

## **Policy 3001**

### **DIVISION 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

**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.

**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.

**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.

**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.

#### **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.

**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.

**If more than one** school requests to move up, the following criteria will be used to determine an order for schools to move up.

**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)

**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).

**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.

# Policy 3002

## Divisions

### Athletic Commission Presidential Rotation

Starting with the 2007-2008 school year the President of the Athletic Commission will be a member of the Gold Division.

The positions will be filled on a rotation bases in the following order White, Blue, Red, and Gold.

### Alignment

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

## **Policy 3003**

### **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 1<sup>st</sup>** 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.

**Policy 3004****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.

**Policy 3005**  
**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 to 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.