating will forfeit the contest.
 4. Subsection D-1 of this section may be waived by mutual agreement of both schools involved when:
 - a. Rescheduling is necessary because of conflicting school activity at either school,
 - b. The game must be scheduled prior to the playing of first scheduled league contest, or
 - c. Rescheduled games must be played prior to the date of the last scheduled contest.
- C-1
- d. In the event two schools cannot mutually agree upon a date for rescheduling, refer

- to D-2 and D-3 above,
- e. With approval from the wrestling sports chairperson and the Executive Director, wrestling matches may, but are not required to, be made up on a Monday.
5. A school is not permitted to make a change in a scheduled league contest after the first league playing date without approval of both the sports chairperson and the Executive Director. This does not apply to any postponements due to inclement weather or epidemics.
 6. Schools are not required to schedule more than three league contests per week. (Monday through Friday) (This rule is waived for baseball and softball. Schools are required to play more than three league games per week.) Both schools may use weekends if mutually acceptable.
 7. Contests and practices are limited to six days per calendar week during the regular season.

E. Presale of Tickets – Regular Season Contests Removed 3/17/2015)

1. The visiting school principal or his designee has the prerogative to receive tickets for up to thirty percent (30%) of the maximum seating capacity of the home school for sale at his school.
2. The visiting school will be responsible for obtaining the presale of tickets. The visiting school shall report the number of tickets sold to the home school by 11:00 AM on the day of the game. If the visiting school does not report to the home school by 11:00 AM, the visiting school will assume financial responsibility for all tickets received. (Any unsold tickets not reported will be regarded as student purchases) League passes will not be honored for administrators and school board members for such games unless arranged for by the athletic director. Persons requesting permission to attend the game for scouting purposes should contact the home school athletic director for admission. (Limit one (1) scouting pass per school.)
3. The news media should be advised of the conditions that prevail at the game prior to the event.

F. Lack of Playing Facility

Whenever a home school playing facility is unavailable, the team designated as the “home school” shall obtain a temporary facility and remain the “home team.”

G. Reporting Scores

The home team is responsible for reporting the results of all contests to Lancaster and Lebanon County newspapers at the conclusion of the contest.

H. Protests

1. Protests must be submitted in writing by the appropriate principal to the Executive Director (with a copy to the appropriate sports chairperson) and postmarked within three calendar days following the date on which the scheduled contest occurred.
2. The Board will not consider any protest based on an official’s interpretation of play situations, which occurred during a contest, or the application of rules to those situations.
3. The official’s decisions are final in all matters pertaining to the game.
4. The official has the authority to rule promptly and, in the spirit of good sportsmanship, on any situation not specifically covered in the rulebook.

I. Determination of League Standing

League Standing shall be determined by the rules and regulations of each individual sport.

J. League Membership

1. Entry into the League:
 - a. A school desiring to enter league competition in a sport in which it is not currently participating shall request permission in writing to the Board of Control for the sport in which the school desires to compete no later than the April Board of Control of the year preceding the realignment period.
Schools receiving approval will be admitted to the league only at the beginning of the scheduling (new alignment) cycle.
 - b. Exceptions to the above may be granted by the Board upon recommendations of the sports chairperson involved and the Executive Director.
2. Withdrawal:
 - a. Request for withdrawal from league competition shall be submitted in writing to the Executive Director by the following dates: Fall Sports – May 1; Winter Sports – October 1; and Spring Sports – January 15.
 - b. Failure to comply with sub-section a shall result in forfeiture of assessment for the sport involved.
3. Changes in Status – Junior High School Teams: Any junior high school desiring to combine teams within a single school district shall make such requests in writing to the Board at least one year prior to the opening of the season (which is the earliest practice date permitted under PIAA rules) for the sport in which the new team wishes to compete.

Realignment

1. Realignment Committee:
 - a. A realignment committee and chairperson shall be appointed by the president and approved by the Board, commencing with the 1992-93 school year.
 - b. Committee membership shall consist of sports chairpersons and other persons so designated.
2. Realignment review:
 - a. Junior and senior high leagues shall be considered for realignment every two years beginning with the school years 1994-95 and 1995-96 and continuing thereafter.
 - b. Every two years the Realignment Committee shall have the responsibility to review all junior and senior high school league alignments and requests for realignment and shall submit a recommendation(s) to the Board.
 - c. Realignments shall be based upon:
 1. Junior High School – (Subjective Method) Geographic location competitiveness, rivalry, and other factors deemed necessary by the Board or the Realignment Committee.
 2. Senior High School – (Enrollment Method) Student enrollment of grades 8,9,&10 .Sports with the same alignment for both boys and shall combine the enrollment of boys and girls (changed 3/17/2015)
- Example: Basketball
- d. Procedures for collecting data from schools for the purpose of studying realignment shall be the responsibility of the Realignment Committee.
- e. The number of sections in leagues (junior and senior high school) shall be recommended by the sports chairperson of the sport and presented to the Realignment Committee.
- f. The number of teams in each section shall be the same where possible. In instances where it is impossible to have all sections equal in number, the sports chairperson shall recommend to the Realignment Committee what section(s) shall be “odd”.

- g. Deadlines and timelines:

1. August – Realignment Committee is chosen according to K-1 above.
Approval of the committee must be affirmed by Board action at the August meeting. (Effective August 1, 1992, and shall continue thereafter every other year.)
2.
 - a. **October 1** enrollment figures no later than October 15, are submitted to the Executive Director for grades 8,9,&10(The same criteria and guidelines as set forth by the PIAA shall be used to determine enrollments. Enrollment figures must be verified and forms signed by the Superintendent and principal(s). The Board and/or Realignment Committee may require proof of enrollment.
 - b. **The league should follow the PIAA policy separating sports by male and female enrollment. This will be true of all sports except; track, cross-country, swimming, bowling, and rifle which by their nature have both males and females on the team or both the boy’s team and the girl’s team compete together.**
 - c. **If establishing sections by gender a tie were to exist based on the enrollment submitted in October, the tie would be broken by having the schools involved resubmit their enrollment as of the first day of the next month. If still tied we would continue submitting enrollment monthly until the tie is broken. Effective 3/17/2015**
 - c. the Realignment Committee should meet prior to Nov. 1 The Realignment Committee uses enrollment figures to place senior high schools in sections and determine alignment of junior high teams. Realignment proposals submitted to the Athletic Directors and the Board of Control prior to their November Meetings .
 - c Recommendation from the Realignment Committee shall be presented to the Board for approval at the December board meeting. Upon review of the recommendations by the Board, such recommendations shall then be presented to the Association for partial or total approval at the December Meeting of the Association. If the realignment recommendations are not approved by the Association at the December meeting, the recommendations, upon additional study by the Board and the Realignment Committee, shall be presented to the Association at a special meeting(s) of the Association for approval.
 6. Second week in August – League schedules for the following two years are mailed to the schools when the realignment process is completed.
 7. Third week in May– Deadline for Association approval of leagues. Meetings of the Association shall be called by the President until such time as the realignment of all schedules is agreed upon. Realignment shall be completed no later than August 15th. Schedules shall be mailed to schools and assignment secretaries after August 15th. The deadline date for mailing shall be determined by the league president.
3. Procedure for requests to change assigned sections:
 - a. The sport chairperson, in conjunction with the League Executive Director, shall establish sections for the particular sport he/she directs. Placement in established sections will be based on enrollment.
 - b. Schools participating in that sport will be listed in (descending order based on pupil population figures provided to the league.
 - c. The sport chairperson shall inform all schools involved in that sport of his/her sectioning alignment.
 - d. The sport chairperson shall request that any school desiring to move up one (1) or more sections or down one (1) or more sections shall notify him/her within the two-week period of time following the approval of section alignments by the Association. This request must be made in writing and signed by the high school principal.e. At the end of that two (2) week request period, the sport chairperson will establish new sectioning in the following fashion:
 1. He/she will look at the “move up” and “move down” requests of adjacent sections.

2. Switches of position will be made beginning with the smallest school in the upper section requesting a move down and the largest school in the lower section requesting a move up.
 - f. The sports chairperson will then switch the next smallest school in the upper section requesting a downward move with the next largest school asking to move upward.
4. Switches will be made until one type of request, either an upward or downward move, is exhausted. At that point the sectioning proposals are finalized. **Known as the Hornberger Amendment**
 - g. Any school that moves up to a higher section will do so only if they agree to declare to the PIAA their desire to play at a classification level in that sport within one (1) classification level of the school they replace. This will occur only in those sports where district playoffs and/or district seeding are based on criteria that use classification size of opponents played in the same fashion.).
 - g. Once the possible requested moves have been made, the sport chairperson, in conjunction with the League's Executive Director, will send to each school of the sections involved the newly revised sectioning proposal. Each school in the section will cast one (1) vote on a form signed by the principal. They will vote yes or no to the sectioning proposal. Ratification will require a majority (more than 50%) of the schools in the section.
 - h. If a majority is not reached individually in both of the affected sections, the proposal does not pass, and the original sectioning by enrollment will be used for the two-year realignment period. (Adopted May 18, 1999)
4. Emerging Leagues:
 - a. The Board of Control reserves the right to grant approval to emerging leagues to realign prior to the established realignment schedule as listed in K-2 (a) above.
 - b. Emerging leagues are defined as those leagues in operation four (4) years or less, including the informal (first year) of operation.

L. Tournament Participation

1. The association will not sponsor any all-league events, tournaments, or playoffs for junior varsity or junior high teams.
2. Any member school that participates in outside tournaments, etc. shall adhere to PIAA regulations. (Participating schools shall insist that sponsors have PIAA approval)
3. The Association does not authorize the use of its name, logo, or awards by any school or sponsor of such tournaments.
4. Schools of the L-L League not sponsoring an activity or sport may enter individual contestants or relay teams in any end-of-season Association-sponsored activities such as league tournaments, league meets, or other activities similar in nature. The following conditions must be met:
 - a. The yearly league individual Sport Assessment Fee must be paid prior to the activity.
 - b. Fees necessary to conduct the activity must be paid. (i.e., golf green fees).
 - c. Applications to enter the tournament must be completed as required by other schools.
 - d. PIAA eligibility lists must be sent to the sports chairperson, Executive Director and all competing schools of the activity at least four days prior to the date of the activity, or earlier as required by other schools.
 - e. Participants will be seeded only if valid information is submitted and is approved by the committee and/or sports chairperson in charge of the activity.
 - f. Only the following sports shall be included: tennis, golf, track and field,

C-5

5. Participants as listed in No. 4 above:

- a. Will be eligible for medals, trophies, and awards furnished by the league unless otherwise stated in the Rules and Regulations for the particular sport.
- b. Will not be included in league quotas for district competition unless so stated by the PIAA.
- c. Shall be included in individual and team scoring. Their records shall be treated the same as other contestants, unless otherwise stated by the Rules and Regulations for the sport.
- d. Shall be accompanied by an adult appointed by the principal of the participating school.

M. Post Season Games

The Association opposes participation in and sponsorship of any post-season games other than league playoffs and PIAA playoffs

N. Changes of Rules and Regulations

1. May be done at any regularly scheduled Lancaster-Lebanon Athletic Association meeting.
2. Requires an affirmative vote of a majority of those members present who are eligible to vote and,
3. Shall be effective upon approval unless otherwise stated.

O. Request For Placing Items on the Agenda

1. A school desiring to have an item placed on the agenda for consideration at a meeting of the members of the Association shall submit a written request signed by the principal to the board. Such request shall be submitted not later than April 1 for consideration at the May meeting, not later than July 1 for the August meeting and not later than October 1 for the December Annual meeting. Any school submitting such a request shall mail copies to the Executive Director and the sports chairperson of the particular sport involved.
2. Any sport chairperson desiring to place an item on the agenda for consideration of the general membership shall submit the item to the Board, in writing, and shall follow the time deadlines as outlined in subsection 1 above.
3. The Board shall consider each request prior to the scheduled meeting and shall provide the membership with a written recommendation at least two weeks prior to the meeting of the members of the Association.

P. Starting Dates for Sports and Junior High Structure

1. The Association believes that it has a responsibility to formulate athletic guidelines that encourage the member schools to view their middle level/junior high programs as developmental in nature. This would include progressively increasing the expectations and demands as the athletes move through the interscholastic athletic experience. Consequently, the Association has adopted guidelines regarding the numbers of events and length of athletic seasons that reflects the developmental nature of middle level/ junior high athletics. Additionally in an effort to ensure that middle level/junior high athletics within the Lancaster-Lebanon League remain focused on skills development, there will be no L-L records kept, no L-L standings announced, nor any L-L Champions declared at the junior high level.

2. Freshman Participation:

It is recommended that a freshman be brought to the high school level only when there is intent to provide high school play for that freshman. It is recommended that a list of all freshmen being considered for high school participation be provided to the athletic director prior to the start of the season. Freshman participation must comply with all PIAA regulations.

3. Junior High Scheduling Information

FALL SPORTS

First Practice	1 week after HS starts except Cross Country
Required # weeks Pre Season	Always 3 weeks
First JH Scrimmage Date	1 st Friday after practice begins
Maximum # of Scrimmages	Always 1
First Play Date	3 rd Friday of Season
Maximum length of season	10 weeks
Last Play Date of Season	10 th Saturday of Season
Maximum # of Contests	Cross-Country not to exceed 16 meets
	Football not to exceed 7 games
	Soccer & Field Hockey not to exceed 14 games

WINTER SPORTS

First Practice	1 week after HS starts
Required # weeks Pre Season	Always 3 weeks
First JH Scrimmage Date	1 st Friday after practice begins
Maximum # of Scrimmages	Always 1
First Play Date	3 rd Friday of Season
Maximum length of season	12 weeks
Last Play Date of Season	12 th Saturday of Season
Maximum # of Contests	Not to exceed 17 points
	Basketball not to exceed 14 contests

This season has a larger number of events because wrestling tournaments count 3 points. This season is longer because of two family/school holidays. It is hoped that coaches will keep this in mind when scheduling JH Thanksgiving and Christmas activities.

SPRING SPORTS

First Practice	1 week after HS starts
Required # Weeks Pre Season	Always 3 weeks
First JH Scrimmage Date	1 st Friday after practice begins
Maximum # of Scrimmages	Always 1
First Play Date	3 rd Friday of Season
Maximum Length of Season	10 weeks
Last Play Date of Season	10 th Saturday of Season
Maximum # of Contests	

Track not to exceed 10 meets

Q. Replay of Interrupted Contests

1. General Rules: Contests which are interrupted due to weather, facility problems, etc. will be rescheduled as necessary according to the established rules of the L-L League and the PIAA.

2. Maximum Delay: When an interruption of a game or contest occurs, a decision to continue

or reschedule shall be made by the game officials or coaches (in contests where officials are not used) no later than one hour from the time play is stopped. If the decision is determined to resume play, it is recommended that play resume within the same one hour time period.

3. Authority: Each school shall develop a policy for designating who has the authority for the school to make decisions for interrupted contests.
4. Rescheduling: Contests shall be rescheduled as necessary according to pages C-1 and C-2 section D of the League Rules and Regulations Point of Continuance of interrupted contests: The interrupted contest shall be replayed from the point of interruption unless the rules for that sport designate otherwise.

R. Emergency Plan for Athletic Injuries

1. All schools shall develop and implement an emergency plan to handle injuries and sickness that may occur at sponsored athletic events.
2. It is the responsibility of each school to provide proper emergency procedures for both its own athletes and those from visiting schools.

S. Participation in Athletics

1. It is highly recommended that during league competition no player in any sport be allowed to participate in more than the equivalent of one full game or contest on any one day in the same sport.
2. The league recognizes that exceptions to this recommendation may occur due to illnesses or injuries and if weather conditions would require rescheduling more than one game on the same day in order to determine section representatives for league playoffs. Other exceptions may be considered, but discretion should be used in allowing an athlete to participate in more than the maximum as recommended in S-1.

T. Association Policies for Playoffs

1. Responsibilities of Sports Chairperson and Executive Director:
 - a. Considerations for neutrality, travel, crowd control, financial cost and non-conflicting playing dates, as well as welfare of contestants, should guide the organization of playoffs in any sport.
 - b. In the event of postponement due to inclement weather, the game manager, sports chairperson and Executive Director will jointly make the necessary decisions for postponement and rescheduling of the game or event. Where the game or event has commenced, the officials are responsible for stopping play due to inclement weather.
 - c. All schools should make every attempt to avoid scheduling major local school events on days that are normally scheduled for playoff games in various sport seasons. In the event of conflicts, the sports chairperson and Executive Director will make every reasonable effort to rearrange playoff schedules to accommodate participating schools.
 - d. The Association will assume all financial responsibilities for playoff games (including section ties).
 - e. Only secondary school Principals or Athletic directors will represent schools at play-off planning meetings. Coaches shall not be present for playoff planning meetings.
2. Financial guidelines:
 - a. Playoff Managers:
 1. The Board will establish the rate of pay for playoff managers .
 - b. Officials' fees:
 1. For playoff games, the fee shall be established by the Board.
 2. The Board and/or Executive Director will establish the rate of pay for track officials according to their responsibilities.

3. Scorekeepers and timers will be paid at the local school rate.

- c. Ticket sellers and ticket takers will receive the rate of pay based on the host school policy.
- d. Participating schools will provide necessary game balls and other equipment as needed on an equal basis. (The league will supply baseballs and softballs).
- e. Any necessary rentals, custodial expenses, security, or other expenses will be arranged for by the league. When the host school is participating, it is expected that no rental fee will be charged to the Association.
- f. Admissions:
 - 1. Admission fees for all playoff games shall be established by the Board of Control yearly.
 - 2. Each school participating in the playoffs will receive complimentary passes for school administrators and other school officials. Team managers, coaches, and trainers will be admitted on recognition of the coach or athletic director in cooperation with the host school. Cheerleaders in uniform and their advisors will also be admitted without tickets.

g. Distribution of Gate Receipts

All costs, whenever possible, are to be paid from the gate receipts. Except game managers and officials

U. Mandatory Coaches Meeting (Effective September 2001)

A member of the coaching staff of each member senior high school must attend the annual Lancaster-Lebanon mandatory coaches meeting, as established by the sport chairperson, for each boys' sport and each girls' sport offered by the member school. The principal of a member school may appoint a representative coach in another sport in the school to attend the mandatory coaches meeting, if the coach or the coaching staff in the particular sport has not been designated by the school district.

A member senior high school that fails to have a representative of its coaching staff, or an appointed representative coach of the school, attend the meeting shall pay a fine of \$50.00 for non-attendance. Payment of fine for non-attendance to mandatory meetings shall be made payable to the Lancaster-Lebanon Secondary School Athletic Association within 30 days of notification from the league. If the fine is not paid within the 30-day notification, the member school shall automatically be on probation

in that sport and shall automatically forfeit the right to compete in the league championship competition in that sport. If the meeting is a postseason meeting, the next league championship competition in that sport will be affected. In sports where the league competition is used for seeding into District III competition, the non-attending school would also be ineligible for district competition in that sport. School districts may appeal the fine to the Board of Control if the appeal is made within 30 days of the postmark of the letter of notification from the League. (Adopted December 20, 2000)

The Administrative Guidelines were originally adopted on August 27, 1971, with major revisions approved by the Association on December 9, 1987, December 8, 1993, November 15, 2006. And October 2014

FINE INVOICE LETTER

TO:

FROM:

SUBJECT: Fine for failure of a member or an appointed representative of the coaching staff of the senior high school to attend the Lancaster-Lebanon Secondary School Athletic Association (LLSSAA) mandatory coaches meeting.

DATE:

A member or an appointed member of the _____ coaching staff did not attend the
(school)

_____ LLSSAA mandatory coaches' meeting in _____. The
penalty for failure to have a member or appointed representative of the coaching staff attend
the mandatory meeting in that sport is a fine of \$50.00. (League Rules and Regulations Section
I Article V).

Please remit a check in the amount of \$50.00 payable to the Lancaster-Lebanon Secondary
School Athletic Association within 30 days of the postmarked date of this notification.

**LANCASTER-LEBANON SECONDARY SCHOOL
ATHLETIC ASSOCIATION**

1. Lifetime Pass Guidelines:

- A. Recipients of this award must have served the Lancaster-Lebanon League in an administrative or supervisory capacity (Board of Control, league officer, Sports or Committee Chairperson) for a minimum of three years. Nominees should be considered because of their direct contribution or service to the league. Nominees will be eligible for this award upon the conclusion of their direct service to the league or upon their retirement from education. Nominees may include, but should not be limited to, administrators, and athletic directors.

- B. High school principals are responsible for submitting nominations **prior to March 31** for this award. The nomination form must be completed and submitted to the league Executive Director who will then forward them to the Lifetime Pass Committee for review. The committee will forward recommendations to the Board of Control for final approval.

- C. The Lifetime Pass is non-transferable and will admit the honoree **only** to athletic events conducted by the Lancaster-Lebanon League.

Revised February 1998

**LANCASTER-LEBANON LEAGUE
LIFETIME PASS
NOMINATION FORM**

Name of Nominee: _____

School Affiliation: _____

League Affiliation: _____

Length & Capacity of Service to League: _____

Additional Comments (Reasons for Recommendations)

Recommended by: _____ **Date:** _____

School: _____

Position: _____

Mail to:

**Executive Director
Lancaster-Lebanon Athletic Association
1110 Enterprise Road
East Petersburg, PA 17520**

Application must be received on or before March 31.



SELECTION COMMITTEE ONLY

Date Received by Committee: _____

Date Reviewed by Committee: _____

Date Approved by Committee: _____

Date Approved by Board of Control: _____

