

Heartland Christian Athletic Association

Handbook



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HCAA Executive Council

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Heartland Christian Athletic Association Handbook

Section 1: Organization and Government of the Heartland Christian Athletic Association (HCAA). Also referred as the Association.

Section 1. - Philosophy

A. Purpose, Vision, History and Goals

- a. The purpose of the Heartland Christian Athletic Association (HCAA) is to provide a competitive ongoing program of athletics in a Christian environment that glorifies God. The intent of the association is to provide the leadership necessary to ensure a quality association for participating schools.
- b. The vision of the HCAA is to provide a format that encourages and fosters Christian growth and cooperation between Christian schools. The association is committed to making this vision a reality.
- c. The Oklahoma Christian School Athletic Association (OCSAA) began in 1985 when a number of schools met in Oklahoma and adopted the vision stated above. In 2010 Providence Christian Academy in Rogers, AR applied for membership and was accepted to the OCSAA. Since 2010 the association has evolved into a regional association with the admittance of several other schools from Arkansas, Mississippi and Kansas admitted to the OCSAA. Consequently, in 2017, the association changed its name to the Heartland Christian Athletic Association (HCAA).
- d. The goals of the HCAA are:
 1. To aid and assist in the development of Heartland Christian Schools and activities on a local and regional level through clinics, camps and tournaments.
 2. To enhance the level of play by developing a quality association wide playoff system. To create classifications depending on enrollment size in 9th – 12th grades.
 3. To assist coaches in developing Christian student-athletes that display Christian character on and off the playing field.
 4. To provide recognition for Christian school coaches on an All-Association level in their particular sport.
 5. To provide recognition for Christian school student-athletes on an All-Association level in their particular sport.
 6. To be a forerunner as a Christian School Athletic Association to assist and encourage other states and regions to develop associations.

B. Biblical/Christian Foundation

- a. The biblical texts that guide the HCAA are:

(I Cor. 10:31) *“whatever therefore you eat, or drink , or whatever you do, do all to the glory of God”*

All activities of the HCAA are directed by the admonition of Paul to the Corinthians, *“let all things be done decently and in order.”* (I Cor. 14:40).

b. Importance of Prayer

To practically support the biblical foundation texts all HCAA contests should begin with public prayer. The host school for each contest is responsible to conduct the prayer. The format, style and content of the prayer is determined by the host school.

c. Definition of Christian Competition

To “do all to the glory of God” the HCAA encourages all HCAA schools to strongly consider the following definition of competition as outlined in the book *Inside Out Coaching, How Sports Can Transform Lives* by Joe Ehrmann.

“The root word of “competition” is the Latin word “petere,” meaning to search or strive for. It is most often used in the context of striving or searching for something valuable or excellent. The preposition “com” means together. Literally, competition is defined as a “mutual quest or striving for excellence”. Since true competition is a “mutual quest for excellence” there are no winners and losers. Everyone who competes wins. This cooperative sense of competition leads to respect for others, personal and team integrity and justice and fairness.”

This understanding of the true meaning of competition in no way prohibits striving to win. It does mean, however, that in addition to competing to win, we compete to achieve a higher purpose, a “God glorifying” purpose. We compete cooperatively with our opponents to propel ourselves and our opponents to physical, emotional, technical and spiritual excellence. Winning the competition on the scoreboard but failing to promote this mutual “God glorifying” striving for all these aspects of excellence is a loss for all involved. HCAA schools are exhorted to do all they can to teach their coaches, athletes, and fans this transforming concept.

C. Responsibilities

In order to instill the purpose, vision and goals of the HCAA the following responsibilities are assigned:

a. Administrative Responsibilities

1. The head administrator of each HCAA school must sign the HCAA Annual Contract that is submitted each fall. This signature documents that the administrator has read and understands the association by-laws.
2. The administration of each HCAA school shall be responsible for the enforcement of the association by-laws and for the instruction of the student body, coaches and school parents in the appropriate by-laws. This instruction is to include the established sanctions for by-law violations.
3. The administration of each HCAA school participating in an event shall have a designated official responsible for the general organization, management and supervision of their school’s student body and spectators before, during and after each event. This designated official may not be a coach participating in that event.
4. The administration of each HCAA school shall ensure that each team participating in an event has an assistant coach or designated substitute to coach the team in the event the head coach is unable to continue the contest for any reason.
5. In the event that a coach, player or spectator is disqualified or ejected from a contest for violation of game rules or unsportsmanlike conduct the administration of the hosting or home school shall be responsible to inform the game or contest officials of the HCAA policy requiring

them to submit a written report explaining the reasons for the disqualification to the host school administration and the HCAA (clhamel@gmail.com) within 24 hours. Upon receipt of the officials report the host or home school administration additionally shall be responsible to forward the report to the HCAA.

6. The administration from the school that has a player, spectator or coach disqualified from a contest shall submit a written report to the HCAA within 24 hours reporting the facts and circumstances of the incident. An additional report will be submitted to the HCAA within 10 days outlining the corrective actions or sanctions imposed. **Some minimum sanctions are listed below:**
 - i. The minimum sanction required for a player or spectator disqualification is a one game or contest suspension. That suspension is to be the next game or contest scheduled. If the disqualified spectator is the parent of a team member, within 10 days, that parent must also successfully complete the free NFHS *Positive Sports Parenting* course found at **NFHSLearn.com**.
 - ii. Because coaches play such a key role as role models the HCAA's position is that their involvement in unsportsmanlike incidents should result in more serious consequences. The minimum sanction required for a coach's disqualification is to be suspension from coaching the next two games/contests on the team schedule. Additionally they must successfully complete the online *NFHS Teaching and Modeling Behavior* course within seven days of the disqualification. The course costs \$20 and can be found at **NFHSLearn.com**.
 - iii. **It is the HCAA's position that fighting at athletic events cannot be tolerated and sanctions in those incidents should be more severe than for other types of unsportsmanlike ejections. Consequently player disqualifications for fighting carry minimum two game suspensions. Coaches involved in any fight or physical confrontation are suspended immediately until reinstated by the HCAA Executive Council.**
 - iv. **The minimum sanction for any person that enters the field of play, court or competition area and engages in a verbal or physical altercation with a contest official, coach or competitor is an immediate 30 day suspension from that team's contests. This 30 day sanction could be increased up to the remainder of the season at the discretion of the HCAA Executive Council. If the offender is a parent of a student participating in the event, the student athlete will likewise be immediately suspended for seven days. This suspension could be increased to 30 days at the discretion of the HCAA Executive Council.**
 - v. If the season ends before any suspension can be imposed they are to be carried over to the next season. Unimposed suspensions in the playoffs/state tournament will be imposed in the first games/contests of the next season's playoffs/tournament.
 - vi. In all of the above situations member schools are free to impose more stringent sanctions as they see fit.
- b. Coaches Responsibilities
 1. Models Christ-like behavior at all times in interactions with players, coaches, officials and spectators.
 2. Disciplines those on the team who exhibit unsportsmanlike behavior.
 3. Proactively does all he/she can to diffuse and calm tense or volatile situations.

4. Understands that he/she is a teacher and that the athletic arena is a classroom to teach life lessons more important than “winning”.

Section 2

A. Participation will be on an annual basis:

- a. Application to the HCAA is open to all Christian schools in the state of Oklahoma, Kansas, Arkansas and neighboring states.
- b. Requests for admission to the HCAA must be submitted in writing or by email to the Association’s Executive Council.
- c. Participation is granted when the applying school receives either a 75% favorable vote of the participating schools during a regularly scheduled meeting or by majority vote of the Association’s Executive Council.
- d. All HCAA member schools fielding a team for the current academic year, must participate in the HCAA tournament for that sport during that season or they will be assessed a \$250 fine per team for not participating. Special circumstances will be reviewed by the Association’s Executive Council. Requests for exemptions must be presented in writing or by email.

B. Administration – Executive Council

- a. The Executive Council shall be the governing body of the Association. It shall have the authority to adopt such policies and procedures as are necessary to administer the business of the Association and the interscholastic athletic activities of the member schools.
- b. The Executive Council shall have the authority to assess penalties or invoke sanctions against member schools for violation of any of the provisions of the Association Handbook in accordance with the provisions of the Association Handbook.
- c. A majority of the Executive Council shall constitute a quorum for the purpose of council actions.
- d. All actions of the Executive Council and Association are determined by majority vote unless specified differently in the Association Handbook.
- e. The Executive Council shall not exceed 12 members. Council seats will be filled by representatives from the member schools or other persons whose service the council deems beneficial to the interests of the Association. New council members will be chosen by majority vote of the sitting council.
- f. Every effort will be made to ensure the council represents schools of varying sizes and locations. Members from member schools must have served at a member school for a minimum of three years to be eligible for the council. Each school in the Association will be assigned an executive council member. That member will address those needs to the Executive Council.

C. Failure to adhere to the HCAA guidelines and rules:

- a. The Executive Council will examine each incident on a case by case basis and reserves the right to administer any or all approved sanctions as they deem necessary. All sanctions will

require a 75% vote of the Executive Council to be imposed. All sanctions will be publicized to HCAA schools. Approved sanctions are:

1. Censure
2. Probation for a period determined by the Executive Council.
3. A fine not to exceed \$250.
4. Suspension from HCAA playoffs for a period determined by the Executive Council
5. Expulsion from the HCAA for a minimum of one year. The school may then apply for readmission. Readmission applications will be considered in accordance with Section 1, subparagraph A., items a. – c.

b. Prior to the council's determination, a participating school found in violation of HCAA by-laws/guidelines may request a special meeting with the Executive Council to discuss the issues governing the alleged violations.

c. A participating school may formally appeal sanctions administered by the Executive Council within 30 days of notification of sanctions by submitting a non-refundable \$200 appeal fee to cover administrative costs of the appeal. Upon notification of appeal and receipt of the appeal fee from the participating school the Executive Council will appoint a three member Appeal Review Committee.

1. The Appeal Review Committee will consist of current or former Christian school administrators not currently serving in an HCAA school. The \$200 appeal fee will be used to reimburse committee members for their time and other incidental costs.
2. The Appeal Review Committee will establish procedures for the hearing of the participating school's appeal and render a decision in writing or electronically within 30 days.
3. The Appeal Review Committee may sustain, revoke, modify or amend the decision of the Executive Council.
4. Decisions by the Appeal Review Committee are final and binding

D. Dues:

- a. Annual Membership fees are \$150.00. Other fees shall consist of team and some individual tournament fees based on each sport. Any significant increase in existing tournament fees must be voted on by the Association's Executive Council by a 2/3 majority vote. Requests for increased tournament fees must be submitted to the HCAA spokesperson.
- b. Schools that fail to participate in the playoff system in the sport in which rosters were submitted will be subject to a \$200 fine and suspension from HCAA State Playoff games for that particular sport during the following year. The officers or the investigating committee of the Association will take extenuating circumstances into consideration.

E. Meetings:

- a. A meeting of participating schools shall be held in September annually. Member schools will also be required to participate in email correspondence in January and March.
- b. Attendance:
 - i. The active participation of each school is vital to the success of the Association.
 - ii. The Association urges each school's coaches and a representative of the athletic department to attend the September meeting.
- c. Special meetings may be called by the spokesman when necessary by notifying participating schools.
- d. Each participating school will have one vote on each issue presented at the organizational meetings.
- e. A member school will be assessed a \$100 fine for missing the Fall organizational meeting and will not be allowed to participate in the state play-offs until the fine is paid.
 - i. If the fall organizational meeting is missed again in the following year, a \$250 fine will be assessed and the member school will not be allowed to participate in the state play-offs until the fine is paid.
 - ii. If a member school misses the Fall organizational meeting for a third time, the school will be suspended from all state play-offs and must reapply for membership to the HCAA.

F. Coordinators:

- a. Coordinators will be appointed by the Spokesman, unless multiple member representatives request to host an event, at which time it will be decided on by a majority vote by the Association's Executive Council.

G. Classification: The purpose of the HCAA is to provide Christian competition and the opportunity for state playoffs, state championships, and athletic recognition.

- a. Each school division will be determined by 9th through 12th grade enrollment or 7th and 8th enrollment after all contracts for participation are submitted.
- b. The Association reserves the right to instigate or suspend division play.
- c. Classification and tournament format will be determined annually based on enrollment and the number of participating member schools.
- d. Any school petitioning to play in a higher classification must submit a formal request to the Spokesman from the school administration by the due date of the contract for that particular sport. Both the girls and boys teams from the school will have to play in the higher classification for the petition to be valid.

H. Sanctioned Sports:

- a. A sanctioned sport is one that is officially recognized by the Association with a post-season tournament championship.

- b. The sport is a sanctioned sport when a majority of the schools vote to make it a sanctioned sport.
- c. The HCAA is recognized as a member of the National Federation of High School Associations (NFHS) and will abide by NFHS rules **unless specifically stated differently in the HCAA By-Laws.**
- d. The following sports are currently sanctioned by the HCAA:
 - i. Girls' Sports: Boys are not allowed to play in girls' sports.
 - 1. Volleyball
 - 2. Basketball (five on five)
 - 3. Golf
 - 4. Tennis
 - 5. Track
 - 6. Soccer
 - 7. Softball
 - 8. Cheerleading
 - 9. Cross Country
 - ii. Boys' Sports: Girls are not allowed to play in boys' sports.
 - 1. Football
 - 2. Basketball
 - 3. Golf
 - 4. Tennis
 - 5. Track
 - 6. Baseball
 - 7. Soccer
 - 8. Cheerleading
 - 9. Cross Country

I. Amendments:

- a. Any proposed changes/additions to the Association by-laws as outlined in the Association Handbook must be presented to the Association's Executive Council in writing or by email a minimum of two weeks prior to the annual spring meeting/email.
- b. By-law changes/additions require a two-thirds vote of the Executive Council to be adopted.

J. HCAA Governance:

- a. The HCAA is an affiliated member of the National Federation of State High School Associations (NFHS)
- b. The HCAA adheres to the policies and procedures put in place by the NFHS.

K. Scope of HCAA By-laws:

- a. The HCAA's policies and procedures, presented in the HCAA Handbook apply to all competitions that involve HCAA member schools during regular season activity and postseason activity.

Section 3: Student Participation

A. Eligibility

- a. Any student who reaches his or her 19th birthday before September 1 shall be ineligible for high school sports. Any student who reaches his or her 15th birthday before September 1 shall be ineligible for junior high sports.
- b. Any student who participates in varsity competition must be academically eligible as determined by their school's policies.
- c. A student has 4 consecutive years of eligibility beginning with the 9th grade year unless given an eligibility exemption during a summer meeting before the athlete's senior year.
- d. A student is considered not eligible if he or she is in school, public or private, if the student is not academically eligible.
- e. No pupil shall be eligible to represent his school until there is a file with his school and a physical examination.
- f. A student, who is disqualified during a game because of flagrant or unsportsmanlike conduct, shall be disqualified for play in the next game.
 - i. A letter in writing by both coaches shall be sent to the Executive Council office
 - ii. If playing a non-Association school, the coach shall submit a letter, and the Association will contact the other school.
 - iii. The decision concerning disciplinary action will be made by the Executive Council.
 - iv. A coach, who is disqualified during a playoff game, will be suspended for that team's next playoff game.
 - v. If the disqualification occurs in the last playoff game of the season, the coach must set out the first game of the playoffs in the following year.
- g. Eligibility exemption can only be received at the request of an HCAA participating school. Participation of parents or students must come through the participant school administration.
 - i. Eligibility will be reviewed and determined by a 2/3 vote of Executive Council.
 - ii. Must be submitted by at least 1 week prior to the summer meeting for 9th through 12th grade students.
 - iii. A January meeting is available for Jr. High Class B and C status schools for basketball players' participation in March playoffs, based on need of participants.
 - iv. Schools must provide:
 1. Written explanation for request.
 2. Complete student transcript.
- h. Junior High classification for State Playoffs:
 - i. Must not exceed the 8th grade.
 - ii. Age 14 and under.
- i. CO-OPing is an allowed practice within select sanctioned sports in the HCAA (mentioned below). The use of CO-OP players is allowed during both the regular season and postseason.
 - i. There is no issue with football as long as the number of participants from one member school does not surpass 20 student-athletes. At that point, each school must separate and form its own team. **No co-oping is allowed in golf, basketball, or volleyball.** In

soccer, baseball, and softball a 1.5 ratio multiplied by the number of required participants to field a team. This results in 14 for baseball and softball and 17 in men's and women's soccer. If one school has these numbers of players or more on a CO-OP team, they must separate and form their own team.

1. Track Scoring System: CO-OP Scoring

- a. All individual event points went to the school where that athlete attends. The co-oping was only for relay events. For those events the points were split by percentages based on the number of kids from each school in that particular relay.
 - b. For example: If Immanuel had 2 runners, Mingo Valley 1 runner, and Regent 1 runner in the 1600 relay, then Immanuel would get 50% of the points earned in that relay, Mingo Valley would get 25%, and Regent would get 25%. If first place is worth 16 points, then Immanuel would get 8 points and Mingo Valley and Regent would get 4 points each.
- j. Schools that want to start a football program may make a proposal that will be voted upon by the Executive Council with the following requirements:
- i. There will be a cap of 20 players.
 - ii. If a school has over 20 players, they must break off and form their own school team.
 - iii. Each team participating must provide a team and school roster.
 - iv. This is an open participation policy.
 - v. No team cuts are allowed.
- k. Roster Addition Deadlines:
- i. Football – October 1st
 - ii. Volleyball – Sept. 9th
 - iii. Basketball – Jan. 9th
 - iv. Spring Sports – March 9th

B. Transfers between Christian Schools:

- a. Any athlete may participate in the sports program of another school, provided he or his parents relocate and/or leave the school under "good grace" that is, not under penalty for discipline, academic or financial reasons.
- b. An athlete who has been dismissed from school for disciplinary, academic or financial reasons may not participate in the same sport for the duration of the season at another HCAA school.
 - i. The student may participate in other sports, but not the one sport in which he was participating when he was asked to leave by the original school.
 - ii. He may participate in the sport the following season.
- c. Contact the Association office in writing within 14 days if an athlete is dismissed, or leaves voluntarily.
- d. All incoming transfer students from other HCAA schools must have their status checked by the Executive Council.
- e. The penalty for playing an ineligible transfer student is forfeiture of all HCAA games in which the player participated.

- f. The transferring academically ineligible student-athlete from another school (private or public) will not be able to participate in athletic competition of that sport until a 3-week grade check. At this time eligibility will be determined by that individual school eligibility.

C. Recruiting Standards:

- a. Recruiting by an HCAA member school from other HCAA member schools is strictly prohibited.
 - i. Penalty for schools found to be guilty may range up to and including revocation of membership in the HCAA by the Executive Council.
 - ii. The HCAA requires that all school employees, administrators, and board members comply with rules regarding the recruitment of student-athletes from other HCAA member schools.
- b. You are considered to be recruiting if/when you:
 - i. Make initial contact with a student-athlete currently attending another HCAA school with the intent to entice or convince them to leave their current school.
 - ii. Make phone calls or social media inquiries about a student-athletes' interest or availability to transfer to your school prior to attending your school.
 - iii. Initiate meetings either on campus or off campus for the purpose of enticing a student-athlete to transfer from their current HCAA school.
 - iv. Provide any type of material enticement (meals, travel, funds, etc.) with the goal of the student-athlete transferring from their HCAA school.
 - v. Provide or offer any financial aid or incentive that is not available to any other enrollee who would be ineligible when applying.
 - vi. At the direction of any school employee, administrator, or board member, compel a current student to commit usurp any of the above restrictions for the purpose of enticing a student-athlete to transfer from their current HCAA school.
 - vii. Any school employee, administrator, or board member provides any benefit (not listed herein, but ruled to be a benefit) to a student-athlete with intent to entice them to transfer from their HCAA school.
- c. HCAA member school employees, staff, administrators, and board members must avoid making initial contact with students attending HCAA schools in order to entice them to transfer. If a violation of this rule is discovered, it must be reported to the Executive Council, who will then take appropriate measures to investigate the claim. If the claim is found to be valid, appropriate penalties will be assessed up to those previously listed.
 - i. Levels of Reporting
 - 1. Self-Report Violation – found by one's own school.
 - 2. Allegation of Wrongdoing – may be made by one school against another.
 - ii. If a school finds that it has unknowingly violated the initial contact rule, it may along with the Self-Report, put in place its own penalties against:
 - 1. The guilty party
 - 2. The school
 - 3. Both
 - iii. The Executive Council, at its own discretion, may choose to accept these penalties as sufficient or administer additional penalties as it sees fit.

- d. Exception to Initial Contact Rule:
 - i. IF an HCAA member school has publicly announced, that it will cease operations the next year, a school may make one contact with a student-athlete or their family in order to gauge interest in a transfer to their school.
 - 1. Contact must be made by head coach, principal, or athletic director.
 - 2. It is limited to one acknowledged contact (phone call, email, text message, or through social media).
 - 3. Further contact with prospective student must be initiated by prospective family.
 - ii. Public Announcement: Must be made through the school website, newspaper, school's official social media outlet, or by announcement from the HCAA Executive Council who will have been in communication with the school itself.
 - 1. Social media rumors and rumblings, no matter the level of truth, do not institute official announcement.
- e. Inter-Organizational Transfers:
 - i. It is our goal and desire that all students find fulfillment and joy in their experience at an HCAA member school. Realizing that for various reasons, students do occasionally need to transfer, the HCAA requests that you use these protocols to help insure member schools are able to maintain healthy, secure relationships with one another.
 - 1. If a student-athlete from another HCAA member school makes contact with your school regarding transfer to your HCAA school, it is prudent that you:
 - a. Document date, time, and with whom contact was made (from both sides).
 - b. Document dates of interviews and applications.
 - c. Discuss with prospective student your desire for them to inform the school they are transferring from of their decision once one is made.
 - d. Inform the student and family, that should they choose not to report to the other school; you reserve the right to do so if you feel necessary.
 - e. Inform the HCAA Executive Council or Director.
- f. Transfers:
 - i. The HCAA does not have a "sit out" policy regarding the transfer of students between school years.
 - ii. Transfers are eligible for participation in current year if they have not been dismissed from current school for discipline, academic, or financial reasons.
 - iii. Students who leave due to relocation or parental school choice are immediately eligible to compete in future sports assuming they have left under good academic and financial graces.
 - iv. A student who has left one member school with an outstanding balance in order to become eligible must either:
 - 1. Pay off balance owed to initial school.
 - 2. Have parents/guardians sign a payment arrangement between them and the owed school.

- v. The release of a student's academic records from one school to another will be seen as a release of rights and a grant of good graces.
- vi. Student-athletes who have completed for one school in sanctioned regular season games, will not be eligible to compete for a different HCAA school in varsity level competition in that sport for the remainder of the year. They are eligible to compete in the next calendar sport they are regularly eligible for.
 - 1. Example: Student A plays three varsity volleyball matches at School 1 and then transfers to School 2. She may not participate in varsity volleyball for the remainder of that season, but is immediately eligible for varsity basketball assuming all other eligibility criteria are met.
- vii. In year student transfers who are receiving financial aid are not immediately eligible for competition unless they repay aid applied to their account from first day of school until day of withdrawal.
 - 1. Any student who does not repay this will be ineligible for nine weeks of competition from withdrawal date from former school.
- viii. Financial Aid is an aid program administered by either the administration or board of a school and in which specific financial circumstances are taken into account. This aid must be voted on and approved at either administration or board level and must be documented specifically at the time of award. A notice of financial aid must be given to the new HCAA school upon enrollment and release of records from one school to another. Any claim of aid not accompanied by documentation of time of award and amount will be dismissed. Financial Aid is not a broad discount available to a broad class with generic criteria (Pastor's discount, multiple child discount, home church discount etc.) Only needs based financial aid meets these criteria. HCAA member schools must NOT use financial aid awards or increases as enticement for transfers.
- g. Probationary Students
 - i. Any school that admits a student who has been dismissed or on probation (discipline, academic, or financial) from another member school must not play that student athlete in sanctioned competition until they have been cleared by the HCAA. This allows the HCAA to communicate concerns with both schools and resolve the issue. If a student is leaving for any of these reasons a school must include that notice of discipline/probation to the school that is accepting the transfer and the receiving party must notify the HCAA for a status check in a reasonable time.

Section 4: General Rules

A. Officials, Scorers, and Timekeepers

- a. Each home team is responsible for furnishing competent officials, scorers, and timekeepers.
- b. Officials must be experienced and registered with the particular State Association of Officials.
- c. The same officials should not be used for all home games.

B. Contracts

- a. All member schools are recommended to arrange games by contract
- b. In case of a forfeit the team responsible for the forfeit shall send the other team the cost agreed upon in the contract.
 - i. A game is considered to be a forfeit when the two teams cannot come to a mutual agreement concerning cancellation.
 - ii. A game is considered a cancellation when both teams come to a mutual agreement about the termination of the game.
- c. There must be a written contract in order to enforce the rules of forfeiture.
- d. A team who repeatedly violates its contracts will be placed on one-year probation. This will be followed by expulsion for the Association if there is no improvement.

C. Co-ed Participation

- a. No girls shall be allowed to participate on boys sports teams.
- b. No boys shall be allowed to participate on girls sports teams.

Section 5: Boys Sports

A. Football

- a. NFHS rules shall apply in all games.
- b. All Football schools are required to participate in the league schedule in order to be eligible for the playoffs beginning in 2020.
- c. Quarters will be 12 minutes in length with a 15-minute half time period.
- d. Overtime
 - i. In the event of a tie at the end of regulation, each team will be allowed four downs to score from the 10-yard line.
 - ii. This procedure will continue until a winner is produced.

B. Basketball

- a. NFHS rules shall apply in all games.
- b. Quarters will be 8 minutes in length for all varsity-level games.
- c. High school regulation-size courts must be used, as well as regulation score clock, containing time, score, and period.

C. Baseball

- a. NFHS rules shall apply in all games.

D. Soccer

- a. NFHS rules shall apply in all games.

E. Golf

- a. NFHS rules shall apply in all matches.

F. Tennis

- a. NFHS rules shall apply in all matches.

G. Track and Cross Country

- a. NFHS rules shall apply in all meets.

Section 6: Girls Sports

- A. Volleyball
 - a. NFHS rules shall apply in all matches.
 - b. The HCAA championship tournament shall be held in October each year.
- B. Basketball (five-on-five)
 - a. NFHS rules shall apply in all games.
 - b. Quarters will be 8 minutes in length for varsity-level games.
 - c. High school regulation-size courts must be used, as well as regulation score clock, containing time, score, and period.
- C. Softball
 - a. NFHS rules shall apply in all games.
- D. Soccer
 - a. NFHS rules shall apply in all games.
- E. Golf
 - a. NFHS rules shall apply in all matches.
- F. Tennis
 - a. NFHS rules shall apply in all matches.
- G. Track and Cross Country
 - a. NFHS rules shall apply in all meets.

Section 7: Tournaments and All-State Honors

- A. Tournaments Guidelines
 - a. Whenever possible, the class 3A tournament finals will be held at a member school facility.
 - b. The host school should do everything possible to establish an atmosphere of cooperation among participating schools.
 - i. This spirit of cooperation should reflect the goals and objectives of the HCAA.
 - ii. The host school should not conduct any contest in any way to give the impression of a home court or home field advantage.
 - iii. All hosts and coordinators will submit an official HCAA Event Report Sheet within one month of their event. Host coordinators not submitting the HCAA Event Report Sheet by the one-month deadline may not be allowed to host or coordinate any event the following year.
 - iv. Profits made from any HCAA event will be split with the first \$1000 in profit going to the host school. Any profit beyond the \$1000 will be split in half between the host school and the HCAA.
 - v. A total of 10 event passes will be given to each member school for their distribution to whomever they choose for a particular year.
- B. All-State Honors
 - a. Selection Criteria includes
 - i. Christian character
 - ii. Christian attitude

- iii. Academic performance
 - iv. Athletic performance
 - v. Coach-ability
- b. Selection Procedure
 - i. Any 9th-12th grade student-athlete is eligible.
 - ii. Each coach should prepare nominations including all pertinent information.
 - iii. Each sports All-State selection will be voted on by participating schools of that sport.
 - iv. All-State athletes will be chosen from each and any division or class.
 - v. A provision for added All-State selections may be obtained through the HCAA Executive Council.
 - vi. Student-athletes must be enrolled in and attending the school in which they were attending at the time they were selected for the All-State position in order to participate in the All-State game.
- c. Volleyball
 - i. 10 players from Class A, 10 from Class 2A, and 16 from Class 3A will be selected for participation for each All-State Team.
- d. Football (Total of 2 full teams)
 - i. 4 down-linemen
 - ii. 3 linebackers
 - iii. 3 defensive backs
 - iv. Offense (by position)
- e. Basketball
 - i. 10 All-State players from each class and 5 honorable mentioned players from each class will be selected.
- f. Golf
 - i. 6 All-State players will be selected.
- g. Tennis
 - i. 12 All-State players will be selected. (Total of 12 boys and 12 girls)
- h. Baseball and Softball
 - i. 2 All-State players per position with 4 All-State players for the pitcher position will be selected. (Total of 20)
- i. Soccer
 - i. 2 All-State players per position will be selected. (Total of 22)
- j. Cheerleading
 - i. 12 All-State participants will be selected.
- k. In case of a tie in voting, both student-athletes will be selected.

Section 8: HCAA Guidelines of Home-School Students

- A. The provision for home-school eligibility serves two purposes:

- a. To allow a student, who is enrolled in an HCAA member school home-school program, eligibility to compete in the HCAA playoffs.
 - b. To discourage HCAA member schools from recruiting home-school students just to participate in athletics.
- B. The school and the student-athlete must meet the following requirements in order for the athlete to compete in the HCAA playoffs.
- a. HCAA member schools must have a home-school program that allows home-school students to graduate.
 - b. The home-school student must be enrolled in the school.
 - c. The HCAA member school must have school personnel that supervise their home-school program. That program must include:
 - i. Admission requirements
 - ii. Academic and athletic fees
 - iii. Supervisor to ensure academic standards are maintained
 - d. HCAA member schools must register their home-school program with the HCAA Executive Council. To do so, they must send a copy of the home-school application signed by the home-school coordinator and the high school principal.
 - e. Member schools must indicate on their rosters which athletes are home-school athletes.
 - f. A member school may not have more than 50% of their roster composed of Home-School / International Students.
 - g. The HCAA strongly discourages schools from recruiting home-school students just to participate in athletics. Doing this would violate the goals and philosophy of the HCAA.
 - h. The HCAA will allow a student to participate in a sport not offered at their home (enrolled) school. This participation can only be with a home-school or club organization. Participation cannot be with any school whether in the HCAA or not in the HCAA.
 - i. Home-school athletes must participate with the same school during one academic year. Home-school Accountability Forms must be sent to the HCAA president on October 1st and April 1st by any HCAA member school that has home-school athletes. This is to ensure compliance of HCAA home-school regulations.