

ARTICLE 13: CLASSIFICATION OF MEMBER SCHOOLS

13.7 Division Placement Appeals

A school may appeal to be placed in a higher or lower Division. An appeal to be placed in a higher or lower division must be submitted in writing to the Executive Director prior to the registration deadline for each season.

13.7.1 The Executive Board to which a school is appealing will initially review, consider and decide the appealing school's request to be placed in a higher or lower division utilizing as a general guideline the following criteria:

13.7.1.1 Number of level (junior varsity and varsity) of athletic and activity programs;

13.7.1.2 Student enrollment, including previous four (4) school years;

13.7.1.3 Position (support or opposition) of sending and receiving division on school's Appeal;

13.7.1.3.1 Geography / loss of school time;

13.7.1.3.2 Make-up of student population;

13.7.1.3.3 Competitive history over last four (4) years in all sports, at all levels

13.7.1.3.4 Record of cancellation of games and/or sports at all levels over last four (4) school years;

13.7.1.3.4.1 Any other information considered significant by the appealing school or the Executive Board.

13.7.2 Schools approved their appeal are placed in that division for a 2-year block if the appeal is moving up to a higher division.

13.7.2.1 Appeals approved to move down a division must be renewed each year.

13.7.3 Schools that denied their appeal to a different division may appeal the decision to an outside arbitrator. Appeals to the arbitrator must be made in writing within five (5) business days following the Executive Board's decision.

13.7.2.1 Appeal must be sent to the Executive Director.

13.7.2.2. The burden of providing evidence in support of the appeal is solely the responsibility of the appealing school. The weight given to any particular criteria is in the sole discretion of the Executive Board or an arbitrator.

13.8 Division Placement Process - member schools will submit student enrollment numbers when requested from the CAA Executive Board to determine division placement when more than one division is offered in a sport.

13.8.1 High School - Grades 9 - 12 student enrollment

13.8.2 Junior High School - Grades 6 - 8 student enrollment

13.8.3 In team sports divisions may be combined if fewer than 20 teams

13.8.3.1 High School Tackle Football Division is exempt.

13.8.2 For individual sports: badminton, cross country, golf, swimming, tennis, track, wrestling) – A school shall be placed in a Division based on the Division Placement Determination (see below).

13.8.2.1 All schools will be placed in a division based on the number of teams participating. if less than 20 teams, only 1 division will be offered for these activities.

13.8.3 Single sex schools student enrollment is doubled and placed in a division based on that number.

13.9 REGION ALIGNMENT

13.9.1 Region Alignment – The CAA Sports Administrators will be responsible for placing a school in a Region, based on the following:

13.9.1.1 Geographical location of the school relating to loss of school time by students;

13.9.1.2 Overall division travel and expenses;

13.9.2 Region Alignment Appeals – The procedure for a school to appeal its Region placement is as follows:

13.9.2.1 Submit an appeal to the Executive Board.

13.9.2.2 An appeal to the Executive Board shall be submitted no later than two weeks before the next Executive Board meeting..

13.9.2.3 The CAA Executive Board shall make the final decision on a school's Region alignment appeal.

13.9.3 Region Alignment Appeals Criteria – The Executive Board will review and consider an appealing school's request for placement in another Region using the following criteria:

13.9.3.1 Geographical location of the school relating to loss of school time by students;

13.9.3.2 Overall region travel and expenses;

13.10 DIVISIONS RESPONSIBILITIES

13.10.1 CAA Sports Administrators shall be responsible for assigning member schools to Regions. It is recommended where feasible that each division be divided into a minimum of two (2) Regions.

13.10.2 CAA Sports Administrators shall require that each season schools register for the seasonal activities. One year master schedules for all home and away contests will be created after closure of registration. This schedule will be a valid contract between schools.

13.10.3 Changes to the master schedule will be communicated to schools by the CAA Sports Administrator.

13.11 COMBINING OF SCHOOLS

13.12.1 Member schools that agree to combine schools to offer a sport will file a combining of schools form and submit to the Executive Board for a decision.

13.12.2 Form must be submitted before the seasonal schedule is posted on the association website.

13.12.3 Approval from the CAA Executive Board is required.

13.12.4 Combined student enrollment will be used for divisional placement.