

**ARTICLE 4:  
Responsibilities and Requirements of Member Schools**

**4.1 MEETINGS**

**4.1.1** The CAA will have one annual Constitution Meeting.

**4.1.1.1** Reference Article 16

**4.1.1.2** All CAA Member schools will agree to abide by the decisions made by the Executive Board or at the annual CAA Constitution Meeting.

**4.1.1.3** 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.

**4.1.1.4** On an annual basis, the school's Athletic Director or representative shall attend the CAA Constitutional Meeting.

**4.1.1.3.1** Failure to attend will subject the member school to possible fine or penalty determined by the Executive Board.

**4.1.1.5** Executive Board may request an emergency legislation to be voted on by the member schools

**4.1.2** Seasonal coaches meetings will be held prior to each season by CAA staff.

**4.1.2.1** Reference Article 6.7

**4.1.2.1** Special meetings may be called by the Executive Board.

**4.2 INTENT TO PARTICIPATE IN A SPORT**

**4.2.1** The league will set timelines for each member school to declare their participation in a sport and thus request a schedule and agree to pay the Participation Fee.

**4.2.2** 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 postseason play.

**4.2.3** A member school may only enter one varsity team in any sport.

**4.2.4.1** 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.

**4.2.4.1** Only the varsity team is eligible to make the postseason tournament.

**4.2.4.2** JV teams may schedule varsity-level games if both teams agree.

### **4.3 COMMUNICATION**

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.

**4.3.1** The Athletic Director must have a valid, regularly checked email address, work phone and cell phone on file with the league on all required documents (Contact List, website, etc.).

### **4.4 ROSTERS**

#### **4.4.1. High School**

**4.4.1.1** Team roster is due 24 hours prior to the first game played by the school.

**4.4.1.1.1** Team roster must be posted on Maxpreps team page

**4.4.1.1.2** Team Roster Verification of eligibility will be entered

**4.4.1.1.3** Final Roster dates will be listed on the CAA Calendar for each season.

**4.4.1.1.4** A player can only play in one postseason tournament, per sport (i.e. a junior high student who plays in the junior high tournament cannot be brought up to play in the and/or varsity tournament).

#### **4.4.2 Junior High School**

**4.4.2.1** Season 1 team roster is due September 1st.

**4.4.2.2** Season 2 team roster is due by November 1st

**4.4.2.3** Season 3 team roster is due by February 1st

**4.4.2.4** Season 4 team roster is due by April 1st

**4.4.2.3.1** Team Roster Verification of eligibility will be entered in GameSource.

**4.4.2.3.2** Final Roster dates will be listed on the CAA Calendar for each season

**4.4.2.4.** A player can only play in one postseason tournament, per sport (i.e. a junior high student who plays in the junior high tournament cannot be brought up to play in the and/or varsity tournament).

4.4.2.4.1 Only if it is in the same season

#### **4.4.3 Roster Additions**

**4.4.3.1** If a school wishes to add a player after these dates above but before the final roster posted date.

**4.4.3.2** Member schools must submit the roster addition form to the association staff.

**4.4.3.3** Player(s) are not allowed to play in any game(s) or competition until approval is received from the association.

#### **4.4.4 Additional Roster Guidelines**

**4.4.4.1** A student athlete cannot be listed on multiple team rosters in any one sport.

**4.4.4.2** Junior High athletes may play up but a Junior High athlete may never play down.

**4.4.4.2.1** Stated max game number rules must be tracked by member schools. (Find sport specific Article)

**4.4.4.2.2** If a school offers multiple teams in any sport, players not rostered on the postseason eligible team can not participate in the postseason.

**4.4.4.3** Varsity level athletes are allowed to move up to varsity or down to junior varsity teams.

**4.4.4.3.1** Stated max game number rules must be tracked by member schools. (Find sport specific Article)

**4.4.4.3.2** Seniors are only allowed to be rostered on the varsity..

**4.4.4.4** Failure to enter roster into GameSource by the deadline may cause the delinquent school to become ineligible for the postseason tournament.

**4.4.4.4.1** If a player who is not on the submitted roster plays in a game, the member school will be subjected to Article 9 sanctions.

4.4.4.5 Schools must enter name, date of birth, grade level, school enrollment date.

4.4.4.5.1 CAA staff may request additional information for verification. .

#### **4.5 NUMBER OF CONTESTS**

4.5.1 Varsity teams can schedule up to a maximum of 24 games during a sports season.

4.5.1.1 Junior varsity teams can schedule up to a maximum of 18 games during a sports season.

4.5.1.2 Varsity competitions (except football, track, cross country, swimming, tennis, golf 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.

4.5.2 Junior High teams can schedule up to a maximum of 16 games during a sports season.

4.5.2.1 Junior High competitions (except track, cross country, swimming, tennis, golf and wrestling) a Team 1 or Team 2 player is only eligible to compete in 16 COMBINED games (Team 2 and/or Team 1) during the regular season.

4.5.3 Elementary teams can schedule up to a maximum of 10 games during a sports season.

4.5.4 This does not include in-season tournaments or post-season games.

4.5.4.1 A junior high team is only eligible to participate in two (2) in-season tournaments.

4.5.4.2 A Varsity team is only eligible to participate in two (2) in-season tournaments.

4.5.5 For all varsity and junior high tackle football, track and field, cross-country, swimming, tennis, golf and wrestling competitions, a varsity, junior varsity team and junior high 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 TITLE IX**

4.6.1 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.

#### **4.7 FEES, DEBTS and DEADLINES - Refer to Article 34**

## **4.8 LIABILITY**

**4.8.1** The CAA recommends that all participants in interscholastic sports be covered by appropriate insurance.

### **4.8.2 Facilities**

**4.8.2.1** Member Schools are responsible to provide a safe environment when hosting CAA competitions.

**4.8.2.2** All sports that are meant to be played indoors must be played indoors.

**4.8.3** Physicals - Refer to Article 5

## **4.9 SPORTSMANSHIP, BEHAVIOR and SAFETY Refer Article 12**

## **4.10 CLASSIFICATION OF MEMBER SCHOOLS Refer Article 13**

## **4.11 NEW MEMBER APPLICATION PROCESS**

**4.11.1** 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 an Independent Conference.

**4.11.1.1** FALL Applications due by June 15th

**4.11.1.2** WINTER Applications due by August 15th

**4.11.1.3** SPRING Applications due by November 15th

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