



**Alignment Year**  
**PRE SEASON MEETING AGENDA**  
**SPORT**  
**Date @ time @ Location**

**AGENDA**

1. Attendance and welcome - introduction of any guests
  
2. Update coach's roster - including emails and cell phone numbers.
  
3. Review MAC Rules and Regulations that apply to your sport
  
4. Review location of MAC Tournaments  
If applicable, distribute medals and plaques to tournament hosts  
If necessary, make sure officials are hired for these events.
  
5. Importance of Sportsmanship at MAC athletic events AND Sportsmanship Month announcements during October and February.
  
6. Review the procedure to follow for MAC Sportsmanship Award Nominations AND when they are due to their Athletic Director.
  
7. Distribute the "Preliminary Alignment" with ONE year win/loss record IN THEIR DIVISION. Express the importance of getting final records for this year in as quickly as possible to the MAC website and/or Sport Chairperson so that an updated "Preliminary Alignment" can be generated AT LEAST seven days before the Post Season Meeting.
  
8. Review the Appeals Process Flow Chart, and the Coaches Recommendation Process ( See Coaches Recommendation Alignment Instructions) that will take place at the Post Season Meeting.  
Announce the Date, time and place of the Post Season meeting.
  
9. Comments and issues brought forth for "the good of the order"



**Alignment Year**  
**POST SEASON MEETING AGENDA**  
**SPORT**  
**Date @ time @ Location**

**AGENDA**

**Remember to bring Championship plaques and medals to the meeting if not distributed at the Pre- Season meeting.**

1. Welcome, introductions, congratulations to championship teams and thanks to schools that have hosted MAC Tournament events.
  
2. Record All Conference recipients, MVP and Coach of the Year winners by Division on the END OF THE SEASON form.  
Remind coaches that MAC Sportsmanship and All Conference certificates are available at [www.macad.misd.net](http://www.macad.misd.net) in the Forms & Documents section.
  
3. Review the Rules and Regulations for the sport and accept recommendations for changes.  
Record the result of the coaches' vote on the recommendations presented.
  
4. Comments and issues brought forth for "the good of the order"
  
5. Distribute COACHES RECOMMENDATION FORM that has the schools ranked by division with TWO YEAR win/loss record and notations for those schools who intend to file an appeal.

Read aloud the instructions for the "Coaches Recommendation Alignment Instructions"

- 10 minute general discussion by coaches. Any coach can speak to the group, coaches intending to file an appeal are encouraged but not required to speak about their program.
- A Coach from each school must complete the form being sure to select ONE OF THE THREE CHOICES FOR EACH SCHOOL ON THE FORM.
- One Coaches Recommendation Form from each school must be completed and submitted to the Sport Chairperson at the meeting.