



SPORT CHAIRPERSON RESPONSIBILITIES

NON - Alignment Year

End of Season Duties: Set Pre and Post Season meeting dates, locations and times with the MAC President prior to the August MAC workshop. When possible, these dates should correspond with the MHSAA rule's meeting date and location.

PRE SEASON MEETING 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. Affirm the importance of Sportsmanship at MAC athletic events AND Sportsmanship Month announcements.
6. Review the procedure to follow for MAC Sportsmanship Award Nominations AND when they are due to their Athletic Director.
7. Remind schools that the alignment is for this year and next school year. Discussion on changing the number of divisions will be done this year at the post season meeting.
10. Comments and issues brought forth for "the good of the order"
11. **WITHIN FOUR DAYS FOLLOWING THIS MEETING.** Print or email minutes of the meeting to Alignment Committee Chairperson and prepare to present minutes/report to Athletic Commission at the first meeting following the Pre Season Meeting.

POST SEASON MEETING AGENDA

Remember to bring Championship plaques and medals to the meeting if not distributed at the Pre- Season meeting or to host Athletic Director

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. Remind coaches that MAC Sportsmanship and All Conference certificates are available at 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. Announce the meeting dates, times and location for the Pre and Post Season Meetings for the next school year.
5. Comments and issues brought forth for "the good of the order"
6. **WITHIN FOUR DAYS OF THE MEETING.** Print or email minutes of the meeting to Alignment Committee Chairperson and prepare to present minutes/report to Athletic Commission at the first meeting following the Post Season Meeting.

SCHEDULING:

WITHIN FOUR DAYS FOLLOWING THE ATHLETIC COMMISSION POST SEASON PRESENTATION. The schedule for the second year of the two year alignment should be re-sent to Athletic Directors.

Remember the schedule is flip-flopped home and away for the second year.

Remember the first league opponent should be dropped to the bottom of the rotation so a school does not have to open with the same league opponent two years in a row except in football.