Procedure to fill out the Countable Athletically-Related Activities (CARA) Form

1. Select your sport and the month at the top of the page from the drop down menus.

2. Ensure the days of the week correspond with the correct dates.

3. List the hours in the correct columns (If done electronically, do not worry about daily total, it will keep track of everything you type in)

4. Type your name at the bottom. (For the purpose of this form, submitting this by email will count as a signature.)

5. When all the data has been entered, and you have typed your name at the bottom, click the red Submit by Email button at the top of the page.

6. Include a roster in the body of the email or as an attachment

   *Note that any individual circumstances such as athletes not competing or different practice times for injured athletes need to be mentioned in the body of the email you send."

ALL CARA FORMS MUST BE TURNED IN TO THE COMPLIANCE OFFICE NO LATER THAN THE 10TH OF EACH MONTH!