



Christian Schools Athletic Fellowship

Policies and Procedures

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(Revised September 2021)

Section 1 Christian Sportsmanship

Section 1.01 Christian sportsmanship is defined as:

- (a) **Respect for authority:** in accordance with Romans 13:1, all participants involved in a league activity shall peacefully submit to the authority in charge of the activity. The person in charge of the rules and play of the game will be the officials. The person in charge of conduct will be the home coach.
- (b) **Speech:** as stated in Ephesians 4:29, all communication at a league activity is to edify and build up the hearer. No derogatory or humiliating comments are to be made to officials, coaches, or players by anyone.

Section 1.02 Fans

Each member school is responsible for the general conduct of their participants and spectators. The team bench areas are off-limits to all except players, managers, coaches (two), game officials, and league officials.

Section 1.03 Players

Tenets of Christian sportsmanship and courtesy, as defined above shall apply and prevail at all times.

Section 1.04 Coaches and assistant coaches

Coaches and assistant coaches shall be responsible for their own and their school's adherence to the sportsmanship statement as defined above.

- (a) **All coaches and volunteers closely related to the teams** must read and sign a **CSAF Code of Ethics Form** which should be kept on file by the member school.
- (b) **No visible tattoos or piercing will be allowed**
- (c) **All Coaches** are responsible for knowing and abiding to the Coach rules and protocol of their specific sport.
- (d) **Required NFHS Courses:**
 - 1. All Athletic Directors and Coaches are required to take the following NFHS Courses: <https://nfhslearn.com/courses>

Concussion in Sports
Sportsmanship

2. Football Coaches must also complete the Football “Tackling” Course found on the NFHS website.
 3. **Deadlines for Completion:**
 - Athletic Directors – August 1st
 - Football – August 1st
 - Soccer/Volleyball – August 15th
 - Basketball – October 15th
 - Spring Sports – February 1st
- (e) **Ejection** - Any Coach ejected from a game must serve a minimum one game suspension. If ejection occurs during a non-district game, suspension must be served the next scheduled game. If ejection occurs during a district game, the suspension must be served the next district game. In addition, the Coach must take the NFHS Sportsmanship Course within one week of the incident. The Athletic Director must also sign off on completion. Unless the Board determines that the severity of any single violation is grounds for dismissal, any Coach receiving two (2) coaching conduct violations of the Christian sportsmanship statement will be automatically dismissed from league activities for the remainder of that sport’s season.
- (f) **No Appeal** – A protest based on a game or contest Official’s decision will not be considered.

Section 1.05 Officials

While recognizing the officials’ final authority in all decisions, their officiating shall be performed in an attitude of meekness in accordance with Galatians 6:1 and the sportsmanship statement as defined above. If any coach feels the official(s) in charge was in violation of the Christian sportsmanship statement, the coach has the right to request that the official not be sent to call any subsequent games for them. This request should be made to the organization which sent the official. If both coaches agree that the official(s) in charge was in violation of the Christian sportsmanship statement, they have the right to replay the game.

Section 1.06 Dress

The host school retains the right to refuse admission to any person not attired in an acceptable manner. In the case of teams and pep squads, this should be covered by an exchange of information with the other league member coaches prior to the game.

Section 1.07 Score running

Member schools accused of deliberately “running the score” shall be asked to respond to the Board of Directors. If the Board of Directors finds the charges to be valid, the school in question will be considered to be in violation of the tenets of this league.

Section 2 Eligibility

Section 2.01 CSAF School/Team Eligibility

- (a) A **participating school** is one that has been approved for participation in any CSAF sponsored activity.
- (b) Any school applying for membership is required to have been in existence for at least one year.
- (c) No school shall be permitted to join CSAF while said school is on probation or has been suspended from any other athletic league.
- (d) **Academic Programs:** Member schools are required to have in place an academic eligibility program for their athletes. These requirements must meet CSAF minimum standards. A student shall be permitted to participate in a CSAF contest if the student is in good and regular standing and is passing all courses (70).
- (e) **Academic Eligibility Periods:** The first eligibility period will begin six weeks after school begins. Grades should be checked every six weeks thereafter. Any student failing the grading period will be ineligible for a period of three weeks. Ineligibility shall begin no later than the following Wednesday. At that time, grades will be checked again. If student is not passing all subjects, the player will remain ineligible for another three weeks. If said student is passing all classes, they will once again be eligible for play. Any student or coach violating this rule will be a subject to sanctions, forfeitures, or expulsion.
- (f) **Accelerated Christian Education Schools:** All students must be progressing toward graduation on a credit basis and on a passing (70) 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.
- (g) **Home-School Students:** A student who is being home-schooled (not a full-time student) 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. Home-school students must meet and follow all CSAF rules, policies, athletic and academic requirements for eligibility. The school is responsible for keeping a copy of all required records and shall be able to provide, upon request, all Home-school student records. Home-school students may only participate with one home-school group and/or school during a league calendar year. The total number of home-schooled players on any team may not exceed 30% of the total number of players on the team.

- (h) **All Forms must be received by due date.** Any school that does not turn in any paperwork by the due date will be placed on probation.
- (i) **Probation:** Once the Board deems it necessary to place a school on probation, the following steps will be taken.
 - 1. The Board will inform said school of probation.
 - 2. The school will be given a due date that all missing paperwork must be received by the CSAF Director.
 - 3. If paperwork is not received by the CSAF Director, on date given, the school will be fined \$150.
 - 4. If any due date is violated again in that season, said school will be fined \$250.
 - 5. Each season stands alone.
 - 6. Any school placed on probation for two or more seasons within a school year, will immediately be fined \$250 the second and third seasons.

Section 2.02 Player Eligibility

- (a) Individual participants must regularly attend and meet all academic requirements of a Member School.
- (b) No student shall be permitted to participate in CSAF sports while said student is on probation or has been suspended from any other school or athletic league.
- (c) **Waiting Period:** If a student transfers to a CSAF school after the school year has begun, he/she shall be ineligible for competition for fifteen school days.

- (d) **Contact:** Contact between athletes and their parents (or legal guardians) must be initiated through the prospective school's normal channels. Students requesting information from a member of the Coaching staff must be directed to the school admissions department.
- (e) **Physicals:** All students participating in athletics must have a physical a minimum of once every two years. Once the physical has been done, the student must present a completed and signed doctor's form to the school. The school in turn must keep the form on file
- (f) **Full Time Students** are defined as students taking at least four core classes at a Member School. The only exception is seniors. Seniors must be taking all classes required of them to graduate. NAUMS students must be taking three core classes and fulfill the credits needed in the four core classes by the end of the school year. Any student not meeting these requirements will be considered Home School Students.
- (g) **Foreign Exchange students** are eligible for one year providing they are enrolled at and attending a member school for the entire school year. They must be included in the member school's registration. I-20 students are under the same guidelines as Citizen Students.
- (h) **No visible tattoos or piercing will be allowed.**
- (i) **Co-ed Teams** – Soccer is the only co-ed team CSAF offers. Outside of soccer, girls may not play on any team designated as a boys' team. Boys may not play on any team designated as a girls' team.
- (j) **Ejection** - Any Athlete ejected from a game must serve a minimum one game suspension. If ejection occurs during a non-district game, suspension must be served the next scheduled game. If an ejection occurs during a district game, the suspension must be served the next district game. In addition, the Coach, player and team must take the NFHS Sportsmanship Course within one week of the incident. The Athletic Director must also sign off on completion. If a player is ejected from a game for a second time, in one season, said player will be ineligible for the remainder of that season.

No Appeal – A protest based on a game or contest Official's decision will not be considered. Removals from a contest are not

subject to Appeal, except for targeting ejections in Football. Targeting ejections may only be appealed through the procedures established by CSAF.

- (k) **League Suspension** - Suspension from league activities by the member schools shall require the student to remain clear of the team bench for the duration of the suspension.
- (l) **School Suspension** - students suspended from their school may not play in CSAF competition during the period of suspension.
- (m) Questions concerning a student's eligibility to play should be brought privately to one of the league officers so as to protect the student from undue stress or embarrassment.
- (n) **Active Team rosters must be supplied to the Commissioners by 4pm on the due dates posted on the CSAF calendar.** Furthermore, the roster shall contain the name of each player along with grade, date of birth and whether or not the student is a Home-Schooled student or Foreign Exchange student.
- (o) If any corrections, changes or additions are made to the team roster, **updated rosters** must immediately be sent to the Commissioners. Players may be added up to two weeks before the last CSAF scheduled District game.

Section 3 Participation

Section 3.01 Levels of Participation

	<u>Elementary</u>	<u>Jr. High</u>
Grade	4,5,6	7, 8
Age	9,10,11,12	12, 13, 14

Section 3.02 Playing Up (Out of Level)

- (a) **Sixth graders and Eighth graders** may “play-up” one level, but must continue to play at that level only, for the remainder of the season.
- (b) Fourth, Fifth and Seventh graders may not play up.

- (c) No player will be allowed to play below his or her age or grade level.
- (d) Any student participating at the Elem or JH level, may not move up a level after their season is completed.
- (e) **Junior High Participation at the Varsity Level:** An 8th grade student may participate on the Varsity team. He/she will have 10 consecutive semesters to compete in Varsity athletics. Eighth graders may “play-up” one level, but must continue to play at that level only, for the remainder of the season. Any 8th grade student participating at the JH level, may not play at the Varsity level after the JH season is completed. All 8th graders will count towards the school’s High School enrollment.
- (f) **In addition to grade level, schools shall also use the age system,** noting the maximum age limits and grade (except in hardship cases). Ages are determined according to age on September 1st of each year.
- (g) **Hardship:** All hardship cases should be submitted to the Board of Directors for approval before the sport season begins.

Section 4 Season Parameters

Section 4.01 Season guidelines

- (a) **All dates for first day of practice, scrimmages and district play** will be posted by CSAF on the CSAF website.
- (b) **Golf and Tennis are year-round sports** with the CSAF competitions being held in the Spring.
- (c) **If a school did not register during the annual registration period,** (i.e. new members, current members wanting to add a team, etc.) the registration process must be completed by the following dates to participate:

Fall Sports	August 1 st
Cross Country	September 15 th
Winter Sports	October 1 st
Spring Sports	February 1 st

- (d) **Qualification Date** - all District games must be played by this date and final game reports sent to the appropriate Commissioner. Unless participating in post season play-offs, the season also officially ends on the qualification date.
- (e) **Post Qualification play** - the time period between the qualification date and the date of the tournament has been built in for play-off games and bad weather. If your school is involved in a post season tournament, does not have to reschedule district games due to bad weather or is not involved in a tournament play-off game, you may schedule a non-district game to prepare for the tournament.
- (f) **Invitational** - member schools may schedule games with any school at any time in any sport within Season parameters.
- (g) **Games** - Football – no more than one game during a calendar week. All other sports, although it is not mandatory, we do highly suggest that schools make every effort to not schedule more than two games during a calendar week.

Section 4.02 Off Season guidelines

- (a) Schools may not schedule any mandatory sports specific practices in the off-season.
- (b) School sponsored teams shall not play, practice, or participate in any competition in the off-season.
- (c) One on one, non-sport specific, instructional sessions is allowed.
- (d) **Summer Leagues:** Participation in summer leagues may not be mandatory nor may they be used for recruiting. Coaches may coach registered school members who are willing to participate. Summer league teams may not practice more than once a week.

Section 5 Schedules

Section 5.01 Development – District schedules will be developed by the Division Director and posted on the CSAF website.

Section 5.02 School Responsibilities

- (a) Once schedules are received, the home team will be responsible for the establishment of game times and location. As a common courtesy in helping coaches prepare a season-long schedule of

games and times, it is requested that this task be completed as quickly as possible.

- (b) **Confirming games:** A written communication is required at least two weeks before a game by the hosting school. The information on the form must include game time, location, map, gate fees, and any other appropriate material.
- (c) **Official Table:** Home teams are responsible for keeping the “official” book and scoreboard. Book and Scoreboard Keepers must be trained and experienced adults or high school students. Only the Official Book, Scoreboard Keeper, Visiting Team bookkeeper and League Officials are allowed to sit at the Official Table.
- (d) **The Home Team is responsible for arranging officials.** District games must be officiated by certified officials. These officials should not be related to the school in any way. Schools not providing proper officials will forfeit said game. All Officials should be given a “safe place” to relax during halftimes and between games. The officials should be given a copy of CSAF rules for each sport. The following sports require a **minimum** of the following number of officials:

Elementary Volleyball and Basketball: One strong official. Two suggested

Elementary Soccer: Two officials

JH Soccer, Volleyball, Basketball, Baseball/Softball: Two officials

JH Football: Three officials. Four suggested.

- (e) The Home Team should provide a "safe place" for Officials to change, relax during halftime and in between games. This could be an office, classroom, etc
- (f) **The Home Team Administrator and/or Athletic Director and Coaches are responsible for all league rules being followed.** All Schools must have an Administrator or designated Administrator (who is not the coach) present at all Home games. Administrators should introduce themselves to the visiting Coach before the game. Any school not following league rules will first be placed on probation. Any repeat offense will result in suspension.

- (g) **Game Reports:** After each District game, each participating school must send a Game Report to the appropriate Commissioner. Game Reports are due no later than noon, two school days after the game has been played.
- (h) Each sport will have a scheduled **qualification** date. All district games must be played, and game results are due by this date to qualify for post season play.

Section 5.03 Compliance and Forfeits

- (a) Once a season begins, each school has committed to the district schedule. If a member school does not complete their District schedule, the Board of Directors will decide what sanctions will be placed on said school. Sanctions can range from game(s) being awarded to the opposing team(s), to the offending school not being eligible for District honors/Post Season play or even League suspension.
- (b) If a member school is unable to meet a particular game time or date, they must notify the other team at least 48 hours before the scheduled game. If this notice is not given, it shall be declared a forfeit.
- (c) If a proper written confirmation was sent, a host team may declare a forfeit if 30 minutes after game time a team has failed to show up and no communication of travel problems have been made. If a proper confirmation was not sent, 30 minutes is required between game time and forfeit time, with approval of the officials required.
- (d) A forfeit may not be called due to inclement weather or problems with transportation when traveling to a game.
- (e) The forfeiting school shall pay all fees (officials, building or field) incurred.
- (f) Schools not providing certified officials, or the proper number of officials will forfeit said game.

Section 5.04 Rescheduling

- (a) Every attempt should be made to play all games scheduled. Because of unforeseen situations, we realize all games cannot be played at the scheduled time. However, when a game is postponed for whatever reason, both teams must make a concerted

effort to reschedule. If both teams cannot decide on a mutual date, both schools will forfeit.

- (b) All member schools committing to and participating in a seasonal schedule as developed by the league will also be required to participate in the season ending tournament. Teams failing to participate in the tournament without notice* will still be responsible for paying tournament fees. *Must give notice within two weeks of tournament date

Section 6 Officials

- (a) **Qualifications** - covered in rules of each sport. They should be trained, certified, and bonded by an association approved by the Board of Directors.
- (b) **Fees**
 - 1. The home team shall be responsible to pay the officials' fees.
 - 2. Forfeits and no-shows shall be obliged to pay the officials' fees.
- (c) **Scheduling** - the host school shall assume the responsibility of scheduling officials.
- (d) **Relationship** - every effort should be made to maintain the kind of relationship with the officials that would result in their wanting to be a part of the CSAF activities.
- (e) Officials should be provided a "safe place" to change and relax during halftime or between games.
- (f) The following sports require a **minimum** of the following number of officials:

Elementary Volleyball and Basketball: One strong official. Two suggested

Elementary Soccer: Two officials

JH Soccer, Volleyball, Basketball, Baseball and Softball: Two officials

JH Football: Three officials. Four suggested.

Section 7 Games

Section 7.01 Game Uniforms

- (a) All schools are required to have a Home and Away Uniform for Football, Soccer and Basketball.
- (b) See Sport specific rules for further uniform guidelines.
- (c) Athletes shall not remove their games jerseys or uniform while inside the playing arena.
- (d) Removal of one's uniform shall be considered Unsportsmanlike Conduct and subject to sanctions.

Section 7.02 Gates

Member schools may have gate fees. They must, however, publish this information in advance to their Districts.

Approved league rates are:

Football:

\$8.00	non-students and adults
\$4.00	students (12th grade and below)
Free	participating team members, two coaches per team, two managers, up to six cheerleaders, and others so designated by the host school, League Executive Officers

All Other Sports:

\$6.00	non-students and adults
\$4.00	students (12th grade and below)
Free	participating team members, two coaches per team, two managers, up to six cheerleaders, and others so designated by the host school, League Executive Officers

Section 7.03 Cheerleaders and Pep Squads

- (a) **Admission** (if gate fees in effect)
 - 1. **Cheerleaders** – attending the game in uniform to cheer and sponsor admitted free for each of the competing schools.

2. **Pep Squads or Drill Teams** - regular admission unless stipulated otherwise in advance by the hosting school.

(b) **Restrictions**

1. Support and spirit squads of all types must remain clear of the field or court while play is underway.
2. Spectators' viewing must always be a consideration when placing any type of spirit group. Spectators' view must not be blocked.
3. Cheerleaders shall not intentionally distract (by any means) the players during play.
4. Cheers must be for their team, not against the other team.

Section 7.04 Protest

- (a) Protest shall be considered only when based on the violation or interpretation of a playing rule or the use of an ineligible player. No protest shall be considered on a decision involving an official's judgment.
- (b) The coaches of the contesting teams only shall have the right to protest a game.
- (c) Protest shall be made as follows:
 1. The protesting coach shall immediately, and before any succeeding play begins, notify the Head Official that the game is being played under protest.
 2. Following such notice, the official shall consult with the other officials. If the officials are convinced that the decision is in conflict with the rules, the Head Official shall reverse that decision. If, however, after consultation, the officials are convinced that the decision is not in conflict with the rules, the Head Official shall announce that the game is being played under protest. Failure of the Head Official to make such announcement shall not affect the validity of the protest.
- (d) Protest made due to use of ineligible player may be considered only if made to the Head Official before the end of the game. Whenever it is found that an ineligible player is being used, said

player shall be removed from the game, and the game shall be continued under protest or will be called a forfeit. The decision will be that of the protesting coach.

- (e) Any protest for any reason whatsoever must be submitted by the coach first to the officials at the game and then in writing to the league President within 24 hours. The Head Official shall also submit a written report immediately.
- (f) The league Board of Directors and the Commissioner of officials shall hear and resolve any such protest as above, including rules. If protest is allowed, the game will resume from the point of the infraction.
- (g) Tournament protest will be handled as above with the following changes:
 - 1. A member of the Board of Directors or a Commissioner and one official will be present at all tournament games to hear protests. A decision will be made immediately. All decisions will be final.
 - 2. The Commissioner should not rule on a game protest involving his or her school.

Section 7.05 Incidents

In the event of an incident, occurring at any game, involving a coach, player, official or fan, an Incident Report should immediately be filled out by all involved and any credible witnesses. This form can be prepared on a computer or handwritten. All Administrators, Athletic Directors and Coaches should always carry a copy of the Incident Report. This report does not replace a Game Report.

- 1. It should be standard procedure that Officials be provided a "safe place" to change and relax during halftime and between games. This could be an office, classroom, etc.
- 2. If an incident occurs, involving an official, the officials should be immediately escorted to their "safe place."
- 3. Witnesses from both schools involved should be immediately separated and asked to fill out an Incident Report independently of others.
- 4. Officials should be asked to fill out an Incident Report if applicable.

5. All Reports should be sent directly to the League Director and should not be shared with anyone else.

Section 8 CSAF District Awards

District Championship Team will be awarded a trophy provided by the CSAF League. The team with the best District Season Record will determine winners. To qualify for a District Team award, each team must play every scheduled member team in its District.

Section 9 CSAF Sponsored Tournaments

1. Any member school hosting a CSAF tournament shall follow all CSAF tournament guidelines.
2. Any member school hosting a CSAF tournament will be responsible for sending 25% of the tournament profits to the league.

Section 10 Post Season

Section 10.01 Post Season Play-offs/Tournament

- (a) All teams that are eligible for post season play must participate. Once entering the play-offs, a team must complete the post season.
- (b) Teams that do not plan on participating in post season play must notify the CSAF Director by the first day of the season.
- (c) All eligible teams that do not compete in post season play, without giving proper notice, will be fined \$250 and will not be eligible for Post Season Play for one calendar year.
- (d) If a school misses due to extenuating circumstances, beyond their control, an appeal can be made to the Executive Council

Section 10.02 Play-off Format (except football)

- (a) Brackets in all Divisions with more than 3 districts will be drawn so the District Champ and Runner-up will not meet in play-offs until the semifinals of the tournament.
- (b) The higher ranked team will be the Home team in the first round of Play-offs.

- (c) CSAF will schedule the Regional Tournament.
- (d) At the Elementary level, a School may volunteer to Host a post season Tournament for Volleyball and Basketball.

Section 10.03 Play-off Format Football

- (a) The higher ranked team will be the Home team in the first round only. After that, games should be played at a neutral site.
- (b) The Semi-Final Round shall be a neutral site.
- (c) District Champs receiving a Bye in the first round are not necessarily the Home team in the second round.
- (d) CSAF will schedule the Regional Championship Game.

Section 11 Regional Tournament Guidelines

1. Tournament/Championship Fees are due **BEFORE** the beginning of play. If fee is not paid before play begins, the school will be fined a \$75 late fee. Any team delinquent on **Any League** fee will not be allowed to participate.
2. All participating teams must qualify at the District and/or Regional play-off levels.
3. Upon arrival, all Coaches must check their team in at the designated area.
4. All teams are responsible for bringing their own warm up equipment.
5. Member school season passes are not applicable at League sponsored events.
6. Free admission will be given to Administrators, two Coaches, two Managers, one Stat Keeper and participating team members.
7. Free admission will also be given to Cheerleading squads and cheerleading coaches who are in uniform and at the tournament to cheer.