

Procedure for Entering Teams into CSAL leagues

A. Team Commitment Form

- The CSAL League Director will email a team commitment form to the school's Athletic Director 3-4 weeks before the due date established by CSAL.
- The Athletic Director will discuss specifics with their principal, specifically checking the school's calendar for any conflicts.
- The Athletic Director will discuss availability with the coaches.
- The Athletic Director completes ALL information on the commitment form.
- The Athletic Director emails completed form to the CSAL League Director by 5:00 pm on the due date.

B. Districts Assigned

- The League Director assigns districts according to Team Commitment Form information
- The League Director emails team districts to the School Athletic Director within 72 hours
- A list of Athletic Directors by district is included in the email.

C. Scheduling Meeting

- Attendance is MANDATORY for the school's Athletic Director.
- Coaches are allowed to attend, but the Athletic Director must sign off on the schedule.
- Schedules will be made with other district teams' Athletic Director and FINALIZED on the scheduling form provided.
- Each game must designate the Playing Site
- Each game must designate the Home Team, whose Athletic Director is responsible for the specifics of the game.

Failure to attend the scheduling meeting: A schedule will be made by the League Director on your behalf using the information included on the Team Commitment Form.

Final Schedules –

- Each team's Athletic Director must turn in their completed final schedule to the League Director before leaving the scheduling meeting.
- The League Director will consolidate the final master schedule and email it to the Conference Athletic Directors within 48 hours of the meeting.
- The League Director will email the final master schedule to the Officials' Association for game coverage.

NOTE: The League Director will handle all correspondence with the Official's Association.

- It is strongly advised that games not be changed once the master schedule is published.

- Should a team request a game change:
Only the Athletic Director may request a game change.
The Athletic Director emails the request to the League Director using the Game Cancellation Request form
 - The League Director will consider the request and communicate with all involved.
 - The League Director will communicate the decision with all teams and the Officials' Association.

NOTE: Schools will be monitored for repeated game change requests. Excessive requests will be reported to the Athletic Director and Principal by the Co-Commissioner and handled on a case-by-case basis.

D. Team Rosters

Completed team rosters must be emailed to the League Director no later than noon on the date assigned.

E. Host Play-Off Sites

School site availability for play-offs is verified by the school's Athletic Director and emailed to the League Director no later than noon on the date assigned. This information must be listed on the Commitment Form.

Attempts are made to secure a neutral host site for the CSAL play-offs, but are not always possible due to limited host site availability.

F. Home Team Representative Responsibilities

- Be on site for all games
- Report any game situations to the League Director
- Text League Director of game cancellation at least 2 hours prior to scheduled game time.
The Athletic Director contacts all team involved.
The League Director will notify the umpire association.
- Report game results via text to the League Director within 24 hours

All Conferences must report their participating teams to the CSAL Co-Commissioner within one week of their league's beginning date. Their qualifying teams for play-offs must report to the Co-Commissioner before the play-off bracket is published.

NOTE: One of the 2 CSAL Co-Commissioners will be appointed as the League Director for each sport.