

MACOMB AREA CONFERENCE

Athletic Commission By-Laws

Article I. GENERAL PHILOSOPHY ON ATHLETICS

The members of the Macomb Area Conference recognize interscholastic athletics as being an integral part of those total education experiences that are made available to the youth in our schools. Therefore, the conference supports only those activities and schedules that are educationally and physically sound for student participation, and subscribes to the following:

- A. We believe that the Board of Education, having legal authority, should delegate full and complete responsibility for the athletic program to the Superintendent of Schools, and he/she, in turn, should delegate such authority as his/her local situation may require. The principal may delegate further authority to the athletic director or other faculty member.
- B. We believe that all schools should maintain an overall athletic policy that is consistent with the codes for the administration of athletics found in the handbook of the Michigan High School Association.
- C. We believe that those having responsible positions in connection with the school's athletic program should be protected from undue community influences to the extent that classroom teachers enjoy protection.
- D. We believe that good citizenship and sportsmanship are chief aims of the athletic program. Therefore, the school administration will endeavor to acquaint students and school patrons with these desirable objectives.
- E. We believe that a goal of the Macomb Area Conference is fair and equitable competition for all while addressing the needs of each member school.

Article II. CONFERENCE AND DIVISION NAMES

- A. The name of this organization, as stated in the constitution, is the Macomb Area Conference.
- B. The athletic directors will determine the number of schools assigned to each division and division's name/title for each sport.

Article III. CONFERENCE COLORS

- A. The official colors of the conference will be red, white, blue, gold, silver, bronze, green, black and brown.

Article IV. ATHLETIC COMMISSION

- A. The Athletic Commission will consist of the athletic directors of all member schools.
- B. Voting by the Athletic Commission on all motions or appeals is limited to one vote per member school and by those Athletic Directors present at the meeting provided a quorum is present. Proxy votes are allowed but must be declared at the start of the meeting and notification of the proxy voter must be approved by the athletic commission president.
- C. An Athletic Director (or recognized proxy) may cast a YES or NO vote in all conference related matters which require a vote. The MAC does recognize ABSTENTIONS as a valid vote response. Athletic Directors of each conference school are encouraged to vote YES or NO in all voting situations. If abstention votes are cast, the final outcome (i.e. majority, 2/3 majority) will be determined based on the number of total YES and NO votes. Abstentions will result as votes not casted, lowering the maximum 36 possible votes used to determine the final outcome.

Article V. OFFICERS

- A. The officers of the Athletic Commission will include a president, vice-president, secretary and treasurer.
- B. The officers, in addition to the immediate past president, will be known as the Executive Board of the Athletic Commission.
- C. The Athletic Commission will elect a secretary at the regularly scheduled meeting in May of each year. Nomination for the position of secretary shall occur at a meeting of the Athletic Commission in March or April.
- D. The treasurer will be elected for a period of three years. At the conclusion of the treasurer's term, nomination for the position of treasurer shall occur prior to the May meeting of the Athletic Commission.
- E. If an officer is no longer an athletic director at a conference school, they are no longer eligible to hold office in the Athletic Commission.

Article VI. SUCCESSION OF OFFICERS

- A. At the conclusion of the last regularly scheduled meeting in each school year, the incumbent secretary will assume the position of the vice-president who, in turn, will assume the position of the president for the conference.
- B. When a vacancy occurs at the position of president, the vice president will assume the position of president.
- C. When a vacancy occurs at the position of vice-president, the secretary will assume the position of vice president.

D. When a vacancy occurs prior to the end of the term for the position of secretary treasurer, an election will be held at the earliest possible meeting of the athletic commission in order to fill the position.

E. When a vacancy occurs prior to the end of the term for position of past president, the most recent past president still that is within the Athletic Commission will fill the vacancy.

Article VII. OFFICER'S DUTIES

A. The president shall:

1. Schedule and preside over all meetings of the Athletic Commission
2. Attend and report at all meetings of the Executive Council
3. Appoint Ad Hoc committees as the need arises.
4. Be a standing member of the ethics, alignment, and football committees.
5. Upon conclusion of his or her term, become a member of the Past Presidents Committee as long as they remain an active school Athletic Director and the Executive Board for the next school year only.

B. The vice president shall:

1. Assume the duties of the president when the president is absent.
2. Assemble an accurate list of the Coaches of the Year from the previous school year, and secure awards for distribution at the annual MAC Banquet, in conjunction with Executive Director.
3. Be responsible for the tally of all roll call votes by the Athletic Commission.

C. The secretary shall:

1. Record and distribute minutes from the meetings of the Athletic Commission.
2. Send appropriate correspondence from the conference as needed.

D. The treasurer shall:

1. Be responsible for all conference funds, including collecting all conference tournament reports.
2. Deposit all funds in a bank or credit union account or internal account of a member school approved by the Athletic Commission
3. Provide a written financial report at each monthly meeting of the Athletic Commission.

E. The Executive Board shall:

1. Advise the President in resolving emergency situations when called upon by the President.

Article VIII. STANDING COMMITTEES

A. Committee Selection

Standing committees and chairpersons (with the exception of the Past Presidents' Committee) will be selected by the President and must be approved by a majority vote of the Athletic Commission. All MAC Athletic Directors are invited to attend any MAC committee meeting but only those Athletic Directors named on that committee will vote on any recommendations that are taken from the committee to the Athletic Commission.

B. Alignment Committee

1. The committee will consist of one representative each from the six divisions (according to school size by the MHSAA February Enrollment Count), three at-large members of the Athletic Commission, the current President of the Athletic Commission, and the committee chairperson.
2. The committee will develop alignments based on the recommendation of the coaches and the Athletic Director assigned to that sport in the following instances:
 - a. When a new sport is added to the conference by the Athletic Commission.
 - b. When the division sizes are revised by the Athletic Commission.
 - c. When a member school sponsors a sport that it has not previously sponsored.
 - d. When a member school ceases to sponsor a sport it had previously sponsored.
3. The committee will revise any recommendations for revision of the alignment process prior to consideration by the Athletic Commission.

C. Ethics Committee

1. The committee will consist of a chairperson, the president, and three at-large members.
2. The committee will receive and review written concerns regarding unethical behavior by member schools.
3. The committee will advise involved schools of possible solutions.

D. Sportsmanship Committee

1. The committee will consist of a chairperson and a minimum of 5 at large members.
2. The committee will develop procedures for the promotion of sportsmanship within the conference.
3. The committee will develop and implement procedures for sportsmanship awards and recognition.
4. The committee will report to the commission the results of seasonal sportsmanship awards.

E. Officials Committee

1. The committee will consist of a chairperson and a maximum of 5 at large members.
2. The committee will work with official assignors to recommend guidelines for the rate of pay for conference officials to the Athletic Commission.
3. The committee will publish official pay rates approved by the Athletic Commission.
4. The committee will be responsible for addressing all issues regarding officials in the conference.

F. Past President's Committee

1. The committee will consist of all previous Presidents of the Athletic Commission who are current members of the Athletic Commission.
2. The committee will review the MAC Constitution, MAC By-Laws, and Rules & Regs for each sport as directed by the Athletic Commission.
3. The committee will submit all recommendations to the Athletic Commission for approval.
4. The committee will be responsible for the development of long term goals for consideration by the Athletic Commission.
5. Review any items that come to the Athletic Commission, but don't have a clear committee to evaluate.

G. Technology Committee

1. The committee will consist of a chairperson and a minimum of 2 at large members.
2. The committee will be responsible for the development and maintenance of the MAC website and all conference matters involving the use of technology.

H. Social Committee

1. The committee will consist of a chairperson and a minimum of 2 at large members.
2. The committee will coordinate the social functions sponsored by the conference.

I. Auxiliary Sports Committee

1. The committee will consist of a chairperson and a minimum of 2 at large members.
2. The committee will evaluate, make recommendation, develop the Rules & Regs, and help in the planning, when the MAC is considering the addition of a new sport.

J. Specific Sport Committees

1. The committee will be established for each sports sponsored by the conference.
2. The committee will consist of a chairperson and a minimum of 2 at large members for all sports except football. The Football Committee will consist of the current president, a chairperson, one athletic director from each division based on the football alignment, and the AD assigned to creating the Master Football Schedule.
3. The committee will be responsible for pre-season and post season coaches' meetings and scheduling for that sport.
4. The committee will be responsible for recommendations regarding revisions to the Rules & Regs and regulations of the sport as needed.
5. The specific sport committee will submit conference schedules for approval by the Athletic Commission.
6. The Football Committee will assist member schools in filling open dates for football, schedule remaining cross-over contest with the goal to provide the most equitable competition possible and make inter-district and rivalry games a priority when determining cross-over schedules.
7. The committee will be responsible, in alignment years, for handling initial alignment appeals at the post season coaches' meeting.

Article IX. GAME APPEALS AND PROTESTS

- A. The Macomb Area Conference will not accept, review or act on any protest involving the misinterpretation and/or misapplication of a rule, and/or the misapplication of a penalty, by an official, in any athletic contest involving member schools.
- B. Coaches may appeal, as provided in the official MHSAA/NFHS rule book for their sport at the time the dispute arises. The official in charge will decide on the appeal according to the procedures outlined in the official rule book. The decision will be final, and the game or meet result at its conclusion will stand.
- C. In the sports where there is not an official in charge and no conclusion can be reached during the contest, the athletic directors of the involved schools will be notified no later than the next working day. If they cannot resolve the issue, it will be brought before the Athletic Commission.

Article X. RECOGNIZED CONFERENCE SPORTS

- A. All member schools which sponsor a sport that is recognized by the Macomb Area Conference must be aligned and fulfill league scheduling commitments unless that school/sport meets the exception noted in Section X, E & F. A list of such programs will be discussed and reviewed annually by the Athletic Commission at the August meeting.

B. At least six (6) schools must sponsor an MHSAA sanctioned varsity team in a sport before the sport can be recognized as a Macomb Area Conference activity. An established conference sport will cease to be recognized as a conference activity when less than six (6) member schools sponsor an MHSAA sanctioned team in that sport.

C. Member schools seeking the addition of a conference sport will submit such requests to the Auxiliary Sports Committee for the development of Rules & Regs for that sport.

D. Approval of the rules and regulation by the Athletic commission will constitute recognition of that sport by the conference. MAC Rules & Regs can be found on the Macomb Area Conference website (macad.misd.net) under Rules/Regs.

E. When a new sport is added to the MAC Conference, schools which have been previously participating in that sport in another conference may choose to maintain that previous conference affiliation.

F. In the event that a school which chose to maintain a previous conference affiliation finds that conference disbanded then the school in question will be required to participate as a MAC Conference team.

G. In the event that a school no longer has sufficient student-athlete participation numbers to offer their own individual school program for a sport and wish to seek a cooperative program with a school outside of the MAC, they must submit in writing the steps made in efforts to create a cooperative program within the MAC to the Past President's Committee, who will have the option to make recommendation to the Athletic Commission for league approval. In such situations that are approved, if the MAC school is the home school, MAC league participation is expected. If the non-MAC school is the home school, the cooperative program may or may not be expected to participate in the MAC schedule with approval of the MAC Athletic Commission for each situation.

Article XI. ADMINISTRATION OF ATHLETIC CONTESTS

A. Member schools are to provide adequate supervision for all home contests.

B. The MAC scheduling confirmation meetings will act as a master contract for all league scheduled events.

C. A team that does not compete in the conference dual meet schedule may not compete in the division meet in that sport, without the Approval of the Athletic Commission.

D. Recommended starting times for events will be determined by the athletic directors and listed in each sport's Rules & Regs.

E. The Macomb Area Conference recognizes that all schools support sub varsity teams in order to develop and maintain their varsity programs. Seniors are not allowed to participate on any Junior Varsity team unless a request for a waiver of this rule and the majority approval of a quorum of the member schools is achieved. The sports of Tennis and Bowling are the only allowable exceptions to this rule. It is the understanding of the Athletic Commission that each school athletic administrator monitors the use of seniors on their Junior Varsity teams keeping in mind the safety of the participating athletes as well as the spirit of fair and equitable competition.

F. Cancellations and/or postponements are to be made by the athletic director of the host school. When possible, the athletic director should notify the opponent school by one o'clock (1:00 PM on the day of the scheduled event), and should speak directly to the athletic director. If the athletic director is not available, the principal or coach should be contacted. Message should not be left with office personnel or student aides.

G. All make-up contests should be held prior to state district play with the exception of softball, baseball, soccer and track.

H. The Athletic Commission believes that all reasonable means should be exhausted in order to allow all teams to participate in scheduled division contests and tournaments. These guidelines will be followed when unforeseen circumstances, such as district directives and school policies, interfere with student/athlete participation in previously scheduled events:

1. When the affected schools cannot find an amicable solution, the contest issue is first taken to the Sport Committee Chairperson and, if still unresolved, to the MAC Athletic Commission Executive Board for direction.
2. In the event that a cancellation of a Divisional contest affects the determination of a Division Champion, the champion will be determined by calculating the winning percentage of the teams in the Division. The team with the highest winning percentage in that division will be declared the winner
3. In the event, an alternative date cannot be agreed upon for a Divisional Meet, the meet may be cancelled following the guidelines on the chart below.

Number of teams in the division	5	6	7	8	9
Maximum number of teams present for the event	3	4	5	5	6

I. If a team cannot play a scheduled conference contest because of financial or strike-related problems, that team will forfeit the contest to its opponent for the purpose of determining conference or divisional standings. If a school district policy forbids the playing or continuation of a contest, then the contest will be rescheduled.

J. Admission prices for the conference contests will be set by the local school district policy. Admission prices for all MAC league tournaments will be set by the Athletic Commission.

K. Eighty (80) non-transferable Macomb Area Conference passes are to be issued to each school for distribution to adults. Names should be printed on the front with the name of the issuing school. The athletic director's signature should also appear on the pass. "STAFF" may be printed on the pass.

L. Macomb Area Conference officials' pay rates will be established by the Athletic Commission, and reviewed bi-annually, publicly displayed on the MAC AD Website (macad.misd.net).

M. Macomb Area Conference pay rates for personnel hosting conference meets will be determined by the Athletic Commission, publicly displayed on the MAC AD Website (macad.misd.net).

Article XII. Conference Meetings

A. The conference athletic directors will meet monthly during the regular school year (August through June) with dates to be decided by the incoming president and approved by the Athletic Commission. Meeting dates for the next school year will be announced at the final meeting of the Athletic Commission. The site and time to be determined by the Athletic Commission president.

B. An annual Athletic Commission workshop will be held in mid-August. The site and the agenda will be determined by the incoming Executive Board.

C. Two-thirds (2/3) of the member schools must be present to constitute a quorum for the transaction of business.

D. All schools in the conference must declare their MHSAA mandated DEAD PERIOD at the January meeting.

E. Electronic Athletic Commission voting on issues that arise between regular scheduled meetings can be presided over by the current president. Any motion submitted must follow the Athletic Commission's meeting guidelines (motion and second). When votes are submitted via electronic means to the president or executive board designee, results must constitute a quorum of member schools for the results to be valid. Results must be added to the minutes of the previous Athletic Commission Meeting's minutes.

Article XIII. CONFERENCE DUES

A. The Athletic Commission, at its August meeting, will determine a schedule of dues and will recommend that amount to the Executive Council for the succeeding school year. The agreed upon dues will be payable to the Athletic Commission, and sent to the treasurer of the Athletic Commission.

Article XIV. DIVISION ALIGNMENTS

A. The number of divisions in each sport, and the schools in each division, will be brought to the Athletic Commission as recommended by the Alignment Committee for approval.

B. Appeals will be heard every two years on a schedule to be determined by the Athletic Commission. Appeals will be based on the "Previous Alignment".

C. When teams are added or division sizes are modified by the Athletic commission, the Alignment Committee will be responsible for recommending revised alignments to the Athletic Commission.

D. In no particular order, when placing schools in divisions, the Alignment Committee may consider the following: competitive expectation (strength of program), school size, projected enrollment increases, and geography. The resulting alignments will be considered the "Previous Alignment" and will be the starting point for the alignment process.

E. The Alignment Committee will place the schools which are most competitive in the highest division and continue that philosophy in grouping the remainder of conference schools in declining order of divisions. (*Example: RED – Most Competitive, WHITE – Next most competitive, etc.*) The philosophy for divisional placement is to create the most equitable competition for each member school within a division.

F. In cases where division sizes have been revised or sports have been added, the Alignment Committee will recommend a revised alignment to the Athletic Commission based on recommendation from Sport Committee Chairperson. Once approved by the Athletic Commission the revised alignment will be considered the "Previous Alignment" and will be the basis for appeals.

Article XV. ALIGNMENT and DIVISION PLACEMENT PROCESS

A. DEFINITIONS

1. The ALIGNMENT of a specific sport is defined as the determination of the number of divisions and the number of schools in each division. Revisions to the alignment process will not be considered by the Athletic Commission unless they have first been approved by the Alignment Committee.
2. The DIVISION PLACEMENT in a specific sport is defined as the determination of the placement of member schools in each division.
3. Any forfeiture of a played contest that takes place between the start date (first official contest) and the end date of a sport season (MAC post-season meeting), considered in-season, will be counted as a loss in the tabulation of a school's final division record. Opposing schools will be credited with a win when this occurs. All final division records will reflect changes as result of in-season forfeitures. Any forfeiture that occurs out of season as a result of a MAC or MHSAA rules violation, or for any other reason, will not affect the final division record for any school involved; the final division record will stand following the MAC post-season meeting for that sport.

B. ESTABLISHING THE PRELIMINARY DIVISION PLACEMENT FOR FOOTBALL

1. At the Post Season Sport meeting of a Non-Alignment year, the Sport Committee Chairperson shall put forth an ALIGNMENT recommendation to the Alignment Committee regarding the number of divisions and number of schools in each division for the upcoming two year alignment. The coaches' recommendation will be discussed by the Alignment Committee and voted on by the Athletic Commission BEFORE the Pre Season Meeting of that sport in following Alignment Year.
2. In the event that a new school is being added or dropped to a specific sport, the Sport Committee Chairperson shall also put forth a recommendation to the Alignment Committee regarding this school's placement/ deletion or other alignment changes incurred by this action. The recommendation will be discussed by the Alignment Committee and voted on by the Athletic Commission.
3. The Alignment Committee Chairperson, prior to the alignment year, will acquire the most up to date MHSAA enrollment figures based on February enrollment, and forward those totals to the Athletic Directors in charge of the various sports. These figures will be used by all sports in each season of the alignment year process.
4. At the conclusion of the two year schedule cycle, the Football Committee Chairperson will establish the PRELIMINARY ALIGNMENT BY ranking all teams from highest to lowest, based on the ranking formula designed by the Athletic Commission and approved by the MAC Principals in 2010. The

formula is (School's February enrollment in the NON- Alignment year multiplied by 0.175) added to (total points earned of MHSAA Playoff points during the previous two year cycle) Ties will result in the school with the higher enrollment being placed in the higher position. Division breaks will be placed AFTER THE SCHOOLS ARE RANKED highest to lowest.

The alignment must be distributed in the format listed as "Post Season Alignment Report". (*Forms and Guidelines Section on www.macad.misd.net*) and distributed to coaches at the post - season meeting.

5. At the Post-Season meeting of an Alignment year, the Football Committee Chairperson will present the new ranking alignment to Athletic Directors and the coaches. The ranking formula with "Division Placement" of each school will be emailed to Athletic Directors before the appeal process begins. The number of divisions and the number of teams within each division is final.

C. INITIAL APPEALS PROCESS FOR FOOTBALL COACHES

1. At least seven (7) days prior to the post season coaches' meeting of an alignment year, the Football Committee Chairperson will rank all schools based on the formula. The formula is (School's February enrollment in the NON-Alignment year times 0.175) + (total points earned of MHSAA Playoff points during the previous two year cycle) Ties will result in the school with the higher enrollment being placed in the higher position. Division breaks will be placed AFTER THE SCHOOLS ARE RANKED highest to lowest.

The Football Committee Chairperson will email this information to all Athletic Directors on the *Coaches Recommendation Form* that is available on the MAC AD website(www.macad.misd.net).

2. At least 24 hours prior to the post-season coaches' meeting in an alignment year, the Athletic Director of a school that intends to appeal its division placement will make their intention known via the MAC AD website (www.macad.misd.net).

3. At the post season coaches meeting, the Coaches Recommendation Form will be distributed to all coaches after the *Verbal Instructions to Coaches* have been read. (available on the MAC AD website(www.macad.misd.net)). Following these instructions, the sport chairperson will preside over a ten (10) minute general discussion on appeals.

4. During the general discussion session any coach may speak. At this time, no school has filed an appeal against a specific school. Schools that are planning to file a formal appeal should be encouraged by the sport chairperson to speak about their program but they are not required to do so.

5. Following the ten minute general discussion, coaches are instructed to complete the Coach Recommendation Form. The sport chairperson should be sure that all coaches select one choice for each school listed. The coaches

choices are: (1) The school should MOVE into another division, (2) The school should STAY in their current division (3) The coach is UNDECIDED on whether the school should move or stay. The sport chairperson will make sure that a form from every school has been turned in and that the form is completed correctly before the meeting is adjourned.

6. The Sport Chairperson will tally the choices from the Coaches Recommendation Forms and send the information via electronic means to all Athletic Directors. The results of the coaches' votes will serve only as recommendations to the Athletic Commission and in no way constitutes the final division placement of the schools.

D. ESTABLISHING THE PRELIMINARY DIVISION PLACEMENT FOR ALL OTHER SPORTS

1. At the Post Season Sport meeting of a Non-Alignment year, the Sport Committee Chairperson shall put forth an ALIGNMENT recommendation to the Alignment Committee regarding the number of divisions and number of schools in each division for the upcoming two year alignment. The coaches' recommendation will be discussed by the Alignment Committee and voted on by the Athletic Commission BEFORE the Pre Season Meeting of that sport in following Alignment Year.

2. In the event that a new school is being added or dropped to a specific sport, the Sport Committee Chairperson shall also put forth a recommendation to the Alignment Committee regarding this school's placement/ deletion or other alignment changes incurred by this action. The recommendation will be discussed by the Alignment Committee and voted on by the Athletic Commission.

3. The Alignment Committee Chairperson, prior to the alignment year, will acquire the most up to date MHSAA enrollment figures based on February enrollment, and forward those totals to the Athletic Directors in charge of the various sports. These figures will be used by all sports in each season of the alignment year process.

4. At the conclusion of the Non-Alignment year, the Sport Committee Chairperson will rank the teams in each division from highest to lowest, based on their previous ONE YEAR win-loss records within the division. Ties will result in the school with the higher enrollment being placed in the higher position. This must be in the format listed as "Post Season Alignment Report". (Forms and Guidelines Section on www.macad.misd.net) and distributed to coaches at the post - season meeting.

5. At the Pre-Season meeting of an Alignment year, the Sport Committee Chairperson will present the alignment approved by the Alignment Committee and the Athletic Commission to the coaches. The "Division Placement" of each school based on a completed previous two year record will be emailed to Athletic Directors before the appeal process begins. The division placement

based on the completed previous two year record is the placement that will be used by schools in the Appeals Process. The number of divisions and the number of teams within each division is final. The PRELIMINARY division placement of each school in the divisions will not be finalized until after the present two year league schedule is concluded.

E. INITIAL APPEALS PROCESS FOR COACHES OF ALL OTHER SPORTS

1. At least seven (7) days prior to the post season coaches' meeting of an alignment year, the Sport Committee Chairperson will rank all schools in each division from highest to lowest, based on their previous two-year win-loss records within the division. Ties will result in the school with the higher enrollment being placed in the higher position. The Sport Committee Chairperson will email this information to all Athletic Directors on the *Coaches Recommendation Form* that is available on the MAC AD website(www.macad.misd.net).
2. At least 24 hours prior to the post-season coaches' meeting in an alignment year, the Athletic Director of a school that intends to appeal its division placement will make their intention known via the MAC AD website(www.macad.misd.net).
3. At the post season coaches meeting, the Coaches Recommendation Form will be distributed to all coaches after the *Verbal Instructions to Coaches* have been read. (available on the MAC AD website(www.macad.misd.net)). Following these instructions, the sport chairperson will preside over a ten (10) minute general discussion on appeals.
4. During the general discussion session any coach may speak. At this time, no school has filed an appeal against a specific school. Schools that are planning to file a formal appeal should be encouraged by the sport chairperson to speak about their program but they are not required to do so.
5. Following the ten minute general discussion, coaches are instructed to complete the Coach Recommendation Form. The sport chairperson should be sure that all coaches select one choice for each school listed. The coaches choices are: (1) The school should MOVE into another division, (2) The school should STAY in their current division (3) The coach is UNDECIDED on whether the school should move or stay. The sport chairperson will make sure that a form from every school has been turned in and that the form is completed correctly before the meeting is adjourned.
6. The Sport Chairperson will tally the choices from the Coaches Recommendation Forms and send the information via electronic means to all Athletic Directors. The results of the coaches' votes will serve only as recommendations to the Athletic Commission and in no way constitutes the final division placement of the schools.

F. APPEALS PROCESS FOR THE ATHLETIC COMMISSION

1. Within (7) days after the Coaches Recommendation results has been sent out to all Athletic Directors, the Athletic Director of a school intending to appeal its division placement must return to the AD WEBSITE (www.macad.misd.net)and declare up to three (3) specific schools on their electronic appeal. The Alignment Committee Chairperson and the respective Sport Committee Chairperson will check this website to be sure that said named schools are aware of the appeal submitted against them.
2. A maximum of three appeals will be allowed per school in each sport. When an appeal is filed against more than one school, the order in which the appeals will be considered will be based on the final division ranking of the schools named in the appeal. A school that initially indicated their INTENTION to file an appeal to the Athletic Commission but FAILS TO NAME SPECIFIC SCHOOLS ON THEIR APPEAL by the end of the seven (7) day period will have their appeal dropped.
3. In as timely a manner as is possible following the Post Season Coaches' Meeting, formal appeals will be heard by the Athletic Commission. Appeals which were not presented at the Post Season Coaches' Meetings will not be heard during the appeal process.
4. The Alignment Committee chairperson will provide a combined list of the Sport Post-Season Meeting Appeal Reports from website (www.macad.misd.net) to the members of the Athletic Commission prior to the business meeting at which those sport appeals will be heard. All sport appeals will be presented together at the meeting as a separate agenda item and not as an item under each specific sport committee report.
5. All schools involved in the submitted appeal may respond in writing, or verbally at the designated meeting of the Athletic Commission. An appealing school's presentation will last no more than three minutes. This will be followed by responses from all schools being appealed against, each lasting no more than three minutes. A general discussion will follow, lasting no more than ten minutes. There is no further discussion allowed once voting begins.
6. (*Amicable Move*) Following the discussion and in the event that the Athletic Director of the school being appealed against agrees to the change in the division placement, the president may suspend the process. The president will move immediately for the Athletic Commission to accept or reject the amicable move by a hand vote. A 60% majority of member schools present is required for acceptance of any change in division placement. If the appeal is approved by the Athletic Commission, the appeal will be considered granted and no further votes will be taken on any of the remaining appeals. If the first school named in

the appeal does not agree to exchange positions with the appealing school, the next school named in the appeal will be asked and so on.

7. Following the requests for an *Amicable Move*, the vote will be taken. The Athletic Directors will vote on each appeal presented in the order stated on the appeal by written ballot. An affirmative vote of 60% of member schools in attendance will constitute acceptance of the appeal. If the appeal is denied, a vote will be taken on the remaining appeals. The voting will be repeated until all appeals are either approved or denied. Again, the maximum of three appeals will be allowed per school. There is no further discussion allowed once voting begins.

8. (*Polling Other Schools*) If all appeals are denied, the president will poll the remaining schools in the targeted division (*in descending/acending rank order*) as to whether or not they would exchange positions with the appealing school. In the event the Athletic Director of the school agrees to the change in the division placement, the president may suspend the process and move immediately to vote by hand vote on the amicable move. If the appeal is approved by a 60% majority of the Athletic Commission present, the appeal is considered granted and no further votes are taken.

G. APPEALS PROCESS PROFESSIONAL JUDGMENT

1. At the conclusion of the sport appeals, professional judgment requests will be heard but not voted on until the next meeting of the Athletic Commission. Professional Judgments regarding the Division Placement Process for the specific sport must be made at the meeting of the Athletic Commission where the specific sport appeals were addressed.

2. At the conclusion of the appeal process for the sport, a school that has been denied its appeal may request a professional judgment appeal against any school not named in the previous appeal in the targeted division. The professional judgment request is NOT another appeal and is limited to ONE school in the targeted division. At the next meeting, the Athletic Directors will vote on each professional judgment presented by written ballot. An affirmative vote of 60% of member schools in attendance will constitute acceptance of the appeal. If the professional judgment request is approved by the 60% majority in attendance, this change will be accepted immediately.

3. (*Two Division Move*) At the conclusion of the appeal process for the sport, schools which have already been granted an appeal may request an additional change in division by requesting that the president poll the schools in the targeted division (*in descending/acending order*) that would voluntarily exchange positions with the appealing school. If the Athletic Director of the polled school agrees to the change the president will suspend polling and table the vote for the next meeting. At the next meeting, the Athletic Directors will vote on each professional judgment presented by written ballot. An affirmative vote of 60%

of member schools in attendance will constitute acceptance of the appeal. If the professional judgment request is approved by the 60% majority in attendance, this change will be accepted immediately.

H. POSTING THE TWO YEAR ALIGNMENT

1. When all appeals have been concluded, including professional judgment, the resulting alignment will be considered the final alignment. There will not be any further discussion on appeals either granted or denied.

2. A school which is placed in a higher division as a result of an appeal will assume the bottom position in that division for the purposes of scheduling. In the case where more than one school moves up to a higher division as a result of an appeal, the school with the highest two-year winning record will be placed above the other schools, followed by the other schools in descending order. In the case of a tie, the school with lower enrollment will be assigned the lower position.

3. All of the above procedures and provisions notwithstanding, the final responsibility and authority for determining alignment and division placement reside with the Athletic Commission. The Athletic Directors, acting as the athletic commission, are not limited to simply approving recommendations of the Alignment Committee or any group of coaches. They may in fact initiate changes when in their judgment it seems advisable. In such instances, a 60% affirmative vote of all member schools in attendance will be required to initiate action. The principals of the Macomb Area Conference will not review appeals denied by the Athletic Commission.

4. At the conclusion of the Alignment year, a recommendation from the Athletic Commission must be made to the principals of the Macomb Area Conference as to whether or not to accept applications to the Macomb Area Conference during the next two year alignment cycle. The recommendation of the Athletic Commission will be taken to the Macomb Area Conference Principal's meeting in September by the current athletic commission president.

Article XVI. AWARDS

A. Each regular season dual meet and/or division champion school will receive a plaque. Championship certificates are downloadable from the MAC Conference AD website.

B. In sports that conclude their seasons with a division tournament, the winning school will receive a plaque. Schools winning both the dual and division meet championships will receive only one plaque in recognition of both achievements.

C. Each sport will be allowed one MVP for each division, to be chosen from the group of selected all conference athletes based on division play. If a tie cannot be broken by

coach vote, the MVP will go to the team member with the better division record. If there is a tie in the record, more than one MVP medal may be awarded.

D. Each sport will honor an All-Academic Team. All varsity letter winners who earn a 3.0 or high GPA during their season of competition will receive an All Academic Certificate which is downloadable from the conference website. Fall sports will use the first quarter grades, winter sports will use the second quarter grades and spring sports will use either third or fourth quarter grades to determine their award winners.

E. Each specific sport will designate a "Coach of the Year" award based on criteria set forth in the Rules & Regs for the specific sport at the Pre- Season meeting.

F. The MEDALS FORMULA for determining the maximum amount of All Conference medals distributed per division for any sport is (number of players on the field/court X 0.25 X the number of schools in the Division). The Athletic Directors must approve the actual number, and whether or not this formula will be used for each sponsored sport. The explanation of All Conference and MVP medal distribution for each sport is described in their respective Rules & Regs.

G. The Athletic Director Chairperson and the coaches in a sport may determine the distribution of medals within the divisions; neither the formula or the resulting medals will change without Athletic Commission approval.

H. Sportsmanship Award winners will be selected at the post season meeting by the coaches of each division.

I. An Athletic Director who is currently in good standing with the Macomb Area Conference Athletic Commission and has served in the position of Athletic Administrator for at least 5 years will be awarded a plaque and lifetime gold card pass by the Athletic Commission when he/she leave the position of Athletic Director of a member school.

Article XVII. SCHEDULING

A. The Athletic Director Chairperson for each sport, or an AD in charge of scheduling will develop and distribute a master schedule for each conference sport based on the current two year alignment. In the second year of the two year schedule, the home and away contests will be opposite of those in the first year.

B. Member schools wishing to add a sport to the existing schedule during a non-alignment year must make their request to the Athletic Director Chairperson for that sport within one month after the scheduled sports post season meeting. A recommendation from the AD Chairperson for that sport as to the degree of their team's participation available in the current two year schedule will be brought to the Athletic Commission for approval.

- C. Non-league contests may not interfere with or supercede regular conference schedules.
- D. Scheduling issues unique to a sport (i.e. the number of crossovers, round robin, jamborees, etc....) must be identified in the approved Rules & Regs for each sport.
- E. If conditions warrant, postponement or rescheduling may be done with mutual consent of the schools involved. Every effort should be made to complete such arrangements before 1:00 PM on the day of the contest.
- F. When filling non-division dates, the Sport Committee Chairperson or AD in charge of scheduling will attempt to keep cross-over games within one division higher or lower and consider geography, whenever possible.

Article XVIII. PRE AND POST SEASON COACHES' MEETINGS

- A. Pre-Season and Post-Season Coaches' Meetings will be held in the fall, winter and spring. The dates, times and locations of the meetings will be determined by the Athletic Director in charge of that sport meeting dates should be set by the June meeting of the preceding year for the next school year.
- B. The purpose of each sport Pre-Season Meeting will be:
(Refer to Sport Committee Chairperson Responsibilities in Forms and Guidelines)
 - 1. Review conference Rules & Regs for the sport
 - 2. Review standards pertaining to that sport and locations for MAC Tournaments (starting heights, number of entries, etc.)
 - 3. Reminder and confirmation of post season meeting date, time and location.
 - 4. Compile and distribute updated coaches contact list.
 - 5. Review procedures for MAC Sportsmanship Award
 - 6. Present appropriate information from the Alignment or Non Alignment Year procedures. *(See Forms and Guidelines)*
 - 7. Report on issues brought forth for "the good of the order".
- C. The purpose of each Post Season Meeting will be to:
(Refer to Sport Committee Chairperson Responsibilities in Forms and Guidelines)
 - 1. Record Division All-Conference teams, MVP and Coach of the Year according to the criteria established by the specific sport's Rules & Regs.
 - 2. Review conference Rules & Regs for the sport
 - 3. Present appropriate information regarding Alignment or Non Alignment Year procedures. Follow procedures for Appeals during an alignment year. *(See Appeals Flow Chart)*.
 - 4. Report on issues brought forth for "the good of the order".

Article XIX. MALE-FEMALE TEAM MEMBERSHIP

A. The Macomb Area Conference will comply with the policies of the Michigan High School Athletic Association which relate to male and female team membership. Boys will not be permitted to participate on customarily female teams, since the MHSAA will not permit boys to participate in traditionally girls' state tournaments.

B. In a regularly scheduled season contest, a girls' team has a right to refuse to play when its opponent has boys participating on what has commonly been considered a girls' team.

Article XX. AMENDMENTS

A. By-Laws may be amended by a three-fourths (3/4) vote of all member schools, provided that written notice has been given at the regular meeting preceding the meeting at which the amendment is voted upon.

B. Rules & Regs for each sport may be amended by a majority vote of all member schools in attendance.