NEW MEMBER INFORMATION

ACEL ATHLETICS

REVISED 7.7.20

Welcome to the ACEL!

We at the ACEL are excited to welcome you to our growing family of Christian educators! I hope that this will be an enjoyable and exciting year for your athletes, coaches, and fans as they compete in the ACEL. Below you will find helpful reminders and tips for managing your season and for making your first year run as smoothly as possible. If you have any questions don't hesitate to email me at admin@theacel.com or your may call 337-366-1394.

Blessings,
Sandra Merrow
Executive Director, ACEL

THINGS TO DO NOW

GET FAMILIAR WITH OUR WEBSITE

Most everything you will need from rules, to score reporting, to payment options are available at theacel.com. Under the "Members" tab you will find contact information for every ACEL organization. Please make sure that your contact information is up-to-date and correct. Other ACEL teams need your correct contact information for each sport in order to confirm game times or to negotiate a schedule change. The address for your home games must also be included for each sport on your member's page. To update you member's page information, use the Information Update Form available on the website. Our members' section of the website is password protected. You may email me at admin@theacel.com for the current password.

DOWNLOAD ACEL ATHLETIC DATES

A list of athletic dates is available for download from the home page of the website. Please make particular note of these important dates:

Membership Renewal Deadline
Annual Membership Meeting Date (there is a $500 fine for nonattendance)
Commitment Deadlines for each sport

READ THE ACEL RULES

The standing rules for the ACEL are available for download under the Rules tab of the website at theacel.com. Please make sure to review these rules and to ask any questions that you may have before the season begins. An athletic plan for each sport will also be available on the website under the "Athletics" tab shortly after the schedule is released for each sport explaining the overall plan and other important information for that season.

PURCHASE A COPY OF THE NFHS RULE BOOK

The ACEL adopts the National Federation of State High School Association rule book for all sports: football, volleyball, soccer, basketball, baseball, softball, and track & field unless specifically addressed in the ACEL Standing Rules or in the athletic plan.

COMPLETE THE MEMBERSHIP RENEWAL FORM

The Membership Renewal Form is an online form required yearly for each ACEL member organization. The membership renewal form and the yearly membership dues of $300 are due by the date on listed on the website (usually in May of each year.) Membership dues may be paid online by using the payment tab or you may mail a check to: The ACEL, PO Box 8731, Shreveport, LA. 71148.

ATHLETIC COMMITMENT FORM

To get your team added to the ACEL schedule, you must complete the online commitment form and submit payment for each JV and/or varsity team. Payment may be made online or by check but must be received by the ACEL on or before the commitment deadline. Season schedules will be released 1-2 weeks after the commitment deadline.

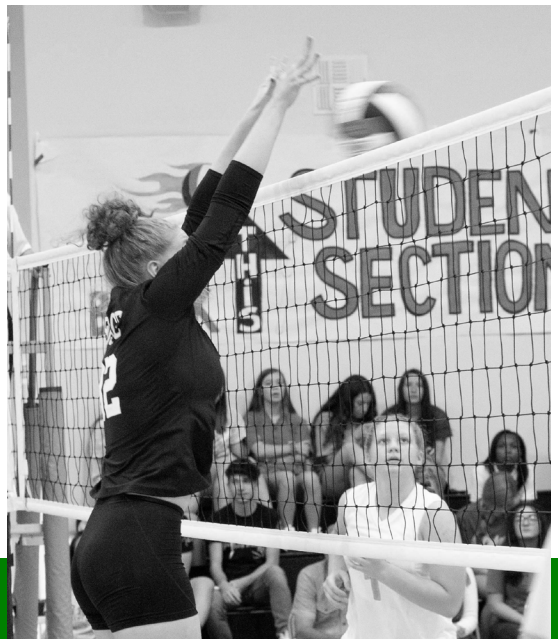
Volleyball and basketball commitments also require that you submit a gym diagram (downloadable from the website) for your home facility. You must submit a gym diagram for all facilities in which you host ACEL games.

ATTEND THE ANNUAL MEMBERSHIP MEETING

The ACEL annual membership meeting is usually held the first Saturday of August at Louisiana College in Pineville. The registered administrator and/or athletic director for each ACEL organization must attend the membership meeting. There is a $500 fine for not attending the membership meeting.

SET-UP YOUR MAXPREPS ACCOUNT

To be eligible for post season awards, the ACEL requires that player stats be uploaded to MaxPreps for all ACEL games. Even though your players are not eligible during your probationary year, it is a good idea to go ahead and start using MaxPreps now. There is a learning curve to using the MaxPreps website and its supported stat tracking software. To get started, go to MaxPreps.com and follow the instructions to set up a new account. Learn MaxPreps this year so that your players will not be negatively impacted next year.



START YOUR SEASON RIGHT

GAME SCHEDULES

Official games are scheduled by the ACEL and must be completed by the final day of the season as listed on the athletic dates for that year. Organizations are free to reschedule games as necessary provided that both home and away teams agree to the change. Schedule changes must be report to the ACEL by BOTH the home and away team via the schedule change form located on the website as soon as the new date is negotiated. Games may not be scheduled on Sunday in the ACEL. (See ACEL Rule 8 for start time regulations.)

MANAGING TRAVEL

Travel is a reality in the ACEL. Currently, the ACEL districts according to number and types of teams NOT by geography. In as much as possible, we schedule games against closer opponents early in the week and games against opponents further away on Fridays. To help mediate travel, many of our teams reschedule games in a particular area so as to allow them to play one school on Friday night, stay overnight and then play another nearby school (or two) on Saturday. We are all in the same situation and all our ACEL organizations are very accommodating when it comes to helping each other manage our travel.

PREPARE YOUR FANS FOR THE ACEL SEASON

The easiest way to avoid issues is to make sure your athletes and families know what to expect before the season begins. Parents most often have questions about the following:

Travel. Please make sure that parents have a realistic understanding of the travel necessary in the ACEL and your team's plan for mediating the burden.

ACEL Rule 2.2. Please make certain that both athletes and parents know and understand that your team will not be eligible for post-season participation nor your players for All-District/ All-State recognition during the one-year assessment period.

The ACEL Facebook Page. Encourage families to like our Facebook page at ACEL Athletics. Our Facebook Page is for all our membership to post positive comments and share game photos.

Communication with the ACEL. Please let parents know that any problems, issues, or concerns that they may have with the ACEL should be directed to your organization's administrator or athletic director.

ACEL Powerpoints. Please make parents aware that our ACEL powerpoint system is NOT dependent on point differentials. Our power point system is a sum of your team's winning percentage and your opponents winning percentage.

HOME TEAM RESPONSIBILITIES

FACILITIES

It is the responsibility of the host organization to secure facilities at their expense adequate to high school level competition. (ACEL athletic plans list current minimum facility requirements for each sport and can be found under the Athletics tab of the website, theacel.com.)

EQUIPMENT

Required

- Game ball(s)
- All other equipment necessary per sport for game play
- First Aid Kit
- Ice
- Restroom(s)
- Player benches or chairs
- Seating for fans
- Water available for visiting team

Recommended

- Locker room/dressing area for home and away teams

OFFICIALS

The home team is responsible for furnishing two patched officials assigned by the official LHSAA/AOA/MIAS assignment secretary for the local LHSAA/AOA/MIAS area of the home team for each regular season game. All officials must be current LHSAA/AOA/MIAS members patched in the sport they are calling. Search online for LHSAA assignment secretaries for lists and contact information for LHSAA assignment secretaries by area. Assignment secretaries charge a fee for their service per season. You will pay your assigned officials at the time of service.

SCORE KEEPER, CLOCK OPERATOR

The home team keeps the official scorebook for the game. ACEL Rule 12.1 requires that score keepers and clock operators be an adult, at least 18 years old, and not a current student of the organization. Also, please train your scorekeepers and clock operators in their duties prior to the start of the season. Both the home team and the away team must report scores to the ACEL by noon the following day (Rule 6.1).

PRAYER

It is the home team's responsibility to make sure that group prayer occurs either prior to or immediately following ACEL games.

ADMINISTRATOR ON DUTY

An administrator, athletic director or their representative must be at attendance with each team at all home and away games. It is encouraged that this person be someone other than the coach as the coach is not able to handle situations that may arise during game time. Administrators, athletic directors (or their representatives) are required to seek out and introduce themselves to the opposing team's representative upon arrival.

CONCESSIONS AND ADMISSION FEES

You may sale concessions and collect admission fees for ACEL games to help offset the cost of these events.

BIRTH CERTIFICATES & GRADE REPORTS

Birth certificates and grade reports must be uploaded to the student athlete database located on the website by the date indicated for that sport under the athletics tab of the website. You should receive login and password information for the database via email to your administrator and athletic director at least 1 week prior to the deadline. The first grade report submitted for football and volleyball are grades from the 4th quarter of the previous academic year. The second grade report will be for the 1st quarter of the current year.

ROSTERS

Rosters are due by the date indicated for that sport under the athletics tab of the website. Players may be added to the roster until the final roster due date. Email rosters and roster updates to admin@theacel.com. Please make sure to indicate changes if you are updating your roster. Please allow 24hrs. for rosters to be uploaded to the website. Players are NOT eligible for game play until they are listed on the roster and that roster is uploaded to the website.

PHYSICALS

Physicals are required for ACEL participation. Please download the ACEL Medical Evaluation form from the website. Make sure that parents fill-out and sign part III of the form. The physical form is not valid unless signed by both a qualified medical professional and the parent. The ACEL does not collect physicals. Physicals must be kept on file and be made available upon request at all ACEL sanctioned events.

SAFEGUARD ATHLETE ELIGIBILITY