

THE CAPITAL AREA ACTIVITIES CONFERENCE



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The Capital Area Activities Conference Executive Council has authorized the publication of this Handbook. It contains the policies that guide our organization. The fundamental principle on which these policies stand is the enrichment of the extra-curricular activities and opportunities provided for our high school students. Commissioners develop policies and programs in various fields for acceptance or revision by the Executive Council. The primary purpose in the printing of this Handbook is to provide a source of information for personnel involved in the programs of schools in order to facilitate harmonious and effective cooperation between conference members.

PREFACE

The Constitution and guidelines of the Capital Area Activities Conference are the result of a combined effort of the Capital Area Activities Conference athletic directors, and the Capital Area Activities Conference Executive Council.

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GENERAL PHILOSOPHY OF ATHLETICS

The members of the Capital Area Activities Conference recognize interscholastic athletics as extra-curricular in nature and part of a student's total educational experience. Therefore, the Conference supports only those activities and schedules that are educationally and physically sound for student participants and subscribes to the following:

- A. We believe the Board of Education (having legal authority) should delegate full and complete responsibility for the athletic program to the superintendent, and the superintendent will delegate the authority as the local situation may require. In all instances, this delegated authority will rest with the high school principal. The principal may delegate further responsibilities to the athletic director or faculty designee.
- B. We believe each school should maintain an overall athletic policy consistent with the codes for the administration of athletics found in the *MHSAA Handbook*.
- C. We believe members of the coaching staff and administrators of the athletic program should be recommended to the Board of Education.
- D. We believe those persons holding responsible positions in other schools' athletic programs should be protected from undue influence to the extent that any classroom teacher enjoys protection.
- E. We believe good citizenship and good sportsmanship are the chief aims of the athletic program. Therefore, the school administration will endeavor to acquaint students and school patrons with objectives adopted by the CAAC.

**CAPITAL AREA ACTIVITIES CONFERENCE
CONSTITUTION
PREAMBLE**

In order to better promote and control interscholastic activities between the various schools, the representatives of the member schools do ordain and establish this Constitution. This Constitution shall attempt to structure the Conference in such a way that the advantages of a multi-division conference can be maintained and at the same time insure the identity of the separate divisions. The Conference shall first address the interests of its member schools when considering expansion.

**ARTICLE I
NAME**

The name of this organization shall be the "Capital Area Activities Conference" and may be referred to in the document and elsewhere as the "CAAC" or the "Conference."

**ARTICLE II
STATEMENT OF PHILOSOPHY, PURPOSE, AND OBJECTIVE**

Section 1

The member schools have created an alliance to provide their students an opportunity to learn from cooperation and competition, recognizing that each member school district respects and acknowledges the autonomy of the all member school districts. We are pledged to offer programs recognizing the variety of student interests and needs. All programs shall be free of sexual, racial, or religious bias.

Section 2

The purpose of the CAAC is:

- A. To develop and encourage conference programs in a variety of areas:
 - 1. To develop and promote citizenship, sportsmanship, acceptance of cultural diversity and a commitment to community service.
 - 2. Student leadership and activities in the areas of the arts, clubs, athletics, curriculum and other areas of competition.
- B. To provide workshops and seminars for students and faculty.
- C. To provide for the regular communication and interchange between superintendents, principals, athletic directors, coaches, sponsors, and students.
- D. To act jointly in matters of concern (where appropriate) such as statewide athletic policies, MHSAA policies and decisions, state department and state Board of Education decisions and policies and legislative action.
- E. To help fellow conference members effectively use school and community facilities and resources.

ARTICLE III MEMBERSHIP

Section 1

The membership of the Conference shall consist of those high schools in regular standing at the time of adoption of this Constitution and those high schools that may be admitted to membership subsequently in accordance with the provisions hereinafter stated.

Section 2

- A. A school may voluntarily drop membership in the Conference after complying with ARTICLE IV, Part 1; Section 4-A, 2, 3, and 4.
- B. A school may be recommended for removal from membership if an affirmative vote for removal is cast by three-quarters (3/4) of the Executive Council.

ARTICLE IV ORGANIZATION: PART 1 -THE EXECUTIVE COUNCIL

Section 1 – Membership

The Executive Council shall be comprised of the high school principal from each Conference school.

Section 2 – Officers

- A. The four officers of the Executive Council shall be President, Vice-President, Secretary/Treasurer and the Past-President.
- B. The officers shall be confirmed by the Executive Council at the final meeting of the school year, and shall assume their duties immediately following the meeting at which they are confirmed.
- C. Each year the division of the outgoing Past President will elect a representative to serve as Secretary/Treasurer of the Executive Board. In succeeding years this person will ascend to Vice President, then President and finally Past President.

Section 3 – Meetings

There shall be at least two (2) meetings per year of the Executive Council. The first meeting shall be held prior to November 1 and the second meeting no later than May 15.

Section 4 – Duties and Responsibilities

- A. The Executive Council shall be responsible for acknowledging changes in membership. The approval of conference superintendents is required when expansion is being considered.
 - 1. Additional members shall be considered for admittance to the conference upon written application from the interested school in compliance with all policies and procedures that govern expansion. To be admitted, the application must receive three-quarters (3/4) affirmative votes Executive Council. The vote of each member school shall be cast by printed ballot by the principal with approval of the superintendent.
 - 2. Voluntary withdrawal from the Conference shall require a formal written application. All Conference contracts shall be fulfilled for one-year or two-years as determined by the Athletic Board.
 - 3. Withdrawal shall not become effective until the second June 30 following notice of withdrawal or until Conference commitments have been fulfilled.
 - 4. An alternative withdrawal schedule may be accepted by three-fourths (3/4) affirmative votes of Conference schools.
- B. The Executive Council shall make provisions for activities that cross division lines and shall determine the financial arrangements to carry out such activities.
- C. The Executive Council shall establish the number of Conference divisions and name them. (*See Appendix A*)
- D. The Executive Council shall hire a CPA to audit Capital Area Activities Conferences funds and issue a printed report to all member schools by July 30 of the following fiscal year.

ARTICLE IV
ORGANIZATION: PART 2-THE EXECUTIVE BOARD
Section 1-Membership

The Executive Board shall be made up of four (4) officers of the Executive Council, the current President of the Athletic Commission, and the most immediate Past President of the Executive Council.

Section 2 Officers

The Conference President will chair the Executive Board meetings.

Section 3 Meetings

Board meetings will be held at the discretion of the Conference President.

Section 4 Duties and Responsibilities

- A. The duties of the Executive Board shall be to interpret and act as required by Conference policy, handle interim business, and coordinate enforcement of Conference policy.
- B. Action items needing Executive Board approval, require a three-fourths (3/4) consensus vote. To determine a three-fourths (3/4) affirmative vote, fractions are rounded up to the nearest whole number (.1-.9 becomes next whole number).

ARTICLE IV
ORGANIZATION: PART 3- ATHLETIC COMMISSION

Section 1-Membership

The Athletic Commission shall be comprised of the high school athletic director from each Conference school.

Section 2 Officers

- A. The officers will consist of a President, Vice-President, Second Vice-President, and Third Vice President.
- B. Each year, the Athletic Commission will elect a Third Vice-President nominated by the division in succession. In following years, this person will ascend to the position beyond that which he/she holds. One officer will be from each division.
- C. The President of the Athletic Commission (conference Athletic Directors) and President of the Executive Council (conference Principals) shall be from the same school. (Presidency rotation: See Appendix A)
- D. The succeeding division's President will serve as Vice-President of the Athletic Commission and attend Executive Council meetings with the current Commission President and the year following become President of the Athletic Commission

- E. Annually, each division will elect a recorder to take and file notes with the Conference Secretary (Conference Recorder).

Section 3 Meetings

Commissions will meet once a month to conduct business.

Section 4 Duties and Responsibilities

- A. The commission will compile the athletic activities engaged in by Division members and submit the calendar to the Executive Board for approval.
- B. The commission will establish a budget for the fiscal year from July 1 to June 30 and submit it to the Executive Council for approval.
- C. The commission will establish admission prices and submit them to the Executive Council for approval
- D. The commission may create conference by-laws. By-laws shall not conflict with the Constitution or By-Laws of the Capital Area Activities Conference and are subject to the approval of the Executive Council.
- E. The commission will establish Officials fees every two years and submit them to the Executive Council for approval

ARTICLE IV ORGANIZATION: PART 4-DIVISIONS Section 1 – Membership

The membership of each division shall be determined as previously provided by Article III of the Constitution. (See Appendix A)

Section 2 – Officers

- A. The officers of each division shall be Chairman and Recorder.
- B. The officer may be elected in a manner and time as determined by each Division prior to the scheduled Spring Conference meeting.

Section 3 – Meetings

Each division will establish a unique meeting calendar.

Section 4 – Duties and Responsibilities

- A. The division may make recommendations for the budget for the next fiscal year and submit them to the Athletic Commission for consideration

ARTICLE V CONFERENCE SPORTS

Section 1 – Division

- A. Divisional conference sports are implemented when a majority of Athletic Directors, present at a regular meeting of the Athletic Commission, recommends the addition of a sport to the Executive Council. If in subsequent action the Executive Council, at a regularly scheduled meeting, approves the recommendation of the Athletic Commission, the sport will be added to the appropriate division.
- B. Divisional sports may be created when 70% of the schools in a Division sponsor that sport or are granted an exemption by the Athletic Commission.
- C. Divisional sports compete for a championship trophy.
- D. Divisional sports may select All-Division Teams.

Section 2 – Combination

(At the discretion of the Athletic Commission.)

- A. Combination sports are created when less than the requisite number of teams in a division sponsor a sport but at least six teams across the divisions sponsor that sport. If 6 to 11 teams sponsor a sport; they shall play in one division. If 12 or more teams sponsor a sport; they shall play in two divisions. When 6 teams in one division sponsor a sport and 6 other schools in the remaining divisions sponsor a sport, and then the appropriate division will assume sponsorship and the remaining teams will remain in a Combination Division.
- B. Combination sports compete for a championship trophy.
- C. Combination sports may select All-Division Teams.

Section 3 – Scheduling

CAAC schools reserve the right to create regular season scheduling for junior varsity and freshman sports. Although sub-varsity CAAC championships do not exist, Conference schools may develop sub-varsity events that resemble conference championship events

Section 4 – Regulations

CAAC schools shall abide by MHSAA regulations. Exceptions may exist if the CAAC is granted a waiver by the MHSAA

ARTICLE VI AMENDMENTS

Section 1

Amendments to the CAAC Constitution shall be written and adopted by a $\frac{3}{4}$ affirmative roll call vote of all Conference schools

Section 2

Before a vote to adopt an amendment can be taken, the proposed amendment shall be submitted in writing to be introduced at a meeting conducted at least 30 days prior to the meeting at which the vote is conducted.

ARTICLE VII BY-LAWS

By-laws may be added to or changed by a three-fourths ($\frac{3}{4}$) affirmative roll call vote of the conference schools.

ARTICLE VIII GAME MANAGEMENT SHEETS

Game management sheets may be added to or changed by a simple majority vote of the Athletic Commission.

ARTICLE IX RATIFICATION

The Constitution shall be ratified by a three-fourths ($\frac{3}{4}$) affirmative vote cast by member schools.

BY-LAW #1
MHSAA MEMBERSHIP

Member schools must have continuing membership in the Michigan High School Athletic Association (MHSAA).

BY-LAW #2
ENTRY FEE AND ANNUAL ASSESSMENT FEES

New member schools are assessed a one-time \$300.00 league entry fee which shall be paid within 60 days of the school's acceptance into CAAC membership. Member schools shall pay yearly dues assessment as determined by the Conference Secretary and approved by the Executive Council. Assessments are determined by the sports participation of the member school.

BY-LAW #3
DIVISION CONFIGURATION AND ALIGNMENT

Every four years (starting with the 2007-2008 school year) the conference will look at reconfiguration and reassign schools to divisions using the following guidelines

- A. Conference Configuration: At the October meeting of the Athletic Commission, during the third year of the four-year scheduling cycle, the configuration of the divisions will be discussed. If it is agreed by a simple majority of all the members of the Athletic Commission that re-configuring is necessary, the Alignment Committee using the following guidelines will prepare a report for the December meeting. All recommendations pertaining to re-configuration by members should be directed to the committee members. Divisions will be grouped so crossover games are available on corresponding dates.
 - 1. Division pairings will be set up so competitive schools will have crossover contests. Pairings should be set up so schools will be able to get seven games in one round of a round robin schedule and fourteen in a two round schedule.
 - 2. Committee recommendations need to include new configurations, as well as a summation showing the positive and negative effects that the old as well as the new configurations may have on the conference.
 - 3. In December, during the third year of a four year cycle, the configuration for the next four years will be finalized by the Executive Council.

B. Divisional Assignments

On the Wednesday one week prior to the March meeting of the Athletic Commission, during the third year of the four-year scheduling cycle, all conference schools will send a copy of their February MHSAA count sheet to the Alignment Committee. The committee will assign schools to divisions by

enrollment largest to smallest. The new assignments will be presented at the March meeting. School(s) may request to be moved to a different division by petitioning the Athletic Commission. If schools elect to move the following guidelines will be used.

- C. For a school(s) that request to move to a division with larger schools; there must be a school(s) in the larger division that requests to move down. This is the same for larger schools moving into divisions with smaller schools. The configuration of the conference is not to be changed during the process of assigning school to divisions.
- D. If more than one school requests to move up, the following criteria will be used to determine an order for schools to move up.
 - 1. School with larger enrollment: If a school was in that division the preceding year. Athletic Commission Vote (simple majority). If more than one school requests to move down, the following criteria will be used to determine an order for schools to move down. School with smaller enrollment. If a school was in that division the preceding year. Athletic Commission Vote (simple majority)
 - 2. The divisional assignment for the next four years will be finalized at the April meeting of the Athletic Commission, during the third year of the four- year cycle, by a roll call vote of all members ($\frac{3}{4}$ vote for approval).
 - 3. If the Athletic Commission is unable to reach an agreement on divisional assignments by $\frac{3}{4}$ vote at the April meeting, the divisions assigned will be set up by enrollment only. Starting with the school with the largest enrollment and filing down each division.

BY-LAW #4

DIVISION EXPANSION/NEW SCHOOL(S)

Interested schools must apply in writing to the CAAC President. The application needs to be in the president's hands by **October 1st** if the school wishes to be an active member in the fall 22 months hence. Each school must also include in their application a Critical Data File. This file must include:

Enrollment: MHSAA's most recent February count.
Projected enrollment for grades 7-12 for the next four years.
Activities and Facilities Profile.
Activities offered: Athletic and Academic.
Athletic programs presently offering.
Athletic programs to be added in the future.
Planned starting date.
Number of teams.
Boys and /or Girls.
Facilities.
Number of game facilities.
Conditions of facilities.

Spectator seating.
Capacity.
Type of seats.
Type of surface and condition.

Any additional information that may be an interest to the Visitation Committee.

The CAAC President will refer the application to the President of the Athletic Commission. At the **October/November meeting**, the Athletic Commission will review and evaluate any new candidates. At this time all concerns about the schools should be discussed. By a simple majority the commission will decide to send the candidate on or end the process at this point. If there is a denial the candidate must receive a written explanation of why they were denied admission.

If there is a potential candidate(s) the Athletic Commission President will establish a Visitation Committee at the **October/November meeting**. The committee will be comprised of six (6) principals and four (4) athletic directors who will review and evaluate the proposed new member school(s). The committee shall use objective evaluation criteria in reviewing the data for each applying school using that school's Critical Date File as a starting point.

At the **January meeting** the Visitation Committee will make their recommendations to the Athletic Commission. The Athletic Commission will discuss and evaluate each applicant. By a simple majority the commission will decide to either send the candidate on or end the process at this point. If there is a denial the candidate must receive a written explanation of why they were denied admission.

If there are candidates still under consideration for membership the President of the Athletic Commission will create a Planning Committee made up of the Alignment and Scheduling Committee as well as any members that may wish to serve on the committee. This Committee is to create The Plan that will provide room for the new members and keep the conference in balance.

The Plan will be presented to the Athletic Commission at the March meeting to be reviewed, discussed, and edited if necessary. The Final Plan will need a $\frac{3}{4}$ vote by the Athletic Commission to be approved.

The Final Plan will be presented to the Executive Council for $\frac{3}{4}$ vote for approval at the April meeting. If the Final Plan is not approved at the April meeting, no new members will be allowed into the league at that time.

If more than one school wishes to apply to the Conference together under the concept that they would like to be put into the same division or form a new division; the conference will address this in the following manner.

All requests will be taken into consideration by all committees but it is understood that **all schools that apply to the Conference will be evaluated on their own merit**. The assignment to the same division will be taken into consideration but it must be understood that The Final Plan set forth by the Conference should reflect what is to be best for all schools.

At the discretion of the Athletic Commission the calendar may be altered by a $\frac{3}{4}$ vote if in their opinion there are extenuating circumstances that justify the alteration.

No school may be added to the Conference after the **June Meeting**, 13 months prior to their first month of competition. The only exception will be if they are replacing a school that is leaving the Conference and creating a void in the schedule. They will be no configuration changes or major master schedule changes. The new school will just replace the one that left.

BY-LAW #5

CAPITAL AREA ACTIVITIES CONFERENCE APPEALS PROCESS

If a member school has a complaint regarding a violation of Capital Area Activities Conference by-law rule and/or regulation, such complaint shall be resolved exclusively through the provisions of the Capital Area Activities Conference Constitution and its established procedures.

Procedure

A. Step One

1. Complaints regarding alleged violation of CAAC by-laws: The activity/athletic director of the complaining school(s) shall make rules and/or regulation violations known by telephone contact to the activity/athletic director of the defending school(s). The complaint shall be made within three (3) business days after the alleged incident.
2. Every effort shall be made to reconcile differences at this level. Complaints that cannot be resolved by the activity/athletic directors within two (2) business days of notification may be referred to the principals of the involved schools.

B. Step Two

1. A complaint regarding an alleged violation of CAAC by-laws, rules, and/or regulations shall be made by the principal of the complaining school(s) by telephone contact to the principal of the defending school(s). Such complaint is to be made no later than seven (7) business days after the alleged incident. Such a complaint shall detail the nature of the charges, date, place of occurrence, and other necessary information. Written notification of such a complaint shall be given at the same time to the President of the Executive Council.
2. Upon receipt by the defending school of such a complaint, said principal(s) shall actively communicate with the complaining principal. Both principals shall, by three (3) business days, reach a decision to reconcile differences, terminate the appeal process, or notify the Executive

Council President that it is necessary to appoint an Appeals Committee. Every effort should be made to reconcile differences at Step Two.

C. Step Three

1. The President of the Executive Council shall appoint a committee of two (2) principals and one (1) athletic director convene to hear the appeal within five (5) business days. The principals and the activity/athletic director shall represent a different division than the disputing parties. The Executive Secretary or designee shall keep minutes of the appeal hearing.
2. The disputing schools shall put in writing their response (to date) of the alleged incident. Copies of the documents shall be sent to the committee, Executive Secretary, and the disputing school(s).
3. The disputing schools shall have the principal and the activity/athletic directors present to offer information and clarification at the hearing.
4. The Appeal Committee shall render a decision within five (5) business days of the hearing date. A copy of the decision shall be mailed by the Executive Secretary, the disputing schools and the President of the Executive Council.
5. This is the final level of Capital Area Activities Conference jurisdiction in an appeals process. In as much as one of the major purposes of this appeal system is to improve the spirit of Capital Area Activities Conference competition, it is hoped that along with each decision in the appeals process, recommendations as to how to alleviate similar problems in the future will be presented to the Executive Council.

BY LAW #6
ADMINISTRATION OF ATHLETIC CONTESTS

General Administration

- A. Member schools are to provide adequate supervision for all contests.
- B. Member schools are responsible for crowd control.
- C. Videotaping/Filming: Without prior consent of the host school athletic director, videotape scouting does not include *inside* press box or preferred-seating status.
- D. Adopted league schedules are to serve as contracts in lieu of regular game contracts for division games.
- E. When a deficit occurs in the Conference treasury it will be referred to the Executive Council for disposition.

- F. A team that does not compete in the Conference dual schedule may not compete in a Conference Meet in that sport.
- G. The Capital Area Activities Conference will not accept, review, or act on any protest involving the misinterpretation or misapplication of a rule and/or a misapplication of a penalty by an official in any athletic contest involving member schools on a divisional or inter-divisional basis. However, it is to be understood that the appealing coach maintains the right to appeal the case, as provided by the approved rulebook in that particular sport. Appeals must be registered at the time the dispute arises. The official in charge shall decide the appeal by the format outlined in the official rulebook. The decision of the official will be final and the game or meet results, from said competition, will be final.
- H. Whenever possible, the home team shall provide comparable dressing, meeting and shower facilities for the visiting team.
- I. Game starting times shall be determined by each division's athletic directors, and reviewed annually by the principals of that division.

BY LAW #7
ADMISSION PRICES AND PASSES

- A. Conference admission prices are established annually by the Capital Area Activities Conference. Final decisions regarding admissions shall be made by individual Boards of Education. CAAC schools have the option to pre-sell tickets to students at a lower rate for home school contests only. There will be no pre-sales at the gate.
- B. Capital Area Activities Conference passes will be accepted at Conference meets. Ticket prices are \$5.00 Adult/Student and \$3.00/Child Six (6) to Twelve (12) Years of Age.

Adult/Student \$5.00 Tickets	Child \$3.00 Tickets	Child Free Admission	Senior Citizen Free Admission
All Varsity Sports	Child Six (6) to Twelve (12) Years of Age	Child Five (5) Years of Age and Under	Must Show Pass/ All Passes Honored

- C. Admission prices for a school's home event student season pass and adult season pass at home are optional. A school may choose not to charge for selected sports.
- D. Admission prices for a school's home event may exceed the Conference minimum.
- E. Pre-game tickets may be sold by the home and visiting schools.
- F. Subject to annual approval of division principals, admission prices and status of passes accepted for Conference meets shall be determined, in advance, by each division's athletic directors.

- G. Each Capital Area Activities Conference school will receive one hundred (100) passes to distribute at the high school level and twenty-five (25) passes to distribute for each middle school. Passes will be honored at all CAAC school-sponsored events.
1. Criteria for CAAC Lifetime Pass

Administrator, principal, athletic director (after 5 years)
Coach (after 10 years)
Athletic directors can submit "special nominations."
Previous CAC Lifetime Passes will be honored by all CAAC schools.
All CAC Lifetime Passes must be exchanged for CAAC Lifetime at the school of its origin by June 30, 2005. CAC Lifetime Passes will not be honored after June 30 2005.
 2. Failure to use passes as intended for designated purposes will result in loss of the issued pass.

Pass admits holder and one guest.
Pass permits scout admission to events of upcoming opponents.
Pass is restricted to contests in which issuing school is competing.

BY LAW #8 POSTPONEMENT OF CONTESTS

1. Cancellations are to be made by the athletic director of the affected school. The athletic director shall notify the opposing school by 2:00 p.m., speaking **directly** to the athletic director. If the athletic director is not available, the principal or coach shall be contacted. **Leaving a message is not acceptable.**
2. If it is necessary to cancel a Divisional Conference contest the following procedures will be used:
 - A. The contest will be made up on a mutually acceptable date if one is available.
 - B. If a mutually acceptable date is not available, an inter-division contest will be canceled to make room for the Divisional Conference contest.
 - C. If a school has more than one contest to make up, the makeup contests shall be scheduled chronologically
 - D. Every effort must be made, by both schools, to reschedule a canceled CAAC contest. If necessary a request to a non-league school to cancel a contracted date is in order.
 - E. Whenever a contest cannot be made up because of MHSAA rules or contract liabilities, league standings will be determined by division win/loss percentage.

3. If a school feels an opponent has not made every effort to reschedule a canceled contest, the following procedure will be used:
 - A. A committee of five comprised of the highest ranking officers of the Executive Council and of the Athletic Commission, not involved in the dispute, shall hear reports from both schools involved.
 - B. The committee decision will be final. If the committee agrees with the charge, the game shall be forfeited. If the committee agrees with the defense, the win/loss percentage policy will determine league standings.
 - C. Members of the committee from the schools involved will be prohibited from voting.
4. It is recommended by the committee that games are not be played/are to be cancelled [because of an epidemic as defined by the Michigan Department of Education or a state of national disaster involving large numbers of contestants in either of the contesting schools]. Responsibility for determining the condition of the team in question lies with the high school principal, based upon the recommendation of the team physician/athletic trainer.
5. If a team cannot play a league contest because it's school is impacted by strike action, that team shall forfeit the contest to its opponent.

BY LAW #9
ALL-CONFERENCE TEAMS

ALL-CONFERENCE SELECTION FORMAT

1. Each division or combination division will select All-Conference Teams for CAAC recognized sports.
2. Players will be selected to the CAAC Divisional All-Conference Team. There will not be a designation of first team or second team.
3. When athletes are voted to an All-Conference Team, selection will be based upon their performance in divisional games.
4. The athletic director/manager of the All-Conference selection meeting will provide coaches with medals and the school honoring the student will provide a completed certificate using the supply of certificates annually provided by the CAAC secretary, for the athletes placed on the All-Conference Team. Each school will properly complete certificates for their school and distribute them to the proper student(s).
5. The CAAC secretary will release All-Conference results to the media when CAAC teams are no longer competing in MHSAA tournaments.
6. All-Conference teams will be selected in the following manner:

- A. Performance based individual sports:
 1. Boy's and Girl's Track: top 3 in each event, honorable mention places 4-8.
 2. Boy's Wrestling: top 3 in each weight class, honorable mention to place 4.
 3. Girl's Gymnastics: top 3 in each event, honorable mention places 4-8.
 4. Boy's and Girl's Swimming: top 3 in each event, honorable mention to places 4-8.
 5. Boy's and Girl's Tennis: top 3 in each position, honorable mention to 4th place.

- B. Performance-based team sports:
 1. Boy's and Girl's Cross Country: top 14 finishers, honorable Mention to places 15-21.
 2. Boy's and Girl's Golf: top 12 finishers, honorable mention to places 13-18.

- C. Team sports (voted by division coaches):
 1. Boy's Football: 44 players plus 2 kickers
 2. Boy's and Girl's Soccer: 20 players plus 2 goalkeepers
 3. Boys and Girls Basketball: 10 players
 4. Girl's Volleyball: 14 players
 5. Girl's Competitive Cheer: 30 players
 6. Boy's Baseball: 18 field players plus 2 pitchers
 7. Girl's Softball: 18 field players plus 2 pitchers
 8. Boy's Ice Hockey: 10 players plus 2 goalies

7. Performance-based individual All-Conference athletes will receive gold, silver and bronze medals plus a certificate. Honorable Mention athletes will receive a certificate.

8. Performance-based team All-Conference athletes will receive gold medals plus a certificate. Honorable Mention athletes will receive a certificate.

9. Team sport All-Conference athletes will receive gold medals plus a certificate. Honorable Mention athletes will receive a certificate.
10. When All-Conference teams are not predetermined by Conference contests or tournaments, the following procedure will be used:
 - A. On the Tuesday prior to the last scheduled division contest coaches will submit in writing, to the division secretary, nominations for All-Conference consideration.
 - B. Coaches will meet at a predetermined site to select All-Conference Teams. A coach or a school representative must be present in order to vote for All-Conference Teams.
 - C. The host athletic director will prepare the official ballot and chair the selection meeting.
 - D. Coaches will determine the make-up of the All-Conference Team, by position, before the vote is taken. The positional make-up of the All-Conference Team may change from year to year by consensus of the coaches.
 - E. Each coach must vote a complete ballot and may not vote for his or her team members.
 - F. Coaches will vote a secret ballot. The host athletic director will tabulate the votes and announce the results. Coaches will not be allowed to assist with tabulations.
 - G. Unanimous selections will be designated as "Honorary Captains."
- H. In case of a tie, a second ballot will be prepared for coaches who are not involved in the tie. If the tie remains after a second ballot, the players involved will be placed on the All-Conference Team and additional medals will be awarded. All-Conference Teams selected by ballot will have Honorable Mention. Each coach may also submit one senior nominee to receive Honorable Mention.

ACADEMIC ALL CONFERENCE AWARD

Criteria

1. Award will be presented at the end of each season.
2. Athlete must have a 3.5 cumulative grade point average.
- 3.. Athlete must have been awarded a Varsity Letter

SENIOR SCHOLAR/ATHLETE AWARD

Criteria

1. Must have earned two Varsity letters in senior year.
2. Manager letters do not count.
3. Qualifiers are the top ten grade point averages nominated by each school

APPENDIX A

Divisions

Sections 1 Athletic Commission Presidential Rotation

- A. Starting with the 2007-2008 schools the President of the Athletic Commission will be a member of the Gold Division.
- B. The proceeding years the rotation will be White, Blue, or Red.

Sections 2 Alignment

- A. Starting with the 2007-2008 school year the alignment for the divisions is listed below.

BLUE DIVISION	RED DIVISION	GOLD DIVISION	WHITE DIVISION
Eastern East Lansing Everett Grand Ledge Holt Jackson Okemos	Jackson Lumen Christi Jackson Northwest Mason Owosso Sexton St. Johns Waverly	Charlotte DeWitt Eaton Rapids Fowlerville Haslett Ionia	Corunna Lakewood Lansing Catholic Perry Portland Williamston

APPENDIX B

DIVISION EXPANSION/NEW SCHOOLS

Interested schools must apply in writing to the CAAC President at least two years prior to admittance. The CAAC President will refer the application to the President of the Athletic Commission. The Athletic Commission, after review and discussion, will forward the tentative plan to the Executive Board with an advisory vote.

PATH OF INFORMATION

Candidate School Petitions CAAC President

President Forwards Petition to **Athletic Commission President**

Athletic Commission will review and discuss the candidate school(s). By a simple majority vote the Commission will either move the candidate(s) on or deny the school's application. A denial must be accompanied by a written explanation. Accepted applications will be referred back to **Athletic Commission President**.

Athletic Commission President will appoint a **Visitation Committee**. The Visitation Committee will visit the candidate school(s) to assess their candidacy and report to the **Athletic Commission**. The committee will make written recommendations for each school they evaluate. All recommendations will go the **Athletic Commission**. Any school that receives unsatisfactory recommendations will receive a copy.

Athletic Commission will evaluate, review, and discuss the recommendations and by a simple majority vote to either move the candidate(s) on or deny the application.

Athletic Commission President will create a **Planning Committee** made up of the **Alignment** and **Scheduling Committee** members along with any other member of the **Athletic Commission** who wishes to serve. The Planning Committee will develop a plan that will best serve the Conference as well as the new member(s).

The Planning Committee will present its plan or plans to the **Athletic Commission**. **Athletic Commission** will discuss, review and edit the plan(s) if necessary until they have an affirmative $\frac{3}{4}$ vote to accept a plan.

The approved plan will be presented to the **Executive Council** for final discussion and approval. To get approval the plan must receive a $\frac{3}{4}$ affirmative vote of all CAAC members in good standing.

APPENDIX C GAME START TIMES

FALL SPORTS

SPORT	START TIME
Boy's Varsity Football	7:00 PM
Boy's Freshman Football	4:30 PM
Boy's Junior Varsity Football	15 Minutes After Freshman Game or 6:30 PM
Boy's V/JV Soccer (Without Lights)	JV @ 4:00 PM / Varsity @ 5:30 PM
Boy's Freshman Soccer (Without Lights)	5:00 PM
Boy's V/JV Soccer (With Lights)	JV @ 5:00 PM / Varsity @ 6:30 PM
Boy's Freshman Soccer (With Lights)	6:00 PM
Boy's and Girl's Cross Country	4:30 PM
Girls Volleyball Freshman, JV, and Varsity	5:00 PM To Follow after warm-up period
Boys Tennis	4:00 PM
Girl's Golf	As determined by home course.
Girl's Swim on Weeknights	6:00 PM
Girl's Swim on Saturdays	10:00 AM = Diving / 12:00 PM = Swim

WINTER SPORTS

SPORT	START TIME
Basketball Triple Header	4:00 PM
Double Header	6:00 PM
Single Game	As determined by home school.
Boy's Wrestling	5:30 PM
Girl's Gymnastics	6:30 PM
Boy's Ice Hockey	As Assigned by Ice Arenas
Boy's Swim on Weeknights	6:00 PM
Boy's Swim on Saturdays	10:00 AM = Diving / 12:00 PM = Swim
Competitive Cheer	6:30 PM
Boy's and Girl's Bowling	3:30 PM

SPRING SPORTS

SPORT	START TIME
Boy's Baseball	4:00 PM
Girl's Softball	4:00 PM
Boy's and Girl's Track (Field Events)	4:00 PM
Boy's and Girl's Track (Running Events)	4:30 PM
Boy's Golf	As determined by home course.
Girl's Tennis	4:00 PM
Girl's V/JV Soccer (Without Lights)	JV @ 4:00 PM / Varsity @ 5:30 PM
Girl's Freshman Soccer (Without Lights)	5:00 PM
Girl's V/JV Soccer (With Lights)	JV @ 5:00 PM / Varsity @ 6:30 PM
Girl's Freshman Soccer (With Lights)	6:00 PM

APPENDIX D OFFICIALS AND PAY SCALE

Updated: 12/12/07 (continued dialogue for volleyball and wrestling)

1. An assigner will be hired for boy's football, boy's basketball, girl's basketball, girl's softball, boy's baseball, girl's volleyball, boy's soccer, and girl's soccer by the Capital Area Activities Conference for Conference contests (including Conference meets and matches). The CAAC will utilize the services of the Lansing Wrestling Officials Association.
2. School personnel may officiate sub-varsity contests as an official, in any sport, provided they are currently registered with the MHSAA.
3. The pay scale for officials will be reviewed periodically and include a representative official in the sport being considered.

Sport	Narrative	Pay Rate 2007-2008	Pay Rate 2008-2009	Pay Rate 2009-2010	Pay Rate 2010-2011
Boy's Varsity Baseball	Double Header	\$75.00	\$85.00	\$85.00	\$90.00
	Single Game	\$45.00	\$50.00	\$50.00	\$50.00
Boy's Junior Varsity and Freshman Baseball	Double Header	\$65.00	\$75.00	\$75.00	\$80.00
	Single Game	\$45.00	\$45.00	\$45.00	\$45.00
Boy's & Girl's Varsity Basketball	3-Person Crew	\$55.00	\$60.00	\$60.00	\$65.00
Boy's & Girl's Junior Varsity and Freshman Basketball	3-person crew	\$55.00	\$60.00	\$60.00	\$65.00
	3-person crew (2 games)	\$65.00	\$65.00	\$65.00	\$70.00
	2-person crew	\$40.00	\$45.00	\$45.00	\$50.00
Girl's Competitive Cheer	Dual	\$60.00	\$60.00	\$60.00	\$60.00
	Multi Team Event	\$80.00	\$80.00	\$80.00	\$80.00
Boy's & Girl's Cross Country	Dual Meet	\$40.00	\$45.00	\$45.00	\$45.00
	Tri-Meet	\$40.00	\$45.00	\$45.00	\$45.00
	Jamboree/CAAC Meet	\$60.00	\$65.00	\$65.00	\$65.00
Boy's Varsity Football	5-Person Crew	\$55.00	\$60.00	\$60.00	\$65.00
Boy's Junior Varsity and Freshman Football	4-5 Person Crew	\$45.00	\$50.00	\$50.00	\$50.00
	F/JV Crew DH	\$360.00/crew	\$380.00/crew	\$380.00/crew	\$400.00/crew
Girl's Gymnastics	Judges (2)	\$60.00	\$60.00	\$60.00	\$60.00
Boy's & Girl's Varsity Soccer	3-man	\$45.00			
	Middle/Sideline		\$50.00/\$45.00	\$50.00/\$45.00	\$55.00/\$50.00
Boy's & Girl's Junior Varsity and Freshman Soccer	2-man	\$35.00	\$40.00	\$40.00	\$45.00
Girl's Varsity Softball	Double Header	\$70.00	\$80.00	\$80.00	\$85.00
	Single Game	\$45.00	\$45.00	\$45.00	\$45.00
Girl's Junior Varsity and Freshman Softball	Double Header	\$60.00	\$70.00	\$70.00	\$75.00
	Single	\$40.00	\$40.00	\$40.00	\$40.00
Boy's & Girl's Swim	Dual Meet (1)	\$60.00	\$60.00	\$60.00	\$60.00
	Dual Meet (2)	\$40.00	\$40.00	\$40.00	\$40.00
	CAAC Meet (4)	\$165.00	\$165.00	\$165.00	\$165.00
	Diving Judge *	\$20.00	\$20.00	\$20.00	\$20.00
Boy's & Girl's Track	Coed Dual	\$60.00	\$65.00	\$65.00	\$65.00
	Tri-Meet	\$75.00	\$75.00	\$75.00	\$80.00
	CAAC Meet Starter	\$100.00	\$100.00	\$100.00	\$100.00
	CAAC Referee	\$100.00	\$100.00	\$100.00	\$100.00
	CAAC Meet Clerk (2)	\$50.00	\$50.00	\$50.00	\$50.00
* Official Provide their own shells.					
Girl's Volleyball	Triple Header (4)	\$55.00	\$60.00	\$60.00	\$65.00
	CAAC Varsity Meet (6)	\$150.00	\$150.00	\$150.00	\$150.00
	CAAC JV Meet (6)	\$125.00	\$125.00	\$125.00	\$125.00
	CAAC Freshman Meet (6)	\$125.00	\$125.00	\$125.00	\$125.00
	Varsity Double Dual	\$70.00	\$70.00	\$70.00	\$70.00
	F/JV Double Dual	\$60.00	\$60.00	\$60.00	\$60.00
	Varsity Quad/Tri	\$75.00	\$75.00	\$75.00	\$75.00
	F/JV Quad/Tri	\$65.00	\$65.00	\$65.00	\$65.00
	Invitational	\$150.00	\$150.00	\$150.00	\$150.00
12/12/07: Agreement to have continued dialogue about fees.					
Tournaments	Varsity Dual (1)	\$75.00	\$75.00	\$75.00	\$75.00
	(up to 12 JV matches)				
	Varsity Dual (1)	\$35.00	\$35.00	\$35.00	\$35.00
	(up to 13 JV matches)				
	Varsity Double Dual	\$150.00 (2)	\$150.00 (2)	\$150.00 (2)	\$150.00 (2)
	(up to 12 JV matches)				
	Varsity Double Dual	\$60.00 (1)	\$60.00 (1)	\$60.00 (1)	\$60.00 (1)
	(12 or more JV matches)				
	Varsity Triangular/3 Duals	\$210.00 (1)	\$210.00 (1)	\$210.00 (1)	\$210.00 (1)
	(includes JV officials)				
	V-8 Team Ind. Tournament	\$175.00	\$175.00	\$175.00	\$175.00
	V-12 Team Ind. Tournament	\$200.00	\$200.00	\$200.00	\$200.00
	V Tournament 12 Teams	\$250.00	\$250.00	\$250.00	\$250.00
	V Team Duals	\$175.00	\$175.00	\$175.00	\$175.00
	(5 matches)				
JV/9 8-Team Ind. Tournament	\$140.00	\$140.00	\$140.00	\$140.00	
JV/9 12-team Ind. Tournament	\$150.00	\$150.00	\$150.00	\$150.00	
JV/9 Over 12 Teams	\$175.00	\$175.00	\$175.00	\$175.00	
League Meet: No JV	\$175.00	\$175.00	\$175.00	\$175.00	
League Meet: With JV	\$250.00	\$250.00	\$250.00	\$250.00	

APPENDIX E

ALL-CONFERENCE MEETING FORMAT

The athletic director in charge of the division will:

1. Call meeting to order if all schools are represented.
2. Review policy as stated in the CAAC Constitution.
3. Pass out prepared ballots
 - A. Ballots are to be typed.
 - B. Space to vote is required.
4. Each coach will present the athletes from his school alphabetically by position.
5. Review voting policy:
 - A. Vote full ballot.
 - B. Coaches can nominate a senior for honorable mention that does not receive a vote, provided they are on the ballot.
 - C. There can be no additions to the original ballot once the voting starts.
6. Check that all coaches have voted a full ballot.
7. Mark unanimous choices “honorary captains.”
8. Any athlete receiving a vote but does not make the first team will receive honorable mention.
9. Tally votes: While tallying votes, the head coach of the school hosting the meeting will lead discussion on any recommendation(s) coaches may want to make to the athletic directors for the next year. If it is possible for coaches from all divisions to meet, the host school will designate a chairperson to lead the discussion.
10. Announce team, honorable mention and honorary captains.
11. Accept coach’s choices for senior honorable mention.
12. Distribute medals and certificates.
13. Check to be sure everyone has correct medals.
14. Pass out championship trophy, if necessary.
15. Save paperwork until July 1.

16. Send information to CAAC Coordinator (Cheryl Theisen). The host athletic director will inform the Coordinator when to release selections to the media.

APPENDIX F
MEDAL AND CERTIFICATE AWARDS
All-Conference Divisional Team Awards

Boy's Baseball and Girl's Softball

All-Conference gold medals for eighteen field players and two pitchers.
Honorable Mention certificates.

Basketball—Boy's and Girl's

All-Conference gold medals for a ten-member team.
Honorable Mention certificates.

Boy's and Girl's Bowling

All-Conference gold medals for a ten-member team.
Honorable Mention certificates.

Girl's Competitive Cheer

All-Conference gold medals for a thirty-member squad.
Honorable Mention certificates.

Cross Country—Boy's and Girl's

All-Conference gold medals for a fourteen-member squad.
Honorable Mention certificates for places 15-21.

Boy's Football

All-Conference gold medals for forty-four players and two kickers.
Honorable Mention certificates.

Golf—Boy's and Girl's

All-Conference gold medals for a twelve-member squad.
Honorable Mention certificates for places 13-18.

Girl's Gymnastics

All-Conference gold, silver, or bronze medals for top three in each event.
Honorable Mention certificates for places 4-8 in each event.

Boy's Ice-Hockey

All-Conference gold medals for a ten-member team plus two goalies.
Honorable Mention certificates.

Soccer—Boy's and Girl's

All-Conference gold medals for twenty players plus two goalkeepers.
Honorable Mention certificates.

Swimming—Boy's and Girl's

All-Conference gold, silver, or bronze medals for top three in each event.
Honorable Mention certificates for places 4-8.

Tennis—Boy's and Girl's

All-Conference gold, silver, or bronze medals for top three in each position.
Fourth place Honorable Mention certificate.

Track—Boy's and Girl's

All-Conference gold, silver, or bronze medals for each position.
Honorable Mention certificates (places 4-8).

Girl's Volleyball

All-Conference gold medals for a fourteen-member team.
Honorable Mention certificates.

Wrestling

All-Conference gold, silver, or bronze medals for top three in each weight class.
Fourth place Honorable Mention certificate.

APPENDIX G

CAAC AWARD PURCHASE LIST

(Sample shown equals 1 division for total order multiply by number of divisions sponsoring that sport)

Sport	Gold Medals	Silver Medals	Bronze Medals	All-League Certificates	Honorable Mention Certificates
Boy's Track	28	28	28	84	140
Girl's Track	28	28	28	84	140
Boy's Wrestling	14	14	14	42	14
Girl's Gymnastics	5	5	5	25	25
Boy's Swim	23	23	23	69	115
Girl's Swim	23	23	23	69	115
Boy's Tennis	12	12	12	36	12
Girl's Tennis	12	12	12	36	12
Boy's X-Country	14	0	0	14	6
Girl's X-Country	14	0	0	14	6
Boy's Golf	12	0	0	18	6
Girl's Golf	12	0	0	18	6
Boy's Football	46	0	0	46	60
Boy's Soccer	22	0	0	22	30
Girl's Soccer	22	0	0	22	30
Boy's Basketball	10	0	0	10	20
Girl's Basketball	10	0	0	10	20
Girl's Volleyball	14	0	0	14	24
Girl's Cheer	30	0	0	30	50
Boy's Baseball	20	0	0	20	30
Girl's Softball	20	0	0	20	30
Boy's Ice Hockey	12	0	0	12	20
Boy's Bowling	10	0	0	10	10
Girl's Bowling	10	0	0	10	10

APPENDIX H

ORGANIZATIONAL OUTLINE

Executive Council

High School Principals from each Conference school.

Officers

President
Vice President
Secretary/Treasure
Past-President

Responsibilities

Approve all business conducted by the Conference.
Review and approve all business conducted by the Athletic Commission.

Executive Board

Three officers of the Executive Council and President of the Athletic Commission.

Responsibilities

Interpret and act as requested by Conference policy.
Handle interim business.
Coordinate enforcement of Conference policy.

Athletic Commission

High School Athletic Directors from each Conference school

Officers

President
Vice President
2nd Vice President
3rd Vice President

Responsibilities

Conduct business necessary to run a well organized/well disciplined athletic conference.

Divisions

High school athletic directors from each division school

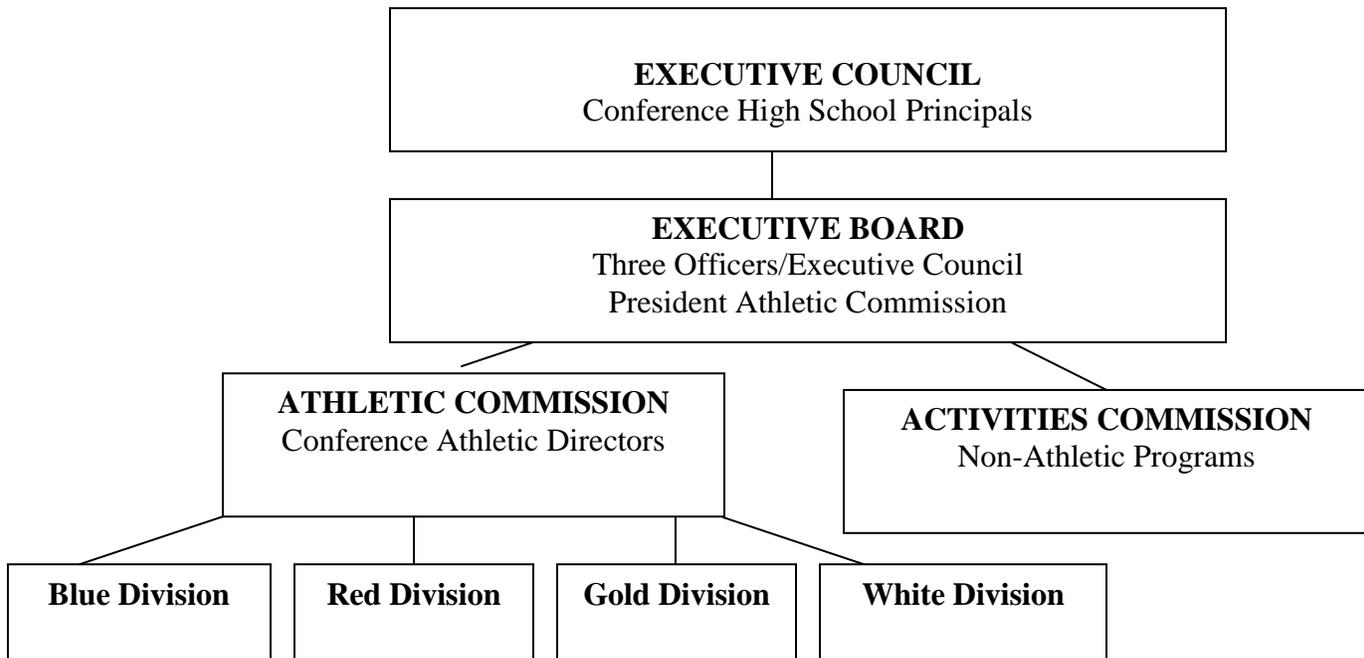
Officers

Chairman
Recorder

Responsibilities

Conduct the business necessary to run a well organized well disciplined division

APPENDIX H **Organizational Outline CAAC** **Flow Chart**



APPENDIX I
CAAC CONFERENCE COORDINATOR
JOB DESCRIPTION

A. Duties and Responsibilities

1. Attend monthly athletic director meetings for the CAAC.
2. Take minutes, update financial reports, reproduce and distribute to appropriate personnel and maintain records accordingly.
3. Assist Capital Area Activities Conference athletic directors, field questions and concerns.
4. Responsible for ordering and distributing medals, trophies and certificates. Responsible for replacement items.
5. Coordinate and oversee the Capital Area Activities Conference Senior Athlete Recognition Ceremony conducted annually.
6. Develop and maintain records and statistics for all Varsity sports, All-Conference selections, guideline updates, Constitution and By-Laws, Conference Meet records, site rosters, rotation of schedules, etc.
7. Prepare coach workshop recommendations, update By-Laws and type letters to principals telling them a coach did not attend a workshop.
8. Compile final Conference standings.
9. Other duties and responsibilities mutually agreed upon by the Conference Coordinator.

B. Compensation

1. The Capital Area Activities Conference Coordinator will be paid a fee of \$10,000.00 for July 1 through June 30. If office expense exceeds \$10,000.00, the Conference Coordinator will submit receipts to the President for reimbursement. This compensation will be reviewed bi-annually.
2. The Conference Coordinator will be paid annually. Payment will be made on January 1st.
3. The Conference Coordinator will submit an invoice in the amount of \$10,000.00 to the Capital Area Activities Conference President for payment of contract and office expenses.

C. Accountability

1. The Conference Coordinator will report to the President and Executive Council of the Capital Area Activities Conference.