



## ARTICLE 4

### RESPONSIBILITIES AND REQUIREMENTS OF MEMBER SCHOOLS

#### 4.1 MEETINGS

- 4.1.1 The CAA will have two annual meetings.
- 4.1.1.1 All CAA Member schools will be held to the decisions made by the Executive Board or at each of the annual CAA meetings.
- 4.1.1.2 No proxy votes will be allowed at the annual meetings. A representative from the CAA member school must be present to cast a vote for that school.
- 4.1.1.3 On an annual basis, the school's Athletic Director or representative shall attend the CAA Constitutional Meeting. At this meeting, CAA by-law proposals will be voted on. Failure to comply will subject the member school to possible penalty.
- 4.1.1.4 Executive Board may request an emergency legislation to be voted on by the member schools

#### 4.2 CANCELLATION OF SEASON *(see Article 8.3.8)*

#### 4.3 INTENT TO PARTICIPATE IN A SPORT

- 4.3.1 The League will set timelines for each member school to declare their participation in a sport and thus requesting a schedule and agree to pay the Participation Fee. Teams wanting to play after this date, will be placed in an Independent Region.
- 4.3.2 Failure to declare intentions to participate in a seasonal sport by these dates will result in the member school being placed in the Independent Region and thus not eligible for post-season play.
- 4.3.3 A member school may only enter one varsity team in any sport.
- 4.3.4.1 If the League does not offer a JV Division for a specific sport, a member school may enter a JV team in the varsity division.
- 4.3.3.2 Only the varsity team is eligible to make the post-season tournament.
- 4.3.3.3 JV teams may schedule varsity-level games if both teams agree.
- 4.3.4 Any member school who has a high school basketball program that plays outside of the CAA and has a any team playing in the CAA, all teams will be assigned as an Independent, placed in the Open Division and will not be eligible for post-season play.
- 4.3.5 A fine will occur if member school cancels a team after the schedule has been distributed and no refund of Participation Fee.

#### 4.4 COMMUNICATION

- 4.4.1 Participating schools must name an individual as Athletic Director. This individual will be the primary contact person for the league and all schools within the league.
- 4.4.2 The Athletic Director must have a valid, regularly checked e-mail address, work phone and cell phone on file with the league on all required documents (Contact List, website, etc.).

#### 4.5 ROSTERS AND AGE VERIFICATION FORM

- 4.5.1 The first team roster is due for each season 24 hours prior to the first game played by that school. All players must be listed (name, grade & jersey #) on your team's roster tab on the CAA website for them to be eligible to play. As additional players are added to your team, please update roster on website.
- 4.5.2 **Roster and Age Verification Form.** School must submit their team's AGE and Roster Verification form to the League office by the required date each season. At this time, this is your roster for post-season play.
- 4.5.2.1. If a school wishes to add a player after this date, they must submit the required form to the League Office for approval and clearance. Player(s) are not allowed to play in any game(s) until approval is received by the League.
- 4.5.2.2 The Last day to appeal/request to add players to your roster is stated on the CAA calendar.
- 4.5.2.3 Players cannot be listed on multiple team rosters and cannot move between teams if your school offers multiple teams and/or levels. (JH schools that have more than 1 team must roster each athlete to a team and player(s) cannot move between teams).



- 4.5.2.4 Failure to submit age verification form by the deadline will cause the delinquent school to become ineligible for the postseason tournament.
- 4.5.3 Schools must provide detailed information on the roster only when requested. Schools must provide proof of age, grade level, school enrollment and academic eligibility if requested by the Directors.
- 4.5.4 If a player who is not on the submitted roster plays in a game, that game is declared a forfeit by the team with the ineligible player.
- 4.5.5 Rosters can be checked anytime during the season by a Director or designated CAA official.
- 4.5.6 Roster-Age Verification Form will be used as your team's playoff roster. Player cannot be listed both team rosters and cannot move between teams after this Roster-Age Verification date if your school offers multiple teams and/or levels.
- 4.5.7 HS Basketball players must be rostered 24 hours prior to the first game and cannot be rostered on any roster outside of the CAA League.
- 4.5.8 A member school that has a high school basketball program that plays outside of the CAA association and also has a varsity team playing in the CAA, must submit both rosters with pictures prior to the 1<sup>st</sup> scheduled CAA game to the CAA Executive Director.
- 4.5.9 JV Player requirement. See Article 8.3.10.
- 4.5.10 Schools failing to comply with the guidelines defined in Article 4.5 will be held accountable per the guidelines established in Article 10.

#### 4.6 NUMBER OF CONTESTS

- 4.6.1 For all high school competitions (except football, track, cross country, swimming, tennis and wrestling) a varsity or junior varsity player is only eligible to compete in 24 COMBINED games (JV and/or Varsity) during the regular season. **Teams can schedule up to 24 games, but players cannot compete in more than 24 games.** This does not include in-season tournament or post-season games. (2017)
- 4.6.2 A junior high player is only eligible to participate in a **maximum of 16 games during a season** with no more than two (2) tournaments, not including the end of the season state tournament.
- 4.6.3 For all high school football, track and field, cross-country, swimming, tennis and wrestling. competitions, a varsity or junior varsity team is only eligible to participate in a maximum of 12 games or competitions during the season, not including the end of the season state tournament.
- 4.6.4 A game is defined as contest against another team that five or more CAA athletes from one CAA team participate in together.
- 4.6.5 A team that receives a paid (cash) sponsorship as a sports program (ex. Nike, Addidas, and others)
- 4.6.6 Over 75% of your team is rostered by new enrollment. (New schools in first year – Not Applicable)
- 4.6.7 A team that plays a junior college or college team prior or during the season.
- 4.6.8 A team that plays in a non-CAA game without written approval during the season, as posted on CAA Calendar.
- 4.6.9 Registered as a national prep team (anywhere) and a varsity team in the CAA. Varsity team will play at the highest level without appeal.

#### 4.7 TITLE IX

- 4.7.1 In accordance with Title IX, women may only participate on men's teams when a corresponding sport is not offered by the member school. A co-ed team must enter the league as a men's team.

#### 4.8 HARSHIPS/APPEALS

- A school's appeal must be submitted on the appropriate form.
  - The burden of providing evidence in support of the appeal is on the appealing school. The weight given to any particular criteria is in the sole discretion of the Executive Board.
  - The league will entertain applications for hardship before each scheduled meeting but is under no obligation to accept them.
- 4.8.1 2 SCHOOLS JOINING FOR A PARTICULAR SPORT.  
The joining together of students from two or more **CAA member-schools** in the same area or close proximity to form a single team (combining of teams) shall be permitted subject to the conditions outlined in Article 10 and must submit the Combining of Schools Form for Board review and approval.
- 4.8.1.1 Permission must be obtained from the Executive Board on an annual basis.
- 4.8.1.2 If a combined school team is approved, the team will be set into the highest division for that sport.
- 4.8.2 SCHOOL DOES NOT OFFER A SPORT.



Students who attend a CAA junior high or local non-CAA high school that does not offer a particular sport and who requests to compete for a nearby CAA member school must submit the CAA Membership Application and pay \$250 – Associate fee, along with submit a Hardship Form prior to the start of that sport season.

4.8.2.1 If 2 or more of their students from different CAA member/non school(s) play for a CAA member school, the receiving school will be placed in the highest division for that sport.

4.8.2.2. *A CAA member -school that is sending their students to another CAA member-school to participate in sports is required to pay the required Participation Fee and any regular season and/or post-season fees. These non-school students should not be able to be grouped with that school when it comes to these fees. This is for sports that are primarily individualized: GOLF, SWIMMING, CROSS COUNTRY, TRACK, WRESTLING, TENNIS. (2019)*

4.8.3 DIVISION CLASSIFICATION. Article 2.4

An appeal to be placed in a higher or lower conference must be submitted in writing to the Executive Board by the published deadline date (before the season's schedule is released. See calendar for dates). Procedures for division placement appeal shall be determined by the Executive Board.

4.8.4 ARBITRATION. The member school will have ten (10) days from the date of the written notice from the CAA Executive Board to request an appeal and go to Arbitration. Should the member school not request an appeal within ten days, the appeal decision by the CAA Executive Board will be final.

4.8.4.1 Should the member school within the ten-day period wish to appeal the disciplinary action taken by the CAA Executive Board, it must submit a request for an appeal hearing in writing to the CAA. This request should set forth the basis for the appeal and reasons why the decision of the CAA Executive Board should be reviewed and shall set forth any additional information believed to be relevant for consideration by the CAA arbitrator.

4.8.4.2 The member school will be responsible for the arbitration expense. School may have an attorney present and may present witnesses, testimony, and any relevant evidence or information for consideration by the CAA arbitrator.

4.8.4.3 After hearing the appeal, the arbitrator shall make a final decision. The member school will be notified in writing of the final decision of the arbitrator.

#### 4.9 FEES, DEBTS and DEADLINES

4.9.1 Fees shall be recommended by the Executive Board and presented by the Executive Director for acceptance at the annual Constitution meeting.

4.9.2 Schools who are delinquent in paying their fees will be held accountable per the guidelines established in Article 10.

4.9.3 Schools who maintain debts with referees, gyms or anyone affiliated with the CAA will be held accountable per the guidelines established in Article 10.

4.9.4 Referee fees are decided on at the annual Constitution meeting. The CAA will pay for all officials for all CAA regulated games. The CAA will invoice all CAA schools for the cost associated with games of any assigned official to their school's preseason and regular season games.

4.9.5 Fines are different from participation fees. See Article 10

4.9.6 If a CAA member school or that school's governing body files suit in a court of law against the CAA, the member school shall reimburse the CAA for all legal fees and reasonable expenses incurred by the CAA if the CAA wins the case in connection with the suit to remain a member in good standing.

4.9.7 Schools failing to comply with the guidelines defined in Article 4 will be held accountable per the guidelines established in Article 10.

4.9.8 FEES:

- LEAGUE FEE – ALL CAA member schools are required to pay the stated annual Participation Fee.
- PARTICIPATION FEE – Member schools are required to pay a Participation Fee to play in any of the CAA regulated sports/activities. Fees are outlined on the CAA website.



- *A CAA member -school that is sending their students to another CAA member-school to participate in sports is required to pay the required Participation Fee and any regular season and/or post-season fees. These non-school students should not be able to be grouped with that school when it comes to these fees. This is for sports that are primarily individualized: GOLF, SWIMMING, CROSS COUNTRY, TRACK, WRESTLING, TENNIS. (2019)*

**4.10 LIABILITY**

- 4.10.1 Each school must maintain insurance coverage for their teams and venues.
  - 4.10.1.1 All school must have liability policy on file. Schools must be able to prove documentation if required.
  - 4.10.1.2 The CAA will provide the general liability policy for all venues leased for state tournament games.
- 4.10.2 It is up to each school’s coaches, Athletic Director and administration to determine the safety of facilities used prior to events. If a school is concerned about the safety of the facilities the CAA recommends they contact the league Directors. Member-Schools may also alert the CAA League Office regarding any potential venue that does not meet the established sport guidelines or is potentially unsafe.
- 4.10.3 All sports that are meant to be played indoors must be played indoors.
- 4.10.4 Member schools will ensure that all participants have a medical physical that is current. (See Article 5.7)
- 4.10.5 Schools failing to comply with the guidelines defined in Article 4 will be held per the guidelines established in Article 10.

**4 .11 SPORTSMANSHIP, BEHAVIOR and SAFETY**

See CAA By-Law Article 12

**4.12 NATIONAL PREP**

**4 .12 NEW MEMBER APPLICATION PROCESS**

4.12.1 Prospective New Member schools must submit their application and be approved by the league by the dates listed below in order to be given a schedule(s) for that season. Applications received after these dates may be approved and school may be placed in Independent Conference.

<b>FALL</b>	Applications due by June 15 <sup>th</sup>
<b>WINTER</b>	Applications due by August 15 <sup>th</sup>
<b>SPRING</b>	Applications due by November 15 <sup>th</sup>