

MARIN COUNTY ATHLETIC LEAGUE

BY LAWS

ARTICLE I

Commissioner of Athletics

The MCAL Commissioner is directly responsible to the MCAL Board of Managers, serves as chief executive of the Board of Managers, and supervises all MCAL operations in accordance with MCAL, NCS, AND CIF policies and procedures. It is the commissioner's duty and responsibility to guide, lead and direct the operations of the MCAL.

JOB DESCRIPTION

1. Shall uphold the Constitution and By-laws of the MCAL. Shall complete all league financial records, communications and pertinent league, NCS and state information. Shall forward all correspondence for the Board of Managers to the Board President.
2. Shall act as the secretary of the league. He/she shall be responsible for the recording and distribution of all minutes of official MCAL meetings. Shall send agenda and minutes to Principals, Superintendents, Athletic Directors and any other district administrators responsible for athletics. He/she shall be responsible for assuring that the league is in compliance with the Brown Act.
3. Shall act as the treasurer of the league. He/she shall keep the league funds on deposit in a bank. He/she shall draw checks on these funds to pay bills necessary for the operation of the league. He/she shall present a financial report to the Board of Managers at the end of each season of sport. In the spring of the year (March/April) the commissioner will submit a proposed budget and alert the Board if there will be a need to increase dues for the following year. A final budget will be distributed at the first Board of Managers meeting each school year. Files tax reports to State Franchise Tax Board and IRS.
4. Shall develop and distribute all MCAL sport schedules.
5. Shall interpret the rules, philosophy, procedures, and sport guidelines governing the MCAL. In the event of an unresolved dispute or appeal, shall request a committee of three (3) neutral Principals be appointed by the league President. Shall conduct preliminary investigation(s) of any protests or formal complaints.
6. Shall maintain a uniform set of records identified, established and approved by the Board of Managers to be used by the league. All records of the league shall be kept in the Commissioner's office.
7. Each member school of the MCAL shall keep an active file of all eligible participants in athletics. This file shall be open for inspection by any Principal in the league. The Commissioner may visit any school to do a random check for eligibility purposes.
8. Shall prepare, in consultation with the President, an agenda for all league meetings.
9. Shall schedule, set agendas, and supervise all pre and post season coaches meetings.
10. Shall be the chief negotiator for the MCAL with official's organizations under contract to the MCAL.
11. Shall schedule, set the agenda, and facilitate the official meetings of the Athletic Directors.

12. Attends all NCS sports advisory committee and Board of Managers meetings and Commissioner's workshop.
13. Organizes, implements and oversees the operation of all league tournaments and playoffs events including adjustments needed for their successful completion. Prepares and presents tournament and playoff reports for the Board of Managers including revenues, expenses, and evaluation of successes and problems.
14. Manages the coaching certification program for the MCAL.
15. Shall be evaluated annually by the Board of Managers no later than May 30, based on the job description, goals set for the year, and on the end of season reports.
16. Maintains league historical records.
17. Orders and distributes MCAL passes.
18. Secures and distributes all league awards to the winning schools.
19. Coordinates, compiles and publicizes all-league selections.
20. Distributes MCAL, NCS and CIF information to all MCAL schools.
21. Shall perform other duties as assigned which may include, but not be limited to, answering phone calls, copying, faxing, maintaining office supplies and equipment, etc.
22. In collaboration with the Board of Managers, set annual goals for the successful operation of the MCAL.
 - Propose goals in August meeting.
 - Discuss goals in September meeting.
 - Adopt goals in October meeting.
23. At the close of each season, present a report to the Board of Managers that includes evaluating the season, finances, number of participants/sport/school, and recommendations for improvement.
24. Shall seek support from legal counsel (NCS, CIF) where appropriate concerning MCAL issues.

COMMISSIONER SALARY SCHEDULE

Step 1: \$23,460	Step 6: \$27,198
Step 2: \$24,164	Step 7: \$28,014
Step 3: \$24,890	Step 8: \$28,854
Step 4: \$25,637	Step 9: \$29,720
Step 5: \$26,406	Step 10: \$30,612

(3% annual increment between steps)

(Step 1 salary based on 47 weeks, average 25 hrs/week at \$20/hr.)

Assistant Commissioner of Athletics

The MCAL Assistant Commissioner is directly responsible to the MCAL Commissioner. It is the assistant's duty and responsibility to guide, lead and direct the operations of the MCAL. In the absence of the Commissioner, the assistant will be in charge.

JOB DESCRIPTION

1. Shall uphold the Constitution and By-laws of the MCAL. Shall complete all league financial records, communications and pertinent league, NCS and state information. Shall forward all correspondence for the Board of Managers to the Board President.
2. Shall act as the treasurer of the league. He/she shall keep the league funds on deposit in a bank. He/she shall draw checks on these funds to pay bills necessary for the operation of the league. He/she shall present a financial report and proposed budget at the first Board of Managers meeting each school year. Files tax reports to State Franchise Tax Board and IRS.
3. Shall be the coordinator of the Coaching Education program.
4. Share with the Commissioner the responsibility to develop and distribute all MCAL sports schedules.
5. Share with the Commissioner the responsibility to arrange for NCS seeding personnel.
6. Share with the Commissioner the responsibility to supervise MCAL playoffs.
7. Shall act as the secretary of the league. He/she shall be responsible for the recording and distribution of all minutes of the official MCAL meetings. Shall send agenda and minutes to Principals, Superintendents, Athletic Directors and any other district administrators responsible for athletics. He/she shall be responsible for assuring that the league is in compliance with the Brown Act.
8. Shall assume other duties as assigned by the MCAL Commissioner.

ASSISTANT COMMISSIONERS SALARY SCHEDULE

Step 1:	\$16,920	Step 6:	\$19,614
Step 2:	\$17,427	Step 7:	\$20,202
Step 3:	\$17,950	Step 8:	\$20,808
Step 4:	\$18,488	Step 9:	\$21,432
Step 5:	\$19,043	Step 10:	\$22,075

(3% annual increment between steps)

(Step 1 salary is based on 47 weeks, average 20 hrs/week at \$18/hr.)

ARTICLE II

Sportsmanship Code

NCS: Values and Ethics Mission Statement

“It is the mission of the North Coast Section to provide wholesome, educational athletic activities that foster the ideals of sportsmanship, ethical conduct and fair play. All competition and practices shall be conducted in a safe manner that assures dignity, respect and courtesy for players, coaches, officials and spectators.”

1. School administrators have primary responsibility for the conduct of all interscholastic athletic activities including behavior of all participants: players, coaches, representative student groups and spectators.
2. Administrators are responsible for reporting to opposing school any unsportsmanlike behavior on the part of coaches, players or spectators. Visiting and hosting administrators should identify themselves to each other and the officials at the beginning of each contest to facilitate such reporting.
3. Any complaints about the conduct of players, coaches, cheering section or spectators should be brought to the attention of school administrators. Host and visiting administrators will investigate the situation. Official complaints to MCAL must be made in writing on a signed MCAL complaint form. The Commissioner will maintain a record of such complaints. Any complaints not resolved by host and visiting administrators to the satisfaction of the commissioner and/or president or an established pattern of complaints against a particular school may be brought to the Board of Managers for resolution.
4. Coaches are responsible for appropriate disciplinary action against a player who exhibits unsportsmanlike conduct.
5. An official may award a technical foul to a team for unsportsmanlike conduct on the part of a coach, player, spectator or cheering section. Administrators may remove a spectator for inappropriate behavior. Repeated unsportsmanlike conduct, particularly on the part of the cheering section or individual spectators, may cause forfeiture of the contest.
6. Athletes:
 - Are expected to show the highest standards of sportsmanship during competition. Examples of inappropriate behavior by athletes include:
 - ✓ disrespectfully addressing an official
 - ✓ disrespectfully addressing an opponent
 - ✓ indicating objection to an official’s decision by words, gestures or physical behavior
 - ✓ doing anything that might incite undesirable spectator reactions
 - Share in responsibility for the conduct of their teammates and supports of their team
7. Coaches:
 - Are expected to maintain decorum consistent with the educational values of interscholastic athletics. By personal example, coaches are expected to demonstrate awareness of these values by showing restraint and composure in the emotional climate of an athletic contest. Examples of inappropriate behavior by athletes include:
 - ✓ disrespectfully addressing an official
 - ✓ disrespectfully addressing an opponent
 - ✓ indicating objection to an official’s decision by words, gestures or physical behavior
 - ✓ doing anything that might incite undesirable spectator reactions
 - ✓ deliberately violating or allowing players to violate rules (listed in the official rule book for that sport)
 - Should insist their players conduct themselves appropriately.
 - Are responsible for the appropriate conduct of their personnel including assistant and volunteer coaches.
 - Are expected to contact the hosting coach prior to any contest if there are questions or complaints regarding conditions and/or procedures of a contest. Questions regarding conditions and/or procedures that arise or change during the course of a contest shall be directed to the officials.
8. Spectators:

- Are required to maintain a high degree of sportsmanship before, during and after athletic contests.
- Must remain in designated seating areas while a contest is in progress.
- **Must abide by MCAL gym rules (see General Rules & Sports rules—basketball) or any rules in effect by the host school.**
- Must refrain from confronting an official, coach or player before, during or after an athletic contest.

9. Cheering Sections:

- Should focus on team support and rooster spirit
- Must refrain from unsportsmanlike yells such as:
 - ✓ deprecating yells directed toward the opposing school
 - ✓ deprecating yells directed toward a player on the opposing team
 - ✓ deprecating yells directed toward the official(s)
 - ✓ profanity
- Should never interfere with officials, team warm up or playing of the game.
- Should follow the leadership of cheerleaders for organized cheers. Cheerleaders are not present simply to perform.

10. Bands:

- May play at home events during the league season before a game, during time-out, at half-time and after the game. At playoffs, bands should take turns performing in an order determined by the band directors before the game.
- May use instruments only as musical instruments, not as noisemakers.
- Must terminate a number when a team breaks a huddle or the official indicates play is to be resumed.
- Should never interfere with officials, team warm up or playing of the game.

PURSuing VICTORY WITH HONOR

The Marin County Athletic League on March 22, 2001, adopted the operating beliefs and principles of the California Interscholastic Federation.

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
2. It’s the duty of School Boards, superintendents, school administrators, parents and school sports leadership—including coaches, athletics administrators, program directors and game officials—to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive roll models who exemplify good character.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrated and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to students-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social emotional, physical and ethical well-being of student-athletes is always placed above desire and pressures to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.

11. Everyone involved in competition including parents, spectators, associated student body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and official's, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of : 1) The character building aspects of sports, including technique and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) The physical capabilities and limitations of the age group coaches as well as first aid; 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches through words and example must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

ARTICLE III

Eligibility

All athletic eligibility is determined by eligibility rules established by NCS in the NCS Student Eligibility Bylaws. In addition, MCAL established the following eligibility rules:

1. For basic eligibility, an athlete must:
 - Be currently enrolled in at least twenty (20) units.
 - Have passed twenty (20) units of work in the previous grading period (including eighth grade).
 - Maintained a 2.0 or 'C' average in the previous grading period (including eighth grade). For GPA computation, 'Pass' or 'Credit' grades shall equal a C. 'Incomplete', 'No Mark' or 'No Credit' grades equal an F.
2. Academic eligibility shall be determined by the second working Tuesday after the grading period ends. On that date, to be determined for each school based on their school calendar, a student may start practice or must stop play. An ineligible student shall not appear in uniform at any practice or league contest.
3. An academically ineligible athlete shall not practice with a team. An athlete who is academically eligible, but whose transfer papers are being processed, may practice, but may not play in a contest.
4. Schools in the MCAL may allow an athlete one probationary period during his/her entire high school athletic career governed by the following policies:
 - Athletes must apply for probation.
 - The probationary period shall be no longer than one grading period at that school (i.e. trimester, quarter).
 - Freshmen may only be granted probation under exceptional circumstances as determined by the principal.
 - Schools shall submit to the commissioner a list of student athletes on probation each season of sport.
5. Students attending alternative high schools may only be eligible to play after the school and the athlete have followed NCS and CIF guidelines. Continuation students are not eligible to play for a comprehensive high school. Alternative and charter school students may have eligibility. Consult the MCAL Commissioner for current NCS/CIF guidelines.

6. If a student is compelled to transfer from any public or private school because of a determination that the student falsified material information on or concerning the student's registration form, he/she shall be ineligible for all sports for one calendar year from the date the student is dropped from the school at which the falsification occurred.
7. Each school shall be responsible for submitting a letter to the Commissioner each season of sport to verify that all students participating on their athletic teams have completed 20 units or more and have attained a 2.0 GPA in the last grading period. The letter should also verify that all coaches and players have been made aware of, read and signed a copy of the ejection policy and the principal or designee has met with each team to explain the school's expectations in the area of sportsmanship and fair play. Names of the students on academic probation must be provided and identified by an 'AP' designation. These letters are due in the league office no later than September 15th for the fall season of sport, January 15th for the winter season of sport and March 15th for the spring season of sport.
8. Schools must notify the commissioner in writing of additions to any team after the school has submitted the letter defined in #7. The purpose of this written notification is to verify that the athlete new to the team has completed 20 or more units and has a 2.0 GPA from the last grading period and has been made aware of, read and signed a copy of the ejection policy. Schools may alert the MCAL office by phone, but must immediately (the same day) follow up in writing. The commissioner or his/her assistant may give verbal eligibility on a case by case basis.
9. Appeals to eligibility decisions will follow NCS appeal procedures.

ARTICLE IV

Ejection Policy

The following rules and minimum penalties are applicable to players and coaches in accordance with NCS and National Federation rules. This policy will include non-league, league, invitational tournaments/events, post-season league, section or state playoffs.

1. Ejection of a player and/or coach from a contest for unsportsmanlike or dangerous conduct.
Penalty: A coach or player who is ejected shall leave the vicinity of the playing area immediately and is prohibited from further contact, direct or indirect, with the team during the remainder of the game. The player and/or coach shall be ineligible for the next contest (non-league, league, invitational tournaments/events, post-season league, section or state playoffs) and may not be at the site or in the vicinity of the site of that next game. In the case of an under-class student athlete in the last season contest, this policy applies to the next season. In the case of a senior student athlete, it applies to the next season of sport, if applicable.
2. Illegal participation in the next contest by a player or coach ejected in a previous contest.
Penalty: The contest shall be forfeited. The ineligible player or coach shall be ineligible for the next contest (non-league, league, invitational tournaments/events, post-season league, section or state play-offs) and may not be at the site or in the vicinity of the site of that next game. In the case of an under-class student athlete in the last season contest, this policy applies to the next season. In the case of a senior student athlete, it applies to the next season of sport, if applicable.
3. Second ejection of a player or coach for unsportsmanlike or dangerous conduct from a contest during one season.
Penalty: The player and/or coach shall be ineligible for the remainder of the season and may not be at the site or in the vicinity of future games. This penalty has been endorsed in school policy by the governing boards of the Novato, San Rafael and Tamalpais Districts and Marin Catholic High, Justin Siena and the Branson Schools. In the case of an under-class student athlete in the last season contest, this policy applies to the next season. In the case of a senior student athlete, it applies to the next season of sport, if applicable.
4. When one or more players and/or coaches leave the bench, dugout, etc., to begin or to participate in an altercation.
Penalty: The player(s) and/or coach(es) shall be ejected from the contest in question and become ineligible for the next contest (non-league, league, invitational tournaments/events, post-season league, section or state playoffs). In the case of

an under-class student athlete in the last season contest, this policy applies to the next season. In the case of a senior student athlete, it applies to the next season of sport, if applicable. The player and/or coach will be placed on probation for the remainder of the season. Appeal may be made to the Commissioner whose decision is final. The official shall make a written report to the Commissioner.

5. Schools may apply other appropriate disciplinary consequences as they deem appropriate.
6. The appeal process follows NCS procedures.
7. It is the responsibility of each principal and athletic director to inform all players and coaches. Athletes may not participate in any contest until a signed statement that they have read and understand the Ejection Policy is on file with the school. The principal's statement accompanying the eligibility lists shall also certify that all athletes have signed a statement about the MCAL ejection policy.

ARTICLE V

Athletic Probation

It is the goal of the Marin County Athletic League to promote safety, sportsmanship and sensitivity to ethnic, gender or racial issues at all athletic contests sponsored by a member school. Athletic supervisors from each school have the right and responsibility to take appropriate disciplinary action up and including ejection of students or adults from their own or the opposing school for infractions that threaten safety or sportsmanship at any contest.

MCAL will apply the sanction of athletic probation for repeated or flagrant violations of MCAL, North Coast Section or California Interscholastic Federation rules that threaten player or spectator safety. Athletic probation is reserved for only the most serious violations and will only be imposed by considered action of the Board of Managers. Any incident(s) leading to athletic probation must be documented, investigated and verified by administrators of the schools involved.

LEVEL 1

Indicators:

- A violation involves a single team, an individual player, coach or fan, and it is not appropriately addressed by offending school or district officials.
- The incident is a significant, intentional violation of rules or sportsmanship beyond those for which a game might be forfeited
- The individual or school that has been compromised shall report any incident of this type, even if appropriately addressed by the offending school, to the MCAL Commissioner. The Commissioner will maintain a written record of the incident.

Consequences may include, but are not limited to:

- Loss of home field/court advantage against same team or for the rest of the season
- Forfeit of a contest or several contests
- On-going monitoring of contests in that sport with supervision by the administrator/designee of the offending school.

LEVEL 2

Indicators:

- Repeated violations of Level 1 infractions
- First offense of committing a crime such as a hate crime (Ed Code 48900.3*) that is not appropriately addressed by school or district officials.
- Failure of the offending school's administration to apply appropriate and effective school disciplinary action at Level 1 as determined by a majority vote of the Board of Managers.

- The individual or school that has been compromised shall report any incident of this type, even if appropriately addressed by the offending school, to the MCAL Commissioner. The Commissioner will maintain a written record of the incident.

Consequences may include, but are not limited to:

- Team/program forfeits all games against school where incident occurred.
- Team/program forfeits the rest of the season
- On-going monitoring of contests with supervision by the administrator/designee of the offending school.

LEVEL 3

Indicators:

- Repeated Level 2 violations
- Failure of the school’s administration to apply appropriate and effective school disciplinary action at Level 2 as determined by a majority vote of the Board of Managers.

Consequences will be applied which may include, but are not limited to:

- On-going monitoring of all home athletic contests with supervision by the administrator/designee of the offending school.
- Loss of home field/court advantage in all sports
- Playing contests at a neutral site
- Exclusion of that school’s fans from athletic contests
- Loss of eligibility for MCAL competitions, championships and post-season play
- Other serious consequences as determined by the Board of Managers.

Any school or team placed on athletic probation must develop an action plan to address the concerns raised by the provisions of probation. The Board of Managers will determine the length of athletic probation on a case-by-case basis. Satisfactory completion of the terms of athletic probation will be judged by action taken by the offending school and a demonstrated change in the conditions that led to the probation.

* Ed Code 48900.3 Hate violence: In addition to the reasons specified in Section 48900 and 48900.2, a pupil in any grades 4-12, inclusive, may be suspended from school or recommended for expulsion of the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause or participated in an act of hate violence as defined in subdivision (e) of Section 33032.5 (As used in this section, “hate violence” means any act punishable under Section 422.6, 422.7 or 422.75 of the Penal Code.)

ARTICLE VI

Investigation of a Complaint Hearings

(September 2, 2003)

1. A written, signed complaint/concern is registered with the MCAL office.
2. The MCAL Commissioner alerts school(s) named in the complaint and requests the Principal/Athletic Director to investigate. (If upon investigation, the school(s) in question finds there has been a violation, it is the expectation of the league office that the school(s) will self-report supplying a detailed account to the league office.)
3. The Commissioner and Assistant Commissioner will review the results of the investigation. A penalty may be imposed at this time. If a penalty is imposed at this time, and the school(s) involved do not agree with the penalty, the principal(s) of the school(s) involved may appeal the ruling to the Commissioner or President of the league and request a hearing.
4. If upon review the Commissioner/Asst. Commissioner determine further review is needed, the Commissioner will consult with the NCS Commissioner and/or the MCAL Board of Manager's President. (If the school of the Board President is involved in the incident, the Past President will be consulted.)
5. After review by the school(s) involved, the MCAL Commissioner, Asst. Commissioner, NCS Commissioner, and/or the MCAL Board President/Past President it is deemed necessary, a hearing will be held.
6. Hearings are typically held :
 - A. to determine the facts of the concern/complaint and if a violation has occurred
 - B. to determine a penalty for a rules violation which is not clearly stated
 - C. to investigate a recruiting issue
 - D. to determine eligibility
 - E. when given instruction by the NCS to do so
7. All decisions may be appealed to the next level.

ARTICLE VII

VIOLATION PENALTY OPTIONS

(February 2003)

When a MCAL school or a team from a MCAL school violates a MCAL rule, which does not have a specific violation, stated the following would be options for imposed penalties. The order in which they are presented are from least severe to most. These options are to be used as a guideline to the MCAL office and hearing panels that may be held. If a hearing panel is convened, the panel has the right to impose other penalties as they deem appropriate.

General Penalty Options

- Letter of reprimand to the offending school
- Probation of the program for one calendar year.
- *Loss* of home court in MCAL play-offs
- No MCAL play-offs
- No automatic qualifier status to the NCS play-offs (this means the team could apply for at large status)
- No post season play (MCAL and/or NCS)

In case of a violation pertaining to a specific contest at a varsity level

- Letter of reprimand to the offending school
- Forfeiture of that contest
- Reduce number of contests for the next season
- Probation of the program for one calendar year.
- No MCAL play-offs
- No automatic qualifier status to the NCS play-offs (this means the team could apply for at large status)
- No post season play (MCAL and/or NCS)

In case of a violation discovered after the season of sport

- Letter of reprimand to the offending school
- Forfeiture of that contest
- Reduce the number of contests for the next season
- Probation of the program for one calendar year.
- Limitations for the next season as stated above in A. 3-5

In case of a violation pertaining to a particular contest at a non-varsity level

- Letter of reprimand to the offending school
- Forfeiture of that contest
- Reduce the number of contests for the next season
- Probation of the program for one calendar year.

ARTICLE VIII

Recruitment Policy

The MCAL is committed to uphold all CIF and NCS policies regarding recruitment and undue influence (CIF 510, 90-91; NCS 229; NCS 2460).

Education:

- Recruitment education shall be part of site orientations held by administrators or athletic directors for coaches.
- A recruitment assurance will be added to the eligibility list form submitted to the MCAL each season. The statement would be, "All coaches and booster clubs have received information regarding the potentially serious ramifications of recruitment. To the best of our knowledge, no players on this eligibility list have been recruited."
- The MCAL Commissioner will include information on recruitment during the coach's CPR training portion of the CIF Coaches Clinic AND the pre-season meetings of coaches for all sports.
- The League will prepare an informational handout regarding recruitment to be distributed to coaches, booster clubs and parents at each member school.

Reporting:

- Persons reporting violations should notify the principal of the school involved as well as submit the information in writing to the MCAL on a signed complaint form.
- Violation reports should be documented as fully as possible with names, dates, and the circumstances involved.
- It is the responsibility of site administration to thoroughly investigate the alleged violation and respond to the complaint form in writing to the MCAL Commissioner. The MCAL Commissioner shall maintain a record of the complaint, response and adjudication.
- The athletic directors shall make a recommendation to the Board of Managers as to disposition of the incident.

Supervision:

- It is the responsibility of member schools to self-report violations discovered among their own teams.

Enforcement:

- Site administrators and athletic directors have ultimate responsibility for recruiting violations.
- Sites can implement sanctions of their coaches or teams directly including investigations, letters of reprimand, suspension from a game(s) or termination. MCAL may not take action against personnel, only the institution.
- The head coach of each sport is responsible for every level of the program and all assistant coaches, volunteers or parents within the program.
- Each incident will be considered on its own merit and in context of previous recruiting violations by the school.
- MCAL sanctions cannot be against personnel, but only against the school or program.

Possible consequences, to be determined by the Board of Managers after reviewing documentation of the reported incident, might include, but are not limited to:

1. Letter of reprimand from MCAL to the member school and program involved **AND**
 - ✓ Any player(s) proven to have been recruited will be ineligible according to NCS eligibility rules **AND**
 - ✓ Any games in which the recruited player(s) competed will be forfeited.
2. Probation for the whole program in that sport (i.e. boys basketball at all levels) for one calendar year from the date of adjudication of the recruitment violation. Probation may include, but is not limited to, the following:
 - ✓ Forfeit of one or more preseason games.
 - ✓ No home contests. If the contests had been originally scheduled at home, that school will bear the costs of officials and supervision at the hosting school.
 - ✓ Ineligibility for post-season play.
 - ✓ Other consequences appropriate for the particular situation.
3. Probation for the entire school program according to the MCAL Probation Policy.
4. Petition to the NCS/CIF for removal of the member school from eligibility for NCS/CIF competition.

A model recruiting flyer to use:

Avoid “the R word”, recruiting. Don't:

- Visit feeder schools except as part of over-all counseling program at feeder schools.
- Contact or talk to any student or parent of a student who is not enrolled at your school. Refer any questions about admission to counseling or administration.
- Speak about your program to any community youth group that might include players not already enrolled at your school.
- Offer any scholarships, reduction or waivers of fees for athletic purposes.
- Write letters encouraging potential players to enroll at your school to play in your program.
- Encourage any player to transfer schools to play your sport.
- Give potential players anything of any value.
- Give potential players free admission to an athletic event at your school.
- Encourage or tolerate parents, assistant coaches, volunteers or others contact potential players or make offers on behalf of your team or your school.
- Allow community youth programs to use school facilities with any arrangements that would not be offered to any other non-profit youth group.
- Allow any students to practice with your team who has not cleared through the Athletic Department.
- Promise a student more playing time or any other incentive for transferring to your school.
- Conduct any other activity that could be construed as recruiting.

You are encouraged to:

- Place posters or flyers around the school announcing team meetings, tryout times and games.
- Use the school bulletin or parent newsletter for announcements of team meetings, tryouts or games.
- Invite players to spread the word about your team to their friends at your school.
- Publicize games to encourage fan attendance.
- Report results of contests to local newspapers.
- Nominate your players for school or local “player of the week” designation.
- Inform booster clubs and team parents about recruiting rules.
- Participate in rally skits or lunch time activities to promote your sport.
- Refer interested parents and potential players with enrollment questions to counseling or administration.
- Be very careful of conflicts of interest, use of facilities or school property if you coach for a community youth program or off-season league.
- Report violations to the athletic director or principal with specifics of the situation (name of player, nature of contact, contacted by whom, when).
- When in doubt, ask your athletic director or principal before proceeding or giving advice.