



# Florida Christian Athletic League

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## By-Laws

### Article I. NAME

The name of this organization shall be Florida Christian Athletic League (hereinafter referred to as FCAL), a Florida corporation not-for-profit.

### Article II. OBJECTIVE

The objective of FCAL is, and shall be, to organize, stimulate, encourage, and promote the athletic program with the purpose of fostering a spirit of fair play, good Christian fellowship, true sportsmanship, and wholesome competition between Christian schools.

### Article III. DUTIES AND OBLIGATIONS

- 3.1 Those participating in the opportunities and privileges herein provided and governed are expected to deport and conduct themselves as Christians and encourage good conduct by spectators.
- 3.2 All games, conferences and non-conferences, between member schools are under FCAL Articles of Incorporation, By-Laws, and General Rules.

### Article IV. GOVERNMENT

The government of FCAL shall be democratic. Each school participating shall be entitled to cast one (1) vote by its delegate, by voice or by ballot, at the discretion of the Director. Voting by proxy is not permitted. A majority vote of members present is required to carry any measure.

### Article V. MEMBERSHIP

- 5.1 Procedure: The principals who wish to maintain membership in FCAL for the current year shall complete the Renewal Application provided by the Director. In applying for renewal of membership the principal shall certify that the governing board of his school has approved the renewal along with the continued compliance of the rules and regulations of FCAL. The Renewal Application shall be due at the February meeting (\$50.00 late fee).

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- 5.2 Obligation: By signing the Renewal Application the principal binds himself and the members of his faculty and/or staff to familiarize themselves with the Articles of Incorporation, By-Laws, and the General Rules of FCAL. It is the principal's responsibility to instruct the student body in these areas and to enforce the provisions of these By-Laws within his school, especially to those who are candidates for interscholastic activities. The principal shall keep on file detailed scholastic, athletic, and attendance records for all students. He/she shall forward all required eligibility lists, reports, and records to the Director's office.
- 5.3 Fees: The principal shall see that payment of all fees and/or fines, as set by FCAL, are paid in a timely manner.
- 5.4 New Members: New members are on probation for the period of one calendar year. The athletic teams of new members are not eligible to compete in playoffs during this period.
- 5.5 Member schools are limited to a maximum of 175 enrolled students in grades 9th-12th, and 225 enrolled students in grades 6th-12th. Any school applying for membership must be under these numbers to be accepted. Any member school exceeding the approved enrolled number will be excused from the conference on the following school year unless the school administration can prove that enrolled number is going to be less than required number at Spring Meeting.

## **Article VI. OFFICERS AND THEIR DUTIES**

- 6.1 The officers of the organization shall consist of the council made of Athletic Directors from each member's school or their duty appointed representative.
- 6.2 Board of Directors: The Board of Directors shall consist of one designated member from each member school. There will be an Executive Committee consisting of a Director, Vice-President/Statistician and Treasurer. The Executive Committee will serve for a term of two years with elections being held in the spring. The Executive Committee shall receive a monthly honorarium as follows: Director/Treasurer \$300, Vice President/Statistician \$300, Secretary \$175
- The Board of Directors shall also elect an alternate committee member to take the place of an Executive Committee member who is unreachable or cannot vote because his/her school is involved in the situation at hand.
- 6.3 Officers terms are to be voted on every two years at the Baseball/Softball AD meeting and any changes are to be made by the next meeting in August.
- 6.3 Duties of the Board of Directors:
1. To select the Executive Committee.
  2. To determine the amount of annual dues to be paid by member principals for the following year.
  3. To consider proposed amendments, rules and actions to be taken.

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Note: Proposed amendments to the By-Laws must be submitted in writing to all members of the Board of Directors at least fifteen (15) days in advance of a meeting.

4. To designate interscholastic sports, giving them team or individual sports status.
  5. To make such other regulations in line with the provisions of the Association's Statement of Faith and By-Laws as may be necessary for the proper conduct of its business.
- 6.4 Executive Committee: The Executive Committee shall consist of the Director, Vice-President and Treasurer. If an Executive Committee member's school makes an appeal or becomes a party to controversy the alternate, elected by the Board of Directors, shall take his/her place on the Committee.
- 6.5 Duties of the Executive Committee:
1. To act as the final court of appeal in all matters.
  2. To enforce the Articles of Incorporation, By-Laws, and General Rules of FCAL.
- 6.6 Director: The Director shall preside at all meetings of the Board of Directors.
- 6.7 Duties of the Director:
1. To manage and direct the affairs of this Association's activities.
  2. To be informed of all funds received and disbursed by quarterly financial statements and to make such reports available to any desiring committee member.
  3. To issue a membership list of this association as of September 1 each year, and to keep the members informed of any changes in the list.
  4. To prepare and issue necessary forms and supplies to member schools.
  5. To receive and keep on file all reports from members.
  6. To pass upon eligibility of all students who's activities fall within the scope of the authority of the Association.
  6. To investigate all alleged violations of the rules of this Association which come to its attention, and to assess penalties for violations.
  7. To perform additional duties as assigned by the Executive Committee in accordance with expected responsibilities.
  9. To approve all tournament and contest schedules, and to have general supervision over such tournament and contests under rules and regulations of this Association.
  10. To perform such other duties as may be necessary for FCAL.
  11. To appoint an Association Secretary to keep a record of all meetings and all correspondence of this Association. (honorarium \$175 per month).

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12. To notify all members of the exact time and place of the quarterly meetings.

6.8 Duties of the Vice-President/Statistician:

1. To sit on the Executive Committee of FCAL.
2. To perform additional duties assigned by the Board of Directors.
3. To assist the Director as needed, including any investigation of alleged violation of rules and assessment of penalties for violations.
4. To be available to all members for questions and concerns.
5. To assist in running all tournament and contest schedules.
6. To serve as statistician maintaining accurate and up to date (bi-weekly) records of each member's schedule and standings. Create tournament schedule based on standings and distribute to member schools.

6.9 Duties of the Treasurer:

1. To sit on the Executive Committee of FCAL.
2. To maintain the financial statements of FCAL.
3. To provide a financial report to the Board of Directors at each quarterly meeting.
4. To issue checks for payment of FCAL obligations approved by the Director.
5. To issue honorarium checks on the 1<sup>st</sup> of each month to the Executive Committee and the Secretary.
6. To bill and collect all dues and fees.
7. To generate all late notices.

**Article VII. MEETINGS**

7.1 Board of Directors' Meeting: The Board of Directors shall meet quarterly. The exact time and place of the meetings shall be fixed by the Director. The Director shall notify each officer and director of each meeting not less than fifteen (15) days prior to the meeting.

7.2 Quarterly Meetings: The Athletic Director, or faculty member approved by the principal, shall attend all quarterly meetings. The quarterly meetings are mandatory for all member schools. A fine (\$100) will be assessed to any school that misses a meeting unless they are excused for an emergency by the Director.

7.3 Executive Committee Meetings: The Executive Committee shall meet as necessary to

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consider Undue Hardship Appeals and other necessary business. The Director may call these meetings as needed.

### **Article VIII. DUES**

- 8.1 The amount of annual dues shall be approved by the Board of Directors at the spring meeting. Annual dues of continuing members are payable on or before June 1 (\$300) and August 1 (\$300). Membership shall run from June 1 to June 1 the next year. Dues are currently \$600.00 per year.
- 8.2 Any member school who fails to submit payment, postmarked on or before the due date, shall be dropped from membership in this Association. A letter will be sent to all member schools that have not paid their dues by June 1<sup>st</sup> as a reminder. On July 1<sup>st</sup> a certified letter will be sent notifying the school of their removal from FCAL and all of its schedules if the dues are not paid. The school shall be permitted to re-enter this Association at any time upon application, Reinstatement Fee of \$50 and submission of dues for the current year. However, renewal of membership the following year shall not be permitted without the approval of the Board of Directors.

### **Article IX. AUTHORITY AND RESPONSIBILITY OF PRINCIPAL**

- 9.1 Definition: The term principal, as used in these By-Laws, refers to the supervising principal of the school. He/she is held responsible by the Association for the enforcement of its rules and regulations for his school.
- 9.2 Contracts: The principal shall sign the Renewal Application and all Game Contracts for interscholastic athletic competition. He/she shall be held responsible for compliance with contracts signed by any predecessor.
- 9.3 Eligibility: The Principal shall sign all Roster/Eligibility Lists and any correspondence concerning eligibility. He/she is responsible for their accuracy, regardless of who compiles the information.

NOTE: The assistant principal or Athletic Director may sign the Roster/Eligibility List or correspondence if the Principal is ill or out of town, provided a statement of explanation appears on the Roster/Eligibility List or correspondence.

- 9.4 Records: The principal or his representative shall keep on file in his office all records required to be kept by members of the Association.
- 9.5 Unsportsmanlike Conduct: Any Principal who is found guilty of gross unsportsmanlike conduct, or who fails to control the conduct of his student body, faculty and/or followers within reasonable bounds shall be subject to a penalty not to exceed suspension from membership in this Association.
- 9.6 Supervision: All phases of interscholastic activities shall be under the Principal's careful supervision.
- 9.7 Recruitment: Any school which is a member of FCAL seeking to recruit in any way an athlete

from a member school will be subject to a fine, probation or both based upon the decision of the Executive Committee.

### **Article X. CONTRACTS**

- 10.1 Contracts are required for all interscholastic athletic contests between schools whose principals are members of this Association. To be valid, the contract must be executed using the FCAL Game Contract form, provided by the Association. Those who are full members of FHSAA may use the FHSAA Contract for Interscholastic Athletic Contest form. A contract may be canceled by the mutual consent of each party. In case of failure of the parties to reach an agreement concerning cancellation, the matter shall be referred to the Executive Committee for adjudication. The decision of the Executive Committee shall be final and the provisions of the decree shall be carried out by the parties of the contract. Failure to comply with the decision of the Executive Committee, on the part of either member principal signing the contract, within ten (10) days shall subject him/her to a penalty not to exceed suspension from this association.
- 10.2 All Game Contracts shall be prepared by the home team and shall be postmarked, faxed or emailed to the visiting team by the opening date of that sport's season as set by the FCAL schedule. Any deviation from regulation facilities must be noted in detail and contained in the contract or attached to it.
- 10.3 Game Contracts between member principals of schools shall be subject to cancellation whenever either party to the contract shall propose to use, or shall allow to be used, as a member of his competing team, any student whose eligibility has not been approved by the Executive Committee—thus causing a forfeit by that school using said ineligible participant of all events in which he participated.
- 10.4 When a member principal is suspended from membership, all contracts which he has signed shall be null and void. However, other principals who are parties to the contracts with him may hold the dates for games contracted open and may renew the contracts when the suspended principal has been reinstated.
- 10.5 No contract may be entered into by member principals who purpose to bind them for interscholastic competition longer than two (2) years from the date on which the contract is signed.
- 10.6 Details of contracts must be specific. Definite dates, sites, financial arrangements, arrangements regarding the selection of officials and other items of interest to both parties should be specified. Indefinite terms such as "corresponding dates" are not binding on either party.
- 10.7 If a member school chooses to drop a sport the Director must be notified a minimum of fifteen (15) days before said season begins. Failure to do so will result in a fine of \$150.

### **Article XI. ELIGIBILITY LISTS AND REPORTS**

- 11.1 Roster/Eligibility Lists: The names of candidates for teams shall be listed on the Roster/Eligibility Report, provided by the Association. The envelope, fax or email, containing any Roster/Eligibility Report shall be sent to the Conference office and

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postmarked, faxed or emailed not less than ten (10) full days prior to the start of the FCAL district tournament.

- 11.2 No additional student is eligible after the Roster/Eligibility Report has been submitted. An AD may submit a Hardship Petition to the Executive Committee if he/she wishes for an exception to be considered.
- 11.3 Eligibility is by sport. When a student has been reported for a school year and declared eligible, he may participate in any and all sports during the school year so long as he maintains his current eligibility requirements. A new Roster/Eligibility Report shall be submitted by sport. Roster/Eligibility Reports are to be filed in the Association's office; and will be subject to spot checking.
- 11.4 Ejected coaches are not permitted to participate in the next two conference games. A written report is to be submitted to the Conference office by both schools involved within seven (7) days. The violating coach will receive an automatic second game suspension and the violation school shall incur a \$100 fine. The Executive Committee can override this rule if they deem fit (example - if an official went overboard). The Executive Committee will contact both schools.
- 11.5 In the event of a player being ejected from a game, the player's coach and the opposing coach must submit a written report to the Conference office within seven (7) days. The ejected player will not be permitted to play in the next two conference games.

## **Article XII. ELIGIBILITY OF ATHLETES – PRIOR TO THE GAME**

- 12.1 Bona Fide Student: In order to represent a school in any branch of athletics an athlete must either be a bona fide student of that school – meaning one who is enrolled and in regular attendance – or a home educated student that meets the qualifications for participation set forth by FHSAA.
- 12.2 Students in grades 6-12 are eligible for varsity sports.
- 12.3 Undergraduate: He/she must not have graduated.
- 12.4 Age: A student may participate in varsity interscholastic athletic competition until reaching the age of 19 years 9 months. Upon reaching the age of 19 years 9 months the student shall be ineligible for further participation in interscholastic athletic competition.
- 12.5 Limit of Eligibility: The limit of opportunity for eligibility for each student shall be four (4) consecutive years from the time he enters the ninth (9<sup>th</sup>) grade. No student above the tenth (10<sup>th</sup>) grade will be allowed to play on the Junior Varsity level.
- 12.6 Parental Consent: Each student shall present a statement of parental consent each year before participating in any interscholastic athletic event. This statement shall be filed in the principal's office.
- 12.7 Health Certificate: Each student must secure, each school year and file in the principal's office, a physician's certificate prior to the beginning of practice to the effect that he/she is physically fit for interscholastic athletic competition.
- 12.8 Willful Violations: A student who knowingly and willfully violates the eligibility provisions of

these By-Laws can thereafter be forever ineligible to represent a school of which the principal is a member of the Association.

- 12.9 Unsportsmanlike Conduct: Any student who strikes, curses, or threatens an official or who fails to maintain a standard of conduct satisfactory to the principal of the school he/she attends or to that of FCAL shall be ineligible for a period of six (6) weeks. On appeal the Executive Committee or the Board of Directors may restore his/her eligibility prior to the expiration of the six (6) weeks, if in its opinion the student has been properly disciplined by the authorities of the school which he/she attends. The student must also sign a written statement of his intention to comply with the contest.
- 12.10 Ineligible Students at Games: An ineligible student shall not be allowed in athletic uniform during an athletic contest.

### **Article XIII. UNDUE HARDSHIP CASES**

- 13.1 Authority: The Executive Committee shall have authority to set aside the effect of any eligibility rule, except age limit, upon an individual student when, in its opinion, the rule works an undue hardship on the student.
- 13.2 Procedure: The Executive Committee shall meet to consider requests to have the rules set aside for the benefit of the individual student(s) and shall consider such request at the meetings held for that purpose. The dates shall be set by the Director.

### **ARTICLE XIV. AMENDMENTS**

- 14.1 An amendment shall become effective as determined by the Board of Directors.
- 14.2 Limitation on Reconsideration: Any amendment which is adopted as provided by this Article may not be considered for repeal until two (2) years from the meeting at which the Board of Directors voted to submit it to the members for adoption.
- 14.3 Any proposed amendment which is rejected by the Board of Directors, or which is submitted by it to the members, and fails to receive a majority vote for adoption may not be reconsidered until two (2) years from the meeting of its original consideration.
- 14.4 The provisions of paragraphs 3 or 4 of this section shall not apply if one-half of the members request that an amendment be resubmitted before the lapse of two (2) years, and if the Board of Directors of a fifty-one percent (51%) majority vote orders its resubmission earlier.
- 14.5 Any situation not covered by these By-Laws or General Rules shall be adjusted by the Executive Committee.

### **Article XV. MISCELLANEOUS POLICY**

- 15.1 Pep Bands, Music, Announcers, etc: Pep Bands are to play only during time-outs, pre-game, and half-time. They are not to conflict with the opponent's activities. Bands and drill teams from visiting teams must make prior arrangements to perform. Free admission will



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not be guaranteed.

- 15.2 If any school wishes to participate in a sport in which they declined participation in the previous year the school must submit a Hardship Petition to the Executive Committee for review and approval.
- 15.3 Sharing your Gripes with the Media: When a school has a problem with another school or with officials, this should not be made known to the media. Matters of this nature need to be kept between the schools involved and/or the officials, so as to not present a bad testimony to the public. Violators of this may be subject to a fine.

## General Rules of Competition

### Section I Scheduled Games

- 1.1 All games required on the master schedule must be played during the time allotted for the regular season, and before the tournament dates.
- 1.2 Teams are encouraged to play each team in their district two times (one home, one away) and may choose to play teams in other districts. Teams are only required to play each team in their district once. If schools play more than once, only the first game will count towards ranking. Only scheduling 1 game with a fellow district team should be in extreme circumstance ONLY so schedule accordingly.
- 1.3 To maintain membership each school must participate in at least 1 of the 5 sports offered by the league currently. If a school is not able to participate in 1 of the sports in a particular year, they will be on probation the following year. At the end of the next year if they have not participated in 1 sports their membership will not renew.

### Section II Playing of Postponed/Rescheduled Games

- 2.1 When rescheduling a game, the team that cancels must contact the opposing team and be willing to work with their schedule to coordinate a new game date. Swapping fields for home games is permissible.
- 2.2 Postponed or rescheduled games shall be played before the completion of the regular season.
- 2.3 If a game is cancelled by the referee due to field conditions or inclement weather, the game must be rescheduled.
- 2.4 The last scheduled game in a season, if postponed or rescheduled, shall be played during the first week following the ending of the season.
- 2.5 Concerning the eligibility of players for contested or rescheduled games: Only players who were eligible at the time of the original contest, according to school and conference policy, who were listed in the original book and who were dressed and physically capable of playing in the original contest shall be allowed to play in the rescheduled game.

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2.6 Any games postponed or rescheduled and not played off as stated above, shall be counted as a loss for the team responsible for the cancellation or forfeiture of the game.

### **Section III Game Score Report**

From the beginning of each season a Game Score Report must be faxed/email to the Statistician every Friday by ALL teams. A grace period will be extended to the end of the day the following Monday, after which time a fine of \$10 will be assessed.

### **Section IV Clothing**

All players must wear proper clothing. All teams should wear their assigned colored shirts with numbers. The teams must be uniformly attired—shirt, shoes, and socks appropriate for the sport or occasion. Officials shall not permit any person not meeting these standards to participate in the game.

### **Section V Official Rules**

5.1 The decisions of the officials shall be final at all games.

5.2 Officials at each contest must be FHSAA approved and not connected with the school (may be the church) in which they are officiating. They may not be a relative of any players or coaches. FHSAA rule books will be the official guide. Penalty for violation is forfeiture of all games involved.

### **Section VI The Scorer and Time-Keeper**

Each team should furnish one (1) score-keeper to assist the official. Rules in the FHSAA rule book applies to scores and timers. The home team shall furnish the official score-keeper. No student is permitted to be the official score-keeper or time-keeper.

### **Section VII Playoffs & Championship Games**

7.1 Tournament Rosters must be consistent with rosters submitted at the beginning of the season.

7.2 Tournament Seeding:

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1. All sports shall be cross seeded. Regular season winner shall be seeded #1. Season winner plus district winner will advance to the final four unless season winner wins the district tournament, then the district tournament runner-up will advance as well.
2. Tournament seeding shall be determined by the following point system:  
2 points for conference win  
1 point for conference tie  
0 points for a conference loss
3. If a tie in seeding exists, the FHSAA seeding format will be utilized to break the tie.
  - a. To avoid any tie breaker rule which would encourage embarrassing opponents (just before a coin flip) a tie breaker rule of points/runs scored in head to head between the tying schools only. In the event of volleyball, the first measure will be sets won, then match points.

### 7.3 Nomination of All Conference Players

1. One week prior to the start of the tournament each coach will nominate athletes from his/her school for All Conference selection.
2. Each coach will be given the list of nominees in their district (North – District 1, South – District II) by the first day of the tournament.
3. If you fail to turn in your nominations on time your athletes will not be considered and your school will not be allowed to vote. This is not the same if you simply choose to not select anyone for nomination out of respect. In that case the school will still be allowed to vote even if that school nominated no player(s).
4. During the course of the tournament week each coach should make his selection, not choosing his/her own players, 1 – 6 (1 being the 1<sup>st</sup> choice). His votes should be turned in to the Athletic Director by Friday of the tournament week.
5. The AD is to approve and bring his coach's votes to the Board Meeting that occurs on the day of the All Classic Game. Failure to do so will result in a \$50 fine.
6. At this point the votes will be tallied based on the following point system:  
1 = 7pts, 2 = 5pts, 3 = 4pts, 4 = 3pts, 5 = 2pts, 6 = 1pt
7. The two athletes receiving the most points from each district will be reviewed by the board and a selection will be made for the position of All Conference Player of the Year. In the event that only two teams are voting in a district both teams will select their top athletes and both will be considered for Player of Year.

7.4 Each Championship Game and All Classic Game should have a sense of formality. The event should begin with the announcement of all athletes and an opening prayer. The event should be closed out with trophy presentations.

7.5 If a team drops out of a tournament they will not be allowed to participate in the next years tournament unless due hardship can be presented.

### **Section VIII Awards**

- 8.1 Awards and Recognition: All-Conference nominations and All Classic Game nominations will only be accepted if the team participates in the FCAL District Tournament for that individual sport. For the athlete to be eligible the nominations must be submitted to the Director's office one (1) week prior to the tournament.
- 8.2 Trophies: A team will receive no more than two (2) trophies for a season's play – one for district and one for conference. An individual MVP trophy will be given at each championship game. The trophies will be supplied by FCAL and delivered to the tournament location no less than one (1) week before the tournament commences.

### **Section IX Forfeiture, Grievance Reports, Probation**

- 9.1 Any school who encounters a problem with a member school, field, event, or personnel are expected to file a Grievance Report, provided by the Associates. The report should be submitted to the Association office and the other school(s) involved, for the purpose of monitoring and correcting such problems.
- 9.2 A school may be dismissed or put on probation by the Executive Committee if they deem it necessary at any time during the year. A school that is put on probation will not be eligible for playoffs the remainder of the year. The school must be brought before the Board of Directors to be voted on in order to renew membership the following year. Probation generally will be a result of multiple valid Grievance Reports to FCAL or an act of gross misconduct by the students, administration, coach or fans.

### **Section X Gate Fees and Staff Passes**

- 10.1 Gate Fees: Gate fees at regular season games shall not exceed \$5 per adult and \$3 per student (under 4 years of age is free). Gate fees at Conference Playoffs or Classic Games shall be set at \$6 per person (under 4 years of age is free) and \$4 for students. \$2 charge for everyone at All-Conference game.
- 10.2 Staff Passes: Two (2) coaches and one (1) scorekeeper will receive free admission to each game.

### **Section XI Dues, Fees and Finances**

- 11.1 All fines are to be paid prior to the next season of play. If not, each game must be forfeited until the fine is paid.
- 11.2 If a team cancels a game less than 24 hours before game time, they must pay the full referee fee (due to the host school) together with a fine payable to FCAL within 10 days of the cancelled game:

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1. First time cancellation - \$100
  2. Second time cancellation - \$200
  3. Third time cancellation - \$300
- 11.3 Schools who drop from a sport after the schedule is posted will be fined (\$150) and will not be eligible for playoffs the following year (in that sport).

## **Section XII Tournament Fees**

- 12.1 The host team for a tournament shall remit 70% of the profit from the gate to the FCAL Treasurer within 10 days of the conclusion of the tournament, together with an Activities Expense Report provided by the Associates.
- 12.2 All referee fees and game ball expenses for tournaments will be reimbursed in full by FCAL. At the conclusion of the tournament an Activities Expense Report shall be filled out by the hosting team and turned in, along with all receipts to the FCAL Treasurer for reimbursement.
- 12.3 Entry fees for all teams for tournaments will be \$225 and must be paid in full to the Treasurer before the tournament begins.
- 12.4 All FCAL Teams must participate in the tournament, if they withdraw they will pay the tournament fee in full.
- 12.5 The host school for each individual tournament for a sport will be responsible for the profitability of that tournament. Each of these tournaments would be held to independent and separate standards considering profitability. If the league does not make an overall profit for that tournament than the host will share in the loss up to their 30%. If the loss is excess of the 30% of the gate then the host would receive no profit but the expenses would still be paid so no loss or gain for host.