

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

**4.1 NEW MEMBER APPLICATION PROCESS**

**4.1.1** Schools applying for CAA membership must complete the CAA Membership Application by the following dates of the year that the application is submitted for:

**4.1.1.1** FALL Applications due by March 30

**4.1.1.2** WINTER Applications due by July 30

**4.1.1.3** SPRING Applications due by November 30

**4.1.1.4** Applying outside of these dates listed, please contact CAA staff.

**4.1.2** The CAA Executive Board will review properly completed applications at the next regularly scheduled Executive Board Meeting.

**4.1.2.1** The applying school will be notified of the Executive Board's decision within three business days of the CAA Executive Board's review.

**LOCAL CONTROL OF INTERSCHOLASTIC RULES VOLUNTARY MEMBERSHIP**

Membership in the CAA is voluntary. No school is required to become a member. After membership is granted, the only requirement for indefinite membership is to abide by the rules adopted by the CAA members.

**SELF- GOVERNANCE**

Member schools believe in self-governance, ADOPTING AND ENFORCING THEIR OWN RULES. Self- governance can only succeed when members DEMONSTRATE SELF DISCIPLINE.

**RULES GOVERN SCHOOLS**

Rules are adopted to govern the interscholastic activities between member schools. SELF- POLICING  
Member schools maintain a policy of self-policing including identifying and reporting violations of rules.

## **4.2 COMMUNICATION**

### **4.2.1 Athletic Director**

4.2.1.1. Member school will identify this person to the CAA, who will serve as the primary contact between the CAA Staff and other member schools.

4.2.1.2 This individual must have a valid, regularly checked email address, work phone and cell phone number on file with the association.

4.2.1.2 This individual will be responsible to make sure that the member school complies with all bylaws and rules within the association.

### **4.2.2 Coaches**

4.2.1.1 Athletic Director for each member school will communicate with the association any questions, concerns or clarifications.

## **4.3 RESPONSIBILITY OF SCHOOL ADMINISTRATORS**

4.3.1 The school principal or his/her designated representative shall be the responsible administrative officer of a school.

4.3.2 School Principal - Final authority and ultimate responsibility in all matters pertaining to interscholastic activities of each school shall be vested in the school principal. The school principal's responsibility shall include, but shall not be limited to, the following:

4.3.2.1 Host School - The basic responsibility of the host school is to take every possible measure at any athletic or activity to assure courteous, friendly, safe and fair treatment to visiting players, school representatives, fans and game officials.

4.3.2.2 Administrative Control - The administration and supervision of all facets of all activities in the member schools program shall be entirely controlled by the properly constituted administrator. During all post season and/or play-off competition held at a neutral site an administrator or administrator's designee from each participating school shall be in attendance.

4.3.2.3 Conduct of Participants - The responsibility for the conduct of the coaches, players and spectators at any athletic or activity contest shall lie with the administrators of the schools whose teams are participating in the contest. This responsibility includes ensuring conduct by the coaches, players and spectators which adheres at all times to the principles and spirit of good sportsmanship

4.3.3 The school administration must assume responsibility for verification of all student eligibility rules.

4.3.4 All official communication between member schools and the CAA, including student eligibility inquiries, requests and determinations, shall come only from a responsible administrative officer of a school.

4.3.5 When a request is made by the Executive Board or its designee that a responsible school administrator attends a meeting of the Executive Board, a responsible school administrator shall attend that meeting. Failure of the responsible school administrator to attend that meeting shall not prevent or otherwise delay consideration and decision by the Executive Board on the agenda item about which the administrator was requested to attend. The failure to appear shall be considered a violation of the CAA Bylaws and may result in sanction as determined by the Executive Board, including termination of and exclusion from CAA membership.

#### **4.4 MEETINGS**

4.4.1 On an annual basis, the school athletic director shall attend the CAA Kickoff Athletic Director Conference Meeting and the CAA Constitution and Bylaws Athletic Director Conference to be held each August and **March** respectively.

4.4.2 Failure to attend the above required meetings will result in the school being fined \$150.00 per meeting. .

4.4.2.1 Member schools administration will be required to submit a violation form for review at the next Executive Board meeting for further possible sanctions under Article 10.

4.4.3 On an annual basis, each varsity head coach, or school designated coach, shall attend the CAA Head Coach Information Meeting to be held at the beginning of each season of sport.

#### **4.5 CLASSIFICATION OF MEMBER SCHOOLS**

##### **4.5.1 Division Classification**

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 shall be determined by the Executive Board.

4.5.1.1 Division placement appeals shall be determined by the Executive Board.

#### 4.5.2 Region Placement

An appeal to be placed in a different region than assigned by the association staff is due to the Executive Board prior to region schedules being posted.

4.5.2.1 Region placement is set by division first and then geographical location.

### 4.6 ACTIVITIES REGISTRATION

4.6.1 The CAA Standardized Calendar shall be used to identify the registration start/end date, schedule release date, starting week for practice, competition and the conclusion of post-season competition.

4.6.1.1 Reference the CAA website

4.6.2 Registration is required each season to receive a minimum mandatory schedule.

4.6.2.1 Failure to register by the CAA seasonal deadline will result in your school's team being placed as an independent. Reference Article 10 for further information.

### 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 NUMBER OF CONTESTS

4.8.1 CAA Executive Board will determine the minimum number of contests in any activity to be eligible for postseason.

4.8.1.1 CAA staff will create the minimum mandatory game schedule for each sport.

4.8.2 CAA Executive Board will determine the maximum number of contests allowed within each activity.

4.8.2.1 Reference CAA Number of Contest Document posted on CAA website.

## **4.9 ROSTERS**

Student athletes must be verified in GameSource 24 hours prior to the first game. See additional roster requirements below

**4.9.1.**A student athlete is only allowed to play one season of a sport per school year

### **4.9.1.1 Roster Requirements**

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**4.9.1.1.1** GameSource Verification completed prior to the first contest.

**4.9.1.1.2** Published on High Schools MaxPreps team page prior to the first contest.

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

## **4.9.2 Postseason Roster**

### **4.9.2.1 Team Roster Limits**

4.9.2.2.1. Soccer- 22 Student athletes

4.9.2.2.2 Volleyball-15 Student athletes

4.9.2.2.3 Tackle Football - no limit Student athletes

4.9.3.2.4 Flag Football- 20 Students athletes

4.9.3.2.5 Basketball- 15 Student athletes

4.9.3.2.6 Softball - 20 Student athletes

4.9.3.2.7 Baseball -20 Student athletes

4.9.3.2.8 7v7 Passing League- 20 Student athletes

**4.9.2.2** 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).

4.9.3.2.2.1 Only if it is in the same season

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**4.10 FEES, DEBTS and DEADLINES** - Refer to Article 34

**4.11 SPORTSMANSHIP, BEHAVIOR and SAFETY** Refer Article 12

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