

Texas Charter School Academic & Athletic League TCSAAL



2018-2019 Handbook

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Mission & Vision

- **Mission**

The Texas Charter School Academic & Athletic League works to aid the individual growth of Texas' charter school students, through academic and athletic competition, to promote teamwork, a healthy lifestyle, and the constant pursuit for academic excellence.

- **Vision**

TCSAAL will develop and maintain annual sports leagues and academic competitions as a venue to showcase charter school students in Texas.

TCSAAL Goals

- It is the goal of TCSAAL to facilitate safe, professional, and fun competitions.
- It is the goal of TCSAAL to promote and value sportsmanship above all other aspects in all TCSAAL Activities.
- It is the goal of TCSAAL to develop a competitive league that is available to all charter schools in the state of Texas.
- It is the goal of TCSAAL to promote a sense of community among Texas' charter schools and to help build a stronger sense of charter school unity.
- It is the goal of TCSAAL to promote the progression of Texas Charter Schools.
- It is the goal of TCSAAL to provide a program that is an incentive to help foster the development of a student's good behavior, good grades, and their overall character.
- It is the goal of TCSAAL to provide activities that promote a healthy lifestyle.
- It is the goal of TCSAAL to provide competitions that promote the lifelong lessons that are obtained through teamwork.

Competition Codes/Sportsmanship

Competition Codes are established in order to ensure that any participating school, athlete, coach, fan, participant, or any other individual associated with our member schools, conduct themselves in a manner that is in the same spirit as the TCSAAL Mission & Vision. Individuals, campuses, and other entities failing to meet the standards set forth by the following competition codes may be subject to penalty.

- All opponents are to be treated as guests, emphasizing the value of sportsmanship over the result of a competition.
- Winning participants and their supporters are to display good sportsmanship in their victory, while participants that do not win and their supporters are expected to display good sportsmanship in their loss. Boasts, insults, or displays of poor behavior as a result of a loss is counterproductive in the individual participant's growth and development, as well as contrary to TCSAAL's Mission & Vision.
- Coaches are expected to keep safety as the top priority while coaching, and as well, are expected to teach tactics in a manner that are both ethical and in the spirit of competitive integrity. In addition, coaches are expected to coach in a manner that is conducive to the educational value of the respective competition, and should not resort to skirting the rules or employing unethical tactics.

- Participants and their supporters are expected to accept rulings of competition officials in a mature and humble manner, and are further expected to treat all officials, spectators, and attendants at TCSAAL events with courtesy and affable character.
- Coaches are expected to remember that they set the example for students. Acting unprofessionally after feeling wronged does not contribute anything positive to the competitive environment, and certainly does not correct any wrongdoing that might have occurred.
- Removing teams from competition as a means of protest is counterproductive to the fundamental aspects of both competition and team sports, and such action is likely to stunt rather than encourage personal growth for those individuals participating.
- Coaches are also expected to set a good example for his/her team by demonstrating affable and professional rapport with officials, opposing team members, coaches, and spectators.
- During the most trying times of competition, coaches are expected to lead their team in maintaining a positive attitude and in appreciating the value of the lessons learned through competition, rather than focusing on the negative aspects of a result.
- Coaches are expected to encourage core school academics above and beyond any aspect of competition.
- Participants and all affiliated individuals are expected to respect the facilities being used and are to clean up after themselves prior to exiting.

School Eligibility

- Any open enrollment or district charter school in the state of Texas is eligible to participate in TCSAAL.
- Any charter school in a bordering state that is willing to participate in a nearby Texas division will be eligible to participate if that division has less than 5 participating schools in all activities. A Non-Texas School will be grandfathered to continually participate in that division after the division grows beyond 5 teams as long as they stay in good standing with the league. TCSAAL has decided to allow outside Texas schools in the event stated above in order to help more divisions in Texas make and serve our goal of reaching all charter schools across the state of Texas.
- Where appropriate unique non-charter schools such as private schools may be allowed to participate in sub-varsity and sub-premier competition groupings to be determined at the sole discretion of TCSAAL.
- In rare cases TCSAAL may allow in unique non-charter schools to regular participation with the league at the sole discretion of TCSAAL.

Registration Requirements

- All schools must complete and submit an annual registration form.
- By completing this registration form, the school agrees to comply with the policies and standards set forth in this document and all other TCSAAL Rules & Regulations for any activities in which they participate.
- By completing this registration form, the school consents to students' names, accounts of his/her performances, and photographs being used for TCSAAL website and other materials. For

instances where a specific student needs to be exempt from this consent, schools are required to notify TCSAAL Administration prior to Contest date.

- All schools must pay their base fee upon submitting their registration forms.
- All schools must pay for each activity fee at least 30 days before the start of the activity.
- In the instance where an event deadline has passed, late entries will be permitted at the sole discretion of TCSAAL. Factors taken into consideration when adding a team after the deadline include, but are not limited to: The logistical implications for those campuses already participating, the potential number of participants should a new division be necessary, and the amount of time in between the deadline and the team's attempted entry. For all late entries, a late entry fee of \$50 will be charged if the team is accepted.
- In addition to late entry fees for a specific activity, campuses failing to register for the upcoming year by the posted spring deadline may incur a \$50 fee for late campus registration.

Refund & Payment Policies

Payment Policies

- All schools must pay their annual base fee at the time of registering.
- All schools must pay their activities fee 30 days before the start of the activity.
- Any school with over 30-day outstanding payments may be suspended from participation until payment is up to date.

Refund Policies

- If a specific sport league in your region does not make (ex. 9th -12th flag football), your charter school will be refunded in full for the activity fee.
- If you have registered for an activity and choose to cancel your registration, the following refund policies will apply:
 - If you cancel 61 days or more before the start of the activity then you will receive a 90% refund (or only be charged 10% of the entire cost).
 - If you cancel between 60 and 31 days before the start of the league then your charter school will receive a 50% refund for activities canceled.
 - If you cancel 30 days or less prior to the start of the activity you will be charged the entire amount.

General Contest Rules

Major Update for 2018-19:

TCSAAL has added a 6th-8th Grade Secondary grouping designed for new programs and programs wanting to field multiple 6th-8th grade teams. 6th-8th Grade Secondary grouping will function similar to our traditional 6th-8th Grade grouping (henceforth called 6th-8th Grade Premier) with the following exceptions:

- Schools are only eligible to enter teams into the 6th-8th Grade Secondary grouping if one of the following criteria applies:
 - School is eligible for entry if they are already fielding a 6th-8th Grade Premier team.

- School is eligible for entry if it is their first academic year to participate in TCSAAL.
- School is eligible for entry if they do not have an 8th grade.
- School is eligible for entry if they are a private school.
- 6th-8th Grade Secondary teams are not eligible for state advancement (competition ends at regional level) or Texas Cup point allocations.

Participant Eligibility

- No pass, no play. (Applies to all classes) Students can become eligible again based on progress reports as handled by the schools.
- A student must be under the age of 19 as of September 1, of the current school year to be eligible to participate in the high school age group.
- A student must be under the age of 15 as of September 1, of the current school year to be eligible to participate in the 6th – 8th Grade age group.
- A student must be under the age 13 as of September 1, of the current school year to be eligible to participate in the 4th – 6th Grade age group.
- Any student can play up in age, but they cannot play down. Any student can play up in grade but they cannot play down in grade.
- Teams are required to submit roster through Rsportz website.
- A student cannot play on multiple teams in the same activity. For example, a 6th – 8th grader is allowed to play on either the 6th – 8th grade team or the 9th-12th grade team but not both. Also, if your school, for example, has two 6th - 8th grade flag football teams, a student will not be allowed to play on both teams.
 - Students are permitted to change teams (1 time) during the first half of the season (see calendar for roster lock dates). For example, A participant can be moved from either the 6th-8th grade team to the 9th-12th grade team. If the participant was an 8th grader playing up into the 9th-12th grade team, the participant can be moved back down to the 6th-8th grade team. Schools with 2 teams in the same activity, gender and age grouping are allowed to have their students switch teams 1 times as well if before the roster lock date.
 - A player can only switch teams 1 time during a particular season. Whether they are switching teams at the same school or they are a transfer student to a new school. And all changes must be sent into TCSAAL for confirmation before the change happens. A player cannot play on the same team on the same day even if this is their only switch.
- Girls are eligible to participate in all boys sports with the exception of Track & Field, Cross Country, Golf, and tennis activities.
- Boys cannot participate on girls' teams.
- All students will have the opportunity to participate in TCSAAL activities in a manner that is consistent with their gender identity, irrespective of the gender listed on a student's records.
- Athletes must be a full-time student at the team's school in order to play for that team.
 - If a student is participating in an activity and they graduate they will be allowed to finish the current activity that they are already participating in. They will not be allowed to participate in any new activities. This only applies to graduating students. Students that leave the school for any reason other than graduation will not be allowed to participate in TCSAAL activities. For example, a student on the basketball team that graduates in

January will be eligible to finish out the basketball season but not start any new activities with TCSAAL.

Unique Roster Guidelines for JV and Varsity

- JV and Varsity Rosters lock at roster lock date like other age groups. However, JV players can be moved up at any time in the season or playoffs. PLEASE NOTE: once they are moved up, they cannot go back down.
 - Once a regional playoff tournament begins rosters lock until the end of the Regional tournament. Meaning if your school has a JV and Varsity team in the regional playoffs players cannot be pulled up to varsity during the regional tournament.
- Varsity players cannot be moved down after the roster lock date and they can only be moved down 1 time before the roster lock date. Varsity players can be moved 1 time only to JV if it is before the roster lock date. If they are moved back up they must stay up.
 - Varsity players can only switch teams 1 time during a particular season. Whether they are switching teams at the same school or they are a transfer student to a new school. And all changes must be sent into TCSAAL for confirmation before the change happens. A player cannot play on the same team on the same day even if this is their only switch. Must switch before roster lock date.
 - JV players can be pulled up to varsity at any point during the **regular season**. (Please note that they cannot move back down after the roster lock date). They are not restricted in moving up by the roster lock date.
 - PLEASE NOTE: Once a regional playoff tournament begins rosters lock until then end of the Regional tournament. Meaning if your school has a JV and Varsity team in the regional playoffs players cannot be pulled up to varsity during the regional tournament.
 - Anybody on the Junior Varsity team regardless of if they have moved during the regular season and are locked they will be eligible to join varsity team for state playoffs.
 - Tie-breaker games are considered regular season and therefore will follow regular season guidelines.
- Final team rosters are due before the roster lock date. No changes to rosters will be allowed after the final rosters are due. (See JV exceptions above).
- Any campus fielding a Junior Varsity team in an activity without fielding an 11th-12th Grade (Varsity) team, should their Junior Varsity team win the Regional Championship, will be required to field a team in the (Varsity) grouping the following year. The campus will be eligible to also field a Junior Varsity team in said activity provided that they also field a team in the 11th-12th Grade (Varsity) Age Grouping.
 - Exception: Campuses only serving students up to 11th grade or lower will not be required to participate in the 11th-12th Grade (Varsity) Age grouping unless otherwise mandated by TCSAAL.

- The following year, should said campus' 11th-12th Grade (Varsity) team finish the season in said activity with a divisional winning percentage below .500, said team will be eligible to participate in Junior Varsity groupings exclusively the following year.

Penalties for using an ineligible player:

Penalties for using an ineligible player can include, but are not limited to:

- Suspension of a player
- Suspension of coaches
- Forfeiture of previous victories
- Suspension of team
- For additional policy, please see the specific activities' rules.

Transfer Students

- **Recruiting.** Recruiting students from league member schools for the purpose of extracurricular participation is not only a violation by the student who has been recruited, but it is also a violation by the school and/or the school district personnel who recruited the student. It is a violation to recruit at all grade levels.
- **Eligibility Burden of Proof.** If a student's eligibility to compete in a League contest is questioned, the student has the burden in any proceeding to establish that he or she is eligible. If TCSAAL Administration determines that a complaint or report against a school, district and/or district personnel has enough validity or substance to warrant an investigation, the burden to disprove the allegations rests with the participant school, member school district, or covered school district personnel charged with the violation.
- **Post-Transfer Eligibility & Previous Athletic Participation Form.** Students transferring into a new TCSAAL member school, having participated in extracurricular competitions at their previous TCSAAL member school during the current academic year, are ineligible to participate in TCSAAL Contests starting with their first date of instruction at the new school, and ending 60 calendar days after their first date of instruction. Exceptions to this rule can be granted solely by TCSAAL Administration, potentially with the help of TCSAAL Advisory Board Members, and will be dependent on the successful submission and approval of the PAPF and its respective contents satisfying the burden of proving student-athlete's transfer satisfies TCSAAL policy prohibiting recruitment as determined by TCSAAL Administration.
- **Minimum Penalty.** If a PAPF was not filed prior to competition and it was an inadvertent error and the student is actually eligible per the policies detailed in the *TCSAAL Handbook*, TCSAAL Administration is not required to demand forfeiture or to rule the student ineligible. In these instances, TCSAAL Administration is permitted to assess the minimum penalty of reprimand.

Athletic Scheduling and Regular Season Format

New for 2018-19:

In compliance with Chapter 76. Extracurricular Activities Subchapter AA. Commissioner's Rules, TCSAAL will be limiting schedules in the regular season to 1 game during the school week. The school

week is defined as Monday – end of classes on Friday. Most of the time we will schedule teams that need 2 games in a week with a weekday game and then a Friday or Saturday game. Please see the Texas Education Commissioners interpretation for further information, <http://ritter.tea.state.tx.us/rules/tac/chapter076/ch076aa.html>.

New for 2018-19:

Athletic Competition Game Suspension Penalty Amendment

MINIMUM PENALTY FOR MISCONDUCT. Any player ejected from a contest is subject to an automatic penalty. The automatic penalty for such an ejection is as follows:

- For all sports, an ejected player misses the rest of the game in which they were ejected plus all of the following game.

General Scheduling & Regular Season Format

Teams will play each team in their division twice (with the exception of Cross Country, Track & Field, Golf, tennis, and Tackle Football). In the event that the number of divisional games is less than 8 (or 10 for Varsity Basketball and Volleyball), teams in the division will be scheduled non-divisional games in order to supplement their schedule as necessary. (Please note that non-divisional games do not contribute towards playoff seeding or divisional ranking as detailed below) In the event that TCSAAL is unable to provide an 8-game schedule for each team (or 10 games for varsity Volleyball and Basketball), TCSAAL will credit the school the difference at a rate of \$50 per game not played. In some areas it might be difficult to split the teams into separate divisions or find supplementary non-divisional games, TCSAAL will work with the respective schools to find the most conducive structure for their teams. Which may result in some divisions playing each other more than twice. TCSAAL also reserves the right to have larger division sizes if necessary.

New for 2018-19:

Exceptions for Activities Ending at Regional Level

For all instances where a grouping does not advance to the state level (Junior Varsity, 4th-6th Grade, 9th-10th Grade, 6th-8th Grade Secondary), regions may adopt different season structures and playoff criteria based on the needs of the region and its respective schools.

See competition specifics below:

Flag Football/Soccer

- Teams participate in a regular season within a division of 2-5 teams. Teams will play each team in their division twice, with division capacity capped to a maximum of 5 teams in most cases. All regular season games will take place within that team's division. Note that in some cases, the season may be less than eight games. If such occurs, TCSAAL will inform all teams in the respective division. If possible, TCSAAL will still schedule your team non-division games to bring your game total to 8 when possible.

- Facilities and officials are included in schools fees and will be arranged and provided by TCSAAL. Based on your individual school registration this may be different.
- The top two teams from each division will advance to the playoffs, with the exception of divisions consisting of only 2 teams, in which case only one team from said division will advance to the playoffs.

Sub-Varsity Volleyball & Basketball

- Teams participate in a regular season not to exceed 8 games. Teams will play each team in their division twice, with division capacity capped to a maximum of 5 teams. All regular season games will take place within that team's division. Note that in some cases, the season may be less than eight games. If such occurs, TCSAAL will inform all teams in the respective division. If possible, TCSAAL will still schedule your team non-division games to bring your game total to 8.
- Depending on your school's registration officials are included in event fees and will be arranged and provided by TCSAAL (unless you registered with alternate options).
- Schools must provide their own facilities for home games. (If a school does not have the facilities then they are required to rent or otherwise secure the use of a regulation facility)
- The top two teams from each division will advance to the playoffs, with the exception of divisions consisting of only 2 teams, in which case only one team from said division will advance to the playoffs.
- TCSAAL also reserves the right to have larger division sizes if necessary.

Varsity Basketball & Volleyball

- Teams participate in a regular season not to exceed 10 games. Teams will play each team in their division twice, with division capacity capped to a maximum of 6 teams. All regular season games will take place within that team's division. Note that in some cases, the season may be less than ten games. If such occurs, TCSAAL will inform all teams in the respective division. If possible, TCSAAL will still schedule your team non-division games to bring your game total to 10.
- Officials are included in event fees and will be arranged and provided by TCSAAL (unless you registered with alternate options).
- Schools must provide their own facilities for home games. (If a school does not have the facilities then they are required to rent or otherwise secure the use of a regulation facility)
- The top two teams from each division will advance to the playoffs, with the exception of divisions consisting of only 2 teams, in which case only one team from said division will advance to the playoffs.
- TCSAAL also reserves the right to have larger division sizes if necessary.

6-Man Tackle Football/11-Man Tackle Football

- Teams participate in a regular season not to exceed 7 games. In most cases, teams will play every team in their division once. In some cases, divisions may be scheduled to play each team twice.
- Facilities and officials must be arranged and provided by host school or designated home team.
- The top team from each division will advance to the playoffs, with the exception of the potential scenario of having only one division in the state, in which case, the top 2 teams will advance.

Track & Field

- Teams will participate in an open meet as well as a Regional Qualifier. Individuals that advance out of the Regional Qualifier will participate in the State Track meet representing their school. (See playoff format)

Baseball & Softball

- Teams participate in a regular season not to exceed 8 games. Teams will play each team in their division twice, with division capacity capped to a maximum of 5 teams. All regular season games will take place within that team's division. Note that in some cases, the season may be less than eight games. If such occurs, TCSAAL will inform all teams in the respective division. If possible, TCSAAL will still schedule your team non-division games to bring your game total to 8.
- Schools must provide and pay for their own officials from an approved list of TCSAAL assignors. (unless you registered with alternate options).
- Schools must provide their own facilities for home games. (If a school does not have the facilities then they are required to rent or otherwise secure the use of a regulation facility)
- The top two teams from each division will advance to the playoffs, with the exception of divisions consisting of only 2 teams, in which case only one team from said division will advance to the playoffs.
- TCSAAL also reserves the right to have larger division sizes if necessary.

Cross Country

Students will participate in a Regional Meet and State Meet for Varsity and 6th-8th Grade Premier groupings. Sub-varsity groupings not including 6th-8th Grade Premier are only eligible to participate in the Regional Meet.

Golf, Tennis & Cheer

Teams will participate in a state tournament. If our participation size increases TCSAAL will consider adding sub-varsity groupings or a regional tournament. Green fees are included in TCSAAL golf dues.

Athletic Divisioning

TCSAAL divisions will be composed of anywhere from 2 to 5 teams (with the exception of 11th-12th grade basketball, which can have up to 6 teams within a division) within the same gender and age grouping. TCSAAL reserves the right to have larger division sizes if necessary.

Teams are placed into a division by TCSAAL. Factors for placement include, but are not limited to:

- Campuses entering multiple teams in the same activity and age grouping.
- Campuses needing to transport multiple teams among different gender and/or age groupings.
- Geography and proximity of teams among a division.
- Teams registering after the deadline.
- TCSAAL may opt to diversify divisions by virtue of sister school affiliations

Rescheduling Fees

New for 2018-19:

- Any reschedule requests for basketball or volleyball games submitted after posted deadlines may be subject to a \$25 rescheduling fee. Any reschedule requests for flag football, baseball, softball, or soccer games submitted after posted deadlines may be subject to a \$50 rescheduling fee.
- Reschedules are defined as a request for a game being moved to a different day, time, or location. Reschedules may require a rescheduling fee as well, the consent/approval of the opponent, officiating, and facility where applicable. Note that in the instance of an emergency or other extenuating and unpreventable circumstances, reschedule fees may be waived.

Penalties for Forfeiture

- Teams forfeiting within 7 calendar days of their game will be fined \$100 for forfeiture. The \$100 will be used towards the TCSAAL playoff budget. Failure to pay these fines will negate said team from participating in playoffs and/or participating next year in that specific activity until fines have been paid. Schools can petition their fine to the league if they feel they have justification for not having to pay the fine. In addition, forfeitures are weighed differently in the event of a tie-breaker scenario (see **Athletic Tie-Breaker Scenarios** below)
- Administrators of any team forfeiting will be notified upon notice of forfeiture.
- Any team with more that 2 forfeits in an activity will be divisioned the following year in a division with teams of similar forfeiture frequency.

Team Responsibilities

- Teams must take measures to ensure there is always a safe environment for the competition.
- We encourage each team to have a non-coach representative present at all home games.
 - The representative may be any coach (other than the game coach), teacher, administrator, or staff member associated with the school.
 - The representative works to ensure a safe environment.
 - The representative assists the officials in any manner necessary to discourage improper conduct by players, coaches, or fans.
- Host Team is responsible for reserving their own facility for all home games in which facilities are needed.
- Host Team must take measures to ensure that prohibited activities do not occur during game play; warm-up or wrap up of the game.
 - Prohibited activities shall be defined as any activities that are against the rules and regulations of the home team's school or facility.
 - Additionally, prohibited activities include any activities that are against TCSAAL rules and regulations. Or any activity prohibited by law.
- Teams are encouraged to take a team photograph prior to each game with all student-athletes participating. While not required, these photographs may help in the instance of confusion or concerns specific to eligibility and/or discipline.

1. Teams submitting photographs are to submit their files via email right before or immediately following the game.
 - Photographs should be sent to texascharter@gmail.com
 - Subject should include all of the following:
 - a. Submitting campus' name
 - b. Opponents' campus' name
 - c. Activity
 - d. Grouping(age group & gender)
 - e. Date and Time of Match/Game
- Teams are encouraged to record and keep all official game books and/or official scorecards and other gameday documentation for the entirety of the academic year. While not required, these records may help in the instance of confusion or concerns specific to eligibility and/or discipline.
- For any TCSAAL athletic contest hosted at your school(ex. a home basketball game), TCSAAL strongly recommends both an administrator and security guard be present. For any TCSAAL athletic contest not hosted at your school(ex. an away basketball game, regional playoffs) TCSAAL strongly recommends an administrator travel with the coach/instructor and students.
- Teams are to input scores into the website via their login immediately following completion of each game or match. All scores not submitted within 1 calendar week(7 calendar days) after the game's conclusion may result in having the contest ruled as a loss for both teams.
- Both teams must ensure that the home team as well as the visiting team is adhering to all TCSAAL rules and regulations, including, but not limited to, sportsmanship, competition codes, as well as the rules and guidelines for each individual activity.
 - See individual activity's Rules and Guidelines for more detail.

Athletic Playoff Format for 6th – 8th, 9th – 10th and 11th – 12th Age Groupings

Playoff format:

Flag Football, Volleyball, Basketball, Soccer, Baseball, and Softball:

- The top 2 teams from each division will advance to the playoffs except in divisions with only 2 teams. If a division only has 2 teams, only the top team will advance to the Regional Playoffs.
 - This will make sure that every playoff team has advanced on merit.
 - In the event that a 2 team division also constitutes the entirety of a region, then both teams will play each other in a Regional Championship game.

Regional & Sub-Regional Playoff Seeding:

Teams will be ranked based on the following criteria in the following order:

1. All 1 seeds from divisions will be seeded higher than all 2 seeds, with the exception of situations presented by a 2 team division, in which case a 1 seed might be ranked beneath a 2 seed for the purpose of ensuring divisional opponents do not meet until the final round.
2. First TCSAAL will rank and assign the divisional #1 seeds into the top positions available on the bracket using the following criteria:
 - a. Divisional winning percentage

In cases where equitable (b) and (c) (detailed further in *Athletic Tiebreaker Procedures* below):

- b. TCSAAL-Sanctioned Non-Division winning percentage from qualifying games
 - c. TCSAAL-Sanctioned Non-Division head-to-head winning percentage from qualifying games.
 - d. Number of divisional wins (not counting non-district games or tie-breaker games)
 - e. Random draw (if we still have a tie amongst teams)
3. Then TCSAAL will seed all the #2 seeds in the remaining openings on the bracket using the following criteria:
 - a. Divisional winning percentage
 - b. Number of divisional wins (not counting non-district games or tie-breaker games)
 - c. Random draw (if we still have a tie amongst teams)
 4. TCSAAL will then move #2 seeds down (or up in some cases) on the bracket as necessary to move them to the opposite side of the bracket of their divisional opponent.
 5. Finally, if necessary, TCSAAL will move #1 seeds advancing from 2-team divisions down as necessary to ensure that divisional opponents are placed on opposite sides of the bracket. This might result in these teams being ranked below a 2 seed.

State Playoff Tournament Matchups:

Based on school voting at the 2017 Coaches Conference, we will have a new format for state matchups. Starting in 2017-2018, we will begin a 3-year rotation for state semi-final matchups. This option received 75% of the votes out of 3 options available.

The semi-final matchups will be pre-determined by region. See chart below:
The winners of the semi-final games will advance to the state championship.

**Semi Final Matchups at the state tournament
(Flag Football, Volleyball, Basketball, Soccer, Baseball & Softball)**

Semifinal Matchups	6-8 Grade and Varsity BOYS	6-8 Grade and Varsity GIRLS
2017-2018	North Texas vs. Central Texas East Texas vs. South Texas	North Texas vs. South Texas Central Texas vs. East Texas
2018-2019	North Texas vs. East Texas Central Texas vs. South Texas	North Texas vs. Central Texas East Texas vs. South Texas
2019-2020	North Texas vs. South Texas Central Texas vs. East Texas	North Texas vs. East Texas Central Texas vs. South Texas

If we only have 3 regions in an activity the matchups above will remain for the semi-finals and one team may receive a bye in the first round.

Flag Football/Volleyball/Basketball/Soccer/Baseball/Softball:

- In all activities where we have at least 2 regions participating in that activity in the same age/gender grouping, we will have a Regional Round of the playoffs as well as a State Round. TCSAAL will divide all participating divisions into regions, North, South, East and Central Texas. Regions will be assigned before the start of each season.
- The top two teams from each division (unless it is a division of only 2 teams) will advance to the Regional Round of the playoffs in their respective region.

- If there are only 3 regions in the state, then the regional winners will advance straight to the state championship game.

Regional & Sub-Regional Rounds

- Regional & Sub-Regional rounds will be structured as a single-elimination tournament with the winner advancing to the next round of playoffs.
- For regional seeding procedure, please see *Playoff Format* above.

State Round(Applicable to 6th-8th Grade Premier & Varsity Groupings Only)

- This round will be a single elimination tournament with the Regional Champions advancing to the State Round. The winner will be crowned the State Champion. In most cases the State Round will take place in one day with teams playing an early game and a late game. Varsity soccer, baseball, and softball is a two-day tournament.
- For state semi-final matchups, please see *Playoff Format* above.
- Teams will not play for third place. State teams will finish either: State Champion, State Runner-Up, or Regional Champion.

Playoff Format when less than 4 REGIONS are participating

- In the event that we have an activity with only 3 (Regions) the winner from each of the 3 Regionals will advance to the state round. Based upon State Seeding format: (See *Playoff Changes* above) the 3 teams will be seeded 1, 2 and 3. The 2 and 3 seed will play a game with the winner advancing to the championship game to play against the 1 seed. (This format has been designed for safety so teams do not play more than 2 games in the same day).
- In the event that we have an activity with only 2 Divisions (Regions) the top 2 teams from each division will play each other in a Regional Championship game. The winner from each of the 2 Regionals will advance to the state round. The Regional Champions will then play each other for the State Championship game.
- In the event that we have an activity with only 1 division in the state then the top 2 teams from the division will play each other for the championship.
- We may schedule games earlier in the week.

4th – 6th Grade, 6th-8th Grade Secondary, 9-10 Grade, & Junior Varsity Grouping Playoff Structure:

- Our 4th – 6th Grade, 6th-8th Grade Secondary, 9-10 Grade, and Junior Varsity activities will not participate in a state round of the playoffs. The top 2 teams from each division will advance to a single-elimination Regional Playoff where they will compete to become Regional Champions (see exceptions for a division of 2 teams).
 - Any campus fielding a Junior Varsity team in an activity without fielding an 11th-12th Grade (Varsity) team, should their Junior Varsity team win the Regional Championship, will be required to field a team in the 11th-12th Grade (Varsity) grouping the following

year. The campus will be eligible to also field a Junior Varsity team in said activity provided that they also field a team in the 11th-12th Grade (Varsity) Age Grouping.

- Exception: Campuses only serving students up to 11th grade or lower will not be required to participate in the 11th-12th Grade (Varsity) Age grouping unless otherwise mandated by TCSAAL.
- The following year, should said campus' 11th-12th Grade (Varsity) team finish the season in said activity with a divisional winning percentage below .500, said team will be eligible to participate in Junior Varsity groupings the following year.

6 Man Tackle Football/11-Man Tackle Football Playoff Procedures

- Because of the amount of rest time required between games, only the top team from each division will advance to the Regional Round of the playoffs (Regional Playoffs for Tackle Football will be the champion of each division playing one game against another divisional champion. The winners of those games will play for the state championship).
- If there are more than 4 divisions participating in Tackle Football, the league will decide on playoff structure before the season begins.
- In the event that there are three participating divisions, TCSAAL will determine seeding using the following system:
 - Divisional winning percentage
 - Number of wins (including playoff record, but not factoring in non-district games or tie-breaker games)
 - Random draw (if we still have a tie amongst teams)
- In the event that there is only one participating division, then the top two teams from that division will play a winner-takes-all state championship game.

Track & Field Advancement

- At the Regional Qualifiers the top two relay teams and the top 6 individuals in all running activities except for the two mile, one mile, and 800 meter (only the top three individuals advance in the long distance races) will advance to the State Track Meet.
- At the Regional Qualifiers the top 3 individuals in all field events will advance to the State Track Meet.
- In the event that bad weather prohibits us from having the regional qualifier meets, we will use the results from the regional open to determine advancement to state.

Golf, Cheer, & Tennis Playoff Procedures

TCSAAL will have a State tournament. In the event that our numbers grow beyond the capacity of a tournament we will have regional rounds. TCSAAL will announce Playoff Structure for regionals if needed.

Playoff Details

- TCSAAL will arrange all playoff facilities for all activities in both the regional and state level of competitions. TCSAAL will also arrange for all referees for the many rounds of the playoffs.

- The exception to this is that Divisions working with their Divisional Chair (and TCSAAL Regional Director) will set up and arrange their own divisional tie-breaker games. See duties of Divisional Chair.
- TCSAAL will charge a door fee for all playoff rounds. Regional playoffs will cost \$5 a day, and State will cost \$10 for the tournament. All players, coaches, and trainers on rosters will be allowed entrance for free. Cheerleading teams that have made arrangements with TCSAAL to perform and are in uniform will also receive entrance for free. Also, all guests 8 and under will be allowed free entry. Schools will be given 2 admin passes to enter for free.
 - Track & Field open and regional meets will have a \$2 student, \$3 Adult fee, State Track is a \$5 entry fee.
- No others will be admitted for free.
- Upon releasing playoff brackets and schedule information, schools will be given a timeframe in which they can raise concerns or protests if they feel the bracket and matchups are not correctly assembled according to the policies detailed in the TCSAAL Handbook. Following this timeframe, brackets are considered finalized and cannot be protested or altered. Time Frame will be 24 hours before the tournament begins.

Playoff Awards

For awards given out to teams that advance to the playoffs, please see the individual activity's rules.

In general teams will be awarded for Regional Champion, Regional Runner-up, State Champ, State Runner-up. We also give out plaques for Division Champion. Also individuals will receive medals for winning a state championship on a team sport. Track gives out individual medals, we do not give out team medals for Track & Field.

New for 2018-19:

In instances where student-athletes and/or teams leave prior to receiving their award, a campus representative is permitted to collect their award(s) directly from TCSAAL main offices. If campuses would prefer their awards to be shipped to them, shipping will incur a fee of \$5 per plaque and \$20 per trophy. Medals requiring shipping will be initially charged \$5 and may incur an additional fee dependent on the number of medals being shipped.

Standard Playoff Warm-up & Celebration Time

- Playoffs warm-up time:
 - Volleyball: 10 minutes
 - Basketball: 10 minutes
 - Flag: 5 minutes
 - Soccer: 10 minutes
 - Tackle: 15 minutes
 - Baseball / softball: 15 minutes
 - Track / XC 30+ minutes before meet
 - Tennis: 5 minutes before each match
 - Golf: you can play course ahead of time.
- Do not contact state playoff sites (except golf) to practice ahead of time.

- Playoff celebration time:
 - 10 minutes after a regional / state championship. Awards, Pictures, and bench cleared off by end of time.
 - Warm up time to follow for next game.
 - All can be abbreviated by Tournament Director at their discretion.
 - Teams should not be warming up during half time on court/field
 - TCSAAL tournament director reserves the right to alter these times as necessary.
- State Champions should have an Admin (or AD or head coach at a minimum) join TCSAAL Tournament Administration on the field to help present medals to champion athletes.

Athletic Tie-Breaker Scenarios

- For all instances below where point-differential is used as a tiebreaker criterion, forfeitures will be deemed as the maximum negative point-differential for the losing team.
- 1. **Divisional Rankings** are determined using the overall winning percentage among division games. If winning percentage is tied we then look at lower losing percentage. This is because in some sports it is possible to have a tie. Please note that while it is possible to have co-division champs for ceremonial purposes, we will still use the following for regional seeding.
 - a. For all instances where 2 teams are tied for an advancing position by divisional winning percentage and divisional losing percentage or as a result of tie breaker procedure detailed in below, the head-to-head winning percentage amongst tied teams will determine the advancing team.
 - i. If teams are still tied, the 2 teams will then play a tie-breaker game.
 1. Tie breaker game details: For tie-breaker games, each tied team is responsible for paying \$100 to TCSAAL to cover the expense of the tie-breaker game. If admission is charged, admission earnings will be applied equally to the tie-breaker fees. If there is still a balance, teams will cover the remaining expense.
 2. Hosting opportunity for the Tie-Breaker game will be provided to the higher ranking team as determined by virtue of division ranking procedures listed above.
 3. Following division ranking procedures above, we will then rank teams by virtue of aggregate point-differential among tied teams.
 - a. If the higher ranked team is unable to secure a facility in a reasonable time then the other team will be granted hosting opportunity.
 - b. For all instances where 2 teams are tied for the #1 and #2 seeds by virtue of divisional winning percentage, the head-to-head winning percentage amongst tied teams will determine the advancing team.
 - i. If teams are still tied, the team with the greater aggregate point differential in head-to-head matchups will be awarded the #1 seed.
 1. If teams are still tied, seeding will be determined by random draw.
 - c. For all instances where 3 or more teams are tied in winning percentage rankings for an advancing playoff spot, the lowest ranking team in the following order of criteria will be ranked beneath the remaining team or teams:

- i. If tied teams have played each other an equal amount of times, teams will initially be ranked by their winning percentage among tied teams.
 - ii. Aggregate point differential among tied teams. (Exception, in volleyball we seed based on number of games won, not by specific scores.) Point differential is the aggregate point difference (+ or -) among teams that have competed against each other.
 - iii. If the #1 seed has been determined, and tied teams have played an equal number of games versus the #1 seed, teams will be ranked by their winning percentage versus the #1 seed.
 - iv. If the #1 seed has been determined, point differential versus #1 seed will be utilized.
 - v. Upon removing one or multiple teams from the tiebreaker procedure, the procedure then restarts.
 1. For all instances where multiple teams are at any point tied for the lowest ranking according to the above tiebreaker criteria and the number of tied teams is equal to or lesser than the number of remaining, non-advancing rankings, the said teams will all be ranked beneath the playoff advancing position.
 2. For all instances where multiple teams are at any point tied for the lowest ranking according to the above tiebreaker criteria and the number of tied teams is greater than the number of remaining, non-advancing rankings, the said teams will be grouped together and will repeat the tiebreaker procedure among them.
2. Regional & Sub-Regional rankings are determined by seeding procedure detailed below. The following tiebreaker procedure will be used for the purposes of breaking ties for Regional & Sub-Regional seeding as necessary.
 - a. For all instances where no more than 2 teams are tied for a regional seed by virtue of *(a) Divisional winning percentage*, and then also tied by virtue of *Divisional losing percentage*, teams will be ranked by virtue of head-to-head winning percentage within TCSAAL-Sanctioned Non-Division games amongst tied teams.
 - b. When division champs are tied with a 100% winning percentage and they did not play an equal number of sanctioned TCSAAL Non-division games against tied opponents, their seeding is determined randomly regardless of number of wins.
 - c. For all instances where 3 or more teams are tied for a regional seed by virtue of *(a) Divisional winning percentage* and tied teams have played each other an equal number of times in TCSAAL Sanctioned Non-Division games, teams will then be ranked by virtue of winning percentage within TCSAAL-Sanctioned Non-Division games amongst tied teams.
 - d. For all instances where teams are tied by virtue of winning percentage and said winning percentage is less than 100%, teams will be ranked by number of division wins.
 - e. For all instances where teams remain tied beyond winning percentage, teams will be ranked by virtue of combined winning percentage, including all TCSAAL Division and Sanctioned Non-Division games.

- f. Upon ranking one team in a lower position, if there are remaining teams tied, the procedure restarts.
 - i. For all instances where multiple teams are at any point tied for the lowest ranking according to the above tiebreaker criteria, the said teams will be grouped together and will repeat the tiebreaker procedure among them.
 - ii. For all instances where teams remain tied after the ranking procedure, teams will be ranked by virtue of random draw or coin flip.

Academic Competitions Structure

Math Olympiad/Chess/Spelling Bee/One-Act Play

- Teams/Individuals will participate in a Regional Qualifier and those that qualify will advance to the State Competition. See event rules for qualifying criteria.

All Other Academic & Arts Competitions

- Currently, teams will participate directly in the State Round. Please note that as an activity grows we will add Regional Qualifiers as necessary.

State Advancement

- See the individual activities rules.

TCSAAL Texas Cup (See Appendix for More Information)

New for 2018-19:

Starting with the 2018-19 academic year, TCSAAL will award point allocations to each campus based on their performance in the majority of our activities offered in the 6th-8th Grade Premier and Varsity contest groupings. These point allocations are provided in the *TCSAAL Handbook*(see Appendix) and may be updated at each academic year.

- For all instances where a campus is fielding multiple entries in a specific activity and grouping, only the furthest advancing/highest ranking team will be awarded its respective point allocation.
- See table in appendix for point allocations and ranking procedure.
- 9th-10th Grade, Junior Varsity, 6th-8th Grade Secondary, and 4th-6th Grade groupings are not eligible for TCSAAL Texas Cup Rankins and Awards.

TCSAAL Advisory and Disciplinary Action Board (Regional Representatives)

Each region within TCSAAL will elect a Regional Representative (a coach or Athletic Director) that will serve on the Advisory and Disciplinary Board as their region's representative. These 4 individuals, along with at-large members appointed by the TCSAAL Director, will serve as an advisory panel to the TCSAAL Director on discipline matters that need further review. They will also

have biannual planning meetings to make recommendations to TCSAAL on league structure and format. This panel will only have an advisory role and will not have any final decision-making authority. Any representative whose school has a Disciplinary Investigation under review must recuse themselves from the advisory discussion. Individuals in an elected regional role will serve a 2-year term and may serve consecutively.

Elections will be held at the TCSAAL Coaches Conference and each school must have someone there in person in order to vote or run for the position.

The at-large representatives will be selected from member schools or the community and they will serve in 1-year terms. They will be appointed by the TCSAAL Director and are eligible to serve consecutive terms. They can also be filled by an outgoing Regional Representative at the TCSAAL Director's discretion.

Regional Representatives will also aid TCSAAL Staff on Regional Playoff sites and other miscellaneous playoff details.

Protests/Appeals Process

- Schools that wish to make an appeal or protest must submit the appropriate form from our website which can be found under the "important documents" link.
- Schools will have 5 business days to submit their appeal/protest. Any appeals or protests for games scheduled within 2 weeks of the end of the season must be made within the following business day.
- Playoffs must be submitted before the next round.
- Schools must pay a \$50 fee to submit their appeals/protest (If teams win their appeal then they will be refunded the money). Please note that no appeal/protest will be reviewed without funding in hand within 5 business days of the appeal. (This fee can be given to a TCSAAL Site Manager)
- Protests should be directed to either the Academic or Athletic Director.
- Appeals should be directed to the State Director.
- Schools may protest a student's eligibility.
- Schools may protest possible cheating.
- Schools should bring to the attention of TCSAAL all acts of un-sportsmanlike behavior.
- Schools **may not** protest a referee's judgment or ruling. TCSAAL will not overturn a referee's ruling or judgment.
- TCSAAL will not change results or scores except in the event of un-sportsmanlike behavior, an ineligible student, or cheating. (Please note that penalties will be handled on a case-by-case basis at the discretion of TCSAAL)
- The TCSAAL State Director reserves the right to act on all protests and appeals and serves as the final authority on all disputes. At the TCSAAL Director's discretion, the Director may send an appeal to the Advisory board for their opinion on the issue.

All-Division/All-Region/All-State Teams & Stat-Tracking Requirements

TCSAAL will give out awards to our honored high school athletes in the following categories:

- All-Region
- All-Region Honorable Mention
- All-State
- All-State Honorable Mention
- Academic All-State

All-Division/All-Region

New for 2018-19:

Timelines for All-Division & All-Regional awards will be posted on our website. Failure to submit nominations and/or ballots prior to posted deadlines may not be accepted in the award process.

As a service to our schools, TCSAAL awards All-Regional and All-State teams in our high school athletics. All coaches are encouraged to submit stat tracking forms for all high school games, also found on our website, to help make the case for their athletes.

Coaches will then vote on all nominees. Please note that only schools who have submitted nomination forms for All-Region will be able to participate in the voting process for All-Region and All-State Awards.

All-State

New for 2018-19:

For All-State Awards, coaches are to select 2 student-athletes from the opposing team and one of their own student-athletes to receive the All-State Award recognition.

Health & Wellness

- It is the policy of TCSAAL to not initiate or continue outdoor events when the Heat index is at 105 or higher. The heat index is determined when factoring temperature and humidity together.
 - TCSAAL uses the National Weather Service Heat Index Chart to determine the current heat index: As of publication of this year's Handbook, a copy of this chart can be found at the National Weather Service website.
 - TCSAAL uses the websites accessing the National Weather Service, such as weather.com, to determine the temperature and humidity of an area.
- Please remember to provide sunscreen and shading for your teams at all outdoor activities.
- Please always bring plenty of water and food for your team. Please never assume that water and food will be provided.

Concussions Training and Guidelines

- To learn how keep student athletes safe and how to comply with HB No. 2038, please visit our new Concussion Prevention page on our website.
- Annual training provided at coaches conference

Rules and Guidelines for TCSAAL Competitions

Please see all rules and guidelines for competition on our website.

Updates and Changes to the Handbook

TCSAAL reserves the rights to add or modify general rules and guidelines at any time. Notification will be done via the website. Once a rule is posted on website it will immediately take effect. TCSAAL will try to notify schools of the changes but it is the responsibility of all participants to check regularly with the website in order to stay up-to-date. TCSAAL will not excuse failure to comply with rules because an individual claims to be unaware of the rules and regulations.

Texas Cup Point Allocations Table

Athletics*		Arts & Academics*	
FB, VB, BKB, Soccer, Baseball & Softball		Math & Chess	
Division Runner-Ups Awarded Playoff Advancement^	2	State Advancement^	2
Division Champion^	4	Regional Championship^	4
Regional Champion	6	Third Place Finish in Overall Team Standings	6
State Runner-Up	8	Second Place Finish in Overall Team Standings	8
State Champion	10	First Place Finish in Overall Team Standings	10
Track & Field, Cross Country, Cheer & Golf		OAP, Large Choir, Music: Small Ensemble & Science	
State Advancement(Cross Country teams only)^	2	Third Place Finish in Overall Standings	6
Regional Champion(Not including Golf & Cheer)^	4	Second Place Finish in Overall Standings	8
State 3rd Place	6	First Place Finish in Overall Standings	10
State Runner-Up	8	^NOTE: For these point allocations indicated, entrants will be rewarded one of the point allocations above for division/region performance where applicable AND one of the point allocations above for the entrant's highest advancing rank on the state level where applicable.	
State Champion	10		
Team Tennis			
For Each Victory or Advancement(incl. byes)	1		
Team with Most Match Wins	5	If two or more schools in the same classification finish the TCSAAL Athletic/Academic year tied atop the TCSAAL Texas Cup point standings, top ranking will be awarded to the campus with the most team state championships for that grouping. If campuses are still tied they will be awarded as corecipients of the Texas Cup.	
*NOTE: For all athletic and academic point allocations detailed above, campuses fielding 2 teams in the same activity & grouping will only receive points for their furthest-advancing team.			

2018-2019 Handbook Understanding Agreement

The handbook understanding agreement must be signed by either the administrator or the person appointed by the administrator as the primary contact to work with TCSAAL on the school’s behalf.

I acknowledge by signing the following that I am signing on behalf of my school and all of my coaches and that I fully understand every aspect of the handbook, as well as all matters referenced in the handbook, including, but not limited to, full knowledge of all competition rules of activities that my school is participating in. I agree to ensure that all coaches, participants, parents, students and all those attending or participating in TCSAAL events are aware of the rules and guidelines in the Handbook and understand that they will be expected to abide by those rules and guidelines.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

On Behalf of (Insert your school’ name.): _____

Please fill out and return to us via fax. Our fax number is 512-291-6558

Or email to your Regional Director

Please note that this handbook is subject to change at any time via the webpage. Schools are required to routinely check the webpage for updates to the handbook.

All schools participating in TCSAAL activities are bound by the rules of this Handbook weather they fill out the Handbook Understanding Agreement or not.

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