

THE CAPITAL AREA ACTIVITIES CONFERENCE



Adopted April 16, 2025

The Capital Area Activities Conference Athletic Directors have 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. Athletic Directors develop policies and programs in various fields for acceptance or revision by the Executive Board. 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.

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BYLAW #1
ADMINISTRATION OF ATHLETIC CONTESTS
(Adopted: April 2025)

A. General Administration

1. Member schools are to provide adequate supervision for all home contests.
2. Visiting member schools should communicate in advance with the host school regarding supervision for away contests.
3. Game Sheets will serve as event management procedures and shall be adopted that govern each Conference sponsored sport.
4. Game Sheets are to be followed by all schools uniformly across all divisions.
5. Game Sheets will be made available to all game managers, Athletic Directors, assignors, and officials (via assignors).
6. Game Sheets may be amended at any time, as deemed necessary, by a simple majority vote of the Athletic Directors.

B. Appeals

1. 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 Conference or non-Conference basis.
2. 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(s) 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.

BYLAW #2
ADMISSION PRICES AND PASSES
(Adopted: April 2025)

Admission prices will be determined by Conference Athletic Directors. Final decisions regarding admission prices shall be made by individual Boards of Education.

CAAC season passes will be accepted at Conference events.

BYLAW #3

ALL-CONFERENCE TEAMS AND SELECTION FORMAT

(Adopted: April 2025)

1. Each division or combination division will select deserving student-athletes from CAAC recognized sports for All-Conference recognition.
2. The number of student-athletes receiving All-Conference honors will be based on the number of players x2 in team sports and top finishers in performance based individual sports that have Conference Championship Meets.
3. Categories include All-Conference and Honorable Mention. There will not be a designation of first or second team.
4. When voting for All-Conference, student-athlete performance in divisional games and contests should be primarily used. Overall season performance may also be considered.
5. On a rotating basis, each school will host the All-Conference selection meeting. In most cases the host Athletic Director will chair the meeting. All Conference medals and certificates will be provided by the Capital Area Activities Conference and distributed to each school. Each school shall distribute medals and certificates to the student-athletes, in most cases at season-ending celebrations.
6. The Commissioner will release All-Conference results to the media after the MHSAA State Championship.

Performance-Based Individual Sports All-Conference Selections:

- Cross Country Top 14 Finishers & 15th – 21st Honorable Mention
- Golf Top 8 Finishers & 9th – 16th Honorable Mention
- Gymnastics Top 3 Finishers Each Event + All Around & 4th Honorable Mention
- Swim & Dive Top 3 Finishers Each Event & 4th Honorable Mention
- Tennis Top 2 Finishers Each Flight & 3rd Honorable Mention
- Track & Field Top 3 Finishers Each Event & 4th Honorable Mention
- Wrestling Top 2 Finishers Each Weight Class & 3rd Honorable Mention

Team Sports All-Conference Selection Process (Voted on by Division Coaches)

All-Conference selection for team sports requires cooperation and collegiality among coaches. For the integrity of the selections and to ensure deserving student-athletes are recognized, rivalries and competition among coaches and schools should not be involved in the process.

- Baseball 18 Players + 2 Pitchers
- Basketball 10 Players
- Bowling 10 Players
- Competitive Cheer Based on the Number of Division Teams
- Football 44 Players + 2 Kickers
- Lacrosse (Boys) 20 Players + 2 Goaltenders
- Lacrosse (Girls) 22 Players + 2 Goaltenders
- Soccer 20 Players + 2 Goalkeepers
- Softball 18 Players + 2 Pitchers
- Volleyball 12 Players + 2 Liberos

A. Nomination Process

1. At a time established by the host school, coaches shall submit a ranked list of All-Conference nominees from their respective teams to their Athletic Director for approval.
2. The Athletic Director or designee of each school shall submit nominees to the host school.
3. Nominees should be only those players worthy of All-Conference consideration. Do not include Honorable Mention student-athletes in the nominations.
4. All nominations will be kept in confidence and are not for public consumption.
5. The host Athletic Director shall prepare a ballot for the All-Conference selection meeting and conduct the meeting.

B. Meeting Procedures and Voting

1. The host Athletic Director shall determine a time and place to conduct the All-Conference selection meeting and nomination deadline. The host Athletic Directors will communicate this information to division schools in advance.
2. A coach or team representative must be present to submit a vote. Coaches or team representative are required to attend, regardless if they have submitted nominations.
3. Coaches will determine the makeup of the All-Conference Team, by position, before the vote is taken. The positional makeup of the All-Conference Team may change from year to year by consent of the coaches.

EXAMPLE: Prior to the vote, boys' lacrosse coaches unanimously agree 3 goalkeepers in the division have distinguished themselves during the season and are worthy of All-Conference consideration. The group may agree to award additional goalkeepers and reduced the players by the same amount, keeping the total amount of the All-Conference Team consistent.

C. Voting Process

1. Each coach will have the opportunity to briefly share information with fellow coaches about their nominees in order of rank. This is an important part of the process, considering coaches have limited opportunity to see opposing players in action.
2. The host Athletic Director will distribute ballots.
3. Each coach will vote a full ballot and may not vote for their own team members.
4. Coaches will vote a secret ballot. The host Athletic Director will tabulate the votes and announce the results. Coaches may not assist in the tabulations.
5. In case of a tie for the final spot, a second ballot will be prepared for coaches not involved in the tie. If the tie remains after the second ballot, an additional spot will be awarded All-Conference.
6. Anyone receiving a vote, but not part of the All-Conference Team, will be considered Honorable Mention.
7. By mutual consent, coaches may deviate slightly from this process providing the final list of the All-Conference and Honorable Mention recipients has been approved by unanimous consent.

D. Confidentiality

1. It is extremely important that all nominations and discussions remain in confidence and not be shared with anyone outside the meeting. This is to protect the integrity of the process and potential backlash coaches may be subjected to.
2. All-Conference results will be released to the media after the MHSAA State Championship.



[Year] CAAC [Color] DIVISION
[Sport]
ALL-LEAGUE NOMINATION FORM

SPORT: _____ SCHOOL: _____

HEAD COACH: _____

CELL PHONE: _____ EMAIL: _____

Please list nominees in order of preference / merit

| NAME | JERSEY NUMBER | POSITION | GRADE |
|------|---------------|----------|-------|
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| | | | |

AD Signature: _____

The All-League Meeting will take place at:

[School]

[Street Address]

[City & Zip]

on [Day of the Week, Month Date] at [Time]

Nominations should be **returned no later than [Day of the week, Month Date] by [Time]**

EMAIL TO: [host Athletic Director Email]

[Name] – Athletic Director – [School]

School: [Phone Number] / Cell: [Phone Number]

BYLAW #4

APPEALS PROCESS

(Adopted: April 2025)

If a member school has a concern regarding a Capital Area Activities Conference school or compliance of the Constitution or Bylaw, such concern shall be resolved exclusively through the provisions of the Capital Area Activities Conference Constitution and its established procedures.

A. Step One

1. Concerns between schools shall be resolved by the respective Athletic Directors.

B. Step Two

1. If concerns are not resolved between schools, the issue shall be referred to the Executive Board for resolution. The Executive Board shall communicate their decision in writing to those schools involved.
 - a. If an Executive Board member is involved as one of the schools in the dispute, they shall be replaced by another representative from their division.

C. Step Three

1. If an Athletic Director disputes the Executive Board decision, they may appeal to the Athletic Directors at the next scheduled meeting for a final decision.
 - a. A $\frac{3}{4}$ affirmative roll call vote of all Conference schools not directly involved in the dispute shall be required to reverse the Executive Board decision.

BYLAW #5
ASSIGNORS AND OFFICIALS
(Adopted: April 2025)

1. Assignors will be hired by the Conference to assign game officials in the sports designated by the Executive Board.
2. Responsibilities, expectations, and compensation for assignors shall be spelled out in the Letter of Agreement.
3. Assignors will be paid from the Conference treasury.
4. Individual fees paid to officials will be established by the Conference and reviewed periodically.
5. Individual officials game fees will be paid by the host school.

BYLAW #6
AWARDS
(Adopted: April 2025)

A. Academic All-Conference

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

B. Senior Scholar Athlete

1. Each school will award 10 senior scholar athletes.
2. Each school will award the top 10 Student-athletes with the highest GPA, who have earned at least two Varsity Letters as a senior. (Manager letters do not count.)
3. Individual schools will determine what sports earn a Varsity Letter.

BYLAW #7

COMMISSIONER

(Adopted: April 2025)

The Executive Board shall recommend a Commissioner, designating duties and responsibilities. An Assistant Commissioner may be appointed, as needed, to fulfill such duties and responsibilities.

A. Duties and Responsibilities

1. Attend monthly Athletic Director meetings for the CAAC.
2. Develop and manage CAAC budget, expenditures, and revenue. Provide quarterly financial reports. Handle accounts payable in a timely manner. Negotiate with vendors on pricing.
3. Prepare & develop agenda and minutes for monthly Athletic Director meetings. Work with the Executive Board on leading discussions at meetings.
4. Work with the Treasurer on prompt filing of IRS & Michigan state tax returns and preparation of 1099 forms to individuals.
5. Coordinate and communicate with CAAC assignors. Review officials' fees and issues on a regular basis.
6. Order and coordinate all trophy and medal needs with vendor. Package and deliver to host sites & schools. Order duplicates as needed, manage budget with vendor.
7. Order and deliver all CAAC certificates for All-Conference and Academic All-Conference recognition.
8. Coordinate with host school the Senior Scholar Athlete Awards presentation. Collect all school nominations for program & plaque production. Work with event sponsor.
9. Assist schools with MHSAA compliance including rules of eligibility and Handbook interpretations. Act as liaison with MHSAA if necessary. Give advice & guidance on Executive Committee appeals.
10. Represent CAAC at joint conference meetings, MHSAA League/Conference meeting, and MIAAA Conference.
11. Coordinate initiatives such as CAP, student leadership, cheer scholarship meet, and unified sports.
12. Develop a plan for division alignment discussions and recommend Constitution changes as needed.
13. Communicate to media CAAC information, as necessary.
14. Assist host schools with MHSAA tournaments, as needed.
15. Assist with coordination of combination sports (such as bowling), as needed.
16. Research issues for statewide comparisons, as directed by Athletic Directors.
17. Oversight of Website content.

B. Compensation

1. Compensation will be set by the Executive Board and approved by Athletic Directors.
2. Compensation will be reviewed bi-annually.
3. Payment will be made on January 1.

C. Accountability

1. The Commissioner will report to the Executive Board.

BYLAW #8
COMMITTEES
(Adopted: April 2025)

Committee work is essential for the workload distribution of the Capital Area Activities Conference. Committees allow for focused expertise in specific areas, allowing for a thorough examination, as well as providing insight, information, and advice for the Executive Board.

1. Committees may make recommendations to the Executive Board, but the Executive Board is not obligated to act on those recommendations.
2. The Executive Board may convene Committees as it sees fit. Committees are expected to report back to the Executive Board and/or Athletic Directors.
3. The Executive Board may provide direction and/or offer guidance on tasks assigned to Committees.

BYLAW #9
NEW MEMBER APPLICATION PROCEDURE
(Adopted: April 2025)

Each Conference applicant must include in their application the following information:

1. The MHSAA's most recent February enrollment count
2. Projected enrollment for grades 7-12 for the next four years
3. Facilities Profile (i.e. venues, spectator seating, capacity, surface, etc.)
4. Athletic programs offered (MHSAA & Non-MHSAA)
 - a. Present and previous (five years) Varsity and sub-Varsity programs
 - b. Boys and Girls
5. Athletic programs to be added in the future
6. Any additional information requested by the Conference

The Commissioner will refer the application to the Executive Board. At the October meeting, the Athletic Directors will review and evaluate any new applicants. By a simple majority, the Athletic Directors will decide to advance the application. If there is a denial the applicant will receive a written explanation of why they were denied consideration.

If the application is advanced, the Commissioner will establish a Visitation Committee at the October meeting. The Committee shall be comprised of Principals and Athletic Directors, who will review and evaluate the applicant.

At the January meeting, the Visitation Committee will make their recommendation to the Athletic Directors.

Final approval will be voted on at the February meeting by Conference Administration. To be admitted, the application must receive a $\frac{3}{4}$ affirmative vote.

1. Conference Administration shall consist of Superintendent, Principal, and Athletic Director. Each school shall have one vote. The vote of each member school shall be cast by printed ballot.

BYLAW #10
POSTPONEMENT OF CONTESTS
(Adopted: April 2025)

Cancellations are to be made by the Athletic Directors of the affected schools. 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.

If it is necessary to cancel a Divisional Conference contest, the following procedures will be used.

1. The contest will be made up on a mutually acceptable date if one is available.
2. Every effort must be made, by both schools, to reschedule a canceled Divisional Conference contest. If necessary, a request to a non-league school to cancel a contracted date is in order, if a mutually acceptable date is not available.
3. All scheduled division games that have league championship implications must be played or forfeited by a team.
4. If a school feels an opponent has not made every effort to reschedule a canceled contest, the issue shall go before the Executive Board for resolution. The Executive Board shall communicate their decision in writing to those schools involved.
 - a. The Executive Board shall hear reports from both schools involved. If an Executive Board member is involved as one of the schools in the dispute, they shall be replaced by another representative from their division.
 - b. If an Athletic Director disputes the Executive Board decision, they may appeal to the Athletic Directors at the next scheduled meeting for a final decision. A $\frac{3}{4}$ affirmative roll call vote of all Conference schools not directly involved in the dispute shall be required to reverse the Executive Board decision.

BYLAW #11
PROGRAM STATUS
(Adopted: April 2025)

Member schools fielding a varsity team is priority and of the utmost importance.

A school that does not compete in the regular season varsity Conference schedule:

1. shall not compete in the Conference Championship Meet in that sport that season, if applicable.
2. shall not be eligible to win the Conference Championship in that sport that season.
3. shall not be eligible to have its student-athletes earn any All-Conference recognition that season.

A school that does not compete in the regular season varsity Conference schedule the previous year:

1. may participate in the Conference schedule the following season but only as an independent, non-Conference team, with wins/losses not having any impact on Conference Championship for any member school.
2. shall not compete in the Conference Championship Meet in that sport the following season, if applicable.
3. shall not be eligible to win the Conference Championship in that sport the following season.
4. shall not be eligible to have its student-athletes earn any All-Conference recognition the following season.

A school that has special circumstances may appeal to the Athletic Directors for a final decision. A $\frac{3}{4}$ affirmative roll call vote of all Conference schools shall be required for reinstatement and to reverse the Program Status Bylaw.

BYLAW #12

SPORTSMANSHIP

(Adopted: April 2025)

Sportsmanship is paramount in educational athletics. Athletic Directors and coaches serve as role models for student-athletes and spectators, as well as representatives of their respective schools.

Host schools are expected to provide adequate supervision of spectators for all home contests, and when possible, coordinate efforts with visiting game administration personnel.

A. Acceptable Behaviors

- Applaud during introductions of all players, coaches, and officials
- Accept all decisions of Officials in a respectful manner
- Applaud at the end of contests for performance of all participants
- Show concern for injured players, regardless of team
- Encourage surrounding people to display only sportsmanlike conduct

B. Unacceptable Behaviors

- Disrespectful or derogatory yelling, chanting, singing or gesturing
- Booing, heckling or displaying extreme temper over an official's or coach's decision
- Use of profanity or displays of anger that draw attention from the game
- Deliberate shouting of derogatory chants over the cheerleader's cheers

C. Golden Rule

- Cheer for your team...not against the opponent

D. Parent Promise

- I promise to remove myself from the venue rather than embarrassing my child, my family or myself.
- If I don't recognize that my behavior is unacceptable, I promise to respond respectfully if another person must remind me that my behavior is questionable.
- I promise to contribute to everyone's enjoyment of the event.