

Texas Charter School Academic & Athletic League TCSAAL



2016-2017 Handbook

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Mission & Vision

- **Mission**

The Texas Charter School Academic & Athletic League works to aid the individual growth of Texas' charter school students, through academic and athletic competition, to promote teamwork, a healthy lifestyle, and the constant pursuit for academic excellence.

- **Vision**

TCSAAL will develop and maintain annual sports leagues and academic competitions as a venue to showcase charter school students in Texas.

TCSAAL Goals

- It is the goal of TCSAAL to facilitate safe, professional, and fun competitions.
- It is the goal of TCSAAL to promote and value sportsmanship above all other aspects in all TCSAAL Activities.
- It is the goal of TCSAAL to develop a competitive league that is available to all charter schools in the state of Texas.
- It is the goal of TCSAAL to promote a sense of community among Texas' charter schools and to help build a stronger sense of charter school unity.
- It is the goal of TCSAAL to promote the progression of Texas Charter Schools.
- It is the goal of TCSAAL to provide a program that is an incentive to help foster the development of a student's good behavior, good grades, and their overall character.
- It is the goal of TCSAAL to provide activities that promote a healthy lifestyle.
- It is the goal of TCSAAL to provide competitions that promote the lifelong lessons that are obtained through teamwork.

Competition Codes/Sportsmanship

Competition Codes are established in order to ensure that any participating school, athlete, coach, fan, participant, or any other individual associated with our member schools, conduct themselves in a manner that is in the same spirit as the TCSAAL Mission & Vision. Individuals, campuses, and other entities failing to meet the standards set forth by the following competition codes may be subject to penalty.

- All opponents are to be treated as guests, emphasizing the value of sportsmanship over the result of a competition.
- Winning participants and their supporters are to display good sportsmanship in their victory, while participants that do not win and their supporters are expected to display good sportsmanship in their loss. Boasts, insults, or displays of poor behavior as a result of a loss is counterproductive in the individual participant's growth and development, as well as contrary to TCSAAL's Mission & Vision.
- Coaches are expected to keep safety as the top priority while coaching, and as well, are expected to teach tactics in a manner that are both ethical and in the spirit of competitive integrity. In addition, coaches are expected to coach in a manner that is conducive to the educational value of the respective competition, and should not resort to skirting the rules or employing unethical tactics.

- Participants and their supporters are expected to accept rulings of competition officials in a mature and humble manner, and are further expected to treat all officials, spectators, and attendants at TCSAAL events with courtesy and affable character.
- Coaches are expected to remember that they set the example for students. Acting unprofessionally after feeling wronged does not contribute anything positive to the competitive environment, and certainly does not correct any wrongdoing that might have occurred.
- Removing teams from competition as a means of protest is counterproductive to the fundamental aspects of both competition and team sports, and such action is likely to stunt rather than encourage personal growth for those individuals participating.
- Coaches are also expected to set a good example for his/her team by demonstrating affable and professional rapport with officials, opposing team members, coaches, and spectators.
- During the most trying times of competition, coaches are expected to lead their team in maintaining a positive attitude and in appreciating the value of the lessons learned through competition, rather than focusing on the negative aspects of a result.
- Coaches are expected to encourage core school academics above and beyond any aspect of competition.
- Participants and all affiliated individuals are expected to respect the facilities being used and are to clean up after themselves prior to exiting.

School Eligibility

- Any open enrollment or district charter school in the state of Texas is eligible to participate in TCSAAL.
- Any charter school in a bordering state that is willing to participate in a nearby Texas division will be eligible to participate if that division has less than 5 participating schools in all activities. A Non-Texas School will be grandfathered to continually participate in that division after the division grows beyond 5 teams as long as they stay in good standing with the league. TCSAAL has decided to allow outside Texas schools in the event stated above in order to help more divisions in Texas make and serve our goal of reaching all charter schools across the state of Texas.

Registration Requirements

- All schools must complete and submit the registration forms
- All participating schools must have their approved liaison to the league sign and return the Handbook Understanding Agreement.
- All schools must pay their base fee upon submitting their registration forms
- All schools must pay for each activity fee at least 30 days before the start of the activity
- In the instance where an event deadline has passed, late entries will be permitted at the sole discretion of TCSAAL. Factors taken into consideration when adding a team after the deadline include, but are not limited to: The logistical implications for those campuses already participating, the potential number of participants should a new division be necessary, and the amount of time in between the deadline and the team's attempted entry. For all late entries, a late entry fee of \$50 will be charged in the event that the team is accepted.

Refund & Payment Policies

Payment Policies

- All schools must pay their annual base fee at the time of registering.
- All schools must pay their activities fee 30 days before the start of the activity.

Refund Policies

- If a specific sport league in your region does not make (ex. 9th -12th flag football), your charter school will be refunded in full for the activity fee.
- If you have registered for an activity and choose to cancel your registration, the following refund policies will apply:
 - If you cancel 61 days or more before the start of the activity then you will receive a 90% refund (or only be charged 10% of the entire cost).
 - If you cancel between 60 and 31 days before the start of the league then your charter school will receive a 50% refund for activities canceled.
 - If you cancel 30 days or less prior to the start of the activity you will be charged the entire amount.

General Contest Rules

- No pass, no play. (Applies to all classes) Students can become eligible again based on progress reports as handled by the schools.
- A student must be under the age of 19 as of September 1, of the current school year to be eligible to participate in the high school age group.
- A student must be under the age of 15 as of September 1, of the current school year to be eligible to participate in the 6th – 8th Grade age group.
- A student must be under the age 13 as of September 1, of the current school year to be eligible to participate in the 4th – 6th Grade age group.
- Any student can play up in age, but they cannot play down. Any student can play up in grade but they cannot play down in grade.
- A student cannot play on multiple teams in the same activity. For example, a 6th – 8th grader is allowed to play on either the 6th – 8th grade team or the 9th-12th grade team but not both. Also, if your school, for example, has two 6th - 8th grade flag football teams, a student will not be allowed to play on both teams.
 - Students are permitted to change teams during the first half of the season (before their 5th game in all activities except 11th-12th grade basketball, in which case the deadline would be prior to the team's 6th game). For example: A participant can be moved from either the 6th-8th grade team to the 9th-12th grade team. If the participant was an 8th grader playing up into the 9th-12th grade team, the participant can be moved back down to the 6th-8th grade team. Schools with 2 teams in the same activity, gender and age grouping are allowed to have their students switch teams if the team they are leaving and the team they are going to has not started their second half of the season.
 - A player can only switch teams 1 time during a particular season. Whether they are switching teams at the same school or they are a transfer student to a new school. And all

changes must be sent into TCSAAL for confirmation before the change happens. A player cannot play on the same team on the same day even if this is their only switch.

- Exception: In most instances, players may transfer without restrictions from 11th-12th Grade (Varsity) teams and Junior Varsity teams. The only restriction for players transferring from Junior Varsity to 11th-12th Grade (Varsity) teams exists in the event that:
 - i. Both teams are playing on the same day; in this instance players can only play for one of the teams.
 - ii. Both teams have advanced to the Regional Playoff; in this instance players can only play for one of the teams throughout the duration of the tournament.
 - iii. Junior Varsity players can be added to the 11-12th Grade (Varsity) team in the event that the Varsity team advances to the state playoffs.
- Final team rosters are due before the start of the second half of your season for all athletic teams. No changes to rosters will be allowed after the final rosters are due.
 - Exception: This does not apply to players switching between 11th-12th Grade (Varsity) teams and Junior Varsity teams; players on 11th-12th Grade (Varsity) teams are able to transfer after the deadline provided they are eligible per the Junior Varsity rules and exceptions detailed above, and vice versa for Junior Varsity players transferring to 11th-12th Grade (Varsity) teams.
- Any campus fielding a Junior Varsity team in an activity without fielding an 11th-12th Grade (Varsity) team, should their Junior Varsity team win the Regional Championship, will be required to field a team in the 11th-12th Grade (Varsity) grouping the following year. The campus will be eligible to also field a Junior Varsity team in said activity provided that they also field a team in the 11th-12th Grade (Varsity) Age Grouping.
 - Exception: Campuses only serving students up to 11th grade or lower will not be required to participate in the 11th-12th Grade (Varsity) Age grouping unless otherwise mandated by TCSAAL.
 - The following year, should said campus' 11th-12th Grade (Varsity) team finish the season in said activity with a divisional winning percentage below .500, said team will be eligible to participate in Junior Varsity groupings the following year.
- Girls are eligible to participate in all boys sports with the exception of Track & Field and Cross Country activities.
- Boys cannot participate on girls' teams.
- Athletes must be a full-time student at the team's school in order to play for that team.
 - If a student is participating in an activity and they graduate they will be allowed to finish the current activity that they are already participating in. They will not be allowed to participate in any new activities. This only applies to graduating students. Students that leave the school for any reason other than graduation will not be allowed to participate in TCSAAL activities.
- **Penalties for using an ineligible player:** Penalties for using an ineligible player can include, but are not limited to:
 - Suspension of a player
 - Suspension of coaches

- Forfeiture of previous victories
- Suspension of team
- For additional rules, please see the specific activities' rules.

Athletic Scheduling and Regular Season Format

Teams will play each team in their division twice (with the exception of Cross Country, Track & Field, Golf and Tackle Football). In the event that the number of divisional games is less than 8 (or 10 for 11th-12th Grade Basketball), teams in the division will be scheduled non-divisional games in order to supplement their schedule as necessary. (Please note that non-divisional games do not contribute towards playoff seeding or divisional ranking as detailed below) In the event that TCSAAL is unable to provide an 8 game schedule for each team (or 10 games for 11th-12th Grade Basketball), TCSAAL will credit the school the difference at a rate of \$50 per game not played. In some areas it might be difficult to split the teams into separate divisions or find supplementary non-divisional games, TCSAAL will work with the respective schools to find the most conducive structure for their teams. Which may result in some divisions playing each other more than twice.

See competition specifics below:

Flag Football/Soccer

- Teams participate in a regular season not to exceed 8 games. Teams will play each team in their division twice, with division capacity capped to a maximum of 5 teams. All regular season games will take place within that team's division. Note that in some cases, the season may be less than eight games. If such occurs, TCSAAL will inform all teams in the respective division. If possible, TCSAAL will still schedule your team non-division games to bring your game total to 8 when possible.
- Facilities and officials are included in schools fees and will be arranged and provided by TCSAAL.
- The top two teams from each division will advance to the playoffs, with the exception of divisions consisting of only 2 teams, in which case only one team from said division will advance to the playoffs.

All Volleyball & 4th – 6th Grade, 6th – 8th Grade, 9th – 10th Grade, & Junior Varsity Basketball

- Teams participate in a regular season not to exceed 8 games. Teams will play each team in their division twice, with division capacity capped to a maximum of 5 teams. All regular season games will take place within that team's division. Note that in some cases, the season may be less than eight games. If such occurs, TCSAAL will inform all teams in the respective division. If possible, TCSAAL will still schedule your team non-division games to bring your game total to 8.
- Officials are included in event fees and will be arranged and provided by TCSAAL.
- Schools must provide their own facilities for home games. (If a school does not have the facilities then they are required to rent or otherwise secure the use of a regulation facility)

- The top two teams from each division will advance to the playoffs, with the exception of divisions consisting of only 2 teams, in which case only one team from said division will advance to the playoffs.

11th-12th Grade Basketball

- Teams participate in a regular season not to exceed 10 games. Teams will play each team in their division twice, with division capacity capped to a maximum of 6 teams. All regular season games will take place within that team's division. Note that in some cases, the season may be less than ten games. If such occurs, TCSAAL will inform all teams in the respective division. If possible, TCSAAL will still schedule your team non-division games to bring your game total to 10.
- Officials are included in event fees and will be arranged and provided by TCSAAL.
- Schools must provide their own facilities for home games. (If a school does not have the facilities then they are required to rent or otherwise secure the use of a regulation facility)
- The top two teams from each division will advance to the playoffs, with the exception of divisions consisting of only 2 teams, in which case only one team from said division will advance to the playoffs.

6-Man Tackle Football/11-Man Tackle Football

- Teams participate in a regular season not to exceed 7 games. In most cases, teams will play every team in their division once. In some cases, divisions may be scheduled to play each team twice.
- Facilities and officials must be arranged and provided by host school or designated home team.
- The top team from each division will advance to the playoffs, with the exception of the potential scenario of having only one division in the state, in which case, the top 2 teams will advance.

Track & Field

- Teams will participate in an open meet as well as a Regional Qualifier. Individuals that advance out of the Regional Qualifier will participate in the State Track meet representing their school. (See playoff format)

Baseball & Softball

- Teams participate in a regular season not to exceed 8 games. Teams will play each team in their division twice, with division capacity capped to a maximum of 5 teams. All regular season games will take place within that team's division. Note that in some cases, the season may be less than eight games. If such occurs, TCSAAL will inform all teams in the respective division. If possible, TCSAAL will still schedule your team non-division games to bring your game total to 8.
- Schools must provide and pay for their own officials from an approved list of TCSAAL assignors.
- Schools must provide their own facilities for home games. (If a school does not have the facilities then they are required to rent or otherwise secure the use of a regulation facility)

- The top two teams from each division will advance to the playoffs, with the exception of divisions consisting of only 2 teams, in which case only one team from said division will advance to the playoffs.

Golf

Teams will participate in a state tournament. If our participation size increases TCSAAL will consider adding a Regional tournament. Green fees are included in TCSAAL golf dues.

Athletic Divisioning

TCSAAL divisions will be composed of anywhere from 2 to 5 teams (with the exception of 11th-12th grade basketball, which can have up to 6 teams within a division) within the same gender and age grouping. Teams are placed into a division by TCSAAL. Factors for placement include, but are not limited to:

- Campuses entering multiple teams in the same activity and age grouping.
- Campuses needing to transport multiple teams among different gender and/or age groupings.
- Geography and proximity of teams among a division.
- Teams registering after the deadline.
- TCSAAL may opt to diversify divisions by virtue of sister school affiliations

Penalties for forfeiture:

- Teams forfeiting within 7 calendar days of their game will be fined \$100 for forfeiture. The \$100 will be used towards the TCSAAL playoff budget. Failure to pay these fines will negate said team from participating in playoffs and/or participating next year in that specific activity until fines have been paid. Schools can petition their fine to the league if they feel they have justification for not having to pay the fine. In addition, forfeitures are weighed differently in the event of a tie-breaker scenario (see **Athletic Tie-Breaker Scenarios** below)
- **Administrators of any team forfeiting will be notified upon notice of forfeiture.**

Athletic Playoff Format for 6th – 8th, 9th – 10th and 11th – 12th Age Groupings

Playoff format:

Teams that advance to playoffs (Flag Football, Volleyball, Basketball, Soccer, Baseball, and Softball):

- The top 2 teams from each division will advance to the playoffs except in divisions with only 2 teams. If a division only has 2 teams, only the top team will advance to the Regional Playoffs.
 - This will make sure that every playoff team has advanced on merit.
 - In the event that a 2 team division also constitutes the entirety of a region, then both teams will play each other in a Regional Championship game.

Regional & Sub-Regional Playoff Seeding:

Teams will be ranked based on the following criteria in the following order:

1. All 1 seeds from divisions will be seeded higher than all 2 seeds, with the exception of situations presented by a 2 team division, in which case a 1 seed might be ranked beneath a 2 seed for the purpose of ensuring divisional opponents do not meet until the final round.
2. First TCSAAL will rank and assign the divisional #1 seeds into the top positions available on the bracket using the following criteria:
 - a. Divisional winning percentage
 - *NEW: Beginning with the 2016-17 school year, in cases where equitable (b) and (c) (detailed further in *Athletic Tiebreaker Procedures* below):*
 - b. TCSAAL-Sanctioned Non-Division winning percentage from qualifying games*
 - c. TCSAAL-Sanctioned Non-Division head-to-head winning percentage from qualifying games.*
 - d. Number of divisional wins (not counting non-district games or tie-breaker games)
 - e. Random draw (if we still have a tie amongst teams)
3. Then TCSAAL will seed all the #2 seeds in the remaining openings on the bracket using the following criteria:
 - a. Divisional winning percentage
 - b. Number of divisional wins (not counting non-district games or tie-breaker games)
 - c. Random draw (if we still have a tie amongst teams)
4. TCSAAL will then move #2 seeds down (or up in some cases) on the bracket as necessary to move them to the opposite side of the bracket of their divisional opponent.
5. Finally, if necessary, TCSAAL will move #1 seeds advancing from 2-team divisions down as necessary to ensure that divisional opponents are placed on opposite sides of the bracket. This might result in these teams being ranked below a 2 seed.

State Playoff Seeding:

When seeding for the state playoffs, the 4 regional champions are seeded 1-4. Teams will be ranked based on the following criteria in the following order:

1. Divisional winning percentage
2. Number of wins (including playoff record*, but not factoring in non-district games or tie-breaker games)
 - * Beginning with the 2016-17 school year, playoff wins will include any bye-rounds earned as a result of seeding. In previous years, teams earning a bye in first playoff round did not receive credit for this game whereas a lower seed would have.*
3. Random draw (if we still have a tie amongst teams)
4. Exception. In the event that two of the regions come out of 1 traditional region, TCSAAL may alter the seeding so these teams either do not meet in the first round, or schedule their semifinals to play before traveling to Austin.

Flag Football/Volleyball/Basketball/Soccer/Baseball/Softball:

- In all activities where we have at least 2 divisions participating in that activity in the same age/gender grouping, we will have a Regional Round of the playoffs as well as a State Round.

TCSAAL will divide all participating divisions into regions, North, South, East and Central/West Texas. Regions will be assigned before the start of each season. (If there are only 2 or 3 divisions in the state then there will only be 2 or 3 regions).

- The top two teams from each division (unless it is a division of only 2 teams) will advance to the Regional Round of the playoffs in their respective region.
- If there is only 1 division in the state then the top two teams will advance straight to the state championship game.

Regional & Sub-Regional Rounds

- Regional & **Sub-Regional** rounds will be structured as a single-elimination tournament with the Champion advancing **to the next round of playoffs**.
- For regional seeding procedure, please see *Playoff Format* above.

State Round

- This round will be a single elimination tournament with the Regional Champions advancing to the State Round. The winner will be crowned the State Champion. In most cases the State Round will take place in one day with teams playing an early game and a late game.
- For state seeding procedure, please see *Playoff Format* above.
- Teams will not play for third place. State teams will finish either: State Champion, State Runner-Up, or State Final Four.

Playoff Format when less than 4 divisions are participating

- In the event that we have an activity with only 3 Divisions (Regions) the winner from each of the 3 Regionals will advance to the state round. Based upon State Seeding format: (See *Playoff Changes* above) the 3 teams will be seeded 1, 2 and 3. The 2 and 3 seed will play a game with the winner advancing to the championship game to play against the 1 seed. (This format has been designed for safety so teams do not play more than 2 games in the same day).
- In the event that we have an activity with only 2 Divisions (Regions) the top 2 teams from each division will play each other in a Regional Championship game. The winner from each of the 2 Regionals will advance to the state round. The Regional Champions will then play each other for the State Championship game.
- In the event that we have an activity with only 1 division in the state then the top 2 teams from the division will play each other for the championship.

4th – 6th Grade & Junior Varsity Grouping Playoff Structure:

- Our 4th – 6th Grade and Junior Varsity activities will not participate in a state round of the playoffs. The top 2 teams from each division will advance to a single-elimination Regional Playoff where they will compete to become Regional Champions.
 - Any campus fielding a Junior Varsity team in an activity without fielding an 11th-12th Grade (Varsity) team, should their Junior Varsity team win the Regional Championship, will be required to field a team in the 11th-12th Grade (Varsity) grouping the following

year. The campus will be eligible to also field a Junior Varsity team in said activity provided that they also field a team in the 11th-12th Grade (Varsity) Age Grouping.

- Exception: Campuses only serving students up to 11th grade or lower will not be required to participate in the 11th-12th Grade (Varsity) Age grouping unless otherwise mandated by TCSAAL.
- The following year, should said campus' 11th-12th Grade (Varsity) team finish the season in said activity with a divisional winning percentage below .500, said team will be eligible to participate in Junior Varsity groupings the following year.

6 Man Tackle Football/11-Man Tackle Football Playoff Procedures

- Because of the amount of rest time required between games, only the top team from each division will advance to the Regional Round of the playoffs (Regional Playoffs for Tackle Football will be the champion of each division playing one game against another divisional champion. The winners of those games will play for the state championship).
- If there are more than 4 divisions participating in Tackle Football, the league will decide on playoff structure before the season begins.
- In the event that there are three participating divisions, TCSAAL will determine seeding using the following system:
 - Divisional winning percentage
 - Number of wins (including playoff record, but not factoring in non-district games or tie-breaker games)
 - Random draw (if we still have a tie amongst teams)
- In the event that there is only one participating division, then the top two teams from that division will play a winner-takes-all state championship game.

Track & Field Playoff Procedures

- At the Regional Qualifiers the top two relay teams and the top 6 individuals in all running activities except for the two mile, one mile, and 800 meter (only the top three individuals advance) will advance to the State Track Meet.
- At the Regional Qualifiers the 3 individuals in all field events will advance to the State Track Meet.
- In the event that bad weather prohibits us from having the regional qualifier meets, we will use the results from the regional open to determine advancement to state.

Golf Playoff Procedures

TCSAAL will have a State tournament. In the event that our numbers grow beyond the capacity of a tournament we will have regional rounds. TCSAAL will announce Playoff Structure for regionals if needed.

Playoff Details

- TCSAAL will arrange all playoff facilities for all activities in both the regional and state level of competitions. TCSAAL will also arrange for all referees for the many rounds of the playoffs.

- The exception to this is that Divisions working with their Divisional Chair (and TCSAAL Regional Director) will set up and arrange their own divisional tie-breaker games. See duties of Divisional Chair.
- TCSAAL will charge a door fee for all playoff rounds. The prices will be made public ahead of time via the website. Usually the Regional Rounds will cost \$5-\$7 a day and State will cost \$10 a day. All players, coaches, and trainers on rosters will be allowed entrance for free. Cheerleading teams that have made arrangements with TCSAAL to perform will also receive entrance for free. Also, all guests 8 and under will be charged a \$1 entry fee and infants will be allowed free entry. No others will be admitted for free.
- Upon releasing playoff brackets and schedule information, schools will be given a timeframe in which they can raise concerns or protests if they feel the bracket and matchups are not correctly assembled according to the policies detailed in the TCSAAL Handbook. Following this timeframe, brackets are considered finalized and cannot be protested or altered.

Administrators Attending TCSAAL Playoffs and Tie-Breaker Games:

- Teams that advance to the playoffs will be given 2 Administrator Tickets in order for their administrators to attend the playoffs and tie-breaker games free of charge.

Playoff Awards

For awards given out to teams that advance to the playoffs, please see the individual activity's rules.

Athletic Tie-Breaker Scenarios

- Forfeitures will be given the lowest level of ranking when being considered in tie-breaker scenarios (for example, in head-to-head matchups, if *Team A* beats *Team B* by 3 points and then forfeits their other game versus *Team B*, they will automatically lose the head-to-head tie-breaker scenario). A forfeit will be ranked as the maximum point loss for dealing with tie-breakers.
1. **Divisional Rankings** are determined using the overall winning percentage among division games.
 - a. For all instances where 2 teams are tied for an advancing position by virtue of divisional winning percentage or as a result of tie breaker procedure detailed in subsection c below, the head-to-head winning percentage amongst tied teams will determine the advancing team.
 - i. If teams are still tied, the 2 teams will then play a tie-breaker game.
 1. **Tie breaker game details:** For tie-breaker games, each tied team is responsible for paying \$100 to TCSAAL to cover the expense of the tie-breaker game. If admission is charged, admission earnings will be applied equally to the tie-breaker fees. If there is still a balance, teams will cover the remaining expense.
 - b. **For all instances where 2 teams are tied for the #1 and #2 seeds by virtue of** divisional winning percentage, the head-to-head winning percentage amongst tied teams will determine the advancing team.

- i. For all instances where multiple teams are at any point tied for the lowest ranking according to the above tiebreaker criteria, the said teams will be grouped together and will repeat the tiebreaker procedure among them.

Academic Competitions Structure

Math Olympiad/Chess/Spelling Bee/One Act Play

- Teams/Individuals will participate in a Regional Qualifier and those that qualify will advance to the State Competition. See event rules for qualifying criteria.

All Other Academic & Arts Competitions

- Currently, teams will participate directly in the State Round. Please note that as an activity grows we will add Regional Qualifiers as necessary.

How many teams advance to State (For activities with Regional Qualifier)

- See the individual activities rules.

TCSAAL Advisory and Disciplinary Action Board (Regional Representatives)

Each region within TCSAAL will elect a Regional Representative (a coach or Athletic Director) that will serve on the Advisory and Disciplinary Board as their region's representative. These 4 individuals, along with 3 at-large members appointed by the TCSAAL Director, will serve as an advisory panel to the TCSAAL Director on discipline matters that need further review. They will also have biannual planning meetings to make recommendations to TCSAAL on league structure and format. This panel will only have an advisory role and will not have any final decision-making authority. Any representative whose school has a Disciplinary Investigation under review must recuse themselves from the advisory discussion. Individuals in an elected regional role will serve a 2-year term and that individual is ineligible to serve as the Regional Representative for the following term. The subsequent Regional Representative cannot represent the same school as the previous representative. North Texas and Central Texas Regions will elect their representatives in the even-numbered years, and East Texas and South Texas Regions will elect their representative in odd-numbered years.

Elections will be held at the TCSAAL Coaches Conference and each school must have someone there in person in order to vote or run for the position.

The 3 at-large representatives will be selected from member schools or the community and they will serve in 1-year terms. They will be appointed by the TCSAAL Director and are eligible to serve consecutive terms. They can also be filled by an outgoing Regional Representative at the TCSAAL Director's discretion.

Regional Representatives will also aid TCSAAL Staff on Regional Playoff sites and other miscellaneous playoff details.

Divisional Chairs

In all of our divisions, division coaches will have a pre-season meeting, either in person or via phone, and make sure that they have exchanged contact information as well as familiarized themselves with each other and their game site locations. The coaches will also elect a Division Chair that will serve as a direct line of communication between TCSAAL and the division on divisional matters. The Division Chairs will assist TCSAAL Regional Directors in obtaining results as well as aiding with any protests that arise within the division. The division chairs will serve as aids and advisors but will have no official authority.

Teams will submit results and scores to both TCSAAL and their Division Chair either by email or text message by noon the following school day.

Teams will submit rosters and any roster changes to both TCSAAL and to their division chair in accordance with the *TCSAAL Handbook*.

At divisional pre-season meetings (for volleyball and basketball, as well as any sport in which your division does not generally play regular season games at a neutral site), teams will determine which of their facilities will be used for tie-breaker games in the event that a tie-breaker game is necessary for their division. It will be pre-determined and used even if the host school is playing in the tie-breaker game. The host school is to charge admission but they must also cover the expense of the officials. If the host school does not earn sufficient admission fees to cover the costs of the officials, then the participating teams will split the balance, due to the host school immediately.

If the game is to be played at a neutral site, each team will be charged a fee of \$100 to cover the costs of the game. If admission is charged, the earnings from admission will be divided evenly up to the \$100 per team between the teams, and applied to their fee for the tiebreaker game.

Protests/Appeals Process

- Schools that wish to make an appeal or protest must submit the appropriate form from our website which can be found under the “important documents” link.
- Schools will have 5 business days to submit their appeal/protest. Any appeals or protests for games scheduled within 2 weeks of the end of the season must be made within the following business day.
- Schools must pay a \$50 fee to submit their appeals/protest (If teams win their appeal then they will be refunded the money). Please note that no appeal/protest will be reviewed without funding in hand within 5 business days of the appeal. (This fee can be given to a TCSAAL Site Manager)
- Protests should be directed to either the Academic or Athletic Director.
- Appeals should be directed to the State Director.
- Schools may protest a student’s eligibility.
- Schools may protest possible cheating.
- Schools should bring to the attention of TCSAAL all acts of un-sportsmanlike behavior.
- Schools **may not** protest a referee’s judgment or ruling. TCSAAL will not overturn a referee’s ruling or judgment.

- TCSAAL will not change results or scores except in the event of un-sportsmanlike behavior, an ineligible student, or cheating. (Please note that penalties will be handled on a case-by-case basis at the discretion of TCSAAL)
- The TCSAAL State Director reserves the right to act on all protests and appeals and serves as the final authority on all disputes. At the TCSAAL Director's discretion, the Director may send an appeal to the Advisory board for their opinion on the issue.

Hosting Teams Responsibilities

Responsibilities of Host Team:

- The Host Team must take measures to ensure there is always a safe environment for the competition.
- We encourage each Host Team to have a non-coach representative present at all home games.
 - The representative may be any coach (other than the game coach), teacher, administrator, or staff member associated with the school.
 - The representative works to ensure a safe environment.
 - The representative assists the officials in any manner necessary to discourage improper conduct by players, coaches, or fans.
- Host Team is responsible for reserving their own facility for all home games in which facilities are needed.
- Host Team must take measures to ensure that prohibited activities do not occur during game play; warm-up or wrap up of the game.
 - Prohibited activities shall be defined as any activities that are against the rules and regulations of the home team's school or facility.
 - Additionally, prohibited activities include any activities that are against TCSAAL rules and regulations. Or any activity prohibited by law.
- Host Team shall be responsible for ensuring that the visiting team can be directed to locker rooms or facilities for teams to change.
- Host Team must ensure that the home team as well as the visiting team is adhering to all TCSAAL rules and regulations, including, but not limited to, sportsmanship, competition codes, as well as the rules and guidelines for each individual activity.
 - See individual activity's Rules and Guidelines for more detail.

All-Regional/All-State Teams & Stat-Tracking Requirements

As a service to our schools, TCSAAL awards All-Regional and All-State teams in our high school athletics.

Coaches must fill out and submit nomination forms which can be found on our website. All coaches are encouraged to submit stat tracking forms for all high school games, also found on our website, to help make the case for their athletes.

Coaches will then vote on all nominees. Please note that only schools who have submitted nomination forms for All-Region will be able to participate in the voting process for All-Region and All-State Awards.

TCSAAL will give out awards to our honored high school athletes in the following categories:

- All-Region
- All-Region Honorable Mention
- All-State
- All-State Honorable Mention
- Academic All-State

Nominations and voting will be performed by virtue of online form submission as of the 2014-15 school year.

Rules regarding the All-Region & All-State team will be as follows:

- For nominations, each team may nominate up to 6 athletes. One nomination form will be allowed per team. However, only one voting ballot will be allowed per participating school.
- For voting, you will be ranking who you believe to be the top twelve athletes from your region and state.
- When voting, you can only rank 3 of your own athletes in the top 6. Please keep in mind that we are trying to award the 6 best athletes, so we ask you to equally consider other schools' athletes as well as your own.
- Ballots are expected to be filled out earnestly and in order, from 1st through 12th rankings. Any votes preceded by an empty ranking will result in the ballot being marked as INCOMPLETE and will not be counted. EXCEPTION: The only time blanks on the form are permitted is when there are less than 12 nominees to be voted upon.
- The top ten athletes that receive the most votes will be named to the All-Region Team. All athletes that do not make the All-Region Team, but receive at least 10 voting points will be named All-Region Honorable Mention (voting points breakdown detailed below):

1st Place = 12 pts, 2nd Place = 11 pts, 3rd Place = 10 pts, 4th Place = 9 pts, 5th Place = 8 pts, 6th Place = 7 pts, 7th Place = 6 pts, 8th Place = 5 pts, 9th Place = 4 pts, 10th Place = 3 pts, 11th Place = 2 pts, 12th Place = 1 pt

- Any students in the 10th, 11th, or 12th grades that make the All-Region Team and have a cumulative GPA of 88% or higher will be awarded All-State Academic Team. Students in 9th Grade and below will not be eligible for academic team awards.

Health & Wellness

- It is the policy of TCSAAL to not initiate or continue outdoor events when the Heat index is at 105 or higher. The heat index is determined when factoring temperature and humidity together.

- TCSAAL uses the National Weather Service Heat Index Chart to determine the current heat index: As of publication of this year's Handbook, a copy of this chart can be found at: http://www.srh.weather.gov/jetstream/downloads/heatindex_rh_f_20x12.pdf.
- TCSAAL uses the websites accessing the National Weather Service, such as weather.com, to determine the temperature and humidity of an area.
- Please remember to provide sunscreen and shading for your teams at all outdoor activities.
- Please always bring plenty of water and food for your team. Please never assume that water and food will be provided.

Concussions Training and Guidelines

- To learn how keep student athletes safe and how to comply with HB No. 2038, please visit our new Concussion Prevention page on our website.

Rules and Guidelines for TCSAAL Competitions

Please see all rules and guidelines for competition on our website.

Updates and Changes to the Handbook

TCSAAL reserves the rights to add or modify general rules and guidelines at any time. Notification will be done via the website. Once a rule is posted on website it will immediately take effect. TCSAAL will try to notify schools of the changes but it is the responsibility of all participants to check regularly with the website in order to stay up-to-date. TCSAAL will not excuse failure to comply with rules because an individual claims to be unaware of the rules and regulations.

2016-2017 Handbook Understanding Agreement

The handbook understanding agreement must be signed by either the administrator or the person appointed by the administrator as the primary contact to work with TCSAAL on the school’s behalf.

I acknowledge by signing the following that I am signing on behalf of my school and all of my coaches and that I fully understand every aspect of the handbook, as well as all matters referenced in the handbook, including, but not limited to, full knowledge of all competition rules of activities that my school is participating in. I agree to ensure that all coaches, participants, parents, students and all those attending or participating in TCSAAL events are aware of the rules and guidelines in the Handbook and understand that they will be expected to abide by those rules and guidelines.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

On Behalf of (Insert your school’ name.): _____

Please fill out and return to us via fax. Our fax number is 512-291-6558

Or email to: texascharter@gmail.com

Please note that this handbook is subject to change at any time via the webpage. Schools are required to routinely check the webpage for updates to the handbook.

All schools participating in TCSAAL activities are bound by the rules of this Handbook weather they fill out the Handbook Understanding Agreement or not.

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