

Section V Classification Policy

1. The classification list will be prepared by the Section V Executive Director. The Executive Director will use BEDS numbers sent by SED, utilizing the NYSPHSAA Standards.
2. The Executive Director will place all schools in numerical sequence using BED numbers, highest to lowest. If a school is a single gender school, the number is doubled. The final list will be placed on the Section V website and each coordinator will then be given a copy of the approved list.
3. When the sport coordinator receives the list, he/she will generate a sport specific classification list. BEDS numbers must be used in determining these specifications. If classes are to be divided, we shall use numerical distinctions to denote sub-classes. For example, if Class C is split, the sub-classes would be C-1 and C-2, with C-1 being the larger of the two sub-classes.
4. The Sport Committee will divide into subclasses based on the numbers that follow. A sport committee can recommend to the Executive Committee to opt out of the splitting into sub-classes.

The following numbers will be used to split classes:

1 class	4-17 schools, able to split at 18
2 classes	18-34 schools, able to split at 35
3 classes	35-51 schools, able to split at 52

Incomplete teams will not be used in the initial calculations for splitting classes. They will be plugged into the appropriate class with an () indicating they are an addition to the class.

5. Dividing classes should result in an equal number of schools in each sub-class. Where this is not possible, each committee will use the appropriate divisor and count down from the highest enrollment within the class and up from the lowest enrollment in the class. The odd school enrollment is considered the bubble school. An average for the top group and an average for the bottom group is established. The odd school will be placed with the group having the closest average to its enrollment.
6. The enrollments for combined teams will be totaled using the appropriate formula and the combined team will be placed in the appropriate classification. Refer to the Section V combined teams policy to see deadlines for combined team applications.

7. The sport coordinator will submit his/her unofficial sport classifications to the Executive Director at least ninety (90) days prior to the start of the season. Sport classifications may be subject to change based on a review by the Non-Public / Charter School Classification Committee or section approval of combined team applications.
8. Public schools, with the exception of Charter Schools, have the option of requesting moving-up to a higher classification. If they petition to do so, they must move to a higher State classification. For example, a C school wishing to move, would move up to Class B or higher. Requests would be forwarded to the respective sport committee for a recommendation before going to the Executive Committee. Move-ups must be approved by the Executive Committee no less than sixty (60) days prior to the start of the season as established by the Section.
9. It is the responsibility of the Non-Public School/Charter School Classification Committee to make changes to the classification of non-public and charter schools. The Executive Director shall provide the most current information regarding transfers and combined teams prior to any meeting where changes are going to be considered. Any change in classification must occur no later than two (2) weeks after the start of the season utilizing the NYSPHSAA start dates.

Decisions of the Non-Public School/Charter School Classification Committee can be appealed to the Executive Director of Section. Any appeal must be made in writing within five (5) school days of the notification of the placement of the non-public / charter school to the Section Executive Director.
10. If a non-public school or charter school petitions the Non-Public School / Charter School classification committee to move-up in classification, they must petition to move to a higher State classification. Before any action can be taken, a recommendation from the appropriate sport committee is required.
11. Non-public schools and/or charter schools moved up by the Non-Public School and Charter School Classification Committee, may be moved to a higher State Classification or to a sub-class within a State classification. Before any action can be taken, a recommendation from the appropriate sport committee is required. If a non-public school or charter school is moved to a higher sub-class no other school will be affected. If they are placed in a higher state class, then new classifications will be established and all the schools in the class they left as well as the class they are moved to may be affected.
12. If a school does not participate in a sport that school will not be listed the following year. If the school can participate, it will be placed in the appropriate classification.

13. The sport coordinator will notify the Executive Committee if there are any other changes in the numbers used to determine State classes or if there is a change in the number of State classes.
14. Any change in an open or closed sectional tournament will be based on the recommendation of the sport coordinator and the approval of the Executive Committee.