

2024-25

Dairyland



Conference

Dairyland Conference

Handbook

Commissioner: Ryan C. Nelson
President: Nic Haug-Lincoln High School

CONSTITUTION OF THE DAIRYLAND CONFERENCE

At a regular meeting of the superintendents and principals of the Dairyland Conference, held at Osseo on October 13, 1976, the previous constitution was rescinded and a new constitution was approved and adopted. The original Constitution was adopted on December 12, 1958, and was changed on May 6, 1963, December 13, 1971, February 9, 1972, October 13, 1976, March 1981, February 2, 1988, April 15, 1991 and February 19, 1992.

This constitution was also updated, revised, and formatted on November 18, 1992 at a joint meeting of the Superintendents and Principals of the Dairyland Conference.

Member Schools

- Alma
- Augusta
- Blair-Taylor
- Cochrane-Fountain City
- Eleva-Strum
- Eau Claire Immanuel
- Gilmanton
- Independence
- Lincoln (ACHM)*
- Melrose-Mindoro
- Osseo-Fairchild
- Pepin
- Whitehall

*Lincoln High School is Composed of the Alma Center-Humbird-Merrillan School District (ACHM)

****Updated 8/1/24

TABLE OF CONTENTS

CONSTITUTION

	Page
Article I Purpose	5
Article II Name	6
Article II Membership	7
Article IV Officers	8-9
Article V Meetings	10
Article VI Finances	11
Article VII Championships	11
Article VII Amendments	11
Article IX By-Laws, Procedure, and Referenda	12

BY-LAWS

Section A General	13
Section B Eligibility	14
Section C Finances	15
Section D Passes and Admissions	16
Section E Officials	17
Section F Schedule of Contests	18
Section G Athletic Rosters	19
Section H Time Change	20
Section I Sports	
• Baseball	21
• Basketball	22
• Cross Country	23
• Football	24-25
• Golf	26
• Softball	27
• Track	28
• Volleyball	29
• Wrestling	30-31

TABLE OF CONTENTS (CONTINUED)

BY-LAWS

Section J	Academic Decathlon	32
Section K	All Conference Procedures-Nominations	33
Section L	All Conference Procedure-Meetings	34-35
Section M	All Conference Procedure-Sports	36-39

Procedures

Conference Commissioner Job Description	40
Conference Commissioner Selection Process	41
Crowd Control Behavior	42
Athletic Committee	43
Music Committee	44
Honors Band and Chorus Festival	45-46
Academic All-Conference	47
Traveling Sportsmanship Award	48
Film Exchange Policy	49
Pole Vault Guidelines for Track Meets	50
Naming and/or Dedicating Conference Awards	51
Host School Reimbursement	52

Appendix

Article I

PURPOSE

To promote co-curricular activities, to foster sportsmanship, and develop better understanding between schools in the conference.

Article II

NAME

The name of the conference shall be:

“DAIRYLAND CONFERENCE”

Article III

MEMBERSHIP

Section 1. Conference members: Alma, Augusta, Blair-Taylor, Cochrane-Fountain City, Eleva-Strum Central, Eau Claire Immanuel, Gilmanton, Independence, Lincoln (ACHM), Melrose-Mindoro, Osseo-Fairchild, Pepin and Whitehall.

Section 2. Member schools shall be represented by one person, the High school principal, unless another designee is assigned by the superintendent.

Section 3. Membership is according to the WIAA mandates.

Article IV

OFFICERS

Section 1 - The officers of this conference shall be a President; President elect and the commissioner. The President and President elect shall be elected from among the principals/designees and shall have been a Dairyland Conference Administrator for at least one year. The Conference Commissioner is an appointed, paid position. Selection of the commissioner is by the principal's subject to approval and appointment by the superintendents. The election of the officers and selection and appointment of the Commissioner shall be done at the regular April meeting. Term of office will commence immediately following election and/or appointment.

Section 2 – **DUTIES OF THE OFFICERS**

- a) The president shall preside at all conference and executive committee meetings
- b) The president-elect shall act in the absence of the president
- c) The conference Commissioner shall: (a) keep minutes of all principal meetings, (b) contact varsity officials for conference sports as directed by the principals, (c) attend to all correspondence for the executive committee, (d) account for all conference receipts and disbursements and (e) act as parliamentarian

Section 3 – **VACANCIES**

In the event a vacancy occurs for the office of president; president-elect shall fill the office. A special election shall be held at the next regular meeting to fill the vacancy of the president-elect.

Article IV
OFFICERS (Continued)

Section 4 - **Executive Committee**

- (a) The executive committee shall enforce the rules and settle all disputes that may arise. The executive committee shall consist of the president and president-elect of the conference principals, and the conference commissioner. It shall be understood that the rules of the W.I.A.A shall govern all cases, except as the conference may adopt additional rules. At the request of any member school, such action of the executive committee may be brought before the vote of the conference principals. A further and final appeal may be made to the superintendents (Updated-Edited 9/9/15)
- (b) Alternates: Alternates shall serve in case of disputes if a member of the executive committee's school is involved. The immediate past-president or a representative of his/her school will be the first alternate, and then the previous past presidents or their school's representative in the order of their service will act as needed.

5-14-08

Article V

MEETINGS

Section 1- Principal Meetings

Date of meetings: There shall be five regular meetings of the conference principals in the months of September, October, December, February, and May. The time and place of these meetings shall be set at the meeting just prior. Special meetings may be called as needed by the order of the Executive Committee.

Section 2 - Superintendent Meetings

- a. The Superintendents have the option to meet jointly with the principals once a year. This joint meeting will take place at the principals regularly scheduled February meeting.
- b. The president of the Dairyland Conference principals will chair the meetings.
- c. If the superintendents need a chairperson it will be the superintendent from the school district whose principal is the president of the conference.

Section 3- Voting at Meetings

- a) Voting shall be by schools, one vote per school, including schools involved in cooperative programs. Schools must be present to cast a vote.
- b) Two-thirds of all member schools shall constitute a quorum.
- c) A simple majority vote is needed to pass a motion.

Section 4- Conduct of Meetings

All meetings shall be conducted according to the Roberts Rules of Order

10-11-06

Article VI

Finances

Section 1- Dues

The Dues of this conference shall be set annually by the principals. Special Assessments may be made at any regular or special meeting.

Section 2- Receipts and Disbursements

All conference receipts and disbursements must be turned over to the commissioner for accounting

11-18-92

Article VII

Championships

Section 1- Championships in the various co-curricular activities shall be determined by methods set forth in the by-laws.

11-18-92

Article VII

Amendments

Section 1- This Constitution may be amended by a two-thirds vote of all the School District superintendents in the conference at two consecutive meetings. Sufficient copies of all proposed amendments must be submitted to the conference commissioner, who shall forward a copy to each member school at least thirty days prior to a regular meeting.

Article IX

BYLAWS, PROCEDURE AND REFERENDA

- Section 1- By-law of this constitution may be adopted by a majority of all principals of the conference at any regular or special meeting, if the by-laws proposal is listed as an agenda item.
- Section 2- A. No by law changes shall become effective until approved at a subsequent meeting by a majority of all principals in the conference.
- B. A Simple majority vote of all conference school is required to add, delete or change by-laws.
- Section 3- Conference procedures may be adopted/changed by a majority of all principals of the conference at any regular or special meeting, if the proposal is listed as an agenda item.

BYLAWS

Section A- General

1. A minimum of 50% of conference schools must compete in a given activity before an official champion may be recognized.
2. A trophy shall be awarded by the conference for team championships.
3. Co-Championship
 - A. In the event of co-champions; each of the schools involved shall be awarded a trophy; any coop team that is a conference champion will be awarded a trophy for both schools
4. All non-Dairyland Conference schools that participate in a conference sport will be assessed a \$100 fee per sport.

11-18-92

BYLAWS

Section B- Eligibility

Eligibility for competition shall be as determined by the W.I.A.A. However, any member school may, at its own discretion, impose additional requirements

BYLAWS

Section C- Finances

1. Dues: The dues shall be set at the May meeting payable on or before the first of November.
2. The conference Commissioner shall receive a yearly salary approved by the principals and reported to the superintendents. Postage and other necessary expenses for the proper conducting of the duties of this office must be approved by the principals at their scheduled meeting.
3. A minimum of 50% of the conference schools must compete in a given activity before expenses incurred for the meet may be authorized for payment by the conference.
4. The Executive Committee shall audit the Commissioners books in August. This report to be submitted to the principals at their regular September meeting and forwarded to the superintendents.

BYLAWS

SECTION D- Passes and Admissions

1. Twenty conference passes shall be sent to each principal by the Conference Commissioner.
2. Cheerleaders in uniform and players certified by the coaches will be admitted without a pass. All other personnel must have a ticket. (Excluding bus driver)
3. Price of tickets will be determined by the Dairyland Conference. Principals will recommend prices for the superintendent's approval. All schools may have the option of selling season tickets at their own rate for home games.

BYLAWS

Section E- Officials

1. Officials for conference varsity games shall be contracted by the Conference Commissioner as directed by the principals.
2. Varsity officials shall receive a uniform conference fee, including or plus mileage, to be determined annually.
3. Schools must employ varsity officials other than those who live, work or teach in the home school district, unless mutually agreed upon.
4. WIAA officials living in the Dairyland Conference school district are not allowed to officiate varsity conference games involving their school, unless mutually agreed upon.
5. All Varsity coaches including football, volleyball, softball, baseball, wrestling, boys' and girls' basketball, boys and girls track and cross country are not allowed to officiate varsity games/meets during the season of their sport. This policy does not apply to junior varsity or non-conference games.
6. Officials wishing to work varsity conference games must be recommended by at least two conference coaches/athletic directors or be observed by the conference commissioner.
7. The conference commissioner should not hire basketball officials for more than three girl's games or three boy's games at one school. Exceptions can be made due to illness, injury, late cancellations and availability of officials.
8. District Administrators and high school principals are the only ones allowed to "blackball" an official.

BY-LAWS

Section F- Schedule of Contests

1. Commencing with 1981-1982, Wednesday night is community night throughout the conference, and no conference activities are to be scheduled on that evening.
2. All scheduled conference contest must be played. A school's failure to participate will result in a forfeit plus the school(s) will incur the cost of the officials.
3. It is the responsibility of the home school to make sure that the visitor's locker rooms are available at least 30 minutes prior to the junior varsity game starting time. The coach from the home school is to check the visiting team dressing room with the visiting coach before the visiting team leaves the school. This is to verify that there was no damage or vandalism to the dressing room.

9-14-05

BYLAWS

Section G: Athletic Rosters

1. Athletic rosters for football, basketball and volleyball should be sent to each member school in a timely fashion prior to each contest.
2. All schools will use Microsoft Excel or a similar format to exchange rosters between schools.
3. Rosters will be exchanged via email or a shared Google Drive to the principal's secretary and athletic director.
4. Rosters may include name, height, weight, age, class, position and uniform number of participants.

11-18-92

BYLAWS

Section H- Time Change

Any change to time or day of contest must be by mutual consent of both schools involved.

BYLAWS

Section I- Sports

1. Baseball (Spring)

- a) Starting time for all conference games is 5:00pm
- b) The championship shall be determined on a percentage basis, based on a one-division schedule
- c) The visiting team shall have the field for warm-up 15 min. before the game time.
- d) The home team shall notify the visiting team as soon as possible if the game can't be played due to inclement weather or unsatisfactory field conditions.
- e) A single game schedule will be played with home and away games for each school.
- f) The home team shall notify the visiting team as soon as possible if the game can't be played due to inclement weather or unsatisfactory field conditions. When rescheduling, if a double header has to be played, the host team will be the home team for the second game of the double header.
- g) When forced to play a conference doubleheader, games will be scheduled as 2, 7 inning games with the 1st game home for the away team and 2nd game home for the host team. The contests are hosted by the second team on the schedule. Host school will pay the officials. If completing a suspended game, both games will be 7 innings in length. Once started-play continues of that suspended game from that inning thru the 7th.

BYLAWS

Section I- Sports

2. Basketball

- a) The basketball conference will be based on a (6) large and (5) small division or a (5) large, (6) small team division based on September enrollment. (6 teams closer together enrollment wise). The 3rd Friday September enrollment will be used to determine the divisions every two years beginning in 2011-2012. Therefore, a division change will be necessary in 2023-2024 (3rd Friday of 2022), 2025-2026 (3rd Friday 2024), etc. Coop Schools will use combined enrollments to determine placement in the division. (Updated: 11/8/16)
- b) There will be two championships awarded in basketball, one for Large school division and one for Small school division. Each team will play schools in their division twice and in the other division once. The trophies will be awarded based on the 13 division games.
- c) All “A” games begin at 6:00pm
- d) All “B” games begin immediately following the JV game. “A” games to play two 18 minute halves. (Revised 11/8/16)
- e) Both teams are to be on the floor for the playing of the National Anthem. The National Anthem will be played when the 15-minute warm-up clock has expired. (Revised 11/8/16)
- f) UNIFORMS: The **Home** team will wear **LIGHT** colored uniforms.
- g) All non-varsity games will be play two 16-minute halves. There will be a 5-minute half time.
- h) Varsity officials, will receive a uniform conference fee to be determined annually. Basketball officials will be a crew of three. The conference commissioner has the right to approve two officials for any game if three can’t be secured (Updated/Added 10/15/14)

BYLAWS

Section I- Sports

3. Cross-Country

- a) The conference Cross-Country meet to determine the conference champion will be held on Thursday of the week prior to sectional. A minimum of 5 schools is necessary to conduct a conference meet.
- b) Team champions in girls and boys will be determined at the conference meet.
- c) A minimum of two (2) full teams is necessary to recognize a team conference champion.
- d) In order to be considered as a full boys' team or girls' team a school must have a minimum of 5 runners.

BYLAWS

Section I- Sports

4. Football

- a) There will be only one conference schedule.
- b) Final Rankings shall be determined by a point system whereby a win counts as 2 points, a loss counts as 1 point. A team which forfeits receives 0 points and a team receiving the forfeit is awarded 2.
- c) All Varsity games will begin at 7:00 pm. The 20-minute pre-game warm-up period will start at 6:35pm. When the clock is at zero (pre-game warm-up is completed) the National Anthem will be followed by the introduction of players and the kickoff.
 - 1. All JV football games will begin at 5:00 pm.
 - 2. Any change of time or day of games (Varsity or JV) must be mutually consent of both schools involved (revised 11/8/16)
- d) Tie Breaker
 - 1. In the event of two or more teams tying for conference championship, the following criteria will determine which school will represent the conference in the state playoffs:
 - a. Head to Head
 - b. Multiple ties that can't be decided by head to head comparison will be broken as follows:
 - 1. Eliminate as many tied teams as possible by comparing their losses to other conference teams. The team or teams losing to someone lower in the standings would be eliminated.
 - 2. Any remaining team use (a) Head to Head
 - 3. If no decision can be reached in (b) the last conference team or teams to represent the conference in the playoffs in previous years will be eliminated. Remaining teams will use (a) Head to Head
 - 4. If still no decision can be made, a vote of the conference coaches not involved in the tie would be taken.
 - 5. Any school tying for the championship may refuse a playoff berth.

6. A conference championship trophy will be awarded to all tying schools.

e) UNIFORMS: The **HOME** team will wear **dark** colored uniforms

NOTE: It is the responsibility of the home school to make sure the visitors' locker rooms are available at least 30 minutes prior to the JV game starting time. The coach from the home school is to check the visiting team locker room with the varsity coach before the visiting team leaves the school. This is to verify that no vandalism or damage was done to the locker room.

BYLAWS

Section I- Sports

5. Golf

- a. A final ranking shall be based on a combination of dual matches and on a conference tournament held on a neutral course. The conference meet will be a medal play. A five-team (9) hole match will be scored 5-4-3-2-1 and an eighteen-hole match 10-8-6-4-2. A six team (9) hole match would be scored 6-5-4-3-2-1 and an eighteen-hole match 12-10-8-6-4-2 and so on for seven team and over matches.
- b. The U.S.G.A rules shall prevail except as modified by the W.I.A.A.

BY-LAWS

Section I- Sports

6. Softball

- a. Starting time for all conference games is 5:00pm
- b. The championship shall be determined on a percentage basis, based on a one-division schedule
- c. The visiting team shall have the field for warm-up 15 min. before the game time.
- d. The home team shall notify the visiting team as soon as possible if the game can't be played due to inclement weather or unsatisfactory field conditions.
- e. A single game schedule will be played with home and away games for each school.
- f. When forced to play a conference doubleheader, games will be scheduled as 2, 7-inning games with the 1st game home for the away team and 2nd game home for the host team. The contests are hosted by the second team on the schedule. Host school will pay the officials. If completing a suspended game, both games will be 7 innings in length. Once started-play continues of that suspended game from that inning thru the 7th.

BYLAWS

Section I- Sports

7. Track

- a. Conference championship will be determined by the conference meet.
 - i. ****Required entry fee of \$150 for the Dairyland Conference Meet and the All Dairyland Conference Meet**
(Revised 3/9/16)
- b. Starting times by mutual consent because of dismissal times (only if necessary)
- c. Beginning in the 2023-24 academic year, the conference will implement an annual rotation for the host of the conference track meet. The year prior to hosting the conference track meet, the conference will use the same alphabetical rotation to host the annual True Team meet.

Current Rotation (School & Academic Year): (Revised 7/3/23)

- Whitehall: 2024-25
- Augusta: 2025-26
- Blair-Taylor: 2026-27
- Cochrane-Fountain City: 2027-28
- Eleva-Strum: 2028-29
- Independence/Gilmanton: 2029-30
- Lincoln: 2030-31

At the conference meet, the conference will follow the same format for event trials as the WIAA implements for post-season competition.

Note: Please refer to the “Pole Vault Guidelines for track meets” on page of the “Procedures” for details about hosting meets with or without pole vault facilities.

Updated: 9/11/13
2-13-08

BYLAWS

Section I- Sports

8. Volleyball

- a. There will be a one-division conference schedule with teams playing each other once.
- b. The championship shall be based on dual meets
- c. JV and/or "C" Team games shall begin at 6:00 pm. Schools that can't start "C" team matches at 6:00 because of facilities will make other arrangements.
- d. Schools that play the JV and "C" games at the same time will use one official for the "C" team and one for JV game.
- e. JV and "C" will have 20 minutes for warm-ups (6,7,7) which is the same for Varsity.
- f. JV and "C" teams will play all three games to 25 using rally scoring,
- g. Varsity matches will start immediately following the JV game (Revised 2/8/17)
- h. Varsity matches will be the best of three out of five matches using rally scoring to 25. Once a team has won 3 games no more games will be played. If a 5th game is necessary, rally scoring to 15 will be used.

NOTE: It is the responsibility of the home school to make sure the visitors' locker rooms are available at least ½ hour prior to the JV game starting time. The coach from the home school is to check the visiting team locker room with the varsity coach before the visiting team leaves the school. This is to verify that no vandalism or damage was done to the locker room.

Updated Letter E: 3-17-14

1-12-11

BYLAWS

Section I- Sports

9. Wrestling

- a. All teams in the conference will wrestle three times a year in January and February at three different sites.
- b. The first two dates will consist of three dual meets with the host school wrestling in two of them. Middle school matches will be conducted on a second mat while the high school matches are going on. The time schedule of the first two dates will be as follows.

5:00 pm- Middle School Wrestling begins on two mats
5:30 pm- Weigh-ins begin
6:10 pm- Middle School wrestling moves to mat 2
and teams wrestling 1st dual meet begin to warm-up on Mat 1

6:30 pm- 1st dual meet begins on Mat 1. At the weight class drawn at weigh ins. When Middle School finishes wrestling the 2nd dual teams begin weigh ins.

Note: 3rd dual meet begins on Mat 1- 15 minutes after the 1st dual meet is finished at the next weight class above the one drawn at weigh ins, but no earlier than 7:30pm.

OFFICIALS: 3 officials will be needed: 1 for high school weigh-ins and 2 for dual meets on Mat 1- \$80; one would do MS matches and dual meet on mat 2- \$40 + MS rate. One would only do MS at MS rate

- c. The third date will consist of four dual meets using two mats; wrestled in two rounds. The host school, along with two other schools; will each wrestle two duals and the other two schools will wrestle one. There will be no MS matches on this date. The time schedule will be as follows for the third date:

6:00 pm- Weigh-ins
7:00 pm- 1st Round

8:00 pm- 2nd Round

*Second round may start earlier depending upon the number of matches.

d. Championship will be based on the dual meet record.

5-10-06

BYLAWS

Section J- Academic Decathlon

1. The conference school receiving the most total points at the first level of competition will be declared the Dairyland Conference champion.
2. The conference Champion will be awarded a trophy.
3. A minimum of two (2) full teams is necessary to recognize a team conference champion.

09-09-09

BYLAWS

ALL-CONFERENCE SELECTION PROCEDURES

Section K- Nominations

1. Coaches are responsible for nominating their own player for consideration on the All-Conference team and should nominate individuals they consider deserving of all conference recognition.
2. Nominations are due to the selection chairman as determined by the Athletic Directors at their fall meeting.
3. Chairman will compile nomination lists and return to the individual schools prior to the face-to-face All-Conference selection meeting the Wednesday following the last week of the season.
4. All Conference selection meeting will be headed by one of the conference Athletic Director's appointed as meeting chairman at the fall Athletic Directors meeting.
5. Nominations include only name, position, jersey # and year in school.
6. One all conference certificate will be used for all sports. The certificate design will be such that schools will be able to "fill in the blanks" with the appropriate information. This would also include academic all-conference honors (See page, item 5)
7. Any all-conference certificates issued will NOT have the word unanimous included on it. However, when sending in the nominations for all area, regional, district teams, etc. it should be included since it may have an impact on an athlete getting additional recognition at a higher level.

5-08-92

BYLAWS

ALL-CONFERENCE SELECTION PROCEDURES

Section L- Guidelines for Selection Meetings

*****ALL CONFERENCE SELECTION RATIONALE*****

When looking how to nominate all conference teams the committee looked at several different aspects. We researched how other conferences approached their all conference selections, percentages of starters recognized as all conference in previous years, and state association guidelines. It is determined to have all team sports (baseball, basketball, football and volleyball) have between 30-33% of starters recognized as all conference. We felt this would keep the situation equitable. Additionally, athletes in these sports will be ranked on a point system, with the highest ranked athletes receiving all conference recognition, as broken down in the explanation for each sport.

Sports that decide their conference playing on a specific day or scoring throughout the year (Golf, Track, Cross Country) would continue to use individual finish to place their conference teams.

All sports will be recognized as first and second team all-conference. Honorable mention will be eliminated from all categories.

1. Each meeting called to order by selection chairman ~~at 7:00 pm.~~
2. Each coach allowed a short amount of time to highlight nominees.
(Suggested amount of time: 1 min for each nominee)
3. Discussion or questions concerning nominees to follow.
4. Each Coach will then rank the nominated players based on the total number of spots on first and second team, with the highest ranked player receiving the highest point total. (Example: Volleyball- There will be 10 first team players and 10 second team players. Coaches will rank the players from 20-1, with 20 being the best player. The 10 point scorers will be first team, the next 10 will be second team. In football, this ranking will be done on a position specific basis. If 6 quarterbacks are nominated, rank them 6-1. The top ranked player is first team, and then the next player is second team.)
5. Coaches cannot vote for their own players.

6. If a tie exists for the last spot on the 1st team, a tie breaking vote will be taken between all coaches not having a player involved in the tie breaker. If a tie exists for the last spot on 2nd team, all players in the tie will be included on second team.
7. All nominations must be submitted by the Sunday (the Sunday prior to Wednesday's meeting) 3:00pm to the selection chairman. No nominations will be accepted at the meeting.
8. To be considered for all-conference recognition, both player and team statistics must be uploaded into WisSports for all conference baseball, softball, football, and basketball games beginning in 2024-25. (Approved 10-15-24)

BYLAWS

ALL-CONFERENCE SELECTION PROCEDURES

Section M- Guidelines for Individual Sports

1. Volleyball

- a. Each head coach may nominate up to 6 players, but urged to nominate only those players he/she feels are among the top players in the conference. (Revised 3/9/16)
- b. There will be 10 first team players and 10 second team players chosen.
- c. When voting at the meeting, coaches will rank the players 20-1, with 20 being the best. The top 10 point scorers will be first team, and the next 10 will be the second team.
- d. If a tie exists for the last spot on the 1st team, a tie breaking vote will be taken between all coaches not having a player involved in the tie breaker. If a tie exists for the last spot on 2nd team, all players in the tie will be included on second team.

2. Football

- a. Coaches are allowed up to 12 offensive nominations, up to 12 defensive nominations. 1 kicker and 1 punter (Revised 3/9/16) All conference football selections will be based on just conference statistics (Revised 1/9/19)
- b. There will be a 12 member first team on offense and a 12-member team of defense, Ties on first team must be broken by a vote of coaches who don't have players involved in the tie.
- c. There will be a 12 member second team on offense and a 12-member team of defense, Ties on second team will include all players involved in tie on second team.
- d. There will be 1 kicker and 1 punter for the first team recognition and 1 kicker and 1 punter for second team recognition.

- e. Coaches will rank players from X to 1, with the player he/she sees as the best players receiving the most points. The number of players nominated at that position would determine the maximum number of players of points. (Example: If there are (6) QB nominated, they would be ranked one through six with six being the best player)
- f. Coaches will start the voting at the maximum number of points total for that position and vote for all players at the position except for players on their own team. (Example- If there are 18 players nominated at lineman and there are three for your team, the coach will vote 18 for four.)
Football voting procedures- If a player is left off the ballot (not voted for), the player will receive the lowest point total for that position. In case of multiple players being left off the ballot at the same position, players will get the average of the lowest remaining scores. (Updated:1/9/19)
- g. Points of all players will be tallied. The top X number of players at that position will represent the first team while the second X number of players at that position will represent the first team while second x number of players will represent the second team at each position.
- h. Position Breakdowns are as follows:

Offensive	Defensive	Specialists
5 linemen	2 Linemen	1 Kicker
2 receivers	2 Inside Linebackers	1 Punter
2 Backs	2 Outside Linebackers	
1 tight end/FB	2 Ends	
1 QB	3 Defensive Backs	
1 Utility		

(Revised: 9/10/14 & 3/9/16)

3. Basketball

- a. All coaches vote for All conference teams in basketball. Coaches in both divisions will vote for all players.
(Revised 3/9/16)
- b. Coaches can nominate up to 5 players
- c. Coaches may nominate only players from their team.
- d. There will be no large and small separation.
- e. There will be a nine member first team. Ties on first team must be broken by a vote of coaches who don't have players involved in the tie.
- f. There will also be a nine member second team. Ties on second team will include all players involved in the tie.
- g. Coaches will rank players 18-1, with the player he/she sees as the best player receiving the most points. Points of all players will be tallied. The top (9) ranked players will be first team and the next (9) will be second team. Tie breakers for first team, but no tie breaker for second team.
(Revised 2/2017)

4. Baseball/Softball

- a. Coaches may nominate up to 8 positions players (infield, outfield, catchers, and a utility/designated hitter) and two pitchers.
- b. Coaches may only nominate players from their own team.
- c. There will be a 13-player team and 2 pitcher team chosen for 1st team. Ties on the first team must be broken by a vote of coaches who don't have players involved.
- d. There will be a 13-player team and 2 pitcher team chosen for 2nd team. Ties on the second team will include all players involved in the tie on 2nd team.
- e. Coaches will rank players from 20-1, with the player he/she sees as the best player receiving the most votes. Point of all players will be tallied. The top 10 players will be on 1st team and next 10 will be on 2nd team. Ties are broken for first team, but not second team.
- f. The same procedure will be followed for selection of pitchers. Coaches will rank pitchers from 4-1 with the pitcher

he/she sees as the best pitcher receiving the most votes. The top 2 pitchers will be 1st team and the next 2 pitchers will be 2nd team. Ties broken for 1st team but not 2nd team. (Revised 2/2017)

5. Wrestling

- a. Coaches may nominate one wrestler per weight class, then follow the guidelines as outlined on page 39

6. Golf

- a. Determined by medalist points from the entire conference season.
- b. Five lowest total scores are 1st team, next five lowest scores are 2nd team.

7. Cross Country

- a. Top five finishers for the girls are 1st team, next five finishers are 2nd team.
- b. Top five finishers for the boys are 1st team, next five finishers are 2nd team.

8. Track

- a. First place winners in each event at the conference meet are 1st team.
- b. Second place winners in each event at the conference meet are 2nd team.

Updated:
10/15/24
8/12/12
9/11/13
3/9/16
12/13/06

PROCEDURES

CONFERENCE COMMISSIONER JOB DESCRIPTION

1. Attend athletic director and principals' meetings as necessary.
2. Keep minutes of principal's meetings.
3. Pay all bills and handle conference checking account.
4. Mail out bills for conference dues.
5. Handle conference correspondence.
6. Order and distribute conference passes.
7. Draw all conference athletic schedules as designated by the principals.
8. Hire officials for all conference athletics as directed by the principals.
9. Notify W.I.A.A of weekly football standings for play-off consideration.
10. Compute final conference athletic standings.
11. Order conference trophies.
12. Prepare written financial reports for approval at each regular principal meeting.
13. Prepare and manage budget.
14. Other Duties as assigned by the conference principals.
15. The commissioner's salary will be disbursed in two equal installments, one-half in October and the other half in March.

02-10-02

PROCEDURES CONFERENCE COMMISSIONER SELECTION PROCESS

1. A conference commissioner selection committee will function during the selection process. The committee will consist of the Conference President and two Dairyland Principals appointed by the conference president.
2. The selection committee will review conference commissioner job description as found in the Conference Procedure section of the Dairyland Conference Handbook.
3. The committee will draft an announcement of the position opening and distribute to all member schools. Member schools will post the announcement in their buildings. The announcement will direct interested applicants to send resume and other pertinent materials to the conference president.
4. The committee will review application materials and make a determination as how best to proceed. Depending on the responses received, they may decide to expand the search by extending position announcement through local media channels, conduct interviews with some or all applicants or decide upon recommendation of a candidate.
5. The committee will recommend a candidate to the conference principals.
6. If the committee's recommendation is supported by the principals, the committee will notify applicants of the status of their applications. If the recommendation is not supported by the principals, the committee will continue to function as directed by the principals.

10-9-97

PROCEDURES

Dairyland Conference Crowd Behavior at Athletic Contests

1. Cheers involving stomping of the feet or any striking of the bleachers are not allowed.
 2. Students and cheerleaders are to refrain from organized cheering or excessive yelling during the shooting of the opposing team's free throws.
 3. All non-uniformed players are not allowed on the gymnasium floor at least 30 minutes prior to the start of the contest.
 4. Keep off playing floor at all times.
 5. Cheers which antagonize opponents and fans are frowned upon.
 6. Violators of these rules are subject to dismissal from the game.
- (Revised 3/9/16)

NOTE: It is the responsibility of the home school to make sure the visitors' locker rooms are available at least 30 minutes prior to the JV game starting time. The coach from the home school is to check the visiting team locker room with the varsity coach before the visiting team leaves the school. This is to verify that no vandalism or damage was done to the locker room.

PROCEDURES

Athletic Committee

1. Membership
 - a. The athletic committee shall consist of all the athletic directors.
2. Officers
 - a. The officers of the committee shall consist of a chairperson, vice-chairperson and a recorder.
 - b. The chairperson will be an athletic director from the same school as the elected chairperson of the conference principals. The vice-chairperson will be an athletic director from the same school as the president-elect of the conference principals. The recorder will be appointed by the chairperson.
 - c. Duties of the officers
 1. The chairperson shall preside over all meetings.
 2. The vice-chairperson shall act in the absence of the chairperson.
 3. The recorder shall take minutes of the meeting, forward by mail on the day after a committee meeting all suggestions of the committee to the conference commissioner.
3. Meetings
 - a. The meeting shall be conducted according to the Robert's Rile of Order.
 - b. Purpose of the meetings
 1. First Meeting- Announce officers, set dates for following meetings and transact routine business
 2. Second Meeting- Transact routine business
 3. Third Meeting- Transact routine business
 - c. Each school shall be entitled to one vote. Attendance is required to vote.

11-18-92

PROCEDURES

Music Committee

1. The music committee shall consist of all instrumental and vocal instructors of member schools.
2. Officers
 - a. The officers of the committee shall be the chairperson, Vice-Chairperson and a recorder.
 - b. The chairperson shall have been a member of this committee for at least one year
 - c. Duties of the officers
 1. Chairperson shall preside over all meetings.
 2. Vice-chairperson shall act in the absence of the chairperson.
 3. Recorder shall keep minutes of committee meetings and shall mail suggestions made by the committee to the conference commissioner on the day following the committee meeting.
 - d. Election of Officers
 1. The election of officers shall be by majority vote by the quorum at the committee's fall meeting. The new slate of officers shall take their office immediately at the close of the meeting.
3. Meetings
 - a. The music committee will meet at least two weeks prior to the principals October meeting.
 - b. The meeting shall be conducted according to the Robert's Rule of Order.
 - c. Each school shall be entitled to one vote.
 - d. Purpose of Meeting
 1. To formulate and maintain coordinated music activities within the Dairyland Conference.

12-03-09

PROCEDURES

Dairyland Conference Honors Band and Chorus Festival

1. Philosophy
 - a. We want to use the best music students from each of the conference schools for this festival. This is done by mutual agreement of the conference directors.
 - b. The student will be well prepared by their directors for rehearsals and concert.
 - c. The percentage of students from each school will be equal as possible between schools.
2. Concert Dates
 - a. The concert will always be held on the second Saturday in November except when there is a conflict with other University Honors Band concerts. Then the Dairyland concert will be held the Saturday after the University Honors concert.
 - b. The proceeding Tuesday prior to the concert will be designated as the practice night for the concert.
3. Scheduling
 - a. Tuesday Rehearsal: Keep same times
 - b. Dairyland Directors will audition choir members for solo parts and direct sectionals.
 - c. Band members will be selected by agreement of the directors.
 - d. Sectional and final brief rehearsal for the band will be done by directors.
4. Saturday with Clinician
 - a. Hours: 1:00-5:00pm Rehearsal
5:00-7:00pm Supper/ Free time/Warm-up
7:00pm- Concert
5. Concert length
 - a. Total length of concert will be one hour
6. Name
 - a. Dairyland Honors Band
 - b. Dairyland Honors Choir
7. Programs
 - a. Care should be taken to present as professional a program as possible.
8. Notes to Dairyland Directors
 - a. On the night of the selection process, bring a list of available students.

12-14-94

PROCEDURES

Academic All-Conference

1. The person must be a letter winner.
2. The person must have a 3.25 (4-point scale) grade point average or better in the preceding quarter grading period.

Football/Volleyball/Cross-Country will be based on first quarter.

- a. Basketball/Wrestling will be based on third quarter.
 - b. Golf/Track/Baseball/Softball will be based on fourth quarter.
3. Each school's athletic director or designee will be responsible for compiling a list of their academic all-conference candidates following the sports season or the grading period, whichever comes latest. The athletic director or designee will meet the following publicity deadlines:

Football/Volleyball/Cross Country	November 30
Basketball/Wrestling	March 31
Golf/Track/Softball	June 15
Baseball	August 15

4. To convert your letter grades, the conversion chart shown below will be used for conference wide uniformity.

GRADE POINT AVERAGE

A= 4.0	B= 3.0	C=2.0	D=1.0
A-= 3.67	B-= 2.67	C-= 1.67	D-= 0.67
B+= 3.33	C+= 2.33	D+= 1.33	F= 0.0

5. An athlete will receive one medal per year for academic all-conference honors. A school, at their discretion, may issue a certificate for repeated honors during the same academic year.

5-10-06

PROCEDURES

Traveling Sportsmanship Award

1. The purpose of this award is to promote good sportsmanship throughout the Dairyland Conference.
2. It shall be called the “Dairyland Conference Sportsmanship Award”
3. The following guidelines were adopted to help in the selection of the winner of this traveling Sportsmanship award:
 - a. This award will be presented annually to the school whose participants, student fans, adult fans, coaches, directors, advisors, athletic directors and administrators, display the best sportsmanship throughout the school year.
 - b. In selecting a winner, prime consideration will be given to the conduct of spectators and participants in all Dairyland Conference activities.
 - c. Every spring, each principal will survey his/her school and get input on the selection of a winner from cheerleaders, coaches, student fans, adult fans and officials. Choices will be ranked one, two and three.
 - d. A school shall not vote for itself in any of the selection surveys.
 - e. Final selection of a winner will be done by the Dairyland Conference principals at their meeting in September. Each principal will enter a ballot with names of his/her school’s choice ranked 1st, 2nd, 3rd order. A tally will be made and a winner declared through the conference commissioner.
 - f. The school winning the sportsmanship award shall keep it on display in a prominent area of the school for a period of one year, ending in September when a new winner is declared.
 - g. Annual assessment will be made of the criteria governing the awarding of this title and constructive changes will be evaluated and made if necessary.
 - h. 3 points for 1st place vote, 2 point for a 2nd place vote, 1 point for 3rd place vote. Sum points for votes.

2-19-02

PROCEDURE

FILM EXCHANGE POLICY

All schools must exchange tapes using the following procedure:

Game tapes exchanged should be of most recent opponent unless coaches agree otherwise. There will be no exchange during the first two weeks of the schedule. This film exchange is for conference Use Only and will not be made available to non-conference opponents during the regular season or playoffs without the consent of the team(s) involved.

Any tape exchange is permissible (EX: Huddle) as long as there is mutual agreement among the 2 coaches and the Wednesday deadline is met.

Updated: 9/11/13
12-18-02

PROCEDURES

POLE VAULT GUIDELINES FOR TRACK MEETS

If a double dual is hosted by a school that has the pole vault as an event, it will be scored. If a double dual is hosted by a school that does not have the pole vault, the event will not be scored and the points will be lost to the meet. All schools will be given the opportunity to host the Dairyland Conference meet at the end of the season, but the pole vault must be provided as a scored event in the meet at the host site. This means that some schools may have to borrow pole vault equipment from another school(s) to ensure that the event can be “legally” offered.

5-10-06

PROCEDURES
Naming and/or Dedicating Conference Awards

The Dairyland Conference is prohibited from naming and/or dedicating conference awards after individuals as a conference.

5-09-07

PROCEDURES
Host School Reimbursement

The Dairyland Conference will reimburse schools for hosting the following athletic events:

EVENT	AMOUNT
1. Conference Track Meet	Total Cost
2. Conference Cross Country Meet	Total Cost