

COACHES RECOMMENDATION ALIGNMENT YEAR INSTRUCTIONS

Please read the following at your Alignment Year Pre-Season meeting:

The Macomb Area Conference operates within a two year schedule and alignment process. We are starting the second of your two year schedule and will be considering appeals by schools who wish to change their current division placement at our post season meeting on _____@_____. It is important that each school in this sport has a representative present at the post season meeting. The Alignment for this sport for the new two year cycle will be (*divisions and number of schools in each division for your sport*). The completed two year divisional record for all schools will be emailed to the Athletic Directors at the completion of the season and before our post season meeting. If you feel that you may want your school to move into another division, I suggest that you make your Athletic Director aware of your program concerns at this time. All coaches will be asked for their recommendations at the post season meeting, but the Athletic Directors will have the final vote regarding school movement within these divisions.

Please read the following at your Alignment Year POST Season meeting:

At this time, I am going to distribute the COACHES RECOMMENDATION FORM. There is only one form or one vote per school, even if you have multiple coaches present at this meeting. You may use a pen or pencil to complete this form. Please hold on to your form and do not start completing it until all schools have a form and the next instructions have been read aloud.

Distribute the forms to your coaches.

Thank you for your patience. Please look over your form. The schools who participate in this sport are listed in rank order by division according to their two year win/loss record within their division. The results of crossover games or overall season results do not count in this ranking process but can be data used in your decision making. The schools who intend to file an appeal to change division are noted in the second column. However, no formal appeal against specific schools has been made at this time. Before you complete this form we will open the floor for a 10 minute general discussion. Any coach may speak or ask questions. Schools who intend to file an appeal are encouraged but not required to speak on the status of their program. Following this discussion, you will be asked to select one of the three choices for each school listed.

Ten minutes of general discussion. Sport Chairperson should again encourage the coach of a school planning to appeal to talk at this time.

Thank you for your input. Now, the Athletic Commission is asking each school to complete this recommendation form. Coaches from each school must select ONE of the THREE choices for EACH school on the list. Either you feel the school should stay in the division they are presently assigned or they should move. If you truly feel you do not have an opinion either way or your knowledge of their program is too limited to make an informed decision, then select UNDECIDED. The data compiled from your recommendation forms will be the recommendation taken to the Athletic Commission when appeals are decided. The coaches' recommendation is important to the appeals process and should be considered carefully.

IT IS IMPORTANT TO REMEMBER that if you are agreeing that a school should move up, then you must also agree that another school must down or vice versa. There is space in the last column or on the back of this paper for additional comments you may wish to make to the Athletic Commission.

Please bring your completed form to the front. After your form has been checked and accepted you may leave the meeting as this is the last task for the post season meeting.

Remember a properly completed coaches recommendation form is expected from each school present.