

Worcester County Mathematics League
2013–2014 By-Laws

September 11, 2013

Contents

1	NAME	1
2	PURPOSE	1
3	ELIGIBILITY AND MEMBERSHIP	1
3.1	SCHOOL MEMBERSHIP	1
3.1.1	DUES	1
3.1.2	PROVISIONAL MEMBERSHIP	2
3.2	INDIVIDUAL ELIGIBILITY	2
3.2.1	STUDENTS ATTENDING WOCOMAL MEMBER SCHOOLS	2
3.2.2	STUDENTS IN THE SAME DISTRICT AS MEMBER SCHOOLS	2
3.2.3	STUDENTS AT MASSACHUSETTS ACADEMY OF MATH AND SCIENCE	3
3.2.4	HOMESCHOOLED STUDENTS	3
3.2.5	EXCEPTIONAL CIRCUMSTANCES	3
4	OFFICERS AND THEIR RESPONSIBILITIES	3
4.1	ELECTED OFFICERS	3
4.1.1	THE PRESIDENT	4
4.1.2	THE VICE PRESIDENTS	4
4.1.3	THE VARSITY STATISTICIAN	4
4.1.4	THE FRESHMAN STATISTICIAN	5
4.1.5	THE SECRETARY	5
4.1.6	THE TREASURER	5
4.1.7	THE VARSITY QUESTION SELECTION CHAIRMAN	6
4.1.8	THE FRESHMAN QUESTION SELECTION CHAIRMAN	6
4.2	APPOINTED OFFICERS	6
4.2.1	THE HEAD SCORER	6
4.2.2	THE MODERATOR	6
4.2.3	THE PROOF READER	7
4.2.4	THE TROPHY CHAIRMAN	7
4.2.5	WEBSITE CHAIRMAN	7
4.2.6	HOSPITALITY CHAIRMAN	7
4.2.7	FUNDRAISING CHAIRMAN	7
4.2.8	THE MAML REPRESENTATIVE	7
4.2.9	THE NOMINATING CHAIRMAN	8
4.3	RULES CONCERNING OFFICERS	8
4.4	THE EXECUTIVE COMMITTEE	8
5	COACHES AND THEIR RESPONSIBILITIES	8
5.1	RULES	8
5.2	QUESTION BANK	9
5.3	SCORESHEETS	9
5.4	COMPETITOR INFORMATION	10
5.5	MEET DUTIES	10

6	THE HOST SCHOOL	10
7	THE MEET PROPER	11
7.1	NUMBER OF STUDENTS	11
7.2	COMPOSITION OF TEAMS	11
7.3	CONDUCT	12
7.4	VARSITY MEETS	12
7.5	FRESHMAN MEETS	13
7.6	JUNIOR VARSITY MEETS	13
7.7	CALCULATORS AND OTHER ELECTRONIC DEVICES	13
7.8	MEET PROCEDURES	14
7.8.1	BEFORE THE MEET	14
7.8.2	DURING THE MEET	14
7.8.3	AFTER THE MEET	14
8	SCORING	15
8.1	INDIVIDUAL SCORING	15
8.2	INDIVIDUAL RANKING	15
8.3	TEAM SCORING	15
8.4	SCHOOL RANKING	16
8.5	ANNOUNCEMENT OF RESULTS	17
9	CANCELLATION OF A MEET	17
10	CATEGORIES	17
11	CLASSIFICATIONS	17
12	COACHES' MEETINGS	18
13	POST-SEASON COMPETITION	18
14	AWARDS	19
14.1	TEAM AWARDS	19
14.2	INDIVIDUAL AWARDS	20
14.2.1	Varsity	20
14.2.2	Freshman	20
14.2.3	Junior Varsity	21
15	BY-LAW CHANGES	21

Worcester County Mathematics League 2013–14 By-Laws

1 NAME

1. The name of the organization, that was established in the 1962–1963 school year, shall be the WORCESTER COUNTY MATHEMATICS LEAGUE.
2. Unofficially, it may be referred to as WOCOMAL.

2 PURPOSE

1. To stimulate interest in mathematics among students.
2. To expose students to competition in mathematics in order to enhance the learning of mathematics.

3 ELIGIBILITY AND MEMBERSHIP

3.1 SCHOOL MEMBERSHIP

1. Any school with students in grade 12 or below that wishes to join WOCOMAL may apply for membership after attending at least one meet during the previous year, or after an instructional meeting between the league President and the prospective team's coach.
2. Any school that has not paid its dues for the previous year may be dropped from the league.
3. Any school that has not competed for two consecutive years may be dropped from the mailing list.
4. Each school is allowed one coach designated as the voting representative.

3.1.1 DUES

1. Each member school shall pay an annual registration fee for the Varsity division (if applicable) and an annual registration fee for the Freshman division (if applicable). In addition, there shall be an assessment for the number of Varsity teams and the number of Freshman teams. All fees shall be determined at the Spring Coaches' meeting and shall be in effect for the following school year.
2. Because a school may bring a different number of students to each meet, the "number of teams" for the purposes of dues is defined as the average number of students per meet, rounded to the nearest full team of five students. An average of 12 students would be considered two teams, while an average of 12.5 or more students would be considered three teams.

3. To encourage early payment of dues, a \$10 discount shall be given to any school which pays its dues by December 31 of the academic year.
4. To discourage late payment of dues, a \$20 penalty shall be assessed against any school which does not pay its dues by the final meet. Furthermore, awards shall be withheld from any team which has not paid its dues by the Spring Coaches' Meeting.
5. Because it is difficult to predict the actual amount of dues owed, coaches should make their best attempt to estimate the number of Varsity and Freshman teams. If a school overpays, the overpayment shall be credited toward the next year's dues; if a school underpays, the underpayment shall be due in the next year.
6. Overpayments or underpayments of small amounts shall not affect eligibility for the early payment discount or late payment penalty.
7. It is the responsibility of the Varsity and Freshman Statisticians to provide the Treasurer with a list of participating league schools and Varsity/Freshman dues owed for the year, before the Spring Coaches' Meeting.

3.1.2 PROVISIONAL MEMBERSHIP

1. In order to encourage new membership, any school that has not previously competed in WOCOMAL may, upon invitation of the President and Executive Committee, join the League as a provisional member. The provisional member shall be able to compete in all League meets, but shall not be subject to dues, nor be able to exercise voting privileges, nor be eligible to win individual or team awards. A school may opt for provisional membership only once, and such membership may extend for at most one year.

3.2 INDIVIDUAL ELIGIBILITY

3.2.1 STUDENTS ATTENDING WOCOMAL MEMBER SCHOOLS

1. Any student duly registered in a participating league school is eligible for competition in WOCOMAL with that school.
2. Any student duly registered in a school that is under the same principal or headmaster as a participating league school is also eligible for competition in WOCOMAL with that participating league school.

3.2.2 STUDENTS IN THE SAME DISTRICT AS MEMBER SCHOOLS

1. Any student in grade eight or below, who would otherwise be ineligible to compete in WOCOMAL, may compete in WOCOMAL with a participating league school that educates students in grades nine, ten, eleven, or twelve, subject to the following restrictions:

- (a) A public-school student must participate with the public high school in his/her school district. If more than one public high school exists in the district, the student must participate with his/her “non-school-choice” high school.
- (b) A parochial-school student must participate with a parochial high school.
- (c) Participation with a participating league school may only occur with the permission of the coach of the school’s team. That coach shall have full authority to determine whether the student competes at any given meet.

3.2.3 STUDENTS AT MASSACHUSETTS ACADEMY OF MATH AND SCIENCE

In the event that the Massachusetts Academy of Math and Science is not fielding a team:

- 1. Any student attending Massachusetts Academy of Math and Science, who would otherwise be ineligible to compete in WOCOMAL, may compete in WOCOMAL with a participating league school that educates students in grades eleven and/or twelve, subject to the following restrictions:
 - (a) The student must participate with the public high school in his/her school district. If more than one public high school exists in the district, the student must participate with his/her “non-school-choice” high school.
 - (b) Participation with a participating league school may only occur with the permission of the coach of the school’s team. That coach shall have full authority to determine whether the student competes at any given meet.

3.2.4 HOMESCHOOLED STUDENTS

- 1. Students who are homeschooled may compete for the school system under which they are registered.

3.2.5 EXCEPTIONAL CIRCUMSTANCES

- 1. Any student who wishes to compete for a school other than the school explicitly permitted above may petition the Executive Board for permission to compete with another league school.

4 OFFICERS AND THEIR RESPONSIBILITIES

To ensure the proper functioning of league meetings, meets, and other functions, persons shall be elected or appointed at the Spring Coaches’ Meeting. These persons shall have duties as enumerated below.

4.1 ELECTED OFFICERS

The elected officers are the President, the Vice Presidents, the Varsity Statistician, the Freshman Statistician, the Secretary, the Treasurer, the Varsity Question Selection Chairman, and the Freshman Question Selection Chairman.

4.1.1 THE PRESIDENT

1. Schedules Fall and Spring Coaches' meetings and presides over them, establishing the agenda under Section 12.
2. Calls special (summer) meetings and Executive Committee meetings whenever necessary.
3. Notifies schools of time and place of all meetings, providing written reports of same.
4. Forwards meet letter and proctoring assignments to appropriate Vice Presidents.
5. Determines, along with the Varsity Statistician and MAML Representative, which schools are eligible for State and New England competitions.
6. Has the responsibility with the host school of canceling and rescheduling meets and notifying the participating schools.
7. Keeps a record of all meetings, meets, results and activities and hands these results down to successive Presidents.
8. Writes letters of commendation for officers and sends them to their building principals at the end of the season.
9. In consultation with the Executive Committee has the final decision in all matters of controversy.
10. Assumes all other duties as they arise.
11. Receives remuneration as determined at the Spring meeting. The current yearly stipend for the President is \$250.

4.1.2 THE VICE PRESIDENTS

1. Serve as site coordinators at meets.
2. At each meet, provide each coach with proctoring assignments, a letter for the coach, score sheets and a map for the next meet and any other necessary material.
3. At the conclusion of the meet, announce the unofficial high scorers and the top three (3) teams in each division.

4.1.3 THE VARSITY STATISTICIAN

1. Compiles names of coaches for the directory and distributes this directory to each school.
2. Compiles the statistics for the Varsity meet as reported by the Head Scorer.
3. Provides the team and individual statistics to the Website Chairman as soon as possible after the meet.

4. May notify the news media of the results of each Varsity meet.
5. Determines, along with the President and MAML Representative, which schools are eligible for State and New England competitions.
6. Before the Spring Coaches' Meeting, provides the Treasurer with a list of dues owed for the year by all schools which compete in the Varsity division.
7. Receives remuneration as determined at the Spring meeting. The current yearly stipend for the Varsity Statistician is \$500.

4.1.4 THE FRESHMAN STATISTICIAN

1. Performs the same duties as the Varsity Statistician as they pertain to the Freshman meets.
2. Receives remuneration as determined at the Spring meeting. The current yearly stipend for the Freshman Statistician is \$500.

In the event that the same person is both the Varsity Statistician and the Freshman Statistician, that person shall be referred to as the Statistician.

4.1.5 THE SECRETARY

1. Takes the minutes at all regular and special meetings and Executive Committee meetings and provides all coaches with these minutes.
2. Is responsible for other correspondence for the League.
3. Writes thank you notes to host schools and a letter of commendation for the President.

4.1.6 THE TREASURER

1. Issues bills to all schools requesting dues which have not been paid by the end of March.
2. Receives lists from the Varsity and Freshman statisticians indicating the correct dues owed by each school at the end of the year.
3. Makes coaches aware of underpayments and overpayments so that adjustments can be made to the next year's dues.
4. Provides stipends to officers and other persons as determined by the league.
5. Reimburses officers, Committee Chairmen, and host schools for expenses incurred, upon proper receipt.
6. Makes reports, at the Fall and Spring meetings, of the League's financial status.

4.1.7 THE VARSITY QUESTION SELECTION CHAIRMAN

1. Selects questions from the Varsity question bank and verifies answers.
2. Writes the Varsity contests and provides the designated contest printer with copies of all contest materials, including answer sheets and complete typed solutions to all Varsity meet questions.
3. Provides the website maintainer with a computerized, typed version of meet questions in the form that students received them, and a computerized, typed version of the official solutions.
4. Following the Fall meeting and preceding each Varsity meet, informs the President of coaches who have not submitted questions to the question bank.
5. Receives remuneration as determined at the Spring meeting. The current yearly stipend for the Varsity Question Selection Chairman is \$800.

4.1.8 THE FRESHMAN QUESTION SELECTION CHAIRMAN

1. Performs the same duties as the Varsity Question Selection Chairman as they pertain to the Freshman meets.
2. Receives remuneration as determined at the Spring meeting. The current yearly stipend for the Freshman Question Selection Chairman is \$600.

In the event that the same person is both the Varsity Question Selection Chairman and the Freshman Question Selection Chairman, that person shall be referred to as the Question Selection Chairman.

4.2 APPOINTED OFFICERS

The President appoints officers to assist with meets, meetings, and other functions. Appointed Officers include the Head Scorer, the Moderator, the Proof Reader, the Banquet Chairman, the Trophy Chairman, the MAML Representative, and the Nominating Chairman.

4.2.1 THE HEAD SCORER

Oversees the scoring room and makes final decisions.

4.2.2 THE MODERATOR

1. Oversees the competition area(s) and is responsible for final decisions.
2. Is responsible for arranging competitors, instructing competitors in filling out the information on the answer sheet, and providing warnings at two minutes and again at fifteen seconds, during each round.

3. At the beginning of each meet, reads to all students a script giving meet details and rules reminders.
4. At the beginning of every meet round, reminds students in the round about relevant rules.
5. Appoints a “runner” to bring students to the competition area(s) and to bring the score sheets to the Head Scorer in the scoring room.

4.2.3 THE PROOF READER

Has the responsibility to verify all answers before the scorers check the students’ answers.

4.2.4 THE TROPHY CHAIRMAN

Has the responsibility, under the direction of the President, to purchase trophies and to prepare other individual awards.

4.2.5 WEBSITE CHAIRMAN

Has the responsibility to place WOCOMAL materials, including league statistics and past meets, online where they are accessible to coaches, students, and the public. These materials are placed online as soon as possible after receipt from the Statisticians.

4.2.6 HOSPITALITY CHAIRMAN

Serves as a guide to new coaches, helping to familiarize them with league rules and bylaws.

4.2.7 FUNDRAISING CHAIRMAN

1. Investigates fundraising opportunities for the league.
2. Coordinates any and all fundraising activities for the league.

4.2.8 THE MAML REPRESENTATIVE

1. Represents WOCOMAL at all Massachusetts Association of Mathematics Leagues (MAML) meetings.
2. Reports to the coaches at the Fall and Spring meetings.
3. Determines, along with the President and Varsity Statistician, which schools are eligible for State and New England competitions.
4. Notifies schools that are invited to the MAML State Meet and determines which schools accept the invitations.
5. Notifies the Treasurer of the number of schools that have accepted invitations to the State Meet and New England Meet, so that proper payment can be made to MAML and NEAML.

4.2.9 THE NOMINATING CHAIRMAN

1. Heads a committee of three to review the work of the current officers and to solicit coaches for the positions of President, Vice President, Varsity Statistician, Freshman Statistician, Secretary, Treasurer, Varsity Question Selection Chairman, and Freshman Question Selection Chairman.
2. Proposes a slate of officers for election at the Spring meeting.

4.3 RULES CONCERNING OFFICERS

1. The Varsity Question Selection Chairman shall not be a coach of any Varsity team competing during the year the office is held, and the Freshman Question Selection shall not be a coach of any Freshman team competing during the year the office is held.
2. Ordinarily, no officer, other than the Treasurer, the Question Selection Chairmen, and the Statisticians shall serve in the same office for more than two consecutive years.
3. The duties of these officers may be changed, and other offices initiated, by a two-thirds vote of all member schools (one vote per school).
4. If an officer scheduled to receive a stipend is unwilling or unable to perform his/her duties, and the league is forced to pay a stipend to an additional person to have those duties performed, then the stipend given to the second person shall be subtracted from the stipend of the officer.

4.4 THE EXECUTIVE COMMITTEE

1. Consists of all ten elected officers, the immediate past-President and the MAML representative(s).
2. Acts in the best interest of the League concerning matters not addressed in these by-laws.
3. Advises the President in controversial matters.

5 COACHES AND THEIR RESPONSIBILITIES

5.1 RULES

1. It is the responsibility of all coaches to familiarize themselves with league rules. In particular, these bylaws should be carefully read.
2. It is the responsibility of all coaches to familiarize students with league rules and explain expected student conduct at WOCOMAL competitions.
3. At least one representative per school should be present at fall and spring coaches' meetings. If this is not possible, then it is each coach's responsibility to contact the league president to determine what they missed.

4. There is a “welcoming committee” that assists new coaches during their first year in the league.

5.2 QUESTION BANK

1. Each school must contribute questions to the bank no later than the Fall Coaches’ meeting, in accordance with the assignment by the President at the Spring meeting.
2. Each question shall be submitted on a 3" × 5" index card. On the front, the coach shall print SCHOOL NAME, COACH’S NAME, VARSITY or FRESHMAN, MEET NUMBER, ROUND, CATEGORY, and the QUESTION. On the back, the coach shall provide a complete solution and all acceptable answers.
3. The Question Selection Chairman may request more examples for the bank as deemed necessary.
4. Executive board members who do not receive a stipend shall be exempt from submitting questions. (Executive board members who are not coaches have no question-writing duty.)
5. Coaches from new member schools shall be exempt from submitting questions. New coaches from existing member schools must submit questions, the number of which shall be left to the discretion of the President.
6. PENALTY: The professional responsibility of all coaches is to submit questions. Any school that has not submitted the full assignment by the Fall meeting shall be reminded of its obligation. A school’s continued failure to submit all required questions prior to a meet shall result in a five point reduction from that team’s score for that meet. Such penalty, issued by the Question Selection Chairman in conjunction with the President, shall then be reported to the Head Scorer.

5.3 SCORESHEETS

1. Coaches must provide a completed scoresheet for each team to the Head Scorer before the commencement of each meet.
2. Coaches must ensure that each team is properly composed, in accordance with Section 7.2. If teams are not properly composed, team and individual penalties are assessed according to the bylaws
3. For Freshman meets, coaches must mark which round will be the “odd” round.
4. It is the responsibility of each coach to check student papers to make sure that they have been accurately corrected and recorded.
5. At the conclusion of the meet, individual answer sheets shall be retained by the Head Scorer. They shall be given to coaches at the next meet or at the Spring Coaches Meeting.

5.4 COMPETITOR INFORMATION

1. To ensure accuracy of names in the statistics, it is the responsibility of coaches to provide the Statistician(s) with correctly-spelled names, correct genders, and correct grades when those students first compete in the league.
2. The league prefers for students to be listed by their given names, not by nicknames.
3. Coaches may either email this (typed) information to the Statistician at least 24 hours before the meet; or they may type the names on an appropriately-labeled sheet; or they may hand-write the information onto a Competitor Sheet.
4. If new-student information is not emailed to the Statistician before the meet, the coach must provide the typed or handwritten information to the Statistician before the commencement of the meet.
5. Any handwritten competitor sheets must be as legible as possible, and must include full name, grade, and gender.
6. Students who have competed in previous years for a school should not be listed on a competitor sheet for that school. Resubmission of names can result in students' scores being split over two names.
7. Students in grades nine or below who compete in both Varsity and Freshman meets should have their names submitted only once.
8. PENALTY: If a school fails to submit a Competitor Sheet for new students, or fails to list new students on a submitted Competitor Sheet, the school's score shall be reduced by one point for each such error, with one error allowed without penalty and a maximum penalty of five points.

5.5 MEET DUTIES

1. Each coach who is not also an officer shall be assigned either to the scoring room, to the competition area, or to the non-competition area.
2. All coaches who attend the meet shall help with the functioning of the meet.

6 THE HOST SCHOOL

1. The host school shall provide refreshments for all students and coaches. WOCOMAL shall provide stipends to cover the cost of the refreshments. A stipend of \$350 shall be provided to the host school for each meet, Varsity or Freshman.
2. The host school shall establish a competition area, a non-competition area and a scoring area, each of which shall be separate. The host school shall also provide scrap paper for the students. The scrap paper shall be any paper other than $8\frac{1}{2}'' \times 11''$ white copy paper.

3. The host school shall allow WOCOMAL use of a photocopier during the meet.
4. With notification from the President, the host school shall make provisions for any student with special needs.
5. The host school may request a member of the local news media to report on that meet.

7 THE MEET PROPER

7.1 NUMBER OF STUDENTS

1. The number of students that can be brought to a meet is subject to the capacity of the host school. However, the host school must allow each participating school to bring up to twenty-five (25) students arranged onto five (5) teams. The host school may charge a fee for students in excess of 25 from a single school.
2. If a school brings more than twenty-five students to a meet, the host school is not required to provide refreshments to more than twenty-five students.
3. For Freshman/Junior Varsity meets, the twenty-five student guideline applies to the sum of Freshman and Junior Varsity competitors.
4. Coaches must be brought to the meet in the following numbers to help with meet duties.

Participating students	Coaches required
1–10	1
11–25	2
26–35	3
36–45	4
46–55	5
(etc.)	(etc.)

5. PENALTY: A school that does not bring the required number of coaches shall be assessed a five (5) point penalty on its school score.

7.2 COMPOSITION OF TEAMS

1. An official Varsity team contains no postgraduates, at most two (2) seniors, and at most four (4) juniors and seniors combined.
2. A Varsity team which consists of more than two (2) seniors or more than four (4) upperclassmen shall be deemed unofficial. Also, any Varsity team containing a post-graduate shall be deemed unofficial. For unofficial varsity teams, individual scores shall count, but the team score shall not.

3. A Freshman team which contains any student in grade ten or higher shall be deemed unofficial. For unofficial freshman teams, individual scores shall count, with freshman scores ranked against other freshmen (in the Freshman division) and older students' scores ranked against other older students (in the Junior Varsity division), but the team score shall not be official.
4. Each student is to compete in at most three rounds.
5. For Varsity meets, a maximum of three students from each team may compete in each individual round. This rule applies to all teams, official and unofficial. (See Section 7.2.2 for the definition of an unofficial team.) If more than three students on a team are assigned by their coach to an individual round, all students on that team shall receive zeroes for the round.
6. For Freshman/Junior Varsity meets, a maximum of four students from each team may compete in any three of the individual rounds. A maximum of three students from that team may compete in the other remaining, or "odd," round. The coach must declare on the scoresheet which round is the "odd" round.
7. A school may have at most two incomplete teams (teams with fewer than five students).

7.3 CONDUCT

1. Students are responsible for learning the procedures and rules pertinent to the competition.
2. Exemplary conduct is expected at all times.
3. During any individual round, two students who know each other should not sit together. Specifically, two students from the same school should not be at the same table. Students who violate this rule shall receive a zero for the round.
4. During any individual round, two students who both participate at ARML should not be at the same table.
5. Any student caught cheating shall receive a score of zero for the meet and shall be banned from all WOCOMAL competition for twelve (12) months. The league president shall inform the student's coach of the student's behavior and the penalties assessed.
6. In the event of other student misconduct, the Executive Board shall have full discretion to penalize the individual, the team, and/or the school.

7.4 VARSITY MEETS

1. There shall be four meets each year.
2. Any student in high school or below may compete in the Varsity division, subject to eligibility requirements in section 3.2.

3. Each meet shall consist of five individual rounds and one team round.
4. All students from each team may compete in the team round, and each team shall submit one answer sheet. All rounds, including the team round, are worth eighteen points per team.

7.5 FRESHMAN MEETS

1. There shall be three meets each year.
2. Any student in grade nine or below may compete in the Freshman division, subject to eligibility requirements in section 3.2.
3. Each meet shall consist of four individual rounds and one team round.
4. All students from each team may compete in the team round, and each team shall submit one answer sheet. All rounds, with the exception of the “odd” round, are worth twenty-four points. The “odd” round is worth eighteen points.

7.6 JUNIOR VARSITY MEETS

1. There shall be three meets each year, which are the same as the Freshman meets.
2. Any student in high school or below may compete in the Junior Varsity division, subject to eligibility requirements in section 3.2, however, students who are currently ranked within the top 100 varsity competitors are ineligible for Junior Varsity competition.
3. Each meet shall consist of four individual rounds and one team round.
4. All students from each team may compete in the team round, and each team shall submit one answer sheet. All rounds, with the exception of the “odd” round, are worth twenty-four points. The “odd” round is worth eighteen points.

7.7 CALCULATORS AND OTHER ELECTRONIC DEVICES

1. Use of any electronic device, except a calculator, is prohibited during the entire meet. This includes use of cellphones, BlackBerrys, pagers, personal digital assistants, electronic dictionaries, iPods, MP3 players, cameras, etc. Any such electronic devices brought to the meet must be turned off and kept out of plain sight. Students caught violating this rule shall be considered to be cheating and shall be subject to the penalties described in section 7.3.5. (Electronic devices such as cellphones and personal digital assistants that can perform calculator functions cannot be used as calculators at the meet.)
2. Calculators with a QWERTY keyboard, such as the TI-92 or HP-95, or which contain a Computer Algebra System, such as the TI-89, TI Nspire, HP40G, HP48GII, HP49G, or HP50G, are prohibited by WOCOMAL. Such calculators should not be brought to the meet.

3. Calculators may only be used in the team round. Any student who uses a calculator during an individual round shall receive a zero for the meet.
4. If a student is discovered to have used a prohibited calculator during the team round, that student's team shall receive a zero in the team round.

7.8 MEET PROCEDURES

7.8.1 BEFORE THE MEET

1. Teams should arrive at the host school by 3:00 PM.
2. Upon arrival, each coach should pick up any information provided by the President. The coach should then give completed official score sheets to the Head Scorer, and completed Competitor Sheets to the appropriate Statistician.
3. The meet shall begin when all schools arrive, but not later than 3:20 PM. Students shall be moved to competition and non-competition areas at 3:10 PM.
4. When the meet begins, each coach should report to his/her assigned station.
5. Teams that cannot attend a meet or that will be arriving late should notify the host school or any officers who, in turn, shall notify the President.

7.8.2 DURING THE MEET

1. Each round shall be ten minutes in length.
2. Students assigned to a specific round shall be directed to a Competition Area. Students not assigned to the round shall be directed to a Non-Competition Area.
3. A student may not enter any Competition Area after a round has begun.
4. A two-minute warning and a fifteen-second warning shall be given for each round.
5. In an academic year, the first time that a school arrives late, it shall immediately be segregated and shall be allowed to make up the round in progress. The coach must notify any officer or official upon arrival.
6. In an academic year, the second or subsequent time that a school arrives late, it shall not be allowed to make up the round in progress or any earlier rounds.

7.8.3 AFTER THE MEET

1. Reasonable time shall be provided at the conclusion of the meet for each coach to check individual answer sheets. No changes shall be permitted once the papers have left the scoring room. Also, no changes shall be permitted after the President declares the meet officially over.
2. Any appeals after the conclusion of the meet may be made to the Executive Committee.

3. Coaches must check their students' results online to ensure that names have been entered correctly by the Statistician.

8 SCORING

8.1 INDIVIDUAL SCORING

1. A student can be in at most three rounds per meet.
2. The maximum score per round is six points.
3. Therefore, the maximum meet score for an student is eighteen points.
4. Individual score adjustments shall be made as follows:
 - (a) If more than three students on a team are assigned by the coach to the same round, all students on that team shall receive zeroes for the round.
 - (b) If a student participates in a round in which he or she was not supposed to compete (according to the official scoresheet submitted by his/her coach), it shall be disregarded and no penalty shall be assessed. The student's score for that round shall not be marked on the team scoresheet, counted toward his/her individual score, or counted toward his/her team's score.
 - (c) If a student competes in more than three rounds, and it cannot be determined which three rounds he or she was supposed to compete in, then the lowest three round scores shall be used to determine for the individual score.

8.2 INDIVIDUAL RANKING

1. After each meet, competitors shall be ranked against all other competitors in Varsity or Freshman. Within Varsity and Freshman, they shall also be ranked against other competitors in their division.
2. Competitors shall be ranked by the total number of points that they have scored in all meets.
3. Competitors shall also receive "quality points," calculated as the signed difference between points scored in a round by the competitor, and the average number of points scored in that round by all competitors.
4. The total number of quality points earned by a competitor shall be used to break ties in rankings.

8.3 TEAM SCORING

1. A team score shall be the sum of the individual scores of all team members, plus the points scored by the team in the team round, minus any score adjustments.

2. The maximum score in a Varsity meet is 108 points; the maximum score in a Freshman meet is 114 points.
3. Team score adjustments shall be made as follows:
 - (a) If more than three students on a team are assigned by the coach to the same round, the team score for that round shall be zero.
 - (b) If more than three students participate in a round and it can be determined which three students were supposed to compete in that round (according to the official scoresheet submitted by the coach), only the three students who were supposed to compete in the round shall have their scores count toward the team score in that round. If it cannot be determined via the scoresheet which students were assigned to that round, then the lowest three score(s) shall be used to determine the team score in that round.
 - (c) In the event that a team is unofficial, as described in section 7.2.2, the team score for that team shall be zero.
 - In the event that a school fields a team with more than four juniors and seniors combined, the team score for that team shall be zero.
 - In the event that a school fields a team with more than two seniors, the team score for that team shall be zero.
 - In the event that a school fields a team with a postgraduate, the team score for that team shall be zero.
 - (d) In the event that a school fields more than two incomplete teams, the team score for all such teams shall be zero.

8.4 SCHOOL RANKING

1. A school's score shall be its highest team score.
2. School score adjustments shall be made as follows:
 - (a) A five-point penalty shall be assessed against a school which does not bring the required number of coaches. (See section 7.1.5.)
 - (b) A penalty shall be assessed against a school whose coach did not submit information about new competitors (see section 5.4.8).
 - (c) A five-point penalty may be assessed against a school whose coach has not fulfilled his/her question-writing duty (see section 5.2.6).
3. For a specific meet, schools within a division shall be ranked according to their school score. The team with the greatest number of points is ranked first, etc.
4. Schools that compete in each meet shall receive the following points, within their division:
 - FIRST PLACE: ONE point
 - SECOND PLACE: TWO points, etc.

5. Schools that tie for a position shall receive the average of that and the following position points. For example, if two schools tie for fourth, they each receive 4.5 points (the average of 4 and 5). If three schools tie for first, they each receive 2 points (the average of 1, 2, and 3).
6. A school that has paid all its dues and does not compete at a meet shall be placed last with a one point penalty.
7. Ties in the final year standing shall be settled by the school with the highest raw score.

8.5 ANNOUNCEMENT OF RESULTS

1. Unofficial results shall be read at the end of each meet.
2. Official results for the meet shall be made available to the Website Chairman by the appropriate Statistician.
3. The Website Chairman shall place official results online where they can be accessed by each school.
4. Official results for the year shall be announced at the Spring meeting.

9 CANCELLATION OF A MEET

1. At the President's discretion, by 11:30 a.m. on the day of a meet, a meet may be postponed to the next available inclement weather date.
2. If a meet is canceled, the officers shall contact the host school. Coaches who are uncertain whether the meet is cancelled should contact the host school. Each coach has the responsibility of verifying any cancellation.
3. Normally, the make-up date for a meet shall be the following Wednesday. Exceptions to this rule shall be determined at the Fall Coaches' Meeting.

10 CATEGORIES

The League shall periodically review categories for the season. A list of categories shall be presented for a vote at the Spring meeting, to be in effect for the following year.

11 CLASSIFICATIONS

1. Ordinarily, there shall be four classes, designated as A, B, C and D. If there are twenty-one (21) or fewer member schools there shall be only three classes. Schools shall be ranked according to averages, and from this list the Executive Committee shall suggest the classification and relate to all coaches the method that was used to arrive at such classifications. The guiding principles in arriving at classifications are

to make the number of schools in each division as equal as possible, and to consider the gaps in averages. This suggestion shall be voted on at the Fall meeting.

2. A coach may request re-classification of his/her school by notifying the President by the second meet. The Executive Committee shall hear reasons and shall, prior to the team round, notify all schools of any changes that have been made.
3. Any school which finishes first in its Varsity class shall automatically move into the next higher Varsity class the following year. Any school which finishes last in its Varsity class may compete in the next lower Varsity class the following year.
4. Averages shall be calculated as follows:
 - VARSITY: The average of last year's Freshman raw score and the last two years' Varsity raw scores shall be computed. Schools shall then be ranked according to these averages.
 - FRESHMAN: The same ranking shall be used to determine both Varsity and Freshman classifications. However, the number of classes in Varsity and Freshman may differ.
5. New schools shall be classified by the Executive Committee after the new school's first meet.

12 COACHES' MEETINGS

1. The President shall hold a Fall meeting on a Wednesday in September. The agenda shall include: introduction of officers and coaches; Secretary's and Treasurer's reports; collection of registration forms and dues; President's message, appointing officials; discussing meet locations; and any other business to be brought before the coaches.
2. The President shall hold a Spring meeting on the first Wednesday in May. The agenda shall include: Secretary's and Treasurer's reports, voting on by-law changes, awards, the President's message, Nominating Committee report, election of officers, dates and locations for the following year and announcements of summer meetings.

13 POST-SEASON COMPETITION

WOCOMAL teams are eligible to compete in State (MAML), New England (NEAML) and other mathematics league meets. The number of participating teams for the State meet shall be determined by MAML.

MAML and NEAML competitions divide schools by size. A school's size is determined by counting the number of students in grades 10–12:

Students in gr. 10-12	Size of school
850 or more	Large
450–849	Medium
Fewer than 450	Small

By rule, MAML allows each member league to send schools of each size in rough proportion to the number of such schools in the league. Specifically, for each size, MAML allows one-eighth of the schools of that size, rounded down, plus one. Hence the current rule works as follows:

Number of schools	Invitations
1–7	1
8–15	2
16–22	3
24–30	4

If a team does not wish to participate, the next ranking team is eligible to participate. In addition, MAML allows each league the discretion to invite additional schools of a given size, provided that those schools were close to qualifying.

The President, Varsity Statistician, and MAML Representative shall determine which teams are to be invited to compete at the State meet. The MAML Representative shall notify all schools that are eligible for the State Meet.

The WOCOMAL school with the highest raw score in Varsity for the year automatically qualifies for the New England Meet. Other schools may qualify for the New England Meet by doing well at the State Meet. The league registration fees for the State and New England Meets shall be paid by WOCOMAL. For the State Meet, each participating school shall be responsible for its own entrance fee (currently \$50). For the New England Meet, the entrance fee (currently \$50) shall be paid by WOCOMAL.

14 AWARDS

The awards usually given at the end of each school year are as follows:

14.1 TEAM AWARDS

- At least one-third of schools in each class, both Varsity and Freshman, shall receive a team award (a plaque). The Executive Board has the discretion to give additional team awards, to a maximum of one-half of the schools in a class. A school which misses more than one Varsity or one Freshman meet shall not be considered when counting the schools in a class, but may be eligible for a team award.
- The Russell Harris Most Improved Team award shall be given to the school whose Varsity team increases its four-meet raw score by the greatest amount from one year to the next. In general, this award cannot be won by the same school twice in a five-year period. To win the award a second time within five years, a team's second award must be for an increase in excess of the raw score for which the previous award was earned. A team that scores 100 then 150 may win for a 50-point increase; if that team then scores 200, it would be eligible for the award based on the second 50-point increase. If, on the other hand, it scores 100, then 150, then 100, then 150, it would not be eligible for a second award based on the second fifty-point increase.

14.2 INDIVIDUAL AWARDS

14.2.1 Varsity

- The top twenty-five (25) scoring students in Varsity, at grades 12 and below, shall receive an individual award (a plaque).
- Students ranked 26th through 100th in Varsity, at grades 12 and below, shall receive an individual award (a certificate).
- The top scorer in each class, if he/she is not within the top 25 students overall, shall receive an individual award (a plaque).
- Any postgraduate students who score above the 25th place non-postgraduate student shall receive an individual award (a plaque), showing the ranking they would have received if they were in grade 12 or below.
- The students in grades 11 and 12, not within the top twenty-five students, who most improved their four-meet score from the previous year to the current year shall receive the Most Improved Junior and Most Improved Senior awards (plaques).
- For each school in the Varsity division, if the top-scoring student has not received an individual award, that student shall receive an individual award (a framed certificate). For a student to be eligible for this award, the school must have attended all Varsity meets.
- The Matt Smith Scholarship of \$100 shall be awarded to the top scoring senior in Varsity competition.
- The John Phelan Memorial Award of \$100 shall be awarded to the top scoring student in Varsity competition.

14.2.2 Freshman

- The top twenty-five (25) scoring students in Freshman shall receive an individual award (a plaque).
- Students ranked 26th through 100th in Freshman shall receive an individual award (a certificate).
- For each school in the Freshman division, if the top-scoring student has not received an individual award, that student shall receive an individual award (a framed certificate). For a student to be eligible for this award, the school must have attended all Freshman meets.
- The Tom Severance Scholarship of \$100 shall be awarded to the top scoring student in Freshman competition.

14.2.3 Junior Varsity

- The top 25 scoring students in Junior Varsity shall receive an individual award (a certificate).

15 BY-LAW CHANGES

By-law changes may be made only at the Spring and Fall coaches' meetings by a two-thirds vote of all schools, with each school casting one vote.