

CATHOLIC SCHOOL ATHLETIC ASSOCIATION
2016-2017 POLICIES AND PROCEDURES

I. PROTEST/COMPLAINT/APPEALS PROCEDURE

A. Ascending order of authority for addressing a complaint concerning a CSAA issue

1. Complainant's own school's Athletic Director
2. Complainant's own school's Principal

If the issue remains unresolved

3. Complainant's Principal addresses the issue with the Principal from the school against which the complaint was made.
4. The Principal from either/both schools may address the issue with the CSAA Advisory Council.
5. The decision of the CSAA Advisory Council is final.

B. Appeals Procedure

1. When a person has a complaint about a CSAA issue, that person (the complainant) should address the concern with the Athletic Director from his/her own school. The Athletic Director may choose to contact the other school's Athletic Director to investigate.
2. If the matter is not resolved, the complainant must put the concern into writing and forward it to the Principal of his/her own school. The Principal addresses the issue with the complainant.
3. In the opinion of the Principal the matter remains unresolved, the Principal (not the complainant) addresses the concern with the Principal from the school against which the complaint was made.
4. If unresolved, either/both Principals may address the concern with the CSAA Advisory Council.
5. The decision of the CSAA Advisory Council is final. The Advisory Council will notify and consult with the Assistant Superintendent before making a final decision.

II. SANCTIONS

The CSAA Advisory Council may take whatever action it deems necessary in establishing sanctions for violation of the CSAA guidelines, rules, regulations, policies, and procedures in accordance with, and subject to, the Protest and Complaint Procedures, including, but not limited to the following:

1. A school can be placed on probation.
2. School staff, including coaches, can be suspended from one or more contests and may be declared ineligible to coach any CSAA team. An automatic one game/match suspension will be imposed on players or coaches ejected from a CSAA game/match. The suspension will be implemented at the next CSAA game/match played by that team. Following a review of the incident, the Advisory Council may impose further sanctions upon individuals or schools in the matter.
3. Other penalties may be levied by the CSAA Advisory Council on a player, school staff, or school based on the severity of the violation.

While any violation is subject to sanctions, the CSAA Advisory Council is particularly concerned with the following:

- COACH/PLAYER/FAN CONDUCT AT HOST SITE ACTIVITIES
- UNAUTHORIZED PERSONS ON THE BENCH OR SIDELINES
- STUDENT ELIGIBILITY [see playing rules of each league sport]
- FAILURE TO MEET HOST SITE REQUIREMENTS

- VIOLATION OF PRACTICE GUIDELINES
- FAILURE TO COMPLY WITH MANDATORY PLAY RULES FOR BASKETBALL AND VOLLEYBALL CONTESTS [see playing rules of each league sport]
- FAILURE TO COMPLY WITH UNIFORM REQUIREMENTS
- VIOLATION OF FOOTBALL RESTRICTED PLAYER RULES
- FAILURE TO TIMELY FILE GAME/MANDATORY PLAY FORMS
- FAILURE TO PAY FEES

III. FISCAL POLICY

A. ENTRY/REGISTRATION FEES.

1. For each sport played, each player must be registered with the CSAA and pay a registration fee in an amount set by the CSAA Advisory Council. (Fee: \$25.00)
2. Each participating team must pay a team entry fee in an amount set by the CSAA Advisory Council. (Fee: \$60.00)

B. LATE FEES.

1. All schools are required to pay all fees on or before deadline.
2. Participating schools will be e-mailed a reminder five (5) days after the deadline date for fees. The reminder will be e-mailed to the Principal. In the event fees are not received ten (10) days after the date of the reminder, the school will be assessed a fine of fifty (\$50.00) dollars, payable within ten (10) days of the date of the notice or prior to the next fees deadline, whichever occurs first. A school shall be assessed said fine for each delinquent occurrence during the school term.

C. GATE COLLECTIONS.

1. Gate collections shall be the responsibility of the host school. When collected, CSAA policy must be followed. Admission is \$4.00 for adults and high school students.
2. Free admission will be given to students in the eighth grade or below, and those persons possessing a CSAA league pass. All others must pay.

D. CSAA PASSES. [NOT VALID FOR TOURNAMENTS OR JAMBOREES]

The League Manager or League Management shall provide each participating school the number of CSAA passes per team as follows:

Football = 3 Girls Basketball = 2 Boys Basketball = 2 Volleyball = 2

Additionally, one administrative pass will be issued for each sport.

E. OFFICIALS FEE SCHEDULE AND PAYMENT OF FEES

A schedule of fees to be paid to officials for each sport will be provided to host schools by the League Manager. These fees will be paid by the host school following the activity.

F. SCHEDULE CHANGE FEE

1. The authority for schedule changes or game cancellations will be the Principal of each participating school. Principals are advised to show all consideration and cooperation with the league office when making such a decision.
2. The League Manager must be notified immediately at the time of a schedule change. The notification to the League Manager should be clear regarding who is making the request, host or visitor team.
3. There will be a schedule change fee in the amount of twenty (\$20.00) dollars per scheduled site for each scheduled date change. The fee must be paid to the CSAA by the school requesting the change.
4. A "failure to reschedule fee" of sixty (\$60.00) dollars will be assessed to a visiting school that postpones a game(s) / match(es) and does not reschedule the postponed game(s) / match(es). The fee will be paid to the

CSAA. Following payment, the host school will be forwarded a sixty (\$60.00) dollars payment for lost revenue.

G. FORFEIT FEE

Failure to play a scheduled game will result in a forfeit. If by the visiting team, a forfeit fee will be charged for each scheduled game/match forfeited. A forfeit fee EQUAL TO THE COST TO THE HOST SITE IN OFFICIALS FEES AND AN ADDITIONAL \$100 LOSS OF REVENUE PENALTY will be imposed. As to collection, the League Manager will receive notice of the forfeit from the home school. The report will include the amount of games forfeited and the school which caused the forfeit to occur. The CSAA will then collect the fees from that school and forward to the host school. Forfeited games are not required to be rescheduled, but the schools involved may do so at a later date.

IV. LEAGUE REGISTRATION

A. SCHOOL PARTICIPATION.

1. Principals of Catholic schools in the Diocese of Baton Rouge shall receive entry packets in time to submit their school's intention to participate in any league of each sport. No entry will be accepted after the deadline date set by the CSAA Advisory Council.
2. An Athletic Directors' meeting will be scheduled in August annually. League information will be presented at this meeting. This is a mandatory meeting for all participating schools. In the event the Athletic Director cannot attend, a representative designated by the school administration must attend.
3. A coach or member of the faculty, who is an adult and who will be responsible for the team, student, and fan conduct, must accompany each team at each league scheduled event.

B. TEAM AND PLAYER REGISTRATION.

1. A roster for each team shall be prepared and submitted and shall include the certified team members, coach(es), managers and trainers permitted to sit with the team on the bench. All individuals selected to coach by the participating school administration must file required coach's certification information with the Principal of that school prior to the entry deadline set for each sport. No one is allowed to coach in CSAA league games without completing a coach's certification and registration with the Principal, said application form being signed by the named coach, signed by the Principal, and kept on file at the school. No roster will be accepted unless it is signed by the Principal. The official team roster prepared by the League Manager or Management is the only form that will be accepted. The head coach of each team in any CSAA game must be a high school graduate, who has reached the age of eighteen years.
2. A school may enter only one Varsity team in each league.
3. Official team rosters must include:
 - a. Birthdates certified in writing by the school Principal or by proof of birth documents
 - b. Signatures of the Principal, Athletic Director, and head coach
 - c. Appropriate entry fees and players' registration fees must be presented on or before the date set by the CSAA Advisory Council as the final registration date; late fees will be assessed where applicable.
4. Roster Additions.
 - a. A school may make additions OF ELIGIBLE STUDENTS to a roster. All forms, fees and a written request from the Principal must accompany the addition to the roster.
 - b. Eligible students may be transferred from one roster to another in a sport upon the League Manager's receipt of a written request from the Principal. Once a player transfer is noted by the league office, said player(s) may not transfer back to the original roster. No student is permitted to be on more than one roster of a sport at any one time.

V. SCHEDULING

A. GENERAL

1. The League Manager shall prepare, and the CSAA Advisory Council shall approve, each league schedule. Approved league schedules shall be transmitted to the principal of each participating school as soon as possible.
2. The League Manager shall provide forms to each participating school for the purpose of noting Athletic Directors and head coaches for each sport. These forms are to be completed by the schools and forwarded to the League Manager as soon as possible prior to the beginning of each sport. If the form is on file in the League Manager, these persons will be added to the contact list for schedules.
3. The CSAA will not recognize or award any championships. Further, there shall be no publication by a participating school indicating a CSAA championship.
4. Participating teams may schedule other games or participate in tournaments or bowl games, but these games or tournaments may not conflict with the games scheduled for CSAA play, including jamborees. In all of these games hosted by schools other than regular season games, the League Manager will have no authority or responsibility for these activities. Schools should notify the League Manager of these games and tournaments to avoid possible conflicts.
5. Any school withdrawing a team from a league after the schedule is prepared must pay to the League Manager a penalty of fifty (\$50.00) dollars.
6. The League Manager shall prepare a scheduling format for each sport to be approved by the Advisory Council. This format can be different for the various sports. Additionally, the format does not have to follow the same guidelines for boys and girls activities. Enrollment for grades 5th through 8th will be used as part of the review in this process.
7. No team will be scheduled for more than two CSAA games/matches within one school week (Monday through Thursday).
8. No game/match will be scheduled for any team during the schools' examination period. [Diocesan School Advisory Council Directive]

B. SCHEDULE FORM

The League Manager will provide a form to each participating school, noted as a scheduling form that must be completed by each school and attached to their league entry. This form denotes when schools cannot play CSAA games as well as facility availability, and is mandatory for completing the schedule for each league properly. The form will be a calendar for the time frame for the current sport.

C. RESCHEDULING GAMES

1. The authority for schedule changes or game cancellations will be the Principal of each participating school. Principals are advised to show all consideration and cooperation with the League Manager when making such a decision.
2. The League Manager must be notified immediately at the time of a scheduled change. The notification should be clear regarding who is making the request, host or visitor team. There will be a schedule change fee of twenty (\$20.00) dollars per scheduled site for each scheduled date changed to be paid to the CSAA by the school requesting the change.
3. The CSAA Advisory Council may waive the schedule change fee upon request.
4. The League Manager may reschedule games due to errors made in the original league schedule.
5. There will be no rescheduled league games played after the final playing date shown on the league schedule.

D. PROCEDURE FOR RESCHEDULED GAMES

1. The notification to the League Manager and all schools involved in the schedule change of game(s) as well as plans for rescheduling the game(s) should be included in the principal's decision to make the schedule change.
2. Rescheduling shall be the responsibility of the schools involved.

3. The League Manager should be notified immediately of a schedule change, and will attend to the notification of officials scheduled for the site. In addition, the League Manager will be of assistance to the participating schools when possible.
4. The game(s) should be rescheduled on an available host site date and based on the availability of the opponent to play on that date. This information is available on the scheduling forms filed with the League Manager prior to scheduling of CSAA games. [NOTE: Weekends (FRI-SAT-SUN) designated for member school tournaments will not be considered to be available dates, but may be used if agreed upon by both schools.]
5. If no alternate date can be agreed to, a visiting school requesting the schedule change will be required to pay the "Failure to reschedule fee" of \$60.
6. The CSAA Advisory Council may waive the fee following a review of the request.

E. FORFEITS

1. Failure to play a scheduled game/match will result in a forfeit for the teams that fail to appear to play. In addition, if a team cannot field the required minimum number of players at a host site, the game/match will be forfeited and no play will be staged at the site for the league. Officials shall not officiate a practice or scrimmage session. See playing rules of each league sport for allotted grace time.
2. Failure to play a scheduled game will result in a forfeit. If by the visiting team, a forfeit fee will be charged for each scheduled game/match forfeited. A forfeit fee EQUAL TO THE COST TO THE HOST SITE IN OFFICIALS FEES AND AN ADDITIONAL \$100 LOSS OF REVENUE PENALTY will be imposed. As to collection, the League Manager will receive notice of the forfeit from the home school. The report will include the amount of games forfeited and the school which caused the forfeit to occur. The CSAA will then collect the fees from that school and forward to the host school. Forfeited games are not required to be rescheduled, but the schools involved may do so at a later date

VI. PLAYING SITES

A. HOST SCHOOL

1. All participating schools will have the opportunity for hosting games on a home-and-home schedule if they can provide the proper facilities for such. All playing standards required by the official rules of each sport, and by the CSAA, must be met by the host school to be allowed to host CSAA games. This includes: proper lighting where required, field/court markings, official size requirements, proper maintenance and safety precautions. The CSAA Advisory Council will have the final decision concerning host facility requirements.
2. Prior to the deadline for entries in each sport, a school must forward to the League Manager a copy of the provided scheduling form. This form provides all information pertaining to availability of sites and must be filed on deadline along with the school's entry form.
3. Schools that do not have facilities for hosting games may seek approved sites for games for which they are to be the host. The host school shall be required to have a representative present at all games they host and the representative will be responsible for game management. Host school should check with the diocesan insurance carrier at least two weeks in advance for sites not owned by the school in case an insurance certificate needs to be secured. The CSAA Advisory Council must approve all host sites.
4. Each host school shall have general public prayer preceding all CSAA athletic events. [Diocesan School Advisory Council Directive]

B. GAME MANAGEMENT

1. Each host school must have a site supervisor who will have the facility ready for league play at the appropriate time as noted in the playing rules for each league sport.
2. Each host site must have a site supervisor present for each league scheduled event. In the event the site supervisor is not present, a school designee shall fulfill the duties of the site supervisor.
3. Host schools will provide information prior to the start of each sport to the League Manager, including

the name of the site supervisor for the game site as well as any other alternates appointed by the school administration. This list will be kept on file by the League Manager.

4. The host management is responsible for spectator behavior, insofar as it can reasonably be expected to control the spectators. When a spectator becomes unruly or interferes with the orderly progress of the game or match, the referee shall suspend the play until the host management resolves the situation and the game can proceed in an orderly manner. In the event someone must be removed from the premises due to his/her ejection, the referee shall suspend play until the offender[s] can be removed from the premises by the host management. The host management may request the coach or AD of the offending team to assist in this process. In the event the offender[s] refuses to leave the premises within 3 minutes of being asked, the game/match will be ended and a report made to the league office. Any violent gestures by the offender[s] shall result in a call to local law enforcement to escort the person off the premises.
5. Game report and mandatory play forms must be filled out at host sites for each event held at a member site. These forms are to remain with the member school hosting the event until [10] days after the regular season has ended. At that time, the game reports and mandatory play forms may be discarded. The League Manager will contact the school to file a copy of a game report or mandatory play sheet in the event a controversy occurs. Member schools are required to file game reports with the League Manager if event includes player/coach/spectator ejection.
6. Refer to particular sport rules for: (a) duties of site supervisors; (b) other requirements for host site; (c) reporting requirements; (d) guidelines and duties for scorers and clock operators; and (e) matters relating to the payment of officials' fees.

VII. UNIFORMS

A. SCHOOL COLORS

1. Annually each participating school will advise the League Manager of the color of jersey to be used in football, girls' basketball, and boys' basketball by each team in all grade levels at HOME GAMES. For each game played, a HOME TEAM shall be designated on the schedule.
2. Schools will wear appropriate uniforms of a matching design and color and numbered as required by the CSAA rules and regulations.

B. VISITING TEAMS

To insure that team uniforms of schools contrast at scheduled football and basketball games, visiting teams are responsible for not wearing uniform jerseys that are of color noted on the CSAA chart for the home team. The League Manager will circulate a complete list of all participating schools home team colors when received from the participating schools.

C. NUMBERS

Refer to particular sport rules for information regarding number requirements.

D. COMPRESSION SHORTS/UNDERSHIRTS

Refer to particular sport rules for information regarding the wearing of compression shorts and undershirts.

PHYSICAL EXAMINATIONS

Participating schools should have the players on its team rosters receive physical examinations before being permitted to play in the CSAA.

INSURANCE

A program of student accident insurance covers all students in our Catholic School System. Coverage is automatic for all students. The coverage and claims procedures are outlined in booklets on file at each member school. Call the school for further information.

OTHER SPORTS PROGRAMMING

The CSAA encourages participation in other sports activities and notes that participating schools may host single events or tournaments.

When participating schools have large numbers of students vying for positions on the CSAA Varsity teams, the CSAA encourages schools to develop Junior Varsity teams to play among other schools on this level.

The CSAA also allows participating schools to host tournaments, single events, and post season events in sports programming and will assist however possible in advising participating schools of such events. However, the CSAA does not endorse nor assume authority or responsibility in such sports programming, whether hosted by a participating school or a non-participating school or other entity, nor collect entry or registration fees, nor provide awards. **CSAA name and logo may not be used in connection with any such event.**