

THE CAPITAL AREA ACTIVITIES CONFERENCE



Amended and Adopted March 12, 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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GENERAL PHILOSOPHY OF ATHLETICS

The members of the Capital Area Activities Conference recognize interscholastic athletics as extra-curricular in nature and part of a student's total educational experience. Therefore, the Conference supports only those activities and schedules that are educationally and physically sound for student participants and subscribes to the following:

- A. We believe the Board of Education (having legal authority) should delegate full and complete responsibility for the athletic program to the superintendent, and the superintendent will delegate the authority as the local situation may require. In all instances, this delegated authority will rest with the high school principal. The principal may delegate further responsibilities to the athletic director or faculty designee.
- B. We believe each school should maintain an overall athletic policy consistent with the codes for the administration of athletics found in the *MHSAA Handbook*.
- C. We believe members of the coaching staff and administrators of the athletic program should be recommended to the Board of Education.
- D. We believe those persons holding responsible positions in other schools' athletic programs should be protected from undue influence to the extent that any classroom teacher enjoys protection.
- E. We believe good citizenship and good sportsmanship are the chief aims of the athletic program. Therefore, the school administration will endeavor to acquaint students and school patrons with objectives adopted by the CAAC.

CAPITAL AREA ACTIVITIES CONFERENCE CONSTITUTION

PREAMBLE

In order to better promote and control interscholastic activities between the various schools, the representatives of the member schools do ordain and establish this Constitution. This Constitution shall attempt to structure the Conference in such a way that the advantages of a multi-division conference can be maintained and at the same time ensure the identity of the separate divisions. The Conference shall first address the interests of its member schools when considering expansion.

ARTICLE I NAME

The name of this organization shall be the “Capital Area Activities Conference” and may be referred to in the document and elsewhere as the “CAAC” or the “Conference.”

ARTICLE II STATEMENT OF PHILOSOPHY AND PURPOSE

Section 1 – Philosophy

The member schools have created an alliance to provide their students an opportunity to learn from cooperation and competition, recognizing that each member school district respects and acknowledges the autonomy of the all member school districts. We are pledged to offer programs recognizing the variety of student interests and needs. All programs shall be free of sexual, racial, or religious bias.

Section 2 – Purpose

The purpose of the Capital Area Activities Conference is:

- A. To develop and encourage Conference programs in a variety of areas:
 - 1. To develop and promote citizenship, sportsmanship, inclusivity of diverse individuals, and a commitment to community service.
 - 2. Student leadership and activities in the areas of the arts, clubs, athletics, curriculum and other areas of competition.
- B. To provide workshops and seminars for students and faculty.
- C. To provide for the regular communication and interchange between superintendents, principals, athletic directors, coaches, sponsors, and students.

- D. To act jointly in matters of concern (where appropriate) such as statewide athletic policies, MHSAA policies and decisions, state department and state Board of Education decisions and policies and legislative action.
- E. To help fellow Conference members effectively use school and community facilities and resources.

ARTICLE III MEMBERSHIP

Section 1 – Requirements

The membership of the Conference shall consist of those high schools in regular standing at the time of adoption of this Constitution and those high schools that may be admitted to membership subsequently in accordance with the provisions hereinafter stated.

Member schools must have continuing membership in the Michigan High School Athletic Association (MHSAA).

Section 2 – Withdrawal and Application Process

- A. A school may voluntarily drop membership in the Conference, provided the following criteria are met.
 - 1. Voluntary withdrawal from the Conference shall require a formal written notice. All-Conference schedule agreements shall be fulfilled as determined by the Athletic Directors.
 - 2. Withdrawal shall not become effective until all Conference schedule agreements have been fulfilled.
 - 3. An alternative withdrawal schedule may be accepted by a $\frac{3}{4}$ affirmative roll call vote of all Conference schools.
- B. A school may be recommended for removal from membership if a vote for removal is cast by a majority affirmative vote of the Executive Board.
 - 1. A member school is removed if there is a $\frac{3}{4}$ affirmative roll call vote of all Conference schools.
- C. A school interested in becoming a member of the CAAC must apply in writing to the Commissioner by **October 1** to be considered as a member school for the following school year (or any subsequent year). New membership procedures shall be followed as determined in any subsequent Bylaw.
 - 1. An alternative application date may be accepted by a $\frac{3}{4}$ affirmative roll call vote of all Conference schools.

- D. New member schools are assessed a one-time \$1,000 league entry fee which shall be paid within 60 days of the school's acceptance into CAAC membership. Member schools shall pay yearly dues assessment as determined by the Executive Board.

ARTICLE IV ORGANIZATION

Section 1 – Executive Board

- A. The Executive Board shall be comprised of a high school Athletic Director(s) from each division.
1. There shall be four officers of the Executive Board, consisting of the President, Vice-President, Secretary and the Past-President. Each division will have at least one Executive Board position.
 2. The officers shall be confirmed by the Athletic Directors at the final meeting of the school year, and shall assume their duties immediately following the meeting at which they are confirmed.
 3. Each year the division of the outgoing Past-President will elect a representative to serve as Secretary of the Executive Board. In succeeding years, this person will ascend to Vice-President, then President and finally Past-President.
- B. There shall be at least two (2) meetings per year of the Executive Board. The first meeting shall be held prior to November 1 and the second meeting no later than May 15.
- C. The duties of the Executive Board shall be to interpret and act as required by Conference policy, handle interim business, and coordinate enforcement of Conference policy.
- D. The Executive Board shall be responsible for acknowledging changes in membership. The approval of Conference administration is required when expansion is being considered. Conference administration shall consist of Superintendent, Principal, and Athletic Director. Each school shall have one vote.
1. Additional members shall be considered for admittance to the conference upon written application from the interested school in compliance with all policies and procedures that govern expansion. To be admitted, the application must receive a $\frac{3}{4}$ affirmative vote. The vote of each member school shall be cast by printed ballot.

Section 2 – Athletic Directors

- A. Athletic Directors will meet once a month to conduct business.
- B. The Athletic Directors will establish a budget for the fiscal year from July 1 to June 30.

Section 3 – Commissioner

The Executive Board shall recommend a Commissioner, who shall be approved by a simple majority vote of the Athletic Directors. The duties and responsibilities shall be designated by the Executive Board. An Assistant Commissioner may be appointed, as needed.

Section 4 – Treasurer and Finances

- A. The Executive Board shall recommend a Treasurer, who shall be approved by a simple majority vote of the Athletic Directors. The duties and responsibilities shall be designated by the Executive Board.
- B. The CAAC will assess dues to each member school, as determined annually by the Executive Board and approved by Athletic Directors.

Section 5 – Division 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. When a new member school is approved, the division alignment process shall begin immediately.

- A. At the September meeting of the Athletic Directors during the third year of the four-year scheduling cycle, division alignment will be discussed. After which, the Alignment Committee, using the following guidelines, will prepare a report for the November meeting. All recommendations pertaining to reconfiguration by Athletic Directors should be directed to the Committee.
- B. On the Wednesday one week prior to the March meeting of the Athletic Directors, 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 Directors. If schools request to opt up, the following guidelines will be used.
 - 1. 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 agrees to move down. The configuration of the Conference is not to be changed during the process of assigning school to divisions.
 - 2. If more than one school requests to move up from the same division, the following criteria will be used to determine an order for schools to move up.
 - a. If a school was in that division the preceding year
 - b. The school with larger enrollment
 - 3. If more than one school agrees to move down from the same division, the school with the smaller enrollment will be used to determine an order for schools to move down.

4. The divisional assignment for the next four years will be finalized at the April meeting of the Athletic Directors, during the third year of the four- year cycle, by $\frac{3}{4}$ affirmative roll call vote of all conference schools.
5. If Athletic Directors are unable to reach an agreement on divisional assignments by $\frac{3}{4}$ vote at the April meeting, the most recent February enrollment count will determine division assignment (starting with the school with the largest enrollment and filing down each division).

Section 6 – Committees

The Executive Board shall appoint members to the Alignment Committee, with each division represented by two Athletic Directors. Additional Committees shall be established by the Athletic Directors, as needed.

ARTICLE V CONFERENCE SPORTS

Section 1 – Division

- A. Divisional conference sports are implemented when a majority of Athletic Directors recommends the addition of the sport.
- B. Divisional sports compete for a championship trophy.
- C. Divisional sports will select All-Conference Teams.

Section 2 – Combination

- A. At the discretion of Athletic Directors, combination sports are created when less than 6 teams in a division sponsor a sport but at least six teams across all divisions sponsor that sport. If 6 to 11 teams sponsor a sport, they shall play in one division. If 12 or more teams sponsor a sport, they shall play in two divisions. When 6 teams in one division sponsor a sport and 6 other schools in the remaining divisions sponsor a sport, the remaining teams will remain in a Combination Division.
- B. Combination sports compete for a championship trophy.
- C. Combination sports will select All-Conference Teams.

Section 3 – Scheduling

CAAC schools reserve the right to create regular season scheduling for junior varsity and freshman sports.

Section 4 – Regulations

CAAC schools shall abide by MHSAA regulations. Exceptions may exist if the CAAC is granted a waiver by the MHSAA.

ARTICLE VI EVENT MANAGEMENT PROCEDURES

Athletic Directors shall create Game Sheets for each sponsored sport. These Game Sheets shall be amended and changed, as needed, by a simple majority vote of the Athletic Directors.

ARTICLE VII BYLAWS

The Athletic Directors may create Conference Bylaws. Bylaws shall not conflict with the Constitution. Bylaws may be added to or changed by a $\frac{3}{4}$ affirmative roll call vote of all Conference schools.

ARTICLE VIII AMENDMENTS

Section 1 – Proposed

A proposed amendment shall be submitted in writing to be introduced at a meeting conducted at least 30 days prior to the meeting at which the vote is conducted.

Section 2 – Adopted

Amendments to the CAAC Constitution shall be written and adopted by Conference Administration with a $\frac{3}{4}$ affirmative roll call vote of all Conference schools. 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.

ARTICLE IX RATIFICATION

The Constitution shall be ratified by Conference Administration with a $\frac{3}{4}$ affirmative vote of all Conference schools. 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.