

Policy 7001

APPEALS PROCESS

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

Procedure

Step One

Complaints regarding alleged violation of CAAC by-laws/ Policies: 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.

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.

Step Two

A complaint regarding an alleged violation of CAAC by-laws, policy 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.

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

Step Three

The President of the Executive Board 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.

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).

The disputing schools shall have the principal and the activity/athletic

directors present to offer information and clarification at the hearing.

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.

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.