



## *Our Mission*

T★CAL exists to Restore Character, Revive Community, and Reform Competition within the schools and educational organizations that comprise our league.

## *Our Purpose*

We will establish local districts and regions to facilitate specific events whereby schools can not only compete, but also collaborate, build relationships, and actively serve their communities.

## *Our Vision*

T★CAL will actively promote values conducive to the renewal of communities and the rescue of youth through the power of organized athletics and academics.

T★CAL will offer a single league solution to the various educational organization of Texas.

T★CAL will offer Leadership intern programs to its members to specifically harness, channel, and develop the character of students for a lifetime of service.

T★CAL will honor its students, coaches, parents, and teachers by organizing and offering excellence in all the events it produces.

T★CAL will organize various groups which will assist us in fulfilling the mission, purpose, and vision of our league.

**God's Standard is...Excellence!**



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## Constitution

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**God's Standard is...Excellence!**

# TEXAS CHRISTIAN ATHLETIC LEAGUE

## STATE CONSTITUTION

### 1. Article I: Name and Purpose

- 1.1. The name of the organization shall be Texas Christian Athletic League.
- 1.2. T★CAL purposes to organize, unite, encourage, and promote schools in the great state of Texas. We further purpose to encourage strong character and promote athletic and academic excellence. We shall endeavor to use all means including summer programs to develop character in the students, teachers, and coaches in our League. In so doing, it is our commitment to foster a spirit of fair play, good fellowship, true sportsmanship, and wholesome competition for young men and women.

### 2. Article II: Participation in T★CAL

- 2.1. Membership in T★CAL is limited to Schools in the State of Texas, unless a majority vote can be obtained from the membership and executive board on a case-by-case basis (Amended 6/2012).
- 2.2. School(s) shall become members of T★CAL by paying all fees by an appointed date. The Executive Board shall set annual dues and due dates.
- 2.3. New members shall be accepted for a one-year probationary period. At the conclusion of the probation, the district membership in which the school is located shall vote whether or not to accept the school as a full member. However, if a new member school has a solid reputation and has a history which proves it to be a credible institution the Executive Board may recommend that the school be admitted in full standing without probation.
- 2.4. A school must have paid all renewal fees by February 1<sup>st</sup> prior to the school year in which they will be competing.
- 2.5. New Schools must have all fees paid by June 10<sup>th</sup> prior to the school year in which they will be competing.
- 2.6. Each member school shall be represented by its chief administer or his/her designated delegate as its voting member in the two mandatory State meetings scheduled.
- 2.7. T★CAL is a strictly Varsity level athletic forum, and unless otherwise specified, is reserved for Varsity athletes.

### 3. Article III: Divisions

- 3.1. Schools shall be classified by the average number of High-School students enrolled by September 1<sup>st</sup> and February 1<sup>st</sup> of each school year; they shall be aligned based on those numbers in a district upon the next re-alignment year. Junior High school students who participate in Varsity athletics shall not count toward the total High school enrollment numbers (**Amended 6/2012**)
- 3.2. A school shall participate in its designated classification for two years. At the end of the two-year period, the school shall again report its September 1<sup>st</sup> and February 1<sup>st</sup> enrollment numbers for re-alignment for another two years.
- 3.3. The classification of schools shall be as follows: (**Amended 6/2012**)
  - 1A - 1-35 High-School enrollment numbers
  - 2A - 36-75 High-school enrollment numbers
  - 3A - 76-149 High-school enrollment numbers
  - 4A - 150-299 High-School enrollment numbers
  - 5A - 300 and above High-School enrollment numbers

**3.4.** The classification for the sport of FOOTBALL shall be as follows: **(Amended 6/2012)**

NOTE: "Total" program is defined as the number of boys who participate in any one or all of the following ways:

- Tryouts (Spring and Fall)
- High school age siblings (Enrolled in the school, whether attending at least 1 class or homeschooled)

Division I – 36-65 boys in the total program

Division II – 35 boys or less in total program

1<sup>st</sup> year programs (at the discretion of the Football DARC and the EB)

Roster limitations:

Division 1, 6-Man Football – 25

Division 2, 6-Man Football – 16

Division 3, 11-Man Football – 45

**3.5.** Homeschools shall be placed in the highest football division. Each homeschool group shall have the ability to appeal their classification the DARC. The DARC shall make the final determination in which division each homeschool group shall compete. The DARC decision shall remain in place until the following alignment period.

**4. Article IV: Executive Board and Board of Directors**

**4.1.** The executive management and control of this association shall be in an Executive Board. The Executive Board shall consist of the Athletic Director, the Executive Director, the Sports Information Director, and any designated Associate Athletic Directors.

**4.2.** The Board of Directors shall be a group of individuals who are not employed directly by T★CAL.

**4.3.** The Board of Directors shall work in partnership with the Executive Director and Executive Board to oversee vision, growth, bylaws and rules development, as well as financial stability. The Board of Directors shall be nominated by the Executive Director and confirmed by the Executive Board. Board of Directors shall serve a minimum 2 year term.

**4.4.** The Board of Directors shall meet a minimum of twice a year.

**4.5.** The Board of Directors shall serve on a voluntary basis.

**Article V: Sports**

**5.1** State Athletic, Academic, and Fine Art Championships shall be conducted and a State Champion shall be recognized in both boys and girls designated events.

**Article VI: Official Rules**

**6.1** The general operations of the Association shall follow the guidelines of the National Federation of High Schools (NFHS), the University Interscholastic League (UIL), and the T★CAL Bylaws and the Athletic and Academic plans. However, the T★CAL Bylaws shall supersede UIL and NFHS rulings where applicable.

**Article VII: Districts**

**7.1** The Executive Board members may align districts and regions to best serve T★CAL in cooperation with the various DARC committees.

## **Article VIII: Duties of Officers**

### **Executive Director:**

- 8.1** Shall be responsible for the administration, organization, and oversight of the organization.
- 8.2** Shall be responsible for the calling of regular and special meetings of various members and boards as needed and mandated by these bylaws.
- 8.3** Shall be a permanent member of the Executive Board of T★CAL and the Board of Directors.

### **Athletic Director:**

- 8.4** Shall assume all duties of the Executive Director in his/her absence; shall be directly responsible to the Executive Director.
- 8.5** Shall chair the State Rules Committee.
- 8.6** Shall oversee all DARC Committees.
- 8.7** Shall oversee all Regional Chairs.

### **Sports Information Director:**

- 8.8** Shall oversee the Department of Ministry.
- 8.9** Shall chair Athlete of the Year selection committee.

### **DARC Committee Chair:**

- 8.10** Shall be directly responsible to the Athletic Director.
- 8.11** Shall be responsible for the implementation of agreed upon districts.
- 8.12** Shall work with the committee members to fulfill the responsibilities of the DARC in a timely manner.

### **Associate Athletic Directors:**

- 8.13** Shall be directly responsible to the Athletic Director.
- 8.14** Shall be given a specific authority over particular aspects of the T★CAL infrastructure.

### **Regional/District Teams:**

- 8.15** Shall be responsible to the Athletic Director.
- 8.16** Shall organize local districts and regions as directed by the Executive Director.
- 8.17** Shall direct district competition in their specific district/region.

#### **Article IX: Code of Conduct:**

- 9.1** It shall be a member school's responsibility to apply and enforce the highest principles of deportment and courtesy, especially when visiting another school or non-participating school.
- 9.2** Participating schools must refrain from questionable practices such as the use and promotion of illegal drugs, alcoholic beverages, and/or tobacco. No visible tattoos shall be on an athlete competing in a T★CAL event. No official team shirt, uniform, or school endorsed product may have references to lewdness, alcohol, sexual explicit material, or profanity.

#### **Article X: Institutional Control and Responsibility**

- 10.1** Irregularities and/or infractions shall be handled in a courteous and ethical manner. At every school event, the home team shall designate an administrator who shall be present and responsible for all aspects of the game and support staff.
- 10.2** All complaints against a participating school must be submitted in writing (Incident Report form) to the Executive Director and the DARC chairperson in which sport the questionable behavior was witnessed.
- 10.3** The local and/or State Rules Committee shall then review the reported irregularities and/or infractions and take the appropriate action.

#### **Article XI: The Amending Process**

- 11.1** Amendments to the state constitution or by-laws of T★CAL must be proposed in writing to the Executive Director by member schools. A proposed amendment shall be included on the agenda only if it is endorsed in writing by at least two other member schools and is submitted to the state office thirty days prior to the summer workshop.
- 11.2** The Executive Director shall make a recommendation to the membership for each amendment submitted. Ratification of amendments shall be a two-thirds vote of the membership.

#### **Article XII: State meeting and Voting Procedure**

- 12.1** The organization shall meet in convention at a time and place designated by the Executive Board.
- 12.2** Each participating institution shall have one voting representative.



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# Bylaws

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# God's Standard is...Excellence!

## TEXAS CHRISTIAN ATHLETIC LEAGUE Bylaws

### Content of Bylaws

This page and the pages following are procedures and forms for the purpose of administering the events and business of T★CAL. They are considered bylaws by nature and may be amended or changed by a majority of the Board Quorum (see Article X, Item 6) at a regularly scheduled meeting or at a special meeting called by the Executive Director.

The intent of this set of by-laws is to provide reliable and steady communication between the Executive Board and the Membership of the Association. Changes shall occur only when deemed necessary by the board in serving the best interest of the member schools.

#### ARTICLE I

#### OFFICES

##### Section 1.01

##### Offices

#### ARTICLE II

#### BOARD MEMBERS

##### Section 2.01

##### Powers

##### Section 2.02

##### Number

##### Section 2.03

##### Terms

##### Section 2.04

##### Selection

##### Section 2.05

##### Compensation

##### Section 2.06

##### Meeting

##### Section 2.07

##### Calling Meetings

##### Section 2.08

##### Quorum

##### Section 2.09

##### Voting

##### Section 2.10

##### Conduct of Meeting

##### Section 2.11

##### Adjournment

##### Section 2.12

##### Removal

##### Section 2.13

##### Resignation

##### Section 2.14

##### Vacancies

#### ARTICLE III

#### Board of Directors

##### Section 3.01

##### Purpose

##### Section 3.02

##### Qualifications

##### Section 3.03

##### Job Description

##### Section 3.04

##### Financial Oversight

##### Section 3.05

##### Mission Oversight

##### Section 3.06

##### Organization Oversight



ARTICLE IV

Section 4.01  
Section 4.02  
Section 4.03

Members

Participating Schools  
Effect  
Non-Refundable Entry Fee

ARTICLE V

Section 5.01  
Section 5.02  
Section 5.03

COMMITTEES

Administrative Committee  
Other Committees  
Regional Rules committee

- a. Purpose
- b. Selection
- c. Duties

Section 5.04  
Section 5.05

Regional Development Committee  
Department of Ministry

ARTICLE VI

Section 6.01  
Section 6.02  
Section 6.03  
Section 6.04  
Section 6.05  
Section 6.06  
Section 6.07  
Section 6.08  
Section 6.09  
Section 6.10  
Section 6.11  
Section 6.12  
Section 6.13

OFFICERS

Selection  
Other Offices  
Multiple Offices  
Compensation  
Terms  
Executive Director  
Athletic Director  
Assoc. Athletic Director of Compliance and Recruiting  
Assoc. Athletic Director of District Operations and Info  
Assoc. Athletic Director of 4A Basketball Operations  
Secretary  
Comptroller  
Regional Chair

- a. Definition
- b. Function
- c. Selection
- d. Duties

Section 6.14

District Chair

- a. Definition
- b. Function
- c. Selection
- d. Duties

Section 6.15

DARC Committee

- a. Definition

	<ul style="list-style-type: none"> <li>b. Function</li> <li>c. Selection</li> <li>d. Duties</li> </ul>
Section 6.16	DARC Chair
	<ul style="list-style-type: none"> <li>a. Definition</li> <li>b. Function</li> <li>c. Selection</li> <li>d. Duties</li> </ul>
Section 6.17	Ministry Chair
Section 6.18	All-Star Committee
Section 6.19	Regional Development Committee
	<ul style="list-style-type: none"> <li>a. Definition</li> <li>b. Function</li> <li>c. Duties</li> </ul>
Section 6.20	Removal
Section 6.21	Resignation
Section 6.22	Vacancies

ARTICLE VII

PARTICIPATION SCHOOLS

Sections 7.01	<p>Eligibility</p> <ul style="list-style-type: none"> <li>a. Definition</li> <li>b. Academic Programs</li> <li>c. A.C.E. Schools</li> <li>d. Home-School Students</li> <li>e. Co-Participation</li> <li>f. Jr-High Participation</li> <li>g. High-School Eligibility Period</li> <li>h. Eligibility Forms</li> <li>i. Eligibility Period</li> <li>j. Graduation</li> <li>k. Age</li> <li>l. Character Commitment</li> <li>m. Professional Status</li> <li>n. Challenge of eligibility</li> </ul>
Section 7.02	<p>Invitation, Nomination, and Consideration</p> <ul style="list-style-type: none"> <li>a. Invitation</li> <li>b. Nomination</li> <li>c. Deadline and Dispute</li> </ul>
Section 7.03	Confirmation

	<ul style="list-style-type: none"> <li>a. Confirmation</li> <li>b. Notification</li> </ul>
Section 7.04	Renewal Period
	<ul style="list-style-type: none"> <li>a. Deadline</li> <li>b. Requirements</li> </ul>
Section 7.05	Dues and Fines
	<ul style="list-style-type: none"> <li>a. Amount</li> <li>b. Playoff Fees</li> <li>c. Deadline</li> <li>d. Late Registration</li> <li>e. Disqualification</li> <li>f. Missed Meeting</li> <li>g. Playoff Games</li> </ul>
Section 7.06	Annual Meeting
Section 7.07	Voting
Section 7.08	Member School Responsibilities
Section 7.09	Member in Good Standing
Section 7.10	Probation

Article VIII

ATHLETIC COMPETITION

Section 8.01	District
	<ul style="list-style-type: none"> <li>a. Establishment</li> <li>b. Function</li> <li>c. Participation Requirement</li> <li>d. Requested Reclassification</li> <li>e. Validation</li> <li>f. The Rules committee</li> <li>g. Number of Games</li> </ul>
Section 8.02	Divisions
Section 8.03	Authorized Competition
Section 8.04	Concurrent Participation
Section 8.05	T★CAL Name, Logo, & Sponsorship
	<ul style="list-style-type: none"> <li>a. T★CAL Services</li> <li>b. Authorized Activities</li> <li>c. Use Fee</li> </ul>
Section 8.06	District Games and Goodwill Gifts

Section 8.07 Sport Information Directors

Section 8.08 Videotaping and Filming

- a. Non-Participant Schools
- b. Participant Schools
- c. Individuals
- d. Commercial Use
- e. Regional/State-Playoffs

Section 8.09 Playoff Fees

- a. Non-District
- b. District
- c. Playoffs
- d. State Finals

Section 8.10 Concurrent Participation

- a. Non-School Activities
- b. Same Season League Participation

Section 8.11 Required Equipment

#### ARTICLE IX

#### RECRUITING GUIDELINES

Section 9.01 Official recruiting position  
Section 9.02 Guidelines

- a. Player Eligibility
- b. Student Transfers
- c. Foreign (Non-U.S) Student Transfers
- d. Financial Assistance
- e. Provided Residence
- f. Waiting Period
- g. Contact
- h. Recruitment Expenses
- i. Criminal Record

#### ARTICLE X

#### CHARACTER CODE OF CONDUCT

Section 10.01 Principles  
Section 10.02 Prohibited Practices  
Section 10.03 Sports Competition  
Section 10.04 Institutional Sports Events  
Section 10.05 Violations

- a. State Constitution, Contest Rules, or Bylaws
  - 1. Class A Violations

2. Class B Violations
3. Class C Violations
4. Class D Violations
5. Class E Violations
6. Late Contracts
7. Playoffs
8. Belligerent Fans
9. Coaches Using Profanity
10. Players Using Profanity
11. Fighting
12. Coaches Leaving Benches
13. Bench Players

Section 10.06

Protest

- a. Filing
- b. Legal Action
- c. Compensation for Legal Expenses
- d. Agreement for mediation

Section 10.07

Appeal to Rules committee

Section 10.08

Appeal to Executive Board

Section 10.09

Disciplinary Actions

- a. Resignation
- b. Involuntary Termination

1. Supervisory Probation-Status
2. Suspension-Status
3. Expulsion-Status

Section 10.10

Racial and Religion Discrimination Policy

## ARTICLE XI

## ADMINISTRATION OF T★CAL EVENTS

Section 11.01

Administrations Guidelines

- a. U.I.L Rules
- b. Participants
- c. Gender Participation
- d. Playoff Selections
- e. "At-Large" Bid Selection
- f. Power Ranking

Section 11.02

Guidelines to host Schools

## ARTICLE XII

## MISCELLANEOUS PROVISIONS

Section 12.01

Music

Section 12.02  
Section 12.03  
Section 12.03  
Section 12.04

Varsity Level  
Junior High Teams  
Amendment  
Third Place Games

Each member school shall govern themselves with complete professionalism. It shall be the duty of the school administration to see to it that all provisions of the T★CAL by-laws are carried out to the fullest extent. It shall be imperative that relationships between member schools be maintained with the same professionalism. All schools shall operate within the spirit as well as within the letter of the rules and regulations established by the membership in cooperation with the Executive Board. This will better facilitate the unity of purpose and integrity necessary to the survival and continued growth of T★CAL.

# TEXAS CHRISTIAN ATHLETIC LEAGUE OFFICIAL BYLAWS

## **ARTICLE I: OFFICES**

### **Section 1.01 Registered Office and Agent**

The address of the registered office of the corporation is 8500 Bandera Rd. San Antonio, TX. 78250. Change in address shall be announced to all member schools thirty days prior to change.

## **ARTICLE II: BOARD MEMBERS**

### **Section 2.01 Powers**

Article IV, Section 1 of the constitution establishes that the management for and final authority of T★CAL will be vested in the Executive Board.

### **Section 2.02 Number**

The Executive Board shall consist of no more than ten, and in an event, no less than three members who shall be Executive Director, Athletic Director, and Sports Information Director.

### **Section 2.03 Term**

The term of each Executive Board member shall be indefinite.

### **Section 2.04 Selection**

The following shall be nominated by the general membership and serve a minimum of two years, (1) DARC Chairpersons, (2) Athletic Commissioners, (3) Regional Chairs, (4) District Chairs, and (5) Rules Committee Members. Board Members shall be eligible for re-election without limitation of the number of terms served.

### **Section 2.05 Compensation**

The Executive Director shall be paid a base salary plus \$100 per school, per year. The Executive Director may hire support staff. The Executive Director and/or Board shall approve all salaries. The other members of the executive Board shall serve without compensation other than minimal meeting expense. Members of the Executive Board will be reimbursed for meals (associated with meetings) not to exceed the amount of \$25.00 per meal. Board Members will also be reimbursed for hotel accommodations when board meetings require an overnight stay.

### **Section 2.06 Meeting**

Mandatory meetings shall be held each year in the district to be coordinated by the District and Regional Chair people. Two mandatory state meetings shall be held each year. One in conjunction with All-Star Weekend and the other one in the first week of June. All clinics, seminars, and meetings during this period are mandatory. Each member school shall have a representative at the following meetings: District, Regional, and State. Missed meetings can result in sanctions, suspension, and/or expulsion (Section 6.05, e).

### **Section 2.07 Calling Meetings**

Meetings of the Executive Board must be called by the Executive Director in conjunction with bylaws and each year's schedule of events. Any two Executive Board Members may call a meeting if approved by Executive Director.

Board of Directors meetings will be convened yearly by the Executive Director. Two members of the Board of Directors may convene a meeting with the approval of the Executive Director.

### **Section 2.08 Quorum**

At all meetings of the Executive Board and Board of Directors, the presence of one-third of the authorized number of board members, but in any event not less than two board members, shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the Executive Board members present at any meeting may adjourn the meeting from time to time until a quorum is obtained.

### **Section 2.09 Voting**

The act of a majority of the Executive Board present at any meeting at which there is a quorum shall be the act of the Executive Board, except as may be otherwise specifically provided by these Bylaws.

### **Section 2.10 Conduct of Meeting**

Meeting of the Executive Board shall be presided over by the Executive Director, or in his/her absence, the Athletic Director, or in his/her absence, the Sports Information Director. Meeting shall be governed by the most recent edition of "Robert's Rules of Order," except concerning the specified date and time when the next meeting will be held.

### **Section 2.11 Adjournment**

A majority of the Executive Board present, whether or not a quorum exists, may adjourn any meeting of the Executive Board to another time and place. Notice of any such adjourned meeting shall be given to the Executive Board members who were absent, with specific details concerning the specified date and time when the next meeting will be held.

### **Section 2.12 Removal**

The Executive Board may declare the position of any Board Member (Executive Board or Board of Directors) vacant and may remove such Board Member for cause on the occurrence of any of the following events: (1) The Board Member has been declared of unsound mind or body by court order; (2) The Board Member has been convicted of a felony; (3) the Board member has failed to attend any meeting of the Board for at least a year and a half; (4) the Board Member has been presented with one or more written charges stemming from alleged unethical behavior, or (5) the Board Member is no longer associated with a T★CAL member school. The Board



may declare any Board Member (Executive or Board of Directors) position vacant without cause by a two-thirds vote. Election or appointment of a Board Member (Executive or Board of Directors) shall not of itself create any contractual right.

### **Section 2.13 Resignation**

Any Board Member may resign by giving written notice to the Executive Director. If the time of the resignation is effective at a future date, the Executive Board may appoint a successor. The appointee will take office when the resignation becomes effective.

### **Section 2.14 Vacancies**

A vacancy on the Executive Board shall exist on the death, resignation, or removal of any Board Member. Appointed persons may fill such vacancies for the remainder of the term.

## **ARTICLE III: Board of Directors**

### **Section 3.01 Purpose**

A Board of Directors shall be chosen by the Executive Director and confirmed by the Executive Board from the professional, private, business, educational, and political sectors to provide general oversight and specific consulting in all avenues of the organization.

### **Section 3.02 Qualification**

A member of the Board of Directors must not be involved directly in the Athletics department of a TCAL member school. Board of Directors may be Headmasters, Head Administrators, Pastors, or Founders of their respective schools or Churches.

Board of Directors must commit to a minimum of two years of service which will include a minimum of 10 conference call per school calendar year as well as two meetings per year.

### **Section 3.03 Job Description**

The Board of Directors shall oversee the vision of TCAL and the overall performance of the Executive Board to fulfill the mission, purpose, and vision of Texas Christian Athletic League; shall work in partnership with the Executive Director to assure new resolutions and actions are carried out in an expedient manner; shall prepare a yearly report to be given at the annual summer coaches meeting; shall act as alternate spokesperson for the organization; shall periodically consult with Executive Board members and assess their roles and performance.

The Board of Directors is a volunteer position. Board members may be eligible for travel reimbursement and subsidies when attending T★CAL business.

### **Section 3.04 Financial Oversight**

The Board of Directors shall be given quarterly financial statements and YTD financials upon request. The Board of Directors shall work in cooperation with the Executive Director in the formulation of a yearly budget that shall be presented to the Executive Board by June 1<sup>st</sup> of each year. The budget shall be effective July 1<sup>st</sup> of the same year it was approved.

A certified CPA shall certify end of the year financial reports which will then distributed among the membership at the yearly Summer Conference.

### **Section 3.05 Mission Oversight**

The Board of Directors shall oversee the core values, mission, and purpose of T★CAL and assure all facets of the organization reflect stated goals.

The Board of Directors shall also suggest, modify, and give counsel to any new proposal or actions which shall better the organization and the fulfillment of its purpose.

The Board of Directors shall also provide a yearly written assessment of the Executive Director and the Executive Board which shall be published to the general membership.

### **Section 3.06 Organizational Consulting**

The Board of Directors shall work with the Executive Board and the Executive Director to assure systems, structures, and organizational infrastructure is optimal.

The Board of Directors shall suggest improvements, new ideas, new process, and shall be available for consul when various situations arise.

## **ARTICLE IV: MEMBERS**

### **Section 4.01 Participating Schools**

The organization shall have participating schools as provided in Article II, but shall not have legally designated members.

### **Section 4.02 Effect**

All rights that would otherwise vest in members shall vest in the participating schools to the extent the bylaws expressly confer such rights on them but otherwise shall vest in the Executive Board. Any action that would otherwise require approval by members shall require the approval of the participating schools to the extent these Bylaws expressly require the provided for action by them, but otherwise shall require the approval of the Executive Board.

### **Section 4.03 Non-Refundable Entry Fee**

All entry fees (registration and activity participation fees) shall be completely non-refundable after the fees have been received by the T★CAL state office. Payment of the first year of membership contractually obligates all schools for 2<sup>nd</sup> year of financial commitment, even if participation is forfeited by the member school or T★CAL. Withdrawal, expulsion, or suspension does not free member schools from the financial commitment of the 2<sup>nd</sup> year. **(Amended 6/14)**

## **ARTICLE V: COMMITTEES**

### **Section 5.01 Administrative Committee**

The Administrative Committee of the Executive Board shall consist of the following; (1) Executive Director; (2) Director of Athletics; (3) Director of Ministry; (4) Comptroller; and (5) any other paid, facilitating staff. This committee shall take responsibility for daily operations of the organization.

#### **Section 5.02 Other Committees**

The Executive Board as deemed necessary may establish other committees. They shall consist of two or more Board Members, as provided by the Board, and shall be authorized to exercise the authority of the Executive Board. Any such committee shall act by majority vote and shall have a quorum of one-third of the members, but in any event not less than two Board Members.

#### **Section 5.03 Regional Rules Committee**

The Regional Rules Committee shall consist of no less than three members and one alternate and shall be chaired by a designated Associate Athletic Director; members shall serve a two-year term and shall receive and review all rule infractions and appeals within their respective regions. The powers of the committee shall be as established by the Executive Board. **(Amended 6/14)**

- a. **Purpose:** to settle any dispute(s), which cannot be resolved by the corresponding DARC Committee Members involved in said dispute(s). Areas of dispute(s) may be, but not limited to, `player eligibility, school membership in T★CAL, sanctions, etc; to approve any transfer students.
- b. **Selection:** The members of the Rules Committee shall be chosen from the administrator, Principal, or Heads of their respective schools; there shall be at least three members from the member's schools but no more than five; and there shall be three alternates. This committee shall be nominated and voted upon every four years by the general membership.
- c. **Duties:** Each member of the Rules Committee shall individually assess disputes brought through the District or Regional Chairs. The Rules Committee may contact the school(s) in question for more information, but the school(s) may not contact any other member of the Rules Committee until instructed by an Executive Board member. Each phone call or contact made by a Rules Committee member must have ample notes written concerning the key areas of the call or contact. These notes must be kept on record with a copy mailed/faxed to the state office.

#### **Section 5.04 Regional Development Committee**

The Regional Development Committee shall consist of no less than three members and one alternate and shall be chaired by a designated Associate Athletic Director; members shall serve a two-year term and shall receive and review all new schools which apply for membership in the Region; shall work with various groups to organize promotional events in various regions to expose schools to T★CAL; The powers of the committee shall be as established by the Executive Board. **(Amended 6/14)**

#### **Section 5.05 Department of Ministry**

Department of Ministry shall consist of five members and three alternates and shall be chaired by a designated Associate Athletic Director. Members shall serve a two year term, and shall receive community service proposals for students including, but not limited to, community service trips –local and abroad, all-star teams, work programs, and any other service opportunities presented to this department by the Executive Board. The chairman shall report to the Director of Ministry.

### **ARTICLE VI: OFFICERS**

#### **Section 6.01 Selection**

The following officers shall be selected every two years (or when vacancies arise): DARC Committee Chairs, Regional Chair and District Chair; Board of Directors shall be re-nominated by the Executive Director; all other than the aforementioned offices shall be nominated by the general membership and confirmed by a two-thirds vote of the Executive Board.

### **Section 6.02 Other Offices**

The Executive Board may appoint such other officers, as it shall deem necessary, who shall hold their offices, exercise such powers, and perform such duties for such terms as shall be determined by the Executive Director and the Executive Board.

### **Section 6.03 Multiple Offices**

Any person may hold any two or more offices, except that no person may hold both the offices of Executive Director and Treasurer or Financial Officer.

### **Section 6.04 Compensation**

The Executive Board shall fix the salaries of full time staff of the organization.

### **Section 6.06 Executive Director**

Shall be the Executive Board Chair; shall be the CEO of T★CAL; shall preside at all meetings of participating schools; shall chair the Board of Directors; shall be an ex-official member of all committees; shall represent T★CAL at the meetings of any state or nationwide athletic or educational organization; shall prepare the agenda for all meetings of the Executive Board and any other committee meetings; shall prepare and furnish blank forms and other printed materials as needed; shall procure trophies, banners, plaques, and other awards as needed; shall schedule and make arrangements for all T★CAL events and annually update the T★CAL official Manual; shall make interim appointments to any vacant office until the Executive Boards' selection has been made; shall make such reports and recommendations to the Executive Board, and any special and regular meetings, concerning the work and affairs of the organization; may require such reports from the Executive Board members; **(Amended 07/09)**

### **Section 6.07 Athletic Director**

Shall be directly responsible for all alignments, rules, classifications, and committees on a state level; shall work directly with DARC Committees to best implement current rules and improve future competition; shall communicate through written updates and website information any new and pertinent information; shall appoint a secretary to each committee who shall keep minutes of each meeting which shall be distributed to the attendees of said meetings within 5 business days of the meeting; shall assist in the formation of District and Regional Committees; shall be over the Rules Committee; shall attend conferences, meetings, and conference calls called by various athletic committees as needed; shall be directly responsible to the Executive Director for timely reports and rule change discussions; shall periodically update the T★CAL bylaws and casebook to reflect current T★CAL rulings; shall assist in the district and regional alignments of each school; shall work with district schools to approve new schools applications; shall chose a disciplinary committee prior to any state event to review any occurrences which may warrant disciplinary action.

## **Section 6.08 Associate Athletic Director of Compliance and Recruiting**

Shall analyze all pertinent information from official T★CAL forms in order to accurately inform current member schools of NCAA expectations and current rules and regulations that would affect college entrance and eligibility; shall be a liaison between the NCAA, NAIA, NCCAA, and all other Collegiate governing bodies and T★CAL to assure NCAA member schools are in compliance while attending T★CAL events or recruiting T★CAL students; shall work directly with T★CAL member school counselors to match students with colleges and universities throughout the state; shall explore and inform T★CAL member schools of all available scholarships, grants, and other avenues in which T★CAL students can qualify for college tuition and financial aid.

Shall work with District Chair people to nominate and select a female and male 'Athlete of the Week' to be highlighted on the T★CAL website; shall work with a selected committee to choose the T★CAL male and female 'Athlete of the Year' and assist in the distribution of any and all scholarship money connected to said award.

Shall coordinate with local Regional Development Committees to actively recruit schools for T★CAL, T★CAL Southwest, and T★CAL Prep; shall initiate contact with non-member schools and work directly with the Executive and Athletic Director to contact, communicate, and obtain commitments from non-member schools to become member schools; shall assist in the coordination of various local and state events with the primary goal of introducing schools to T★CAL; shall coordinate and participate in conference calls as needed to assure all job duties are complete. **(Revised 06/14)**

## **Section 6.09 Associate Athletic Director of District Operations and Information**

Shall analyze all pertinent information from official T★CAL forms in order to accurately position member schools in their various districts according to classification and geography; shall work with the Athletic and Executive Director to create district alignments throughout the state; shall collaborate with DARC Chairs to assure proper alignments; SHALL SCHEDULE ALL T★CAL DISTRICT GAMES FOR ALL SPORTS and release said schedules on dates agreed upon by the DARC committees.

Shall work with all schools to assure that they are in compliance with T★CAL bylaws, procedures, and expectations; shall establish Sports Information Directors at each school which are responsible for reporting all stats to T★CAL approved or endorsed sites; shall actively recruit schools to join the league; shall actively promote compliance through regular communication with schools; shall assure that all schools are updating MaxPreps site; shall assist in the administration of various T★CAL activities as needed.

Shall be the Athletic Director for the Junior High division of TCAL; shall coordinate events, calendars, and shall work directly with Junior High DARC to best implement current rules and improve future competition; shall communicate through written updates and website information any new and pertinent information; shall be over the Rules Committee; shall attend conferences, meetings, and conference calls called by various athletic committees as needed. **(Revised 06/14)**

## **Section 6.10 Associate Athletic Director of 4A Basketball Operations (4A Basketball Commissioner)**

Shall be the Athletic Director for the 4A Division of T★CAL; shall coordinate events, calendars, and shall work directly with 4A Schools to assure NCAA compliance and NFHS compliance; shall provide individual oversight to the academic plans and curriculum of schools in T★CAL as a whole and the 4A division specifically; and to provide oversight current rules and improve future competition; shall communicate through written updates and website information any new and pertinent information; shall be over the Rules Committee; shall attend conferences, meetings, and conference calls called by various athletic committees as needed. **(Revised 06/15)**

### Section 6.11 Secretary

The Secretary shall issue in writing all notices of meetings; shall notify individuals elected to office and to the Executive Board; shall keep complete record and minutes of meetings of the Executive Board and members of committees whose terms shall expire at the next annual meeting; shall mail such other notices as may be directed by the Board; and shall perform such other duties as may be incidental to the office.

### Section 6.12 Comptroller

The Comptroller of the organization shall be responsible for the paying of all bills incurred by T★CAL; shall sign all checks; shall be responsible for the production of four financial reports each school year - the first being August 1, the second November 1, the third January 1, and the fourth March 1; shall submit a comprehensive report to the Executive Director by June 1 - this report shall include the proposed budget for the upcoming school year; shall be responsible for all budgets, tournament reports, and any other financial data needed by the Executive Director or Board member. **(Amended 10/13)**

### Section 6.13 Regional Chair

- a. **Definition:** Regions are areas in the state, divided by T★CAL, in which the schools compete. In each region there are at least two districts. The Regional Chairperson is in charge of all districts inside their perspective region. Regions may be redrawn according to Article VII of the T★CAL bylaws.
- b. **Function:** A Chairperson for each region shall be responsible for directing regional and district competition in their particular region; shall be responsible for the nomination of the 'All Regional Team' for each specific sport; shall assure '1<sup>st</sup> Team All Regional Team' is nominated for All State is said sport; shall work with the district chairs in their region to organize regional or district events; shall produce a budget for all regional tournaments to be approved by the Athletic Director not less than two weeks before the event; shall be appointed to head various committees pertaining to activities inside their region; shall represent any disciplinary problems to the Executive Board or Rules Committee from the region with recommendations on actions to be or not be taken; shall give an annual report at the summer meeting; shall be in close contact with the Athletic Director.
- c. **Selection:** Each Region Chair shall be nominated by a majority vote of the Participating member representatives; shall receive and file reports on their sport; shall hold this position for two years.
- d. **Duties:** Shall organize and chair the Regional Development Committee which will work directly with the Associate Athletic Director of Compliance and Recruiting.

### Section 6.14 District Chair

- a. **Definition:** Districts are areas within the Region, divided by T★CAL, in which the schools compete. In each District there must be at least three schools but with no more than eight. When a district reaches nine schools it shall be divided into zones within the district. The District Chair is in charge of the schools inside their respective district. Districts may be redrawn or zoned according to Article VII of the T★CAL bylaws.
- b. **Function:** The District Chair shall direct and administer all T★CAL sports competitions in their respective districts.
- c. **Selection:** Each District Chair shall be nominated by a majority vote of the participating member school's representatives and shall be confirmed by Executive Board;
- d. **Duties:** Each District chair shall direct and administer T★CAL sports within their district; shall screen all new member school applications within the district for eligibility; shall assure district players shall be nominated to All Region teams; shall actively promote T★CAL to the non-member schools in the district;

shall promote unity in the district; shall work with other District Chairs in supervising regional play-offs; shall be responsible for the nomination of any "Athlete of the Year" considerations from his/her district; shall give an annual report on the summer meeting.

#### **Section 6.15 DARC COMMITTEE**

- a. The District Alignment & Rule Committee (DARC) is made up of individual Coaches and/or Athletic Directors or Administrators, which are members of T★CAL in their respective activities.
- b. The DARC shall be responsible for the approval of member schools being organized into various local districts and regions presented by the Executive Board.
- c. The DARC shall be responsible for the implementation of any new rules and/or regulations developed within the DARC or Executive Board.
- d. The DARC shall review the all athletic and academic plans and suggest changes, improvements, and new rules by April 1<sup>st</sup> of the previous year in which the changes shall be implemented - these suggested changes shall be voted on by the DARC as a whole or by the general membership as a whole dependent upon the nature of the rule and its relationship to the general by-laws. **(Revised 06/13)**

#### **Section 6.16 The DARC Chair**

- a. Shall be responsible for the scheduling of conference calls, meetings, and communication between the DARC and T★CAL staff.
- b. Shall fill out the required application and chosen as a finalist by the Executive Board.
- c. The Executive Board will bring the finalist to the membership who shall select the DARC chair with a simple majority vote.
- d. DARC Committee members shall be comprised of the finalist for the DARC Chair and 5 other members who shall be elected by membership. No more than 7 shall serve on the DARC Committee.
- e. Shall be a representative of the DARC committee to the Executive Board and the Board of Directors during meetings in which their specific sport is discussed
- f. Shall promote growth, organization, communication, and the health of all programs within T★CAL.
- g. Shall be a member of the T★CAL Athletic Board, which shall meet a minimum of twice per year.
- h. Shall be in regular contact with the Coaches within T★CAL and shall represent their needs to the DARC and Executive Board.
- i. Shall oversee all Committees (Rules, Post Season, and Development) and shall meet regularly and assure unity between specific DARC committees and Athletic Plans to the general bylaws.
- j. Shall organize regular conference calls in their respective activities.
- k. Shall work with the T★CAL Athletic Director in order to establish committees, better organize events, and maximize exposure of students and programs within T★CAL.
- l. Shall work with local football chairs in order to develop T★CAL Football in local areas.
- m. Shall work with Athletic Director and DARC Chair to approve and recommend new football programs to T★CAL.
- n. Shall be in regular contact with the T★CAL Athletic and/or Executive Director and shall communicate by email to other DARC members in matters concerning their specific DARC.
- o. Shall oversee and be an ex-officio member of any boards, committees, or special sport related groups whose membership is comprised of DARC members (i.e. Specific Rules Committee, Post Season Committee, and Development Committee).
- p. Shall be one of the five members of the Rules Committee.
- q. Shall represent recommendations to the Executive Board and general membership formulated by their specific DARC committee.
- r. Shall be nominated and voted upon by the current DARC members and shall serve a two-year term to be limited to one re-election. **(Amended 06/14)**

### **Section 6.17 Ministry Chair**

Shall work with the Executive Board to select the venue for any Award Ceremonies in the region; shall organize any volunteers needed to help with anything (such as ushers, sellers, and/or song leaders); shall clear all plans with Executive Director, who shall be the speaker at the Awards Ceremony, unless otherwise scheduled; shall organize community outreach events in the summer and during spring break for designated communities in Texas; shall submit all community outreach proposal to Executive Board for approval; shall market community projects to Member schools.

### **Section 6.18 All-Star Committee**

One person from each region shall be on the All-Star Weekend committee. Members of this committee shall be responsible for various aspects of All-Star Weekend as needed by the Executive Board and/or Executive Director and shall be in communication with the Regional chairperson in the area of All-Star Weekend.

### **Section 6.19 Regional Development Committee**

- a. **Definition:** Each regional shall have a Regional Development Committee (RDC) made up of Athletic Directors / Administrators of member schools within the region. RDC members shall be appointed by the Executive Board.
- b. **Function:** The RDC shall assist in nominating all Athlete of the Week / Year candidates from their region; shall organize meeting and events to assure T★CAL's visibility in the local Region; shall nominate any student athlete for All-American status based upon specific criteria; shall work with the Executive Board to assure growth in the Region
- c. **Duties:** Shall actively recruit and screen schools to be members of T★CAL in the local area; shall work directly with appropriate T★CAL staff to assure schools are communicated with in an informative and timely matter; shall assist in the planning of Regional events; shall be in communication with the Athletic Director concerning the development of new schools; shall be in communication with T★CAL staff concerning website and social media updates; shall work to generally improve the function of the events, communication, membership, and infrastructure of the region. **(Amended 06/14)**

### **Section 6.20 Removal**

The Executive Board may remove any officer, with just cause, if the best interests of the corporation will be served thereby. Election or appointment of an officer or of another agent does not create contractual rights.

### **Section 6.21 Resignation**

Any officer may resign at any time upon written notice to the Executive Director to become effective immediately or at a specified, future date. This resignation is without prejudice to any rights of the corporation under any contract to which the officer is a party.

### **Section 6.22 Vacancies**

A vacancy in any office shall exist on the death, resignation, or removal of any officer. In case of a vacancy, a new officer shall be selected pursuant to section 5.01 and 5.02. The Executive Director may nominate an interim officer to be approved by the Executive Board until the selection of a new officer is announced.

## **ARTICLE VII: PARTICIPATING OR MEMBER SCHOOLS**



## Section 7.01 Eligibility

- a. **Definitions:** A participating or member school is one that has been approved for participation in any T★CAL sponsored activity.
- b. **Academics: (Amended 1/2012)** Member schools are expected to monitor their students and ensure that academics are a primary pursuit in student life and athletics are secondary to academics.
  1. Member schools shall ensure students achieve and maintain a passing grade (e.g. 70 in the scale of 100) in order to maintain eligibility for athletics.
  2. Schools/Organizations reserve the right to hold their students to higher academic requirements for eligibility if desired.
  3. To determine if a student is passing, his/her work shall be averaged from the beginning of the semester to seven days before the contest. Eligibility forms must be submitted to the regional representatives and to the Associate AD of Compliance.
  4. AP classes are exempt from eligibility reporting.
  5. Schools which do not have eligibility forms by the report dates will be subject to disciplinary actions by the Regional Rules Committee. **(Amended 6/15)** and we be immediately ineligible for competition and will face sanctions.
- c. **Accelerated Christian Education Schools:** All students must be progressing toward graduation on a credit basis and on a passing basis with a regular checking procedure by each school to assure they are in good academic standing. If a question of eligibility arises, a school may be required to present the student's academic records concerning eligibility to the state office.
- d. **Home School Students:** A student who is being home schooled may participate with a member school if said student is under the 'academic umbrella' of the member school in which the student is seeking participation **(Amended 7/09)**.
  - Academic Umbrella shall be defined as meeting the following three criteria:
    1. Submit curriculum, grades, and test scores to Academic Dean / Administrator of member school
    2. Cannot participate in club or non-school teams concurrently during designated athletic season
    3. Transcripts must be made available to member school who shall keep students grades on file

Home-school students will meet the same academic requirements as any other student and the school must be able to provide upon request all records of the student's academic performance. Home school students are required to abide by all transfer guidelines [section 8.02, b] upon participating with another school or organization within a current school year or starting a new year **(Amended 06/2010)**.

- e. **Co-participation:** Member schools may petition the T★CAL Executive Board to combine their student populations, or use another student whose school does not offer the specific sport, with another school for the purposes of competing in athletics if both schools:
  1. are members of T★CAL
  2. have less than 35 students enrolled in their high school
  3. agree to combine the populations of both schools and not just participating students

If the petition is approved by DARC committee, the total enrollment for both schools will be calculated in determining the classification in which the joint team will compete. The approval for fielding a joint team must be reviewed and approved every two years by the T★CAL DARC committee in the respective sports. **(Amended 06/15)**.

- f. **Junior-High Participation:** 7<sup>th</sup> or 8<sup>th</sup> grade students may participate on the varsity team at the coaches' discretion without affecting his/her eligibility for the remainder of their high school career **(Amended 3/2012)**.
- g. **High-School Eligibility:** Once a student has entered the 9th grade he/she has eight semesters to compete in varsity athletics. If a student transfers, does not compete, or fails a grade, the eight-semester rule is still in effect. This applies to any athletic participation at any school.
- h. **Eligibility Forms:** Each passing student must be on the eligibility form filed with the District, Regional, or State office by the due date. Eligibility dates will be set each June prior to the upcoming school year and will be given to each member school. Failure to comply with these dates may cause players and teams to temporarily or permanently forfeit eligibility.
- i. **Eligibility Periods:** Four eligibility dates will be given each year. If a student is not eligible at any one of the T★CAL reporting dates, he/she **MUST SIT OUT OF ATHLETIC COMPEITION A MINUMUM OF 15 SCHOOL DAYS**. They may only return if the minimum eligibility standards of T★CAL have been documented and approved by the Compliance Officer and Regional Chair. A waiver must be filled out if the student is moved from ineligible to eligible during the grading period and sent the Compliance director AND the Regional Chair person. Any Student or coach violating this rule will be subject to sanctions, forfeitures, or expulsion. Schools may enforce a more stringent academic compliance, but **MAY NOT** violate the T★CAL minimum standards. **(Amended 6/15)**
- j. **Graduation:** No one shall take part in any contest in this organization that has graduated, whether form his/her or any other school, at home or abroad, of equal or higher rank.
- k. **Age:** A student is not eligible for competition if he/she has reached the age of nineteen prior to September 1 of current school year.
- l. **Excellence in Character Commitment:** To be eligible, a school must sign both the registration contract and the coach's code of conduct. Signed and submitted contracts represent a 2 year commitment for membership.
- m. **Professional Status:** No one shall take part in any contest of this organization that has ever received money for participating in any sport or game. The Rules Committee reserves the right to make judgment of whether or not valuable gifts have been given in lieu of athletic participation constituting his/her professional status.
- n. **Challenge of Eligibility:** If a student's eligibility to compete in a T★CAL contest is questioned, the student and school has the burden in any proceeding to establish that he/she is eligible **(Added 2012)**.

### Section 7.02 Invitation, Nomination, & Consideration

- a. **Invitation:** The District Chair may extend an invitation to a school to apply for participation or the T★CAL headquarters may send application materials to an applicant school upon request.
- b. **Nomination:** Two-thirds of the current membership in the district must confer and approve the school in order for that school to participate; this will be done at the appropriate district meeting.
- c. **Deadline and Dispute:** All disputes of new member schools shall be given within one week of the schools membership status being announced. The Executive Board shall examine the request for membership as follows:
  - 1. If there is just cause to dispute a prospective school's request, the district chair shall be given a formal letter of protest detailing the cause of dispute.
  - 2. The District Chair shall review the letter, make a determination of its validity, and then contact the First Vice-President and the Athletic Director or Executive Director.
  - 3. If the Director(s) cannot resolve the situation, the original letter of protest will be sent to each member of the Rules Committee for a recommendation.

### Section 7.03 Confirmation

- a. **Confirmation:** The Regional Development Committee shall consider the application for participation and must confirm the nomination before the school may participate in a T★CAL competition.
- b. **Notification:** The Executive Director shall notify the District/Regional Chairperson and the appealing school will be sent an official acceptance or denial letter signed by an executive board member.

#### Section 7.04 Renewal Period

- a. **Deadline:** Each participating school must renew its participation by the 1<sup>st</sup> of February in the prior year of their desired participation. **(Amended 10/14).**
- b. **Requirements:** For a renewal of participation, a participating school must send the renewal contract following their second year of participation, and all other required information and dues by February 1<sup>st</sup>. New Schools must submit all paperwork by June 10<sup>th</sup> of the prior year to participate in district play. Contracts received after the deadline will be ineligible for playoffs their first year of membership. **(Amended 6/15)**

#### Section 7.05 Membership Dues and Fines

- a. **Amount:** Registration fees shall vary from year-to-year based on specific sport participation. Fees and fines shall be set by the Executive Board for all participating member schools.
- b. **Playoff fees:** Teams qualifying for playoffs shall pay a predetermined fee by the specific DARC committee to assist in the administration of said event.
- c. **Deadline:** New schools must have contracts and registration fees submitted by the 1<sup>st</sup> Friday in February.
- d. **Late Registration:** After the member school contract has been sent to the state office with all applying dues, a school may add an event (Spring Sports only) by submitting a written request and appropriate fees to the state office.
- e. **Disqualification:** If dues are not received by the set deadlines, the participating school may be disqualified from any District, Regional, or State competition **(Amended 06/15).**
- f. **Missed Meeting:** A \$500 fine will be assessed to the renewal dues of a school that does not have a representative at the mandatory annual summer coach's workshop **(Amended 06/15).**
- g. **Playoff Games:** Teams that qualify but elect to not participate in a State, Regional, or District playoff game will be subject to a \$1000 fine. The fine will be due immediately following the incident and will be paid to the state office upon review by the Regional and/or District Chair **(Amended 06/15).**

#### Section 7.06 Annual Meetings

Two annual state meeting shall be held of participating member schools, at such time and place and with such notice, as the Executive Board in its sole discretion shall select. District and Regional Meetings will also be regularly scheduled **(Amended 06/15).**

#### Section 7.07 Voting

Each member school, is afforded one vote as required or permitted by these bylaws. The executive board shall decide the appropriate subject matter including, but not limited to amendment(s), athletic plans, etc. to be voted on. Each member school shall have a representative at each district and state meeting. It is the understanding of T★CAL that all member schools have given each coach and administrator the proper information regarding the particular sports or academic competition and that the school is in compliance with all T★CAL rules and regulations.

### **Section 7.08 Member School Responsibilities (added 06/2010)**

All contracted and district aligned member schools shall assume responsibility for the following immediately upon acceptance and confirmation:

1. Inform all school administration, coaches, and teachers of their duties with emphasis on upholding the mission of T★CAL and promoting their league, not only within the walls of their school, but also toward all members of the community at large.
2. Retain copies of all official documents and forms for permanent files and for future submission requirements (See “Forms” section at t-cal.org).
3. Inform current and prospective student’s parents regarding the requirements for participation in T★CAL. Place specific emphasis on eligibility and physical examination requirements (See “Forms” section at t-cal.org). To be eligible for participation in athletics, all students must have a complete physical exam every 2 years, and within 6 months prior to the first day of school.
4. Post all athletic rosters and final schedules before each season begins on the designated statistical database (i.e. MaxPreps.com, the Associated Press, sixmanfootball.com, athletic.net, etc.).
5. Fill out and submit:
  - a. Coaches code of Conduct with all signatures of athletic staff
  - b. Assure all students receive physical examinations and clearance from a physician
  - c. Player Participation forms shall be kept all on athletes

### **Section 6.09 Member in Good Standing**

The Following are specific requirements that each school must meet in order to maintain a “member in good standing” status:

1. Return the Membership Renewal Contract by the specified date.
2. Pay all dues and fees in full by the specified date.
3. It is recommended that each school fill out the proper eligibility form for each sport and keep it on file in the Administrator’s office.
4. Complete the membership contract and return it with the yearly assessment by specified date.
5. Complete and mail in by the designated deadline all seasonal reports required.
6. Comply with the “letter & spirit of the law” of the T★CAL Constitution, with extra emphasis being placed on the fulfillment of the T★CAL mission statement.

### **Section 6.10 Probation**

A School entering T★CAL for the first time may enter on probationary status the first year. This is not a reprimand, but an opportunity for the new schools to clearly see the functioning responsibilities and benefits of T★CAL. The Board will make membership recommendation on behalf of this school at the June meeting following the probationary year.

## **ARTICLE VIII: ATHLETIC COMPETITION**

### **Section 8.01 Districts**

- a. **Establishment:** Districts and Regions shall be established and changed, as deemed necessary by the Executive Board in cooperation with DARC committees.
- b. **Function:** District and Regions will provide competition in a way to qualify for state play-offs in athletics, fine arts, music and academics, unless otherwise approved by the Executive Board.
- c. **Participation Requirement:** All schools must compete in some type of Regional competition to qualify for the State play-offs, unless specified by the Executive Board.
- d. **Requested Reclassification:** A school may request to be assigned to a larger or smaller classification, after their initial fulfillment of their current T★CAL classification. In order to be moved to a new classification, the school must obtain unanimous approval from both the receiving district as well as the district in which they are departing (**Amended 06/15**).
- e. **Validation:** The Regional Chair shall verify all winners to the state office by the deadline date.
- f. **The District / Regional Rules committee:** The Rules committee may serve as an appeals court to aid in solving District or Regional disputes. If the District Chair is unable to resolve its disagreement, the district Chair must submit a letter to the rules committee expressing the nature of the problem. Upon receipt of the committees' recommendation, the school must accept it completely and totally. There will be no further appeal.
- g. **Number of games:** A team may not play more than two district games in any one week period and no more than three games total (not including tournaments). Schools must avoid playing on a federal or state holiday, unless good reason can be provided by school administration. All Schools are required to abide by a "no-games" period for minimum of (5) consecutive days during Christmas/Winter break. Tackle football games must not exceed more than one per week for a maximum of 11 games per season, not including scrimmages, within the outlined dates (**Amended 06/2010**).

### Section 8.02 Divisions

Schools shall be divided into classes or divisions in accordance with Article III, Section I, II, and III of the T★CAL Constitution. Each school shall report its total High-School enrollment by February 1<sup>st</sup> of each year and shall participate in their particular division for two years. At the end of the two-year period every school shall be reclassified and placed into the proper division. Football shall be divided by the total number of boys (See sport specific athletic plans for more).

### Section 8.03 Authorized Competition

No sports competition of any type, whether district, regional, or statewide, shall be authorized as a T★CAL activity unless it is under the direct supervision and control of T★CAL.

### Section 8.04 Concurrent Participation in Non-School Sports

Students who participate on a T★CAL member school's team shall not play or practice with a non-school (club) team or in an individual competition in that sport during the regular school season.

### Section 8.05 T★CAL Name, Logo, & Sponsorship

- a. **T★CAL Services:** Services provided for authorized competition in authorized sports include: "T★CAL" and "TEAM T★CAL" logos for use in game programs and other promotional material, a message form the T★CAL Executive Director or any other Executive Director for use in programs and other promotional material, T★CAL publications, and other services.
- b. **Authorized Activities:** Only authorized competition in approved sports are entitled to the above services and only with the written consent of the Executive Director.

- c. **Use Fee:** The T★CAL and TEAM T★CAL logo, name, and emblem are the property of Texas Christian Athletic League. All members may use this name freely (\$25 use fee is included in registration) as a part of their participation privileges. Non-participants may not use any of the aforementioned items (T★CAL, Team T★CAL, or Texas Christian Athletic League) without the written permission of the Executive Director.

#### **Section 8.06 District Games & Goodwill Gifts**

- a. **First Time Goodwill Gifts:** If district teams are meeting for the first time, each Head coach is encouraged to present the other team with a gift advertising their school (i.e. T-shirt, hat, mug, etc.). **(Amended 2/2010)** Every team shall present their opponent, as well as the officials for said game, with a gift at the state Tournament of every said sport. **(Amended 2/2010)**
- b. **At every state tournament game captains shall exchange gifts at center court. (Amended 2/2010)**

#### **Section 8.07 Sports Information Directors**

- a. A Sports Information Director from each member school shall be appointed by the administrator, athletic director, or head coach.
- b. The SID can be a staff member, parent, fan, coach or student.
- c. The SID shall submit statistics to the designated on-line databases (i.e. MaxPreps.com) after each regular season and post season game.
- d. The SID shall maintain strict professionalism when reporting stats in order to uphold the Code of Conduct. He/she shall protect any user names or passwords, and personal or confidential information applicable to each member school/group.

#### **Section 8.08 Video Taping**

- a. **Non-Participant Schools:** Videotaping or filming any athletic contest or practice (non-conference or district) in which your school is not competing, unless prior consent from both schools involved has been granted, is strictly prohibited.
- b. **Participant Schools:** A school may videotape any athletic contest (non-conference or district) in which your school is competing or not competing. However, no film may be used during or at half time of the contest.
- c. **Individuals:** Individuals are permitted to film a game in which his/her relatives are competing only. Selling reproductions of games is strictly prohibited without the written consent of the Executive Director.
- d. **Commercial Use:** Use of films and /or tapes for commercial purposes must have the approval of both schools involved in the contest.
- e. **Regional/State Play-Offs:** Schools and /or individuals must have the prior approval of the Regional and/or District Chair to film or videotape the regional or state tournament. Selling reproductions of state games is strictly prohibited without the written consent of the Executive Director.

#### **Section 8.09 Play Off Fees**

- a. **Non-District:** Each school shall set their own non-district entry fees.
- b. **District:** Each district shall be responsible for setting a fee for their district games
- c. **Football Playoff Fees: (Adopted 6/15)**
  - Round 1 of playoffs: \$175
  - Round 2 of playoffs: \$275
  - State Championships: \$375

- d. **State Finals:** Fees for State Tournament will be determined prior to and be given to the schools within one month of the event.

**Section 8.10 Concurrent Participation**

- a. **Non-School Activities:** Students or coaches may not participate or practice with a non-school team in that sport during the regular school season.
- b. **Same Season League Participation:** T★CAL member schools may not participate in other state wide sanctioning organizations (TAPPS, TCAF, CSAS, SPC or UIL) in any sport or academic competition while they are in a T★CAL district for these activities.

**Section 8.11 Required Equipment**

Baden is the official ball of all State events and will be used by all participants.



SPORT	NAME/MODEL NUMBER
Soccer	Perfection® Elite™ SX751
Volleyball	Perfection® VX5E/VX5EC
Baseball	Perfection® Pro 3B-PPRO
Softball	Perfection® 2BSFPY
Basketball	Perfection® Elite™ BX7E/BX6E
Football	QB1™ F7000L

**Article IX: RECRUITING GUIDELINES**

**Section 9.01 Official Recruiting Position**

All schools recruit students, however, T★CAL enforces a standard that bars our member schools from purposely recruiting athletes. We instead encourage our members to build their programs from within (elementary and Junior High, refer to the “Total T★CAL” Manual) and through the process developing the students-athletes currently enrolled.

**Section 9.02 Guidelines**

- a. **Player Eligibility:** from the facts presented through the proper channels, the rules committee may determine if the motive of the school in question complies with good fair play and enhances the basic spirit of T★CAL. Each member must be satisfied that the motives of the school in recruiting the student are in the absolute best interest of the student, school, and T★CAL as an organization.
- b. **Student Transfers:** If a student has transferred to a member school either current school year or before the first day of school, having participated in either sub-varsity or varsity in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, a Transfer/Previous Participation form must be sent to the district Chair and to the T★CAL office (See “About Us & Forms” section at t-cal.org). The District and/or Regional Chair, and the AAD of Compliance shall give the final clearance. The parents of the student must read and sign a certification statement as well. If a member school questions the participation of an athlete(s), the District Chair shall send the athlete’s transfer form to the Executive Board for review. If violations or infractions are suspected to have been committed (such as illegal recruiting) the Executive Director may then pass on any concerns to the Rules committee . The Rules committee shall then recommend a course of action such as player ineligibility, game forfeitures, or the school being placed on probation or dismissal of the case. **(Amended 06/98)**

- c. **Foreign (Non-U.S) Transfer Students:** In order to meet eligibility requirements and compete in any T★CAL extra-curricular sports activities, including District, Regional, or State level events, foreign transfer students must follow all school-to-school transfer guidelines. If a student has transferred to a member school from outside of the continental United States, either current school year or before the first day of school, having participated in either sub-varsity or varsity in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, a Transfer/Previous Participation form must be sent to the district Chair and to the T★CAL office (See “About Us & Forms” section at t-cal.org). Said student(s) cannot violate provisions of by-laws regarding “professional” status. Scholarship type programs and proceeds must be of similar opportunity to all students in attendance at member school. Students may practice with the team during outlined practice dates.
- d. **Financial Assistance:** A school shall produce accurate records of financial assistance provided to students. All students should be afforded the same privileges or opportunity to qualify for scholarship type programs, whether those programs are athletic or non-athletic related. It is illegal for a school to give such aid or gifts considered outside of normal operations to those students who participate in athletics solely. This is a violation, including but not limited to forfeitures of games, ineligibility of the athlete(s) in question, school probation, or school expulsion from T★CAL.
- e. **Provided Residence:** If a school is in the common practice of providing residence to certain students by housing them with families associated with the school or church, then accurate records and legitimate reasons shall be given for said practices. Housing may not be given to only those students who participate in athletics. U.I.L. Rule shall be applied in these circumstances or the Rules Committee may issue a ruling on athlete(s) eligibility.
- f. **Waiting Period:** if a student transfers to a T★CAL school after the school year has begun, he/she shall be ineligible for competition for 15 school days from the date of enrollment. The school shall also take careful pains to fill out all applicable paperwork and send copies to the District Chair and the Executive Director.
- g. **Contact:** Contact between athletes and their parents (or legal guardians) must be initiated through the prospective schools normal channels. Students requesting information from a member of the Coaching staff must be directed to the school admissions department.
- h. **Recruitment Expenses:** a School may not provide an enrolled student-athlete with transportation or expenses that are not normally offered to all students.
- i. **Criminal Record:** A school may not allow a student with a criminal record to participate in any athletic contest without making it known to the other school in the district and/or region. The schools in the district and/or region shall vote upon his/her eligibility. A simple majority shall allow eligibility.

## ARTICLE X: CODE OF CONDUCT

### Section 10.01 Principles

It shall be the responsibility of a participating or member school to apply and enforce the highest principles of deportment, courtesy, character, and conduct.

### Section 10.02 Prohibited Practices

Representatives of participating schools, including coaches and student-athletes, must refrain from questionable practices such as the use of illegal drugs, alcoholic beverages, profanity, and tobacco.

### Section 10.03 Sports Competition

Not Statewide, Regional, or District sports event under the auspices of the T★CAL shall allow any use of beer, wine, liquor, or other forms of alcoholic beverages, or tobacco. This shall be interpreted to prohibit the sale,



sponsorship, or advertising in programs, radio, television, or other promotional media. This shall also include prohibiting the bringing of alcoholic beverages or tobacco into or at the site of any event under the auspices of T★CAL by a player or fan.

#### **Section 10.04 Institutional Sports Events**

Participating schools in T★CAL are also expected to adhere to the state policy in the administration of their own sports program events.

#### **Section 10.05 Violations**

Any violations shall result in the following discipline, censure, penalties, probation, suspension, or expulsion as imposed by the Executive Board.

##### **a. State Constitution, Contest Rules, or By-laws:**

##### **1. Class A Violations: (Expulsion)**

All Class A Violations shall result in the expulsion of the program, coach, player, or institution responsible for the infraction.

- i. Illegal recruiting of players
- ii. Falsifying records or reports
- iii. Knowingly withholding information
- iv. Failing to comply with amateur rules
- v. Repeated Profanity by coaches or school staff
- vi. Coaches or school staff engaged in improper physical contact with coaches, players, student, or officials
- vii. Knowingly playing a contestant who is not eligible
- viii. Coaches fighting with students or other coaches
- xi. Illegal drug use; use of any PED without medical doctors prescription

##### **2. Class B Violations: (Expulsion, Suspension)**

All Class B Violations shall result in the expulsion or suspension of the program, coach, player, or institution responsible for the infraction.

- i. Improper conduct with officials, judges, or referees
- ii. Failing to comply with known contest rules (by-laws)
- iii. Using illegal equipment or materials
- iv. Fighting between opponents, teammates, fans and/or official
- v. Profanity by student athlete
- vi. Participation as a contestant when not eligible
- vii. Crowd infringing on any activity on the field
- viii. Posting negative comments about TCAL or TCAL member schools on social media (public or private accounts)

##### **3. Class C Violations: (Suspension, Probation)**

All Class C Violations shall result in the suspension or probation of the program, coach, player, or institution responsible for the infraction.

- i. Violation of all-star contest rules

- ii. Failing to comply with game number limitations
- iii. Violation of season limitation
- iv. Violation of scrimmage or first game limitation
- v. Failing to keep known T★CAL dates
- vi. Improper video taping
- vii. Failing to have a deemed administrator at every home game

**4. Class D Violations: (Probation, Warning)**

All Class D Violations shall result in the probation or warning of the program, coach, player, or institution responsible for the infraction.

- i. Failing to report
- ii. Failing to provide correct forms
- iii. Failing to report timely
- iv. Incorrect reporting
- v. Failing to comply with “number of official” mandates or using uncertified official without the approval of the opponent, district and/or regional chair

**5. Class E Violations (Warning)**

All Class E Violations shall result in the warning of the coach, player, or institution responsible for the infraction.

- i. Failing to participate in mandatory district meetings and/or functions
- ii. Failing to cooperate with district and/or regional chairs in state functions within the region and/or district.
- iii. Incidents deemed by DARC committee to need attention without consequence.

All disciplinary actions shall be taken through the DARC committees. Appeals will be made to the Regional Rules Committee, then to the Executive Board.

- Appeals made to the Regional Rules Committee will include a \$500 fee (refundable if decision is reversed)
  - Appeals made to the Executive Board will include a \$1000 fee (refundable if decision is reversed) All decision of the Executive Board will be final.
- b. **Late Contracts:** The school will be placed on probation for the year. The Executive Board will note carefully how the school in question meets other deadlines.
- c. **Play-offs:** Any T★CAL school eligible for participation in State Athletic Play-offs, who are chosen by the Executive Board and/or DARC committee but refuse to participate in said play-off, will be sanctioned and fined \$1000. Members of the ineligible team shall not be considered for All–State recognition.
- d. **Belligerent Fans:** Your school is responsible for your fans. If fans from your school become overly disruptive, use profane or overtly disrespectful language when addressing the officials, or opposing players, or in any other way violate the basic spirit of good sportsmanship, your school will be fined up to \$750. If any one of your fans approach an official after the game and threaten him/her, in any way, your school will be fined up to \$750. These fines shall be payable immediately and your school will not be eligible for any further activity in T★CAL until all fines are paid. These fines will be in addition to any sections the District, Executive Board, or Rules committee may impose. Designated Administrator: A Designated administrator shall be present at each game and be responsible for the players, fans, and staff of each school involved in the activity. The host administrator shall insure the professional atmosphere (designated room away from players) and safety of all officials. The following is a list of the designated administrators duties:

1. For varsity games, greet the officials when they arrive and escort them out at the conclusion of the game.
    - i. Introduce yourselves.
    - ii. Indicate to the officials where they will be dressing.
    - iii. Briefly meet with the officials after the game to discuss any problems that may have occurred.
    - iv. See that they are escorted to the vehicles.
  2. Games played without a designated administrator present will be reported to the District and/or Regional Chair.
  3. The home school is responsible for all security.
  4. Each school is responsible for the behavior of its fans, players, and employees.
- e. **Coaches Using Profanity:** if a coach is assessed a technical four or unsportsmanlike conduct violation because of profanity, he/she will be removed from said game (if possible) and will be suspended for up to three games. The school will be put on Supervisory Probation with a letter from the state office stating the reason. Upon a secondary offense, the said Coach will immediately be suspended from the organization for a period of one year at which time the school in the Coaches district will vote on reinstatement.
- f. **Players Using Profanity:** If a player is assessed a technical foul or unsportsmanlike conduct violation because of profanity, he/she will be put upon Supervisory Probation. Upon a secondary offense, the said player will be suspended up to three games and will not be eligible for District, Region, or State recognition.
- g. **Fighting:** players who initiate or retaliate to any type of physical provocation outside the rules of the contest will receive up to a five game suspension.
- h. **Coaches Leaving Bench:** If a coach, for any reason, leaves the designated area to advance in the direction of the altercation, he/she will be immediately suspended until the District Committee, Executive Board, and/or Rules committee. The school will remain on Supervisory Probation for up to two years. If a coach physically touches another team's player, for any reason, said coach will be expelled from the league for up to five years at which time the Rules committee shall review the case for possible reinstatement.
- i. **Bench Players:** If any type of altercation transpires on the field of play, any player leaving their designated area to advance in the direction of the altercation, whether they arrive or not, will be ineligible for their next game and will receive up to a three game suspension. Both schools will face such sanctions as deemed necessary by the District Committee, Executive Board, and/or Rules committee .

#### Section 10.06 Protest

- a. **Filing:** All protest must be made in writing to the district and/or Regional Chair within twenty-four hours of the incident. The District and/or Regional Chair shall contact the Executive Director. A meeting shall be called of the other member schools administrators (same class) in the District and/or Region with a copy of the letter of protest being given to each one. They shall act upon the protest within forty-eight hours after receipt of the protest.
- b. **Legal Action:** In the event that any civil judicial action is taken against T★CAL (including but not limited to Temporary Restraining Orders) or a decision made based upon the T★CAL Constitution and/or by-laws, any Executive Board Member or any member of another T★CAL school, the following actions may be taken:
  1. Awards will be withdrawn from teams and/or individuals.
  2. Suspension and/or expulsion of the team and/or individual seeking civil judicial action.

3. Minimum three-year disqualification of the team and/or individual seeking civil judicial action from the conclusion of the legal action.
- c. **Compensation for Legal Expenses:** A member of T★CAL (student or school) which enter into a legal suit which must be defended shall be responsible for all legal fees irregardless of the outcome, ruling, of finding, of the Executive Director, and/or any other member of the Executive Board, Rules committee of any and all expenses related to said action.
- d. **Agreement for mediation:** Member schools hereby agree to forego legal action and agree to hire an objective mediator (and schools expense) and abide by whatever ruling is given.

#### **Section 10.07 Appeal to Rules committee**

An Official appeal of any decision may be brought before the Rules committee within twenty-four hours of the original decision. The Rules committee must have written documentation of the decision of the District, Region, and/or Executive Board. The Rules committee shall have a maximum of seventy-two hours to render a decision.

#### **Section 10.08 Appeal to the Executive Board**

Any and all decisions made by the Rules committee regarding an appeal may be appealed to the Executive Board. Executive Board decisions shall be final and without further appeal. In the event a school is expelled from the organization all fees shall be non-refundable.

#### **Section 10.09 Disciplinary Actions**

- a. **Resignation:** A participating school may resign its membership at any time; however, all fees shall be non-refundable.
- b. **Involuntary Termination:** if a member school fails to maintain the academic or athletic standards required for membership or fails in the area of ethics, eligibility, or professional conduct , the Executive Board, in harmony with the Sports and/or District Chair, may take the following disciplinary steps:
  1. **Supervisory Probation-Status** constitutes a “watch” policy by the Board and the District Chair. The length of the term shall be at least one year and no longer than two years. Under the status, there shall be no restriction of a team’s participation. Players shall be eligible for honors.
  2. **Suspension-Status** directed at a school or individual is to take immediate effect. Teams on suspension are not allowed to compete in T★CAL events for at least one and not more than two seasons. Nor honors shall be allowed for the teams’ members.
  3. **Expulsion-Status** is to take place at the end of the school year by decision of the Executive Board. There shall be a two-year minimum penalty imposed before an institution may reapply for membership.

#### **Section 10.10 Racial & Religious Discrimination Policy**

T★CAL shall admit students and coaches of any race, color, national and ethnic origin to all the rights privileges, programs, and activities recorded or make available to students and coaches. T★CAL shall not discriminate on the basis of race, color, national, and ethnic origin in employment or in administration of its sports competition, educational policies, admissions policies, scholarship programs, academic events, and athletic events.

### **ARTICLE XI: ADMINISTRATION OF T★CAL EVENTS**

#### **Section 11.01 Administration Guidelines**

- a. **U.I.L.:** The rules of the university interscholastic league will govern all events and contest unless otherwise specified in the manual or by the Executive Board.
- b. **Participants:** Participation in High-School events by students below the ninth grade is acceptable.
- c. **Gender Participation:** Boys must participate on boy’s teams and girls must participate on girl’s teams. Resulting T★CAL co-ed participation, shall involve only the following events such as: Fine Arts & Academics, Golf, Soccer and Baseball (**Amended 03/2012**).
- d. **Play-Offs:** Play-off births will be earned by comparing the regular season and district records for all schools. Year-by-year the athletic plans will reflect playoff systems and formats for regional and state level tournaments or post-season games. Each sport will have its own playoff format and is subject to change annually.
- e. **“At Large” Bids:** All teams who do not qualify for State Competition by winning their Regional Tournament outright or placing 1<sup>st</sup> or 2<sup>nd</sup> in “Single” District Play shall be considered for an “At Large” bid, to possibly compete in the State Championships. All teams must send a complete game-by-game report (See “Forms” section at t-cal.org) to the state office by the week of the Regional Tournament stated on the schedule of that year. At-large bids to the state tournaments shall be chosen by one or more of the following criteria:
  - 1. Best records with competition above,
    - a. 50% versus T★CAL schools
    - b. 50% versus other private schools of same division or classification
  - 2. Power Rankings
- f. **Power Rankings:** All game-by-game reports must have the team’s current “power-ranking” number. The power-ranking number can be obtained through the T★CAL power ranking formula (See “District Standing” section at t-cal.org). No other power ranking formulas will be accepted for at-large bids. Teams without power ranking numbers will not be considered for at-large bids.

<u>SPORT</u>	<u>MIN. # OF GAMES FOR AT-LARGE CONSIDERATION</u>
Volleyball	10
Soccer (Fall & Winter)	5
Flag-Football	8
Six-Man Football	8
11MAN Football	8
Basketball	10
Baseball	5
Softball	5

**Section 11.02 Guidelines for Host Schools**

- a. Run only a first class event
- b. Keep accurate records.
- c. Designate an SID to give all statistics and game information to all local media outlets.
- d. Provide coaches reception area.
- e. A program must be printed for all finals, which includes a list of the previous year’s winners, and rosters, if possible.
- f. Use a T★CAL Expense Report Form, and turn in all reports and monies due to the state office within one week after the event.
- g. When the event is a home game/meet for your school. Conduct all business accordingly:

1. Home and visitor benches
2. Equal dressing facilities
3. No home advantage, either physically or psychologically, unless it is unavoidable.
4. The District Board, in conjunction with the Executive Board, shall set expenditures.

## **ARTICLE XII: MISCELLANEOUS PROVISIONS**

### **Section 12.01 Music**

Musical selections containing profanity, referring to drug use or containing sexually explicit lyrics are prohibited from being played at any T★CAL contest including regular season, district, regional and state events. All music at State playoff events, or events directly representing T★CAL, shall be subject to approval.

### **Section 12.02 Varsity Level Only**

A school shall not enter, play, or enter statistics for more than one varsity team in the organization, nor shall a junior Varsity team be allowed to participate in any State, Regional, or District contest. It has traditionally been held that Junior Varsity teams were reserved for younger, less experienced players. Seniors may not compete on JV teams. T★CAL is strictly a Varsity Level athletic forum, and unless otherwise specified, is reserved for Varsity athletes **(Amended 06/2010)**.

### **Section 12.03 Junior High Teams**

Teams which participate in TCAL's junior high division shall be made up of players in the 6<sup>th</sup> – 8<sup>th</sup> grades. Players who play on the Varsity team may also compete on the Junior High teams.

### **Section 12.04 Amendments**

Amendments to these Bylaws and Constitution may be recommended by two-thirds vote of the Executive Board and must be confirmed by two-thirds Vote of the participating schools. Amendments are written into the bylaws, denoted in bold letters enclosed in (), and appear immediately after the amended article or section.

Referring to the bylaws, the athletic plans are subject to change when the Executive Board deems necessary. The intent of the executive Board, however, is to communicate as effectively as possible by being consistent and unchangeable in its written communication. Please refer to the following pages first, then your District Chair, and finally the Chairperson in the event in which your question arises.

### **Section 12.05 Third Place Games**

Consolation games shall be only in non-double elimination format tournaments with the prior approval of the Sports Chair in that sport as well as the Executive Committee. There are no third place games in any event at the State Tournaments.