



**Texas Christian Athletic Fellowship
By-Laws**

Texas Christian Athletic Fellowship

By-Laws

(Adopted June 1984)

Revised August 2023

Section 1 Purpose

The primary purpose of TCAF is to develop Christ-like character through quality athletic programs, with attention given to fellowship, respect for opponents, playing heartily as unto the Lord, and Christian fun.

Section 2 Conduct

Participation will be conducted to emphasize the learning of athletic skills and sportsmanship, providing for the development of Christian character, self-respect, social grace, physical dexterity, and personal discipline, on and off the playing field, while fostering the concepts of teamwork, fair play, and promoting the ideals of God and Community.

Section 3 Objectives

The specific objectives of the TCAF are to provide an organization to (1) formulate rules and guidelines, (2) set schedules, and (3) attain the primary purpose of the TCAF.

Section 4 Membership

Section 4.1 Applicants

- (a.) Membership shall be for Christian, Private and Charter Schools accepted by the Board of Directors in the State of Texas.
- (b.) No applicant shall be permitted to join TCAF while said school is on probation or has been suspended from any other athletic league within two years prior to application.
- (c.) Prospective members shall submit a Letter of intent, TCAF Application and a non-refundable application fee to the Board of Directors. A school administrator must sign this application. Once accepted, new members will serve a one calendar year probationary term. If any school is deemed by the Board of Directors to not be a good fit for the League, said school may be asked to leave the League or asked to not return the following school year.

Section 4.2 Current Members

- (a.) Member Schools register by completing a TCAF Contract and Registration Forms. Current enrollment for 8th through 11th grades should be used for

registration. These forms must be received by February 1st to ensure proper District placement.

- (b.) Wherever member schools “in good standing” is mentioned, it is intended to reflect those member schools having all dues and fees paid and conducting themselves in a Christ like manner.
- (c.) Each member school should be present at all TCAF meetings, regardless of the agenda. Each member school has one and only one vote.
- (d.) Each school is required to have and to enforce academic eligibility requirements for its individual players.
- (e.) The Board of Directors reserves the right at any time to dismiss a member school from association with this league due to any conduct deemed contrary to our goals and ideals as set forth in its By-laws, Policies and Guidelines. Before dismissal, the school in question will have a private meeting with the Executive Council to personally address the charges. If the Executive Council feels that charges worthy of discipline may have occurred, the issue will be brought before the Board of Directors. The Board of Directors may place a school on probation, suspension or dismiss the school from the league.

Section 5 Member Relationship

- (a.) This Christian athletic fellowship is established to help member schools do together what they likely could not achieve well alone. However, the TCAF shall avoid requirements that may violate the internal aspects of operation of any member school.
- (b.) The autonomy of each school is recognized, accepted, and shall be respected by TCAF, its Board of Directors, officers, and the individual member schools.
- (c.) School size, location, facilities, or any other considerations shall not be a factor in providing any type of preferential treatment, allowance, or voice. Each school, except probationary members, shall function with full privilege membership in accordance with the established By-laws.

Section 6 Officers

The CSAF, Inc. Board of Directors will appoint the operational officers. These officers will consist of TCAF Director and all Commissioners. The TCAF Director will assign District Chairs as needed.

Section 7 Officer Duties

Section 7.01 Division Director

- (a.) The Director shall preside over all regular, called, and special meetings; and will call special meetings and/or elections when required by this document.
- (b.) He may establish committees and he shall be an ex-officio member of all committees.
- (c.) He will approve all financial bills prior to the disposition of said obligations.
- (d.) He will supervise the conduct of business and general affairs of the Fellowship.
- (e.) He shall render decisions deemed necessary and appropriate when circumstances do not permit the timely calling of a special meeting.

Section 7.02 Executive Council

- (a.) The Executive Council will be made up of the Division Director and Sport Commissioners.
- (b.) The Executive Council will review policies and send suggestions, as needed, to the Board of Directors for approval.
- (c.) The Executive Council will review school grievances when the Division Director deems necessary.

Section 7.03 Commissioners/District Chairs

- (a.) All Commissioners are members of the CSAF, Inc. Executive Council. Commissioners should make every effort to attend all Commissioner Meetings, Appeals and League Meetings.
- (b.) Commissioners are responsible for making sure all policies, rules and due dates are adhered to. Any request for exceptions should be immediately referred to the TCAF Director.

- (c.) Commissioners should help plan, attend, and run all State, Regional and District Championships. Commissioners should also help organize volunteers for their event.
- (d.) Locations for State, Regional and District Tournaments should be decided by the beginning of the school year for Fall Sports, by the first of December for Basketball and by the first of January for all Spring Sports.
- (e.) Arrange and attend all District Selection Meetings.
- (f.) Attend State Selection Meetings for their sport.
- (g.) Receive and keep on file Rosters from each participating school. All Rosters should be completed on the official TCAF Roster Form. Rosters should be checked for the following:
 1. Make sure grade, date of birth and date entered 9th grade are in line with level of play.
 2. Any Varsity or JV roster that lists 8th graders, check with JH Commissioner to ensure the players are following the “playing up” rule.
 3. Did students play at the participating school last year? If not, send information to the TCAF Director to ensure the transfer form has been received.
 4. Make sure Home School player percentage is within 30%
 5. Number of players on roster....if there seems to be an unusually larger number of players on roster, make sure the AD has send an “active” team roster.
- (h.) Receive and keep on file all Game Reports. Game Reports must be sent on the official TCAF Game Report form and filled out entirely. Game Reports should be received no later than noon of the second day after the game is played.
- (i.) Check Max Preps to make sure Rosters and Game Results have been posted.
- (j.) For accountability purposes, Commissioners/District Chairs need to send a copy of their school's roster to the TCAF Director.
- (k.) Inform the TCAF Director if any school is late on Rosters and after second infraction of being late on Game Reports and Max Preps.

- (l.) Send out standings once a week and copy the TCAF Director.

Section 8 Meetings

- (a.) The TCAF shall meet yearly with the time and place determined by the Division Director and the announcement shall be published no later than one month prior to the time of the meeting.
- (b.) The development of unusual circumstances, heavy business load, or emergencies may necessitate the calling of special or additional meetings by the Board of Directors by giving at least two days' notice to all member schools.
- (c.) The fine for not attending Mandatory Meetings is \$250.

Section 9 Fees

- (a.) Each member school shall pay to CSAF, Inc. the designated amount set by the League.
- (b.) All schools applying for membership will be assessed a non-refundable application fee.
- (c.) Registration for the next school year is due on February 1st.
- (d.) Annual Membership and Team Registration Fees are non-refundable.
- (e.) Member schools registering after the Registration Due Date will be assessed a late fine of \$100.
- (f.) Unless there is an emergency involved, there will be a \$250.00 fine assessed for not attending mandatory meetings.
- (g.) \$250 Fine for being placed on probation twice in one year.
- (h.) Any eligible school not attending a post season tournament will be fined \$500.
- (i.) All fines assessed by invoice are due within 30 days of invoice date. If fines are not received within 30 days, a \$25 late fee will be assessed.
- (j.) Disbursements shall be made with the approval of the Board of Directors. Deficit disbursements shall not be permitted.

Section 10 Committees

- (a) Committees shall be established by the Director or Board of Directors for specific functions and terms.
- (b) Committees shall not enter into financial agreements or obligations without the approval of the Board of Directors.