

# Sport Chairperson Responsibilities

1. Set **DATES, TIME AND LOCATION FOR PRE AND POST SEASON MEETINGS**. The information for the NEXT SCHOOL YEAR should be emailed to the MAC Athletic Commission President or designee BEFORE THE END OF THE PRESENT SCHOOL YEAR.
2. **FACILITATE THE COACHES MEETINGS** following the Pre and Post Season agendas and being sure that minutes of these meetings are recorded.
3. Maintain each school year an **UPDATED LISTING OF COACHES IN YOUR SPORT** (email and cell phone numbers)
4. Review **MAC RULES AND REGULATIONS FOR YOUR SPORT** with coaches and take any recommendations for changes to the Athletic Commission for approval. Be prepared to handle any rules issues that may arise with coaches during the season.
5. Review **MAC SPORTSMANSHIP** Awards and nomination procedures.
6. Set locations for **MAC DIVISIONAL Tournaments**, distribute medals AND plaques to host school. Award plaques to **MAC DIVISIONAL CHAMPIONS** at the post season meeting. Email names of **COACH OF THE YEAR** recipients to the Executive Director.
7. **EMAIL minutes** of the Pre and Post Season meetings to all Athletic Directors and be prepared to present a report at the next meeting of the Athletic Commission.
8. Complete and email the **END OF THE SEASON** report to all Athletic Directors.
9. Bring an **ALIGNMENT RECOMMENDATION** to the Athletic Commission and Alignment Committee based on coaches input regarding the number of divisions and the number of schools in each division for the sport.
10. **ALIGNMENT YEAR:**
  - Email the TWO YEAR win-loss information on the COACHES RECOMMENDATION FORM to all Athletic Directors immediately following the end of the season.
  - Note intentions of schools who plan to file and appeal on the COACHES RECOMMENDATION FORM.
  - Distribute the form at the Post Season meeting and follow the instructions for “Coaches Recommendation Alignment Year”
  - Email the COACHES RECOMMENDATION FORM to all Athletic Directors immediately following the post season meeting with all coaches votes tabulated.
11. **TWO YEAR DIVISION SCHEDULE** and when applicable CROSS OVER GAMES (per Athletic Commission recommendation) using the website format.
  - 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.
12. Maintain an **ARCHIVE** of minutes, schedules and other relevant information related to this sport.