

**Memphis Interscholastic
Athletic Association**

**CONSTITUTION
AND
BY-LAWS**



Revised February 3, 2008 2:21 PM

Rules and Regulations Governing
Memphis Interscholastic Athletic Association Contests

Senior and Middle Divisions

Memphis Interscholastic Athletic Association
Memphis City Schools
Memphis, Tennessee
July, 1998

Revised 2/3/2008 2:21 PM

Ratified November, 2003

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Foreword

The Memphis Interscholastic Athletic Association schools are a part of the Tennessee Secondary Athletic Association and as such conduct their athletic programs in conformance with the general policies of the TSSAA. The Memphis Interscholastic Athletic Association, governed by the Athletic Policy Determining Committee, may make rules and regulations more stringent than those of the TSSAA but may not be more liberal or lenient in legislation than permitted by the bylaws of the state organization.

This handbook, prepared under the direction of the Athletic Policy Determining Committee, is designed to serve as a guide to the athletic activities offered in the schools. Effective administration of this program will be largely due to the efforts of dedicated administrators and coaches.

Universal observation and compliance with these rules will assure continually greater success in this phase of our educational program.

Memphis City Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age. For more information, please contact the Office of Equity Compliance at (901) 416-6670.

Senior Division - 30

School	Nickname	Colors	Phone
Carver	Cobras	Red & White	416-7594
Central	Warriors	Green & White	416-4500
Cordova	Wolves	Black, Hunter Green & White	416-4540
Craigmont	Chiefs	Maroon & Gold	416-4312
East	Mustangs	Cardinal & Gray	416-6160
Fairley	Bulldogs	Orange & Black	416-8060
Frayser	Rams	Green & Gold	416-3880
Hamilton	Wildcats	Blue & White	416-7838
Hillcrest	Vikings	Green & White	416-3104
Kingsbury	Falcons	Cardinal & Blue	416-6060
Kirby	Cougars	Blue & Gray	416-1960
Manassas	Tigers	Blue & Gold	416-3244
Melrose	Golden Wildcats	Maroon & Gold	416-5974
Middle College	Bulldogs	Red, White & Black	333-5360
Mitchell	Tigers	Gold & Black	416-8174
Northside	Cougars	Orange & White	416-4582
Oakhaven *	Hawks	Gold & Gray	416-2300
Overton	Wolverines	Blue & Gray	416-2136
H. F. Price	NA	Purple & Gold	435-1765
Raleigh Egypt	Pharaohs	Red & Black	416-4108
Ridgeway	Roadrunners	Blue & Orange	416-8820
Sheffield	Knights	Gold & Black	416-2370
Treadwell*	Eagles	Red & White	416-6100
Trezevant	Bears	Purple & White	416-3760
B.T. Washington	Warriors	Green & Gold	416-7240
Westwood	Longhorns	Red & Blue	416-8000
White Station	Spartans	Green & Gray	416-8880
Whitehaven	Tigers	Black & Gold	416-3000
Wooddale	Cardinals	Red, White & Blue	416-2440

Middle School Division - 30

School	Nickname	Colors	Phone
Airways	Jets	Red & Blue	416-5006
A. Maceo Walker	Jaguars	Blue & Gold	416-1030
American Way	Eagles	Red, White & Blue	416-1250
Chickasaw	Chiefs	Green & Gold	416-8134
Bellevue	Bobcats	Blue & Orange	416-4488
Colonial	Patriots	Red, White & Blue	416-8980
Cordova	Cougars	Green, Maroon & White	416-2189
Corry	Eagles	Scarlet & Silver	416-7804
Craigmont	Chiefs	Cardinal & White	416-7780
Cypress	Timberwolves	Red & Gray	416-4524
Douglas	NA	Maroon & White	416-5946
Fairview	Trojans	Orange & Gray	416-4536
Geeter	Dragons	Purple & Gold	416-8157
Georgian Hills	Cougars	Blue & Gold	416-3740
Hamilton	Wildcats	Blue & White	416-7832
Havenview	Tigers	Black & Gold	416-3093
Hickory Ridge	Wildcats	Blue & Gold	416-9337
Humes	Tigers	Orange & White	416-3226
Ida B. Wells	Eagle	Blue & Gold	416-3210
J.P. Freeman	Panthers	Blue & White	416-3156
Kirby	Cougars	Blue & Gray	416-1980
Lanier	Lions	Red & Gold	416-3128
Lester	Lions	Black & Gold	416-5969
Longview	Dragons	Green, White & Black	416-7420
Raleigh Egypt	Pharaohs	Red & Black	416-4141
Ridgeway	Roadrunners	Blue & Orange	416-1588
Riverview	Vikings	Orange & Blue	416-7340
Sherwood	Archers	Green, Black & White	416-4870
Snowden	Greenies	Green & White	416-4621
Vance	Vipers	Green & White	416-3256
Westside	Wildcats	Red & Blue	416-3700

White Station

Spartans

Green & Gray

416-2184

Wooddale

Eagles

Red & Blue

416-2420

Article I

Name This organization will be known as the Athletic Policy Determining Committee (**APDC**) of the Memphis Interscholastic Athletic Association (**MIAA**).

Article II – Jurisdiction and Purpose

A. Jurisdiction

1. The APDC is the governing body of the Memphis Interscholastic Athletic Association created by the Memphis Principals' Association. The APDC operates within the framework of the TSSAA and is directly responsible to the Memphis Principals' Association and to the Superintendent of schools.
2. The Athletic Director (MCS) will act as a liaison between the Policy Determining Committee and the various conferences and schools for the purpose of coordination, unifying, and correlating citywide policies.
3. This policy-making body will establish regulations that will be administered in the individual schools by the principals of these schools. Primary responsibility rests with the principals in regard to school athletic programs.

B. Purpose

1. To be responsible for all rules and regulations on matters of policy-governing athletics.
2. To be responsible for such matters as realignment of conferences.
3. Procedures for appeals and/or hearings:
 - a. The Athletic Director (MCS) will notify any school charged with violating established regulations.
 - b. If a hearing is desired by the school or schools involved, the Athletic Director must be notified in writing within three (3) days subsequent to the charges.
 - c. Provisions will then be made for such hearings and investigations and the school so notified.
 - d. After testimony has been heard, the Athletic Policy Determining Committee will meet to discuss the evidence and possible penalties. The Committee will decide what penalty, if any, is to be placed against the school.
4. To serve as a committee of appeals on all matters brought to its attention by conferences, schools and individuals.
5. To make rules and decisions in any and all matters which may be brought to its attention by the individual school, by the several conferences, by the Memphis City Schools' Principals' Association or by the Superintendent.

Article III – Membership

The APDC will consist of the following members:

1. One principal from each classification (2A, 3A, 4A, 5A) to be elected by member schools in each respective classification

2. Two principals from the middle school program
3. One coach from football, basketball, track, baseball, softball, volleyball and one middle school coach to be appointed annually by the elected members of the Committee
4. One principal will serve as Chairperson; one principal will serve as Vice Chairperson
5. The TSSAA Board of Control and executive council representative (whichever is a member of the MIAA) will serve as an ex-officio member
6. The Athletic Director (MCS) and/or the Assistant Athletic Director (MCS) will serve as the recorder to the Committee.

The election process will consist of one half board members being elected annually by the Memphis principals to a 2-year term. For the board positions of 3A, 5A and the middle schools position one, the election will be held on the odd years. Positions 2A, 4A and middle school position 2 will be held on the even years. All elections will be held in the month of August.

Each member will be required to attend 60% of scheduled meetings. If any member fails to comply with this, the remaining members of the association can nominate a replacement to fulfill the duties of that position.

Article IV – Officers

A. Term of Office and Responsibilities

1. The officers of this association will be a Chairperson and Vice Chairperson who will be elected principals. The term of office of committee members will be made by the opening of the fall term. In case appointments have not been made, the incumbents will continue in office until such appointments have been made.
 - a. The retiring members of this committee will serve as the nominating committee for the following term of office.
 - b. If a member leaves the school system during their term, the committee will appoint a member to finish the term.
2. The Chairperson will preside over all meetings and see that they are conducted in a parliamentary manner. The Chairperson will appoint all committees necessary for carrying on the functions of the Athletic Policy Determining Committee.
3. The Vice Chairperson will serve as an assistant to the Chairperson and will conduct meetings in the absence of the Chairperson and be of assistance to the Chairperson when it is necessary.
4. The Athletic Director (MCS) will keep a permanent record of all minutes of each meeting and distribute two (2) copies to each member school after each meeting and two (2) copies to the MIAA Office. The Athletic Director (MCS) will account for all finances needed in the function of the organization.

Article V – Meetings

There will be a general meeting for the purpose of organization within a month before the opening of the fall term, with two other meetings being called during the academic year. The meetings will be called by the Chairperson or upon the petition of three or more members of the Committee.

Article VI – Amendments

Any part of the Constitution may be amended or repealed by a two-thirds affirmative vote of the Athletic Policy Determining Committee, provided the proposed amendment has been read at a previous regular or called meeting.

Section I General Rules and Regulations

101. Authorized Teams

101.1 The following athletic teams (male and female) are authorized by the Memphis Interscholastic Athletic Association.

Senior High Schools

- 1 Baseball
- 2 Basketball
- 3 Bowling
- 4 Cross Country
- 5 Football
- 6 Golf
- 7 Soccer (Boys-spring - Girls Fall)
- 8 Softball
- 9 Swimming
- 10 Tennis
- 11 Track & Field
- 12 Wrestling
- 13 Volleyball

Middle Schools

- 1 Baseball
- 2 Basketball
- 3 Football
- 4 Soccer
- 5 Softball
- 6 Track & Field
- 7 Volleyball

101.2 These activities will take place according to dates adopted by the Athletic Policy Determining Committee. The Memphis Interscholastic Athletic Association must approve any athletic activity.. If a school prefers not to participate in any of the approved athletic activities, the school has this privilege. With the aforementioned privilege goes the responsibility of stating the school's position to the Committee in sufficient advance time so scheduling difficulties will not occur. High Schools must participate in MIAA league schedule events in football, basketball (girls and boys), baseball, softball, track and volleyball to be eligible for the Championship in any sponsored activity. The Athletic Policy Determining Committee must approve any exception to this policy. Middle schools must participate in football, basketball, track, baseball and softball. Schools that have not met this requirement will not be eligible to participate in the city championship.

101.3 New schools will be given two years to organize their athletic program and may participate on an optional basis during the organizational period. By the third year, the high school must participate in football, basketball (girls and boys), baseball, softball, track and volleyball; middle school must participate in football, basketball, baseball, softball and track or be dropped from the program.

101.4 Divisions

a. Senior Division

Schools which include grades 7-12, 9-12 and 10-12 may compete in the Senior High Division.

b. Middle School Division

Any Schools which include grades 6-8.

101.5 Additional School Sponsored Teams

All school sponsored athletic teams will abide by the Memphis Interscholastic Athletic Association regulations. School sponsored teams include any group using the school name, school facilities, school equipment and/or school personnel to coach the group.

102. Membership Fees

All schools in the Association will be assessed a fee of \$50.00 annually.

103. City Championship

103.1 Senior Division

- a. City champions will be recognized by the Memphis Interscholastic Athletic Association in the sports designated by the Association.
- b. The MIAA will determine opponents and assign locations for all city play-off contests.
- c. Conference champions will engage in a play-off to determine a city champion. Details of the city play-off will be determined by the MIAA.
- d. Conference champions will be determined by the method outlined for each sport. In the event of a tie for the Championship, the MIAA system for resolving ties in that specific sport will be used.

103.2 Tie Breaking Procedure

- a. Head-to-Head competition in league play. If teams have played each other during the season, the outcome of these games will resolve the tie.
- b. If a tie remains after (a), the tiebreaker will be determined by how teams have done against the next highest seeded teams in their respective league: 1st, 2nd, 3rd, 4th, etc.
- c. If the tie remains after (a) and (b), the overall win-loss record against teams within that classification will be used to break the tie. This only includes games played in your classification with member teams of TSSAA.
- d. If the tie remains after (a), (b), and (c), the best overall record will be used to break the tie. The best overall record includes games and tournaments with all teams associated with the National Federation of State High School Associations (**NFHS**). Scheduled games must be on a Official MIAA Schedule to count for championship purposes.
- e. If a tie remains, a coin will be tossed. A draw will be used to determine who will call the coin toss. The number system will be used to determine who calls the coin.

103.3 Soccer City Championship Tie Breaker Procedure:

1. Scoring

- A) Divisional winners will be determined by the following 4 point system:
 - a) Win- 3 points
 - b) Ties-1 point
 - c) Loss- 0 points
- B) Forfeit is scored as a 3-0 loss and a total of 3 points will be awarded.
- C) If teams are tied in points, rule (2) will be used to break the tie.

2. Tie Breakers

A) To determine divisional winners and seed for the Championships:

- a) Winner of head-head competition
- b) Highest goal differential- goals for minus goals against with a (maximum 3 goals per game)
- c) Least total goals allowed (maximum 3 goals per game)
- d) Most shutouts
- e) Most goals scored
- f) Penalty kicks

104. Preparation of Schedules

104.1 Schedules for all MIAA contests will be made by the Athletic Director (MCS). The details of such schedules will conform to the Master Calendar adopted for the year and within the framework established by the Athletic Policy Determining Committee.

104.2 Schedule details of all City Championship contests will be determined by the Athletic Policy Determining Committee. Once the times and dates in each sport are set on the schedule for meetings and games to be played it will not change. A meeting will be set prior to the city championship to determine who will be playing. The city championship rule will apply.

104.3 Schools must play all league games to be eligible to participate in the MIAA City Championship. All league games that are cancelled must be scheduled within three working days.

105. Interschool Scrimmages

The present TSSAA regulations will be followed.

106. Practice

106.1 MIAA schools will follow TSSAA practice times and procedures.

106.2 Organized practice in any sport ends when the team's season has ended unless prescribed practice dates are assigned by the Athletic Policy Determining Committee.

107. Inclement Weather and Postponed Games

107.1 Inclement Weather - When school is cancelled because of inclement weather conditions, all athletic events will be postponed. The home school is responsible for notifying officials and calling everyone involved in the contest.

107.2 If schools are closed on the day a meeting is to be held, the meeting will occur on the first business day schools are opened. If a basketball league scheduled date is cancelled because of school closings due to inclement weather, the games will be played the next available scheduled snow date, per schedule.

107.3 The principal or athletic director of the home school will contact the principal of the visiting school and they will decide whether the game is to be played or postponed. In the event of disagreement, the decision rests with the Athletic Director (MCS).

107.4 If postponed:

- a. The Athletic Director (MCS) should be notified of the decision immediately, including the new date and site preference.
- b. The home school will notify the officials' assigning agent that the game has been postponed.

107.5 Guidelines for Forfeiting Athletic Contests

- Forfeit - Any game that is cancelled by a school for reasons other than weather related conditions.
- To keep from paying a fine, the forfeiting schools must notify the opposing school and the MIAA office in writing at least 24 hours before the contest.
 - The home school is responsible for notifying the officials in writing. If the twenty-four hours notice is not given, officials will be paid by the forfeiting school and will not receive reimbursement from the Athletic Office.
 - Both schools in a forfeiting situation should send a letter to the MIAA office and a copy to the opposing school principal.
 - The fines for forfeiting are two hundred dollars (\$200.00) for major sports, fifty dollars (\$50.00) for minor sports.

Major Sports (\$200.00)

Basketball
Baseball
Football
Softball

Minor Sports (\$50.00)

All Middle Schools athletic programs
"B" Team Basketball
Bowling
Cross Country
Golf
Junior Varsity Football
Soccer
Swimming
Tennis
Track & Field
Volleyball
Wrestling

- If a school fails to notify the opposing team by 11:00 am in writing on the day of a scheduled contest the forfeiting school must pay the cost of the bus for the visiting team.
- The forfeited game will not be rescheduled.
- If there is a continued pattern of forfeiting in any sport, the Athletic Director (MCS) may request an explanation.
- Any school that has a forfeit situation must notify the MIAA within 24 hours. Failure to notify the MIAA in writing will result in a no contest for championship purposes.

108. Physical Examinations

108.1 Each player must pass a physical examination by a licensed general physician, orthopedic physician, nurse practitioner or physician's assistant before being allowed to participate in athletics.

108.2 Players absent from athletic practices or competitions for serious illness or major injury must be cleared by a physician with a written consent of release on file at the school for re-admittance to practices and competitions.

109. Parent Responsibility Sheet

- 109.1 Each player must submit a release of all claims form signed by his/her parents or legal guardians on file at the school before he/she can participate in practices and competitions.
- 109.2 Each player must submit a completed emergency information form signed by his/her parents or legal guardians authorizing the medical treatment of the player in case of an emergency on file at the school before he/she can participate in practices and competitions. A copy of this form should accompany the coach to all games and practices.
- 109.3 Each athletic director of his/her associated school will be responsible for ensuring that no player engages in practices and competitions until these standards are met. Players whose athletic records are noncompliant with standards will be suspended from practices and competitions until standards are met.
- 109.4 Mandatory athletic records must be prepared according to Athletic Liability Assessment guidelines established by MIAA Athletic Health Services. Schools will be fined \$50 per visit for noncompliance.

110. Insurance Benefits

- 110.1 All schools participating in athletics must be a member of TSSAA so the athletic program will be covered under the catastrophic insurance plan.
- 110.2 For a player to be eligible to participate in any interscholastic practices or competitions that represents a member school, schools must insure each player under the secondary insurance athletic health plan designated by MIAA for the care of athletic injuries.
- 110.3. Each athletic director of his/her associated school will be responsible for ensuring that no player engages in practices and competitions until he/she is insured under this secondary insurance plan.
- 110.4. Secondary insurance payments are due by the dates established by the MIAA. Schools will be fined \$50.00 per sport for late payments.

111. Rallies and Demonstrations: Noise Producers

- 111.1 There will be no unsportsmanlike demonstrations after any athletic contest. It is permissible for a team to have a rally at their school when the team has returned from an away event.
- 111.2 Use of artificial noise producers will be discouraged at any athletic contest and prohibited at indoor activities. This will include all horns, drums, cowbells, whistles, megaphones, etc. (Exception: Yell leaders and pep bands may use megaphones.)
- 111.3 The use of live animals or fowl as mascots in conjunction with an interscholastic athletic event is prohibited.
- 111.4 All rallies, demonstrations and other activities associated with the interscholastic athletic program are to be limited to campus activities and to approved daytime off-campus activities.
- 111.5 Obscene posters, banners and signs are prohibited inside the stadium and gymnasium. The goal posts may be decorated with crepe paper below the crossbars.
- 111.6 It is recommended that home team bands perform the National Anthem at home games.
- 111.7 Any student taking part or associated in any way with the activities in violation of rule 111 may be ruled ineligible to represent their school in interscholastic athletics until reinstated by the school principal.

112. Reporting Violations

All violations must be reported immediately to the MIAA office in written form. Any violation of TSSAA and MIAA

rules and regulations must be reported immediately in writing to the MIAA office.

113. Reporting Results

113.1 The results of all contests will be reported to the Athletic Director (MCS) as requested and according to instruction issued from the MIAA office.

113.2 The athletic director of the home team or his/her designated representative will report the results of athletic contests to the news media. This must be done immediately after the contest.

113.3 All teams must send a detailed overall win-loss record to the MIAA office at the completion of the regular season schedule.

114. Responsibilities of Home School

114.1 The home school will be responsible for the items listed below and other related items essential to the successful staging of the athletic event:

a. Seating:

Each school will provide a separate seating area for the visiting spectators whenever possible.

b. Dressing Facilities and Towels:

Each school must provide adequate dressing areas for officials and visiting players. Each team will furnish its own towels at all games.

c. Preparation of Playing Area

The field or court should be marked in accordance with the official rules of each sport.

114.2. Preparation of Playing Area:

a. Each school/team is required to have water and injury ice set up for all practices and competitions.

b. Each team is required to have an appropriate First-Aid kit available at all practices and competitions.

115. Responsibility of Schools

Schools are responsible not only for the conduct of their own students at athletic events but also for the development and display of proper attitudes and conduct on the part of alumni and other community groups that attend such contests. {Refer to Guidelines for Safety and Security of Athletic Contests, Section XX}

116. Recruiting

116.1 Recruitment of students for athletic purposes by members of the MIAA at school, in the home, or any other place is prohibited. It is the principal's and coach's responsibility to immediately report all recruiting violations to the MIAA office. Failure to report such violations will result in sanctions being imposed on the school that fails to notify the MIAA of these violations.

116.2 College contacts with the high school for purposes of recruitment will be made through the principal's office. The recruiter must sign in at the principal's office.

116.3 Individuals involved in the recruiting process of a student-athlete must follow all rules and regulations outlined by the MIAA, TSSAA, and NCAA.

116.4 MIAA COACHES RECRUITING POLICY

a. PHILOSOPHY

It shall be the philosophy that all coaches uphold the principles and values of the Memphis City Schools (MCS) District and the Memphis Interscholastic Athletic Association (MIAA). Coaches, in no way shall influence, entice or encourage parents/student-athletes to take part in any illegal recruiting schemes. The purpose of this rule is to implement the provisions of MCS district's athletic policy #403.1, which prohibits any member school or its representative from violating the recruiting policies. Coaches provide a wealth of knowledge to the academic and athletic composition of MCS and MIAA. Therefore, we contend that coaches are essential to the structure of our educational system.

b. GOALS & OBJECTIVES

The goal of this policy is to discourage coaches from illegally recruiting student-athletes. To advise school officials, principals, school athletic directors, coaches, faculty members and parents/student-athletes of the district and state recruiting policies. To impose consequences on those who violate the policies and procedures of the recruiting rule.

1. Develop and implement rules and regulations that will impede coaches from illegally recruiting student-athletes of other schools.
2. Provide and employ consequences for violating this illegal recruiting policy.
3. Conduct an orientation for the parents/student-athletes to explain the procedures of district and state recruiting policies.
4. The APDC will review and monitor the districts recruiting policy.

c. MISSION

The mission is to provide awareness, insight and stringent consequences to anyone that illegally recruits student-athletes.

d. EXPLANATION OF ACCEPTABLE AND UNACCEPTABLE RECRUITING

Acceptable Recruiting – Coaches or a representative from their school may visit the schools that are defined by the area school district as a feeder school or visit with potential student-athletes that are zoned to attend that particular school the succeeding year.

Unacceptable Recruiting – A form of undue influence directed towards a potential student-athlete or parent/guardian by anyone to recruit students to his/her school. **If anyone representing a school attempts to entice, encourage, persuade, provide transportation, take an exam, provide financial assistance, and consult with any representatives in schools the student-athlete is not zoned to, is a direct violation of the recruiting policy.**

e. ALLEGATIONS OF A RECRUITING VIOLATION

If a member of this school district or its representative brings forth the allegation of a recruiting violation (by-law 403.1) by any member school, the following steps should be imposed: (1) **a statement of facts pertinent to the alleged violation must be submitted in writing, to the Athletic/Academic Compliance Officer. The reporting school must include the circumstances and all relevant proof confirming the alleged violations. The AACO will render an interpretation and notify all schools within three working days.** (2) **If one or more schools do not accept this interpretation, the case must then be decided by the APDC.** (3) **After a decision has been made by the APDC, a special meeting shall be called by the Athletic/Academic Compliance Officer for all coaches of that particular sport and the Athletic Director of each school. The purpose of the meeting shall be the explanation of all circumstances leading to the decision.**

The penalty for the alleged aforementioned will be as follows:

1. The coach **will be** removed from all coaching responsibilities for one calendar year.

2. The school **will be** fined \$500.00 dollars.
3. Any affiliated representatives will be removed from any contact with any participating MIAA athlete for one calendar year.

117. Summer Athletic Activity Programs

Summer programs are governed by the TSSAA rules and regulations.

118. Out of Season Conditioning Programs

Students participating in summer athletic activities must follow all policy and procedures established for athletics during the school year.

119. Championships

119.1 The Conference or Division Championship in football, basketball baseball and softball will be determined by the:

- a. Percentage of games won in conference play.
- b. In case of a tie, if one of the two schools involved has defeated the other in a contest scheduled for league championship play, the school will be declared the league winner.
- c. Mathematical Formula: The MIAA tie-breaking procedure will be used to determine teams that qualify for city championship events. [Refer to Section I, 103. City Championship]

119.2 In the event of a tie in a City Championship game or meet, the teams will be declared co-champions and each will be awarded a trophy.

120. Radio and Television Broadcasts

Radio broadcasting and televising of high school athletic contests are permitted. Memphis City School's board policy on communications must be followed.

121. Suspensions

(Suspension may be the result of violation of any of the rules and regulations of the Association.)

121.1 Any school which incurs the penalty of suspension by the Athletic Policy Determining Committee must close its athletic competition in all sports as determined by the Committee. The school will be placed on probation in all sports for a period of one year from the date of suspension, during which time further penalties may be imposed if, in the judgment of the Athletic Policy Determining Committee, circumstances are warranted. During the suspension period, schools involved may not meet each other in dual competition or substitute other opponents on these dates and for the purpose of determining the conference standings, each cancelled game is to count as one game lost for each school. The Athletic Policy Determining Committee reserves the right to require teams to disband before the close of the dual season if, in the opinion of the Athletic Policy Determining Committee, the offense justifies it.

121.2 During the year's probation any further infraction of the rules may result in additional penalties, either specified or unspecified in these rules. The period of probation may be ended only by application of the offending school and official action by the Policy Determining Committee.

122. League Structure

Leagues and/or divisions of the Memphis Interscholastic Athletic Association will be recommended by the Policy Determining Committee and ratified by the principals of the member schools. During reclassification years, a date will be declared for all schools to submit their classification to the MIAA office for approval.

123. MIAA Athletic Meetings

The MIAA office will hold meetings at designated areas throughout the year to organize the upcoming sports. It is required that every school be represented at all meetings. Schools not represented at an official MIAA meeting will be fined \$25.00. Notification of attendance at each meeting will be sent to the principals.

A meeting will be held prior to each city championship. A coach or a representative must be present with the athletic record at the time seeding is done. If a representative is not present the following will occur:

- a. Removal of the coach for City Championship series and the coach will not be allowed to attend the play-offs and/or City Championship game.
- b. The day of the City Championship meeting all schools must fax their records or entry forms to the MIAA Office by 9:00 a.m.
- c. A school that does not attend the City Championship meeting must pay a \$500.00 fine to be included. The fine will be payable before participation in tournament play and will be awarded to any school that is removed from the tournament due to the inclusion. Exception for Track & Field only: The teams will be allowed to participate as open lanes permit.

124. Clinics

Every coach will be required to participate in 6 hours of approved MIAA sponsored clinic work each year.

125. Medical

125.1 Every coach will be required to have a current Cardio Pulmonary Resuscitation (CPR) and First Aid certification in order to supervise practices and competitions. A copy of these certifications should be kept on file at the school.

125.2 The athletic director of his/her school is responsible for ensuring that no coach supervises practices and competitions until standards are met.

126. MIAA Guide for Student-Athletes and Parents

126.1 This guide must be presented to all student athletes competing in member MIAA school events.

126.2 The evaluation form in this handbook must be filled out by all college scholarship signees and returned to the Athletic Director by the end of their senior year.

Section II Eligibility Rules

The Memphis Interscholastic Athletic Association will abide by the rules and regulations of the Tennessee Secondary School Athletic Association, as well as other regulations and clarifications adopted by the Association. But in no case may the rules be less severe than permitted by the by-laws of the state organization.

201. Certificate of Eligibility

- 201.1 Eligibility forms must be sent to MIAA and TSSAA one week prior to the first contest. Send the original to TSSAA and a copy to the MIAA office.
- 201.2 Activity rosters must be sent to the Athletic Health Services office by the dates established by the MIAA office. Athletic Health Services should be continually notified in writing of any changes made to activity rosters.
- 201.3 All players are required to have a physical form, release of claims form, emergency information form and proof of secondary insurance designated by the MIAA on file at the school in order to engage in practices and competitions.

202. Citizen Requirement

- 202.1 Participation in athletics is a privilege and not a right. Each participating student must maintain high standards of citizenship within his/her school and community. Each school is charged with the responsibility of seeing that its athletes are in good standing.
- 202.2 A student who is regarded in his/her school as ineligible to compete because of MCS Board Policy and who transfers to another school will be ineligible to compete in his/her new school for a period mandated in the policy.

203. Attendance On Day of Contest

To be eligible for any athletic contest a student must be in attendance a minimum of 3 hours and 16 minutes (half of a school day) of the day of the contest. Exceptions may be made by the principals in case of death in families, court order or other extreme emergencies. The Attendance policy is Board Policy 5135. All alleged infractions of policy must be reported to the MIAA office for review.

204. Pupil Falsifying Information or Name

- 204.1 Any student who knowingly fails to give full and correct information regarding his/her eligibility to participate in athletics or who plays in any unauthorized athletic contest, will be declared ineligible to represent his/her school in any sport for one year following the date of the discovery of the event and may be reinstated only by the action of the Athletic Policy Determining Committee.
- 204.2 A student who participates, or attempts to participate, on any team under an assumed name is ineligible for one year and may be reinstated only by the Athletic Policy Determining Committee.

205. Information About Ineligibles

- 205.1 Any school or official who has information which leads him/her to suspect that there is an ineligible player on the squad of any school is obligated to report immediately the matter in writing to the principal of the school concerned and to the Chairman of the Athletic Policy Determining Committee.
- 205.2. If a member school finds that a contestant who was not properly certified has participated in an athletic contest or discovers that a contestant certified as eligible is actually ineligible, that school will promptly communicate the fact in writing to the Chairman of the Athletic Policy Determining Committee.

206. Playing An Ineligible Player

- 206.1. Schools will not play ineligible students in any contest. (This includes interschool scrimmages.)

206.2. If a school plays an ineligible student, knowingly or unknowingly, in any athletic contest involving team play, such as football, basketball, baseball and softball, the contest must be forfeited. If an ineligible player represents his/her high school in track, tennis, golf or cross country, only the points that he/she won will be forfeited.

207. Semesters In School

207.1 The maximum number of semesters a student can attend school and still be eligible for athletic participation in the Senior High Division is eight consecutive semesters (8) from the date of initial entry in grade nine.

207.2 An eighth grade student can participate as a member of a senior high school team, and he/she will be entitled to four years of high school participation upon entering the ninth grade.

207.3 A seventh grade student cannot participate in any sport as a member of a senior high team.

208. Academics

208.1 All students are required to pass five (5) units or the equivalent the previous year in order to be eligible for participation in extracurricular activities. If the total number of hours for graduation is less than twenty-four, an exception is made in basketball and wrestling.

208.2 A middle school student must pass from the current grade to the next in order to be eligible.

208.3 A student will have 6 semesters to complete 4 possible semesters of participation after entering the 7th grade. Any student who repeats the 6th, 7th or 8th grade after having passed that grade will not be eligible until they have reached the next higher grade.

209. Try Out Policy

209.1 In the event student-athletes need to be cut from participating on a sports team the coach has the ultimate authority to determine the participants to make the team. In this authority lies the responsibility to maximize the opportunities for our students without diluting the quality of the program. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport.

209.2 Responsibility

- a. Choosing the members of the athletic squads is the sole responsibility of the coaches of those squads. The Participants need to understand there is no guarantees in making the team before try-outs begin.
- b. Prior to squad selection, the coach shall provide in writing the following information to all candidates for the team:
Extent of try-out period, guidelines to select the team, number to be selected, practice commitments, game commitments and any financial obligations

209.2 Procedures

- a. When a squad cut becomes a necessity, the process will include having performed in at least one intra-squad game or game type situation
- b. Coaches will discuss alternative possibilities for the participation in the sport or other areas of the activities program. EX. Manager
- c. Cut lists are not to be posted
- d. If a coach anticipates difficulties arising as a result of the squad selection, he/she should discuss the situation with the Athletic Director. The coach must have documentation for the selection process
- e. Upon request the Coach and Athletic Director must meet with the student and parent.

Section III – Finances

301. Admission

Admission to all athletic contests must be by numbered tickets only; however, personnel presenting credentials properly validated will be admitted to all regularly scheduled contests.

302. Types of Tickets Sold

302.1 Student tickets will be sold only to bona fide secondary and elementary students.

302.2 General admission tickets will be sold to the public. Alumni will be classed as general public.

302.3 Season football tickets will be honored at all games between association members in which they are participating

303. Sale of Tickets

303.1 The home school or MIAA office will furnish the tickets sold at the gate.

303.2 Each school will provide the necessary gate and fence attendants as required for off campus events. Failure to have necessary personnel present prior to the beginning of the contest will result in forfeiture of right to share in receipts. All senior high football games played at the premium stadiums will be staffed and operated by the MIAA office.

304. Complimentary Tickets and Passes

304.1 Uniformed Participants

- a. Bands, drill teams, and yell leaders in uniform will be admitted free of charge when their team is participating in football.
- b. Cheerleaders in uniform will be admitted free of charge when their team is participating in athletic events.
- c. Players in jerseys escorted by his/her coach will be admitted.

304.2 Faculty, school reporters and school photographers, without proper credentials, must present a ticket for admission.

304.3 MIAA, TSSAA, Press and Retired Teacher Passes will be honored at all Association contests, including all city play-off competitions. Persons entitled to receive MIAA passes are coaches, cheerleader sponsors and the team doctors of member schools.

304.4 Middle division players attending senior division games must have tickets to gain admittance. Member schools may present complimentary tickets to their feeder school principals and coaches for distribution. Such tickets will be presented to the principal or coach and not directly to the players.

305. Receipts and Expenses

305.1 Association Competition

- a. Football

The net receipts will be divided equally between the competing schools. The proceeds from the advance sale of tickets in each school will be retained by the school that sold them. Season tickets

will be honored.

b. Football ticket sales

- 1) The sale of tickets at football games must be transacted at the stadium's ticket booth. School administrators, coaches, students, boosters, parents, etc. are prohibited from selling tickets on or outside the premises of the football stadium.
- 2) Adults and parents riding on the football team, band, drill team, and pep team buses, who are not performing in the athletic contest, must have a ticket to enter the event.

c. Basketball and Wrestling

- 1) The home school is responsible for all expenses and will retain all gate receipts unless otherwise agreed upon between participating schools.
- 2) Receipts and/or expenses will be shared equally by participating schools for games played on neutral floors unless otherwise agreed upon by the participating schools.
- 3) Season tickets will not be honored away from home.

d. Baseball and Track

- 1) No season tickets or pre-sale tickets sold.
- 2) All receipts shared equally after expenses.

e. Reimbursements

- 1) A deadline will be set for submission for all reimbursements cost to be sent to the MIAA office. Schools not meeting this deadline will not receive reimbursements.

305.2 (**Sr. Division only**) At all City Play-off Contests for which admission is charged, the Policy Determining Committee will determine opponents, assign locations, and print tickets for these contests as needed.

All receipts will be shared and distributed as determined by the Policy Determining Committee.

306. Traveling Expenses - Each team will be responsible for its own traveling expenses.

307. Contracts

307.1 Contracts are required for all non-association scheduled contests in football and basketball.

307.2 Financial arrangements for games played between association members which do not count in league standings are left to the school involved. In football the receipts or expenses for all contests of this nature will be split equally.

308. Fines

Use of the money collected from fines will be determined by the APDC at the end of the year. All dues and fines must be paid before member schools will receive reimbursements from the MIAA Association.

309. Reimbursements

309.1 For invitational tournament there will be no reimbursements for officials or tournament expenditures. The district tournaments will be the responsibility of all participating schools to divide the proceeds and split

the cost if no money is made. For tournament purposes schools should be assessed on prorated bases.

309.2 The board approved equipment reimbursement requisition must be turned in to the MIAA office in November.

309.3 The officials' reimbursement form must be turned in, on or before, two weeks after the city championship game in that sport. All reimbursements for that sport will be transacted at that time.

Section IV – Awards

401. Granting of Letters

Each school in the Memphis Interscholastic Athletic Association has the power to determine to what teams and to which individuals on those teams letters will be given.

402. City Championship Awards (when applicable)

402.1 The champion and runner-up teams will receive an award in all City Championship activities sponsored by the association.

402.2 League and/or divisional champions will receive an award in all City Championship activities sponsored by the association.

402.3 The most outstanding athletes in all sports will receive an award.

402.4 In case of a tie in the City Championship game, co-champion awards will be presented.

403. League and City Place Awards

Awards will be given to individual place winners in bowling, cross country, golf, swimming, tennis (including doubles), track and field, and wrestling (including doubles).

403.1 League Ribbons

- a. Blue Ribbon - 1st Place
- b. Red Ribbon - 2nd Place
- c. White Ribbon - 3rd Place

403.2 City Championship Medals

- a. Gold Medal - 1st Place
- b. Silver Medal - 2nd Place
- c. Bronze Medal - 3rd Place

403.3 City Championship Presentation

- a. A MIAA representative or designee will present individual and team awards upon completion of city championship events.

Section V - Baseball and Softball Rules

501. Limits Upon Games

501.1 Senior Baseball - The limit upon games is 30 regular season games. A team is limited to a maximum of 4

tournaments with each counting as 3 games.

Senior Softball – The limit upon games is 34 regular season games. A team is limited to a max of 5 tournaments with each counting as 4 games.

501.2 Middle Softball/Baseball – The limit is 16 regular season games. Tournaments will count as two (2) games/two (2) playing dates.

502. Practice

Senior Baseball--The first day of practice will be the Monday the week of February 15th. Pitchers and catchers may start two (2) weeks prior to this time. Any practice games or scrimmages with another team after April 1st will be considered as a regular game. Refer to TSSAA sports calendar for specific sport dates and regulations.

Senior Softball – The first day of practice is Monday the week of February 15th. No school can practice against or scrimmage another school until both schools have practiced a minimum of three (3) days from the starting date of practice. Refer to TSSAA sports calendar for specific sport dates and regulations.

Middle Softball/Baseball – The first practice is 4 weeks prior to the start of the first contest. Refer to TSSAA sports calendar for specific sport dates and regulations.

502.1 Baseball Summer Practice - No Restrictions.

Softball Summer Practice—A team is limited to a maximum of 10 days of school against school competition. There is a two (2) week dead period, beginning the week preceding July 4th and the week of July 4th, when there can be no coaching or any contact or observation by any coach with a student-athlete. Refer to TSSAA sports calendar for specific sport dates and regulations.

502.2 Baseball Off Season Practice - None.

Softball Off Season Practice- None.

503. Limits Upon Games

503.1 Saturday games must be agreed upon by both school administrators.

503.2 Baseball afternoon games- 3:30 p.m.. Softball afternoon games – 3:30 p.m. Both school administrators must be agree upon other afternoon games different from MIAA scheduled game times.

503.3 Night games (Sr. only) can be played when applicable with agreement of both school administrators.

503.4 Senior Baseball - No new inning will begin 2 1/2 hours after the official starting time of the contest, except in case of tie games, which should be played to completion.

Senior Softball- No new inning will begin 1 ½ hours after the official starting time of the contest, except in the case of a tie game, which should be played to completion.

503.5 Middle School Baseball - No new inning will begin 1 ½ hours after the official starting time of the contest, except in case of tie games, which should be played to completion. The City Championship will follow above rule with the exceptions of the finals, which will be extended to 2 hours.

Middle Softball – No new inning will begin 1 hour and 15 minutes after the official starting time of the contest, except in the case of tie games, which should be played to completion. The City Championship will follow above rule with the exceptions of the finals, which will be extended to 1 hour 45 minutes.

503.6 Baseball - If a team is ahead by ten (10) runs after five (5) complete innings of a seven-inning game has

been played, the game will be called as a complete game, provided there is a mutual agreement between the two coaches.

Softball – If a team is ahead by fifteen (15) runs after three (3) complete innings or ten (10) runs after five (5) innings of a seven inning game has been played, the game will be called as a complete game, provided there is mutual agreement between the coaches.

503.7 Pre-game warm-up schedule:

Senior Baseball Division

Hitting

	Afternoon	Night	Saturday
Home	2:35-3:05	6:35-7:05	12:55-1:15
Visitor	3:05-3:35	7:05-7:35	1:15-1:35

Infield

Home	3:35-3:45	7:35-7:45	1:35-1:45
Visitor	3:45-3:55	7:45-7:55	1:45-1:55

Middle Baseball Division

Home Infield and Hitting 3:30 p.m.

Visitor Infield and Hitting 3:45 p.m.

Softball Division

Home Infield and Hitting 2:30 p.m. – 2:55 p.m.

Visitor Infield and Hitting 2:55 p.m. – 3:25 p.m.

(In the event the afternoon senior game goes beyond 6:55 p.m., the inning will be finished and the night game participants will divide their remaining warm-up time)

504. Price of Tickets

504.1 The price of all game tickets must be determined at the Home Principal's discretion and coordinated with the MIAA Athletic Schedule.

504.2 Children 5 and under: Free of charge if accompanied by an adult.

505. Schedule

505.1 The Association league schedules for the current school year will be completed and approved by the MIAA Athletic Director on or before December 1st.

505.2 All member schools will turn in their complete schedules for the current school year on or before, January 1st, to the Director of Athletics, Memphis City Schools.

505.3 It is suggested that non-association games or games with Association members which do not count in conference standing be scheduled prior to the first game of the conference schedule.

505.4 The schedule for make-up and tied games will be determined by the MIAA Athletic Director.

505.5 Game sites may be switched with the concurrence of the principals of the schools involved and the Director of Athletics, Memphis City Schools.

505.6 Other than rained-out games, game dates may not be postponed or changed for any reason, except by the majority approval of the Baseball Coordinator of the Athletic Policy Determining Committee. The Baseball Committee is to be appointed annually.

506. Game Responsibilities

506.1 Cancellation of games for inclement weather or undesirable playing conditions.

- a. The home team may consult with the visiting team but the final responsibility for postponement will be with the Director of Athletics of the home team or his/her representative. The home team must notify the Director of Athletics, Memphis City Schools.
- b. If there is any question as to playing conditions of Park Commission fields, the final decision for determining whether or not the field is playable will be made by the Park Commission representative.
- c. Decisions regarding cancellation should be made as soon as possible. The final decision and notification must be made on or before 11:00am.
- d. The home team is responsible for obtaining field assignments for make up games and contacting Director of Umpires to obtain game officials.
- e. The home team is responsible for contacting the visiting team within three (3) day period of the postponed game and setting a playing date for the rescheduled game. The visiting team is to notify the MIAA office in writing if the game has not been rescheduled within the three (3) day of the postponed game. If neither team contacts the MIAA office in writing within the three (3) days of postponement, both teams will be awarded a 'no contest'.
- f. If a game is postponed for inclement weather, the home team is responsible for contacting the MIAA Office with the rescheduled date and the sites where you would like to play. The MIAA Office will secure fields for games to be played on Park Commission fields and notify the home team if a change requested in site is needed.

506.2 Game Balls

- a. Senior - Each team furnishes two top grade game balls. Additional game balls will be furnished simultaneously by both teams at the request of the umpire. At the end of the game remaining balls will be divided equally between the participating teams, with the home team receiving the odd number.
- b. Middle School - Each team will furnish an official game ball that has been designated as a game ball only.

506.3 Designated home school will pay assigned umpires.

506.4 In middle school, each school furnishes a person for the gate. Home team furnishes ticket sellers, ticket cash box, etc. Visiting team furnishes an assistant. The gate is to be equally divided between the two schools. A school that fails to furnish a person forfeits the right to any share. Gate personnel must be on duty at 3:00 p.m. for an afternoon game and at 6:00 p.m. for a night game.

506.5 In the senior division the gate receipts belong to the home team.

507. Re-Entry

Baseball - Any of the nine (9) starting players may withdraw and re-enter once, provided such player occupies the same batting position whenever they are in the line-up.

Softball – Any player may re-enter one time.

508. Officials

508.1 Certified TSSAA officials are to be selected by the coaches. All officials will have submitted notice of where they can be reached in the event of cancellation.

508.2 Officials will be paid and assigned in accordance with the agreement reached between the Officials Association and the MIAA Officials Relations Committee.

509. District Baseball and Softball

Senior - The procedure for TSSAA District Tournament Play will be recommended annually by the Policy Determining Committee and presented to the member schools on or before March 31st of the preceding year for ratification.

510. City Championship

Schools must play all league games to be eligible to participate in the MIAA city championship. All league games that are cancelled must be scheduled within three working days. Forfeits for championship purposes must go through the MIAA office. The City Championship format will be determined prior to each season.

Section VI - Basketball Rules

601. Scoring and Timing

Each home school will provide responsible adults who will be in charge of the scoring and timing at each scheduled Association game. Visiting teams may play the game under protest if this provision is not followed. Officials must be advised of protest before the game begins.

602. Practice

602.1 Senior

- a. The first date of practice will be the Monday the week of November 1st. Refer to TSSAA sports calendar for specific sport dates and regulations.

602.2 Middle School

- a. The first date of practice will be 30 days prior to the 1st contest. Refer to TSSAA sports calendar for specific sport dates and regulations.

603. Limits Upon Games

603.1 Senior - The number of regular season contests is 24 games to be played between the Monday 16 weeks prior to the Boys' State Basketball Tournament. For City Championship purposes, schools should leave one game if your team has a chance to compete for the City Championship. The City Championship

game will count as one of the 24 regular season games. Schools not involved in the city basketball championship playoffs may play one (1) additional game the week of the MIAA Championship, but must not be scheduled to conflict with the championship date. This additional game is also a part of the 24 regular season games. Tournaments count as two regular season contests.

603.2 Middle School - A basketball jamboree, eighteen (18) games, maximum number of tournaments two (2) with each counting as two (2) games. The city championship is a part of the TMSAA sectional championship tournament.

604. Beginning of Contests

604.1. Senior Division

- a. Varsity Girls - 6:00 p.m.
- b. Varsity Boys - 7:30 p.m. (or twenty (20) minutes following completion of girls game)
- c. "B" Games should be scheduled far enough in advance that they do not interfere with the start of the Varsity Girls' games (that would also include warm-up time for the teams before the game starts). If varsity girls games start at 6:00 p.m. the "B" game must be completed no later than 5:35 p.m.
- d. Games played during school hours must be approved by the MIAA Athletic Director.

604.2. Middle School Division

- a. Girls – 4:00 p.m.
- b. Boys – Games will start fifteen minutes following the completion of the girls' game.
- c. Games played during school hours must be approved by the MIAA Athletic Director.

605. Basketball Schedule

605.1 The date of the first High School contest is the Monday sixteen (16) weeks prior to the Boys' State Basketball Tournament.

605.2 All member schools must play a double round-robin within their designated conference.

605.3 It is suggested that non-association games or games with Association members which do not count in conference standings, be scheduled prior to the first game of the conference schedule.

605.4 Game sites may be switched with the mutual agreement in writing of the principals of the schools involved and the Director of Athletics, Memphis City Schools.

605.5 The City Championship Play-off Games will be played during the week following the last regular scheduled games.

605.6 The Association Conference schedules for the next school year will be completed and approved by the MIAA Athletic Director on or before February 1st each year.

605.7 All member schools will turn in their completed schedules for the current school year on or before October 1st to the Director of Athletics, Memphis City Schools.

606. Price of Tickets

606.1 Senior Division

- a. All Association games
 - 1) Students \$5.00 per game
 - 2) Adults \$5.00 per game
- b. City Championship Games
 - 1) Students \$7.00 per game
 - 2) Adults \$7.00 per game

606.2 Middle School Division

- a. Pre-sale at the discretion of the host Principal.
- b. Gate Sales
 - 1) Students \$3.00
 - 2) Adults \$3.00

607. Basketball Officials

607.1 The approved Officials Association will provide registered TSSAA basketball officials for the MIAA games.

607.2 Officials will be paid and assigned in accordance with the agreement reached between the Officials Association and the MIAA Officials Relations Committee.

608. District Tournament

608.1 The location, organization and conduct of the tournaments, including tournament draws, will be determined by the principals of the district schools.

608.2 Refer to Section 107, Inclement Weather and Postponed Games.

609. Spring Practice

609.1 Spring practice is permissible on a voluntary basis for a maximum of ten (10) days within fifteen (15) consecutive school days and two (2) interschool scrimmages during that period.

609.2 Spring sports participants will not be able to participate until their particular season is completed.

609.3 No terminal junior high athletes are allowed to participate.

609.4 There will be no interscholastic scrimmages during spring practice.

Section VII - Bowling

701. Limits Upon Matches

701.1 Each school will be limited to a total of ten (10) MIAA regular season matches for city championship purposes.

701.2 Each school will be allowed a girls and a bowling team which can be COED. If a school has a girl's bowling team, those girls may not participate on the COED bowling team.

702.1 The first day of practice will be Monday of the week of August 1st. Refer to TSSAA sports calendar for specific sport dates and regulations.

702.2 Each school will be provided one (1) free practice session per week. The coach must be in attendance from start to finish.

702.3 Summer Practice – No restrictions.

702.4 Off-Season Practice – No restrictions.

702.5 There is no limit on TSSAA regular season matches.

703. Schedule

703.1 The first date of matches will begin the Monday of the week of October 1st.

703.2 The bowling schedule for all member schools will be completed and approved by the MIAA Athletic Director on or before September 15th.

703.3 The site of matches will be determined by the availability of facilities.

704. Beginning of Matches

704.1 Warm-up starts at 3:15 p.m. Matches begin promptly at 3:30 p.m. Any matches starting after 3:45 p.m. will result in a forfeit.

704.2 Lineups must be exchanged simultaneously prior to each game.

704.3 Any team without players to start any game will forfeit all points of that game.

704.4 Averages, vacancy or absentee scores are NOT allowed. All competition is SCRATCH.

704.5 Any bowler arriving late may be allowed to catch up in the game in process provided the last player for both teams have not completed the third frame of the first game in the match provided you have a legal line-up. After this point, a tardy player may only enter at the beginning of the second or third game.

705. Scoring

705.1 Competition is based on a 27-point system. One point is awarded per game, per individual bowler, for each of the three games. Two points are awarded for the team total per game for three games. Three points are awarded for the total pin fall in the series. If there is a tie at the point level, the match will be awarded to the team with the highest pin fall.

705.2 It will be the responsibility of the coaches to see that all scores are reported accurately and reported to the news media and assigning agent for record keeping purposes. The winning coach will report all scores.

705.3 The bowlers' first and last name (NO NICKNAMES) must be printed legibly on the official score sheet.

705.4 Standings will be determined on a match win and loss basis. In the event of a tie in the standings, the total points won will determine the standings. In the event of a tie at the points level, the TSSAA Rule will be followed.

706. Uniforms

706.1 All athletes must wear bowling shirts (Polo or golf-style team shirts) of the same color. Only uniform acceptable bottoms are allowed (per Memphis City School policy). NO JEANS. Belts must be fitted at the waist.

706.2 No head decorations and/or headwear are permitted unless it is used for:

- a. medical
- b. religious criteria

706.3 All bowlers are required to wear bowling shoes during competition.

706.4 Failure to comply with the uniform rule disqualifies the offender from the event in which the offense is committed and his/her team loses all points that the offender may have made in that event.

706.5 No electronic devices will be allowed in the pit area during bowling matches.

707. Bowling Etiquette

707.1 All schools are reminded that the players and coaches are visitors at the various bowling centers and they should be on time and display appropriate behavior accordingly.

707.2 No player will be permitted to use any alcohol or tobacco products during any match.

707.3 All bowlers will remain in the seating and playing area of their assigned pair of lanes while competition is in progress. Non-competitors and spectators may NOT be in the seating and playing area. Coaches must assist in this effort.

707.4 All bowlers are required to conduct themselves in an ethical and sportsmanlike manner. Unsportsmanlike conduct includes, but is not limited to, profanity, abuse of equipment and any outburst of disrespect.

708. Coaching

708.1 Coaching of the players is allowed throughout the match, as long as it does not interfere with competitive play. Coaching is solely to offer advice to the player and not in anyway to distract or annoy an opposing player.

708.2 A coach is NOT permitted on the approach during competition.

709. Tournament Competition

709.1 City Championship - All teams participating and competing in the season will be seeded in the City Tournament based on standings in their respective districts.

709.2 The City Champions and the Runner-up will be awarded plaques and medals.

709.3 The top two (2) teams in each district and the two (2) 2nd best overall teams out of all District Tournament play will qualify for the City Tournament. Any teams tied for first, second or third place at the end of regular season competition will use total pins to determine district standings. Coaches must be present at the meeting to substantiate proof of standings.

Section VIII - Cross Country (Senior Division Only)

801. Limits Upon Meets

801.1 Each member school will be limited to two meets per week.

801.2 The number of regular season contests eleven (11) dates.

802. Cross Country Schedule

802.1 The date of the first contest is the Monday, the last full week in August.

802.2 The cross country schedule for all member schools desiring to participate will be drawn up by the Director of Athletics, Memphis City Schools, and submitted for approval to the Policy Determining Committee on or before August 15th.

803. Practice

803.1 The first day of practice is the Monday, week of August 1st. Refer to TSSAA sports calendar for specific sport dates and regulations.

804. Beginning of Meets

804.1 School Days - 3:45 p.m. and 4:30 p.m.

804.2 Saturdays – 9:00 a.m.

805. Course

The course will be five thousand kilometers (5k) [3.1 miles] in distance for boys and girls.

806. Identification

All athletes competing in any event must wear a complete uniform issued by the school. Failure to comply with this rule disqualifies the offender from that event in which the offense is committed and his/her team loses all points that the offender may have made in that event.

807. Meet Entries

807.1 Each school may enter a maximum of fifteen (15) athletes but only seven (7) on each team will enter into the scoring. These athletes must be designated prior to the start of the race.

807.2 All scoring competitors who finish the race will be ranked and tallied in accordance with the table below. The team score will then be determined by totaling the points scored by the first five finishers of each team.

807.3 The team that scores the smallest number of points is the winner.

Place	1st	2nd	3rd	4th	etc.
Points	1	2	3	4	etc.

808. City Meet Entries

808.1 Entries will not exceed seven (7) from each school in league and city championships.

808.2 Contestant must have been in training thirty (30) days before the league meet.

808.3 Before the start of the race, the course will be explained and outlined to the assembled entrants.

809. Scoring

The team whose first five (5) finishers score the lowest number of points will be declared the winner. Each contestant to finish will be given a score corresponding to his order of finish.

810. Officials

810.1 The race will be conducted by the referee and other officials as required.

810.2 The Head Judge of Finish will designate the runners as they finish. Immediately after the start of the race the Head Judge will assemble assistants at the finish line. The assistant judges will give each of their assigned runners a small numbered tag corresponding to the place in which the runner finished. The runner will turn his tag over to his coach immediately after the race.

810.3 The Director of Athletics, Memphis City Schools, or his/her representative will be responsible for the operation of all meets.

Section IX - Football Rules

901. Limits Upon Games

901.1 Senior - The limit upon football games will be as per TSSAA regulations consisting of ten (10) regular season contests. Refer to TSSAA sports calendar for specific sport dates and regulations.

901.2 Middle

- a. The limit upon football games will be eight (8).
- b. A Middle Division City Championship play-off will be played to determine the city champion.

902. Football Schedule

902.1 All member schools must play a single round-robin within their designated league or division.

902.2 Game site and day of the week for all games played in Memphis will be determined by the Athletic Director for Memphis City Schools.

- a. Appeals for game site, day of the week and time of game must be submitted in writing to the Athletic Director for Memphis City Schools and approved by the MIAA Athletic Director.
- b. The MIAA Athletic Director will consider all game sites, day of the week and time of game appeals and make a final decision in this regard.

902.3 The date of first contest is Wednesday, the last full week of August. If approved, week zero will be

available for the first contest.

903. Beginning of Contests

903.1 Senior Division

- a. Night Games - 7:00 p.m.

903.2 Middle Division

- a. Night Games - On approval by Policy Determining Committee
- b. Afternoon - 4:30 p.m.

904. Price of Tickets

904.1 Senior Division

- a. Season Books can be used at the schools discretion
- b. Pre-sale tickets price are set by the school
- c. Gate sales - \$6.00

- d. Admission with ID card
 - 1) MIAA coach's pass with photo and signature
 - 2) TSSAA pass
 - 3) Retirees
 - 4) News media
 - 5) Administration
 - 6) Officials
 - 7) Players in jerseys escorted by a coach

904.2. Middle Division

- a. Pre-sale at the discretion of the host Principal.
- b. Gate sales - \$3.00

905. Medical Attendants

905.1 A Paramedic/EMT **will be present at every regularly scheduled game.**

905.2 Ambulance service will be provided through EMS if needed.

906. Selection of Football Officials

906.1 The approved Officials Association will provide football officials to the MIAA games.

906.2 Officials will be paid and assigned in accordance with the agreement reached between the Officials Association and the Officials Relations Committee.

907. Season Football Tickets

Coupon books are optional for senior & middle division schools.

908. Video

Only schools participation in games and scrimmages may take videos. The film may be loaned to other schools for scouting purposes. Game films for public use will not be shown outside the school until the season is over, except for use by colleges in an effort to secure a scholarship for an athlete.

909. Practice

909.1. Senior Division

- a. The date for beginning football practice will be Monday, the week of August 1st. Refer to TSSAA sports calendar for specific sport dates and regulations.
- b. There will be no football practice in pads from the close of school until the date set for the beginning of fall practice.

909.2. Middle Division

The date for beginning of football practice will be no earlier than four weeks prior to the first scheduled contest. Refer to TSSAA sports calendar for specific sport dates and regulations.

910. Half-Time Activities

910.1 The matter of half-time activities is left to the home school to determine the nature of activities and the division of time between competing schools.

910.2 Time is to be equally divided between member schools for all City Playoff games. Each school is allocated seven (7) minutes when both schools schedule a half-time event. The order of appearance is to be determined by mutual agreement between participating schools.

911. Game Uniforms

911.1 The home team will wear uniforms with dark jerseys. The visiting team will wear uniforms with light jerseys. At the agreement of the head coaches involved, exception to this rule may be made to ensure that a contrast in colors exists.

911.2 Player uniforms will be numbered in accordance with National Federation recommendations.

912. Junior Varsity Games

912.1 A Junior Varsity football team schedule is optional for any school. Home team must obtain officials.

912.2 The Junior Varsity team schedule must be submitted to the Athletic Office to add to its set schedule.

913. Spring Practice (off season practice)

913.1 Spring football practice is permissible on a voluntary basis for a maximum of ten (10) days within 15 consecutive school days and two (2) Interschool scrimmages during that period.

913.2 Terminal junior high athletes may **not** participate.

914. Summer Practice No pads

You may participate in summer practice beginning the last day of school. Practice must be in helmets and shorts only. Coaches may participate and interact with the team. The TSSAA dead period will be observed.

915. Football Shoes

The issuing of football shoes out of season is not a violation of policies.

916. Bowl or Sponsored Games

- 916.1 A member school may not participate in a local bowl game or a sponsored game that is in conflict with any City or State Play-off game.
- 916.2 Participation in a local bowl or sponsored game is prohibited prior to the last regularly scheduled MIAA football game or games. (This applies to the schedules of all member schools and not to a specific school.)
- 916.3 Negotiations for bowl game participation are to be conducted by the sponsoring organization and the qualified school or schools.

Section X – Golf

1001. Limits Upon Matches The number of matches played will be limited to the TSSAA maximum of 14. Refer to TSSAA sports calendar for specific sport dates and regulations.

1002. Golf Schedule

The MIAA part of the golf schedule will be completed by the MIAA Office and approved by the MIAA Athletic Director. The time of matches will be determined by availability of the facilities.

1003. Size of Teams

- 1003.1 Boys - Each team will consist of four or five players. The best four scores will determine team scores.
- 1003.2 Girls - Each team will consist of two or three players. The best two scores will determine team scores.

1004. Practice

- 1004.1 The first practice date will be the Monday, the week of July 15th. Refer to TSSAA sports calendar for specific sport dates and regulations.
- 1004.2 The date of first contest will be the Monday, the week of August 1st.

1005. Play and Scoring

- 1005.1 Senior Division
 - a. Girls' and Boys' matches will be for nine (9) holes.
 - b. Girls' and Boys' City Championship match will be eighteen (18) holes.
 - c. Matches can be shortened due to weather or other unforeseen circumstances.
- 1005.2 Players reporting to the tee late will forfeit their right to play.
- 1005.3 It will be the duty of the designated coaches to see that all scores are recorded accurately and reported to the news media.

1005.4 Score cards do not have to be sent to the Athletic Office.

1006. Golf Etiquette

All schools are reminded that the players are visitors at the various clubs throughout the area. All players and coaches are to observe proper golf etiquette at all times. This includes not only behavior, but also wearing proper golf attire. Violations of these rules may result in suspension of playing privileges for the player and/or team.

1007. Team City Championship

1007.1 The team city championship will be determined by an eighteen (18) hole tournament consisting of all schools that have played in a majority of the MIAA scheduled matches as a complete team.

1008. Individual City Championship

1008.1. The individual city championship will be determined at the same time as the team champion.

1008.2 A school that has not competed in majority of the MIAA scheduled matches as a complete team may still enter individuals in the City Championship, if the individuals have competed in at least three (3) matches during the season.

1008.3 If a school is entering individual(s) and not a complete team, the MIAA Championship entry form must document the dates of the three-plus (3+) matches in which the individual(s) competed for that player to be eligible for the MIAA Championship.

1009. Entry Forms

Entry forms for the MIAA City Championship must be turned in to the MIAA Office no later than the Friday preceding the scheduled City Championship Tournament.

Section XI - Soccer

1101. Limits Upon games

1001.1 The number of regular season matches is sixteen (16), Boys and Girls. Maximum of 2 tournaments with each tournament counting as two matches. Refer to TSSAA sports calendar for specific sport dates and regulations.

1001.2 Date of first contest is the Monday, 10 weeks prior to Spring Fling.

1102. Schedules

1102.1 The soccer schedule for all member schools will be drawn up by the Athletic Director, Memphis City Schools, or his/her designee, and submitted to the Policy Determining Committee for approval no later than October 1st (for boys) and February 1st (for girls).

1102.2 Association schools that plan to participate in matches other than those scheduled by the Athletic Office must be submitted to the Athletic Office prior to October 1st (for boys) and February 1st (for girls).

1102.3 Game site and day of the week for all games played in Memphis will be determined by the Director of Athletics, Memphis City Schools. Specific time of matches will be determined by availability of the facilities.

- a. Appeals for game site, day of the week and time of game must be submitted in writing to the Athletic Office within two (2) weeks of the date of approval of said schedule by the Policy Determining Committee.
- b. The Policy Determining Committee will consider all game sites, day of the week and time of game appeals and make a final decision in this regard.

1102.4 The City Championship Playoff Games will be played during the week following the last regular scheduled games.

1102.5 Information concerning District, Regional, and State Meets will be found in the TSSAA Official Handbook.

1103. Practice

1103.1 The first day of practice is Monday, the week of February 14th (for Boys) and Monday, the week of August 1st (for Girls). Refer to TSSAA sports calendar for specific sport dates and regulations.

1104. Price of Tickets

The price of all game tickets must be determined at the Home Principal's discretion and coordinated with the MIAA Athletic Schedule.

1105. Officials

1105.1 Officials will be registered with the TSSAA .

1105.2 Officials will be paid and assigned in accordance with the agreement reached between the Officials Association and the Officials Relations Committee.

1105.3 The Athletic Director, Memphis City Schools, or his/her designated authority will assign officials for league matches.

1106. Uniforms

1106.1 As specified in the National High School Federation Soccer Handbook.

1106.2 The home team will wear light jerseys and the visiting team will wear dark jerseys. With the agreement of the head coaches involved exceptions to this rule may be made to ensure a contrast in colors exist.

1106.3 Player uniforms will be numbered in accordance with National Federation recommendations.

Section XII – Swimming

1201. Limits Upon Meets

Each school will be limited to a total of ten (10) meets.

1202. Swimming Schedule

The schedule for all schools desiring to participate in swimming will be completed and approved by the MIAA Athletic Director.

1203. Price of Admission – None

1204. Entries

1204.1 Each school may enter three swimmers and/or one relay team.

1204.2 Limitations of Events - Weekly Meets - In all meets no swimmer may enter more than two events and one relay, or two relays and one event.

1204.3 Prior to the meet, coaches of each team must submit event cards to the Meet Director.

1205. Eligibility

Swimmers must abide by all TISCA eligibility rules.

1206. Order of Events

Meets are comprised of two formats, A and B, which alternate each week.

- | | |
|-------------------------------|-------------------------------|
| 1. 200-yard Medley Relay | 1. 200-yard Freestyle Relay |
| 2. 200-yard Freestyle | 2. 100-yard Freestyle |
| 3. 50-yard Backstroke | 3. 500-yard Freestyle |
| 4. 100-yard Individual Medley | 4. 50-yard Butterfly |
| 5. 50-yard Freestyle | 5. 100-yard Backstroke |
| 6. 100-yard Breaststroke | 6. 50-yard Breaststroke |
| 7. 100-yard Butterfly | 7. 200-yard Individual Medley |
| 8. 400-yard Freestyle Relay | |

1207. Meet Responsibilities

The Meet Director will assign each school certain responsibilities for the operation of all meets. (Refer to TISCA Coach's Manual.)

1208. Weekly Meets

Meets begin in November and end in February. Any changes must be approved by the MIAA Athletic Director.

1209. City Championship Meet

1209.1 Times recorded from each weekly meet will determine who participates in the City Championship meet. Swimmers with the six top fastest times in each individual event will compete in the city championship meet. The top relay teams during the swimming season will compete in the City Championship meet.

1209.2 The Meet Director will announce the date, place and time for the scratch meeting. All coaches from participating schools must attend. If the coach cannot attend, he/she must send a representative. The scratch meeting will determine the swimmers who will participate in the final events for the City Championship meet.

1209.3 In order to participate in the City Championship meet, a swimmer must have competed in at least two weekly meets during the swimming season.

1210. Rules

The interscholastic division rules of the Tennessee Interscholastic Coaches' Association (TISCA) swimming guide will be official.

Section XIII – Tennis **(Senior Division)**

1301. Limits Upon Meets

Each school will be limited to a total of sixteen (16) matches. Each tournament counts as two matches.

1302. Practice

1302.1 The first practice date is the Monday, the week of February 15th. Refer to TSSAA sports calendar for specific sport dates and regulations.

1303. Tennis Schedules

1303.1 The tennis schedule for all member schools desiring to participate will be completed and approved by the MIAA Athletic Director on or before February 1st. Time of meets will be determined by the availability of facilities.

1303.2 Date of the first contest will be no earlier than the Monday 10 weeks prior to Spring Fling.

1304. Number of Matches

A contest will consist of two singles and one doubles matches. All league matches will be Pro-set scoring.

1305. Ranking Order

1305.1 Singles players must play in the order of decreasing strength from top to bottom.

1305.2 Line-ups must be exchanged between the coaches before each match. After such exchange, no change in the line-ups is allowed except that if after the matches are in progress, a player fails to appear, due to unforeseen circumstances, or becomes incapacitated, by becoming ill. The coach must insert an alternate's name in such a way that Item I of this rule is adhered to unless such matches are already in progress or are completed so that such adherence is necessarily precluded. In the latter case only, the alternate may be inserted into the same position as the absent or incapacitated player and provided that any such player so substituted for is barred from playing for the rest of that match.

1305.3 The permanent order of singles players must be established prior to the third regularly scheduled match and submitted to the Athletic Director, Memphis City Schools. No changes in order of ability will be permitted after this date.

1306. Scoring

1306.1 Each match will count as one point.

1306.2 It will be the duty of the designated coaches to see that all scores are recorded accurately and reported to the news media.

1306.3 Designated coaches are to forward a copy of scores to the Athletic Division on the first school day following the match.

1307. Ranking Order

Singles matches will be played first, followed by the doubles matches.

1308. Ranking Order

1308.1 The individual champion and the doubles champions will be determined by a single elimination tournament.

- a. All entries for the individual and doubles tournament will be submitted to the Athletic Division two (2) weeks prior to the close of the regular season play.
- b. The completed drawings will be submitted to the participating schools.
- c. A student or a doubles team from a member school whose school does not maintain a team in tennis will not be allowed to compete in the All-City Individual or Doubles Championship.

1308.2 Team Championship

- a. The division winners are determined by win-loss record in league play and will meet in a match for the City Championship.
- b. The schools involved will determine the site for the City Championship.

1309. Sites

1309.1 All matches will be under the supervision of the Athletic Policy Determining Committee in cooperation with the Recreation Department of the Memphis Park Commission.

1309.2 Matches will be scheduled at a specific time and players not ready to play will be defaulted after a twenty (20) minute grace period unless arrangements have been made with the court supervisor.

Section XIV - Track & Field

1401. Limits Upon Meets

1401.1 Senior Division - Each school will be limited to a total of eleven (11) regular season meets. (Each meet counts as 1 date)

1401.2 Middle Division - Each school will be limited to eight (8) regular season meets per year during the track season.

1402. Practice (Senior & Middle Division)

1402.1 First practice date will be the Monday, the week of February 15th Refer to TSSAA sports calendar for specific sport dates and regulations.

1403. Track Schedule

1403.1 The Athletic Director, Memphis City Schools, will draw up the track schedule for all member schools.

1403.2 Association schools scheduled to participate in meets other than those sponsored by the Association must submit written notification to the Director of Athletics, Memphis City Schools.

1403.3 Postponement of meets due to inclement weather will be left to the designated meet director. In the event of postponement, every effort will be made to reschedule the meet.

1403.4 Date of first contest will be the Monday, 10 weeks prior to Spring Fling.

1404. Price of Tickets

1404.1 All meets - \$2.00 for everyone.

1404.2 City Championship - \$5.00 for everyone.

1405. Limitation of Events

1405.1 Senior Division - Contestants may participate in any four (4) events.

1405.2 Middle School – Contestants may compete in any three (3) events.

1406. Event Charged – An event will be charged to a competitor when he/she reports to the Event Judge/Starter

A competitor must report to the field judge prior to competition.

1407. Number of Entries

In a triangular or quadrangular meet no school may enter more than two (2) participants in any one event.

1408. One Relay team

No school may enter more than one (1) relay team in any relay race.

1409. Uniforms

All athletes competing in any event must wear a complete uniform issued by the school. Failure to comply with this rule disqualifies the offender from that event in which the offense is committed. His team loses all points that the offender may have made in that event.

1410. Official Equipment

All equipment used will be in accordance with the National Federation Rules.

1411. Field Restrictions For All Meets

1411.1 All competitors must remain in the athletes area as designated by the Meet Director at all times except when actually competing. Track coaches are responsible for the observance of this rule by their own team members.

1411.2 No one except officials, guards, and active contestants should be permitted on the field or track during the progress of a track meet.

1412. Order of Events

1412.1 Running Events

a. Senior Division

Boys

110m High Hurdles
400m Relay
3200m Relay
100m Dash
1600m Run
800m Relay
400m Dash
300m Hurdles
800m Run
200m Dash
3200m Run
1600m Relay

Girls

100m Low Hurdles
400m Relay
3200m Relay
100m Dash
1600m Run
800m Relay
400m Dash
300m Hurdles
800m Run
200m Dash
3200m Run
1600m Relay

b. Middle Division

Boys

100m Hurdles
400m Relay
1600m Run
100m Dash
800m Relay
400m Dash
800m Run
200m Dash
1600m Relay

Girls

100m Hurdles
400m Relay
1600m Run
100m Dash
800m Relay
400m Dash
800m Run
200m Dash
1600m Relay

1412.2 Field Events

a. Senior Division

Boys

Discus (1.6kg)
Pole Vault
Long Jump
High Jump
Shot Putt (12 lbs or 5.443 kg)

Girls

Shot Putt (4kg)
High Jump
Long Jump
Discus (2 1/4lbs or 1 kg)
Pole Vault

b. Middle Division

Boys

Long Jump
Discus
High Jump
Shot Putt (4kg)

Girls

Long Jump
Discus
High Jump
Shot Putt (4kg)

1413. Time Schedule

1413.1 Afternoon Meets - 3:00 p.m.

1413.2 Senior Division

a. Boys

- 1) Competition in the high jump will begin at five (5) feet [5'].
- 2) Competition in the pole vault will begin at eight (8) feet six (6) inches [8'6"].

b. Girls

- 1) Competition in the high jump will begin at three (3) feet six (6) inches [3'6"].
- 2) Competition in the pole vault will begin at six (6) feet [6']

1413.4 Middle Division

a. Boys

Competition in the high jump will begin at three (3) feet, six (6) inches (3'6").

b. Girls

Competition in the high jump will begin at three (3) feet (3').

NOTE: The procedure for raising the bars in successive trials will be determined by the Meet Director.

1414. Hurdles

1414.1 Triangular Meets - The number of participants will vary according to lane capacity of the track.

1414.2 Quadrangular Meets - Two (2) Hurdlers per school

1415. Scoring For All Meets

1415.1 Dual Meets 5-3-1 Relays 5

1415.2 Triangular Meets 5-3-2-1 Relays 5-3

1415.3 Quadrangular Meets 6-4-3-2-1 Relays 6-4-2

1415.4 League and Division Meets 10-8-6-5-4-3-2-1 Relays 10-8-6-5-4-3-2-1

1416. Ties

1416.1 Refer to National Federation Rulebook.

1417. League Track Meets - Senior Division

1417.1 Each school is limited to three (3) entries in each event.

1417.2 Organization, Heats and Numbers:

The Athletic Director or his/her designated representative will call a meeting of the league track coaches prior to the preliminaries of the league meets. At this meeting each school will submit all entries alphabetically arranged on typed entry forms. With this information, the numbers of heats to be run will be determined; also, the lanes and placement of the contestants in the respective heats will be decided. If a coach or his/her designee does not attend the scratch meeting, a fine of \$500 must be paid prior to competition. Lanes will be assigned upon availability.

- b. After the drawing for heats and lanes, no exchange of heats or lanes will be permitted.

1417.3 Field Events:

The number of trials in the field events is as follows:

- a. Only four trials in the long jump, discus, shot put and triple jump will be permitted. The best four will qualify for finals.
- b. In the pole vault and high jump, entries will be eliminated until all places are determined.

1417.4 Track Events:

- a. The number of competitors to be selected for entry in the final meet will be governed by the capacity of the track where the final meet is to be held.
- b. Heats may be run in all distance races whenever necessary to reduce to a desired minimum the number competing.

1417.5 Substitution of Relay Team:

You must list 6 athletes and any 4 may participate.

1417.6 Extra Man:

An athlete entered in an individual event must win a designated place in the preliminary heats to participate in the finals.

1417.7 Records and Distances:

- a. Times made in the preliminary meet will be counted in the finals for seeding purposes only. Records made at such time will be allowed.
- b. Distances and heights established in field events on the first day of preliminaries of a two-day meet may be counted and allowed in the finals.

1417.8 Scoring:

Eight (8) places will be counted in all league meets (10-8-6-5-4-3-2-1)

1417.9 Officials:

The Director of Athletics, Memphis City Schools, will assign each school certain responsibilities for the operation of league meets.

1418. City Meet Preliminaries - Senior Division

1418.1 Organization and Administration:

The Athletic Director or his designated representative will manage the meet.

1418.2 Rules:

The National Federation Rules and all regulations covering dual and league meets will govern the conduct of the City Track Meet; i.e. coaches' meetings, heats, lanes, numbers, tickets, program, order of events, etc.

1418.3 Entries:

- a. The winners of the first 4 places in the league meets qualify for participation in the All-City Track Finals.
NOTE: This rule is subject to modification by the Athletic Director to meet existing track conditions.
- b. Ties will not be resolved for purposes of allocating points and making awards, but will be used for entry and advancement to ensuing meets. Ties for all places must be resolved according to the National Federation rules.

1418.4 Director's Duties-League Meets:

The Director of each league meet is responsible for submitting the entries from his/her league for the City Track Meet. A complete summary, including point winners, times and distances must be submitted to the Director of the City Meet immediately following the individual league meets.

1419. City Track Meet Finals - Senior Division

1419.1 Entries:

- a. The number of competitors selected for entry in the final meet will be governed by the capacity of the track where the final meet is to be held.
- b. Only four trials in the long jump, discus and shot put will be permitted.
- c. In the pole vault and high jump, entries will be eliminated until all places are determined.

1419.2 Substitution on Relay Team:

Relay events can list 6 competitors and may use any 4. There will be no substitutions other than these 6 athletes.

1419.3 Scoring:

Eight (8) places will be counted in the City Track Meet.

1419.4 Times and Distances:

- a. Times made in the preliminary meets will be counted in the finals but for seeding purposes only. Records made at such time will be allowed.

- b. Distances and heights established in field events on the first day of preliminaries of a two-day meet may be counted and allowed in the finals.

1419.5 Officials:

The Athletic Director or his/her designated representative will assign officials for this meet.

Section XV - Volleyball Rules

1501. Scoring and Timing

Each home school will provide responsible adults who will be in charge of the scoring, timing and line judging at each scheduled Association game.* Visiting teams may play the game under protest if this provision is not followed. Officials must be advised of protest before the game begins. The protesting school must obtain a statement from the official and notify the MIAA in writing within 24 hours.

*Adults must be used for all championship games.

1502. Practice

1502.1 Senior Division date for beginning practice will be the Monday of the week of August 1st. Refer to TSSAA sports calendar for specific sport dates and regulations.

1502.2 Middle School Division date for beginning practice will be 30 days prior to the first contest. Refer to TSSAA sports calendar for specific sport dates and regulations.

1503. Limit of Matches

1503.1 Senior division – Thirty-five (35) matches plus city championship.

1503.2 Middle Division - Twenty (20) matches plus city championship which is part of the TMSAA Sectional Championship Tournament.

1504. Beginning of Contest

1504.1 Senior Division - All games will begin at 4:00 p.m.

1504.2 Middle Division - All games will begin at 4:00 p.m.

1505. Volleyball Schedule and Scoring

1505.1 Senior Division – A match will consist of the best three of five games using rally scoring to 25 (no cap) with a two point advantage. If a 5th game is needed, the teams will play to 15 (with a 2 point advantage).

1505.1 All member schools will play a single round robin with all other teams in their designated league.

1505.3 It is suggested that all non-league games be scheduled prior to October 1st.

1505.4 Game sites may be switched with the agreement of the Principals of the schools involved and the Director of Athletics, Memphis City Schools.

1505.5 The City Championship Play-off Games will be played during the week following the last regular

scheduled games.

1505.6 Date of the first contest will be no earlier than the Monday of the last full week in August.

1505.7 Middle Division – A match will consist of the best two of three games using rally scoring to 25 (no cap) with a two point advantage. If a 3rd game is needed, the winner will be the first to reach 15 (2pt. advantage).

1506. Price of Tickets

1506.1 Senior Division

- a. All Games - \$1.00 for everyone
- b. City Championship - \$2.00 for everyone

1506.2 Middle Division

All Games - \$1.00

1507. Volleyball Officials

1507.1 The MIAA Office will provide officials approved by the MIAA Athletic Director.

1507.2 Officials will be paid and assigned in accordance with agreement reached by the Athletic Policy Determining Committee.

1508. Volleyball Tournament Regulations

There will be a District, Regional and State tournament. High School – a maximum of 4 tournaments each counts as 5 matches. Middle School – Tournaments will count as two games/dates not withstanding the number of games/dates that each team participates in the Division and Regional Tournaments.

1509. Playing Site

The home school will be responsible for the condition of the playing surface.

1510. National Federation Rules

National Federation Rules will be used as the official rules for MIAA Volleyball.

Section XVI – Wrestling (Senior Divisions Schools Only)

1601. Limits Upon Meets

Each school is limited to eighteen (18) dates and a maximum of four (4) individual wrestling tournaments.

1602. Practice

1602.1 The first practice date will begin the week of Monday, November 1st. Refer to TSSAA sports calendar for specific sport dates and regulations.

1603. Wrestling Schedule

1603.1 The wrestling schedule for all member schools will be drawn up by the Director of Athletics, Memphis City Schools, and submitted to the Policy Determining Committee for approval prior to October 1st.

1603.2 Association schools planning to participate in meets other than those scheduled by the Athletic Office must submit them to the Athletic Office prior to October 1st.

1603.3 Date of first contest is the Monday twelve (12) weeks prior to the State Wrestling Tournament.

1604. Price of Tickets

The price of all meet tickets must be determined at the Home Principal's discretion and coordinated with the MIAA Athletic Schedule.

1605. Rules

1605.1 The Wrestling Guide as published by the NFHS is the official code of rules.

1605.2 Weigh-In' for matches during regular season will be adhered to by all member school as outlined in the NFHS Wrestling Rule Book.

1605.3 The official weight classes approved for TSSAA and MIAA wrestling programs are 103, 112, 119, 125, 130, 135, 140, 145, 152, 160, 171, 189, 215 and unlimited up to 275 or more.

1606. Officials

1606.1 Officials will be registered with the TSSAA.

1606.2 Officials for league matches will be assigned by the Athletic Director, Memphis City Schools, or his/her designated authority.

1607. Uniforms

As specified in the NFHS Wrestling Rule Book.

1608. Trophies- see MIAA Awards Section IV

1609. District, Regional and State Meets

(Information concerning these meets will be found in the TSSAA Official Handbook.)

Section XVII - NCAA Guidelines NCAA Guidelines for High School Athletes

(Refer to the MIAA Parent and Student Handbook)

Memphis Interscholastic Athletic Association Guidelines for Athletic Contests

The secondary schools across the country are becoming increasingly aware of the need for preventive measures to overcome crowd control problems. Because of the major concern we have for the future of secondary school athletics, we are attempting to establish some guidelines to follow in controlling crowds at the athletic events.

The responsibility in following these guidelines must be shared by the Board of Education, our law enforcement agencies, our courts, our civic groups, and by every respectable citizen in the City of Memphis. The major share of this responsibility, however, falls in the hands of school officials. Because of this, we must establish desirable standards for spectator behavior and then encourage the adoption of these standards by students, school patrons and the community at large.

The responsibility for much of the attitude of the student body lies with the school principal while the responsibility of the athletic director is to be aware of procedures and principles of crowd control. The coach must always be aware that in times of crisis, he/she is coaching more than his/her respective team. The coach not only has a responsibility to athletes, but to the school administrators, to the student body and to the entire community.

With this in mind, the following are some suggested guidelines for implementing crowd control procedures. The intent of these standards detailed as outlined below are to enhance strategic effort to preserve secondary school athletics in the Memphis City Schools.

Athletic Policy Determining Committee Memphis Inter-Scholastic Athletic Association

Responsibilities of School Principals:

1. Direct and supervise the athletic program in his/her school in accordance with policies of the Board of Education and the rules and regulations of the MIAA.
2. Appoint a person in the school to fulfill the duties of director of athletics and delegate to this director responsibilities for the organization and operation of the interscholastic athletic program in the school.
3. Assign and delegate to the proper school official the responsibility and authority for crowd control at all contests. Convey to the delegated authority the seriousness of crowd control.
4. Attend all home athletic contests and all away contests whenever possible.
5. Stress sportsmanship, demand it of the coaches, players, and student body. Establish definite dates for sportsmanship programs before football and basketball seasons and recruit speakers from the community to stress good sportsmanship.
6. Report on appropriate forms if there is any serious incident pertaining to the game. This form should be sent to the Director of Athletics.
7. Establish a booster group consisting of school patrons to aid in crowd control at all athletic events in which their school participates.

Responsibilities of the Athletic Director:

The basic role of the athletic director is to provide leadership to the overall athletic program, as well as to manage the details necessary for successful day-to-day operation. The numerous activities, such as: scheduling, procuring and expending funds, contest management, supervising, and evaluating personnel, facility management, conflict management, etc. An effective athletic director will relieve the principal from some of the responsibilities in this area.

Rationale: Since the interscholastic program is one of most visible school programs to the public, the leadership phase of athletic administration becomes paramount. Athletic Directors must devote the time to effectively manage a program that addresses the needs of MCS stakeholders.

1. The Athletic Director is responsible to the Principal for organizing, administering, and supervising the operation of the school interscholastic athletic program. These responsibilities include initiating, organizing, developing, and evaluating athletic activities.
2. The Athletic Director shall work closely with the school administration and coaches in the performance of their duties.
3. Follow the MCS, MIAA, TSSAA rules and regulations, contact the district's Director of Athletics or Coordinator for clarification when in doubt.
4. Assist the Principal with recruiting and hiring of needed coaches.
5. Join appropriate professional organizations and attend related conferences and meetings.
6. Attend any and all meetings involving the school in the area of athletics.
7. Enforce the district, athletic department, and school code of conducts.
8. Emphasize and encourage good sportsmanship by players, coaches, and spectators.
9. Prepare and assist the Principal with the athletic budget.
10. Direct and manage gate receipts for all athletic contests.
11. Initiate and coordinate approved fund-raising activities and structure these activities for financial accountability.
12. Organize the development of an athletic boosters' club; attend and serve as school liaison at boosters' club meetings.
13. Promote and enhance good public relations with community and school groups.
14. Review and verify officials' assignments.
15. Ensure that there is appropriate faculty supervision at all athletic contests.
16. Supervise the inspection of athletic facilities and report unsafe conditions to the appropriate school administrator.
17. Assist the principal with maintaining a file of permission slips, medical evaluation forms, and accident report forms.
18. Provide all requested information on standard forms to the MIAA office in a timely manner.

19. Develop a method for collection of score report forms and officials' vouchers from coaching staff.
20. Initiate procedures for supervision and use of the locker rooms and team rooms.
21. Serve as the main contact person for the MIAA academics and supporting the Guidance counselors.
22. Plan, prepare, and/or supervise for each athletic team:
 - a. Seasonal schedules in conjunction with MCS, MIAA, and TSSAA calendars.
 - b. Practice areas
 - c. Policy governing the arrival and departure of visiting teams and officials, including availability of dressing facilities for each.
 - d. Bus transportation and dismissal times.
 - e. Facility maintenance.
 - f. Visitation of athletic trainers.
 - g. Performance and evaluation of coaches.
 - h. Team uniform cleaning, repairing, and storage.
 - i. Equipment inventory, ordering, repair and storage.
23. Perform any other duties deemed necessary by the Principal.

Responsibilities (Guidelines) for Coaches:

Organizational and Communication

- 1) send information/correspondence to players/parents
- 2) conduct orientation programs for parents, athletes and coaches
- 3) assume responsibility for schedule development or schedule validation
- 4) develop procedures for open communication with parents and athletes
- 5) establish dialogue with parents and players to address issues or concerns
- 6) address the media in a positive manner

Administrative

- 1) equipment inventory/ordering/management
- 2) repair and cleaning
- 3) implement school athletic code
- 4) ensure completion of health exam by athletes
- 5) ensure existence of medical insurance for athletes
- 6) check for residence ineligibility and living arrangements that do not involve custodial parents
- 7) distribute team rosters, contest schedules and descriptions of contest locations to all players and parents
- 8) monitor athlete attendance/behavior/academic status
- 9) check grades at six-weeks/semester
- 10) determine and procure team awards
- 11) administer season-ending program evaluation by athletes and parents
- 12) complete required administrative reports by designated date(s)

Training and Preparation

- 1) appropriate development of positive sportsmanship
- 2) sequential conditioning
- 3) appropriate skill training
- 4) appropriate tactical training
- 5) appropriate positive motivation
- 6) appropriate attention to maturity, readiness and pairing of athletes

Sports Medicine

- 1) ability to use approved first-aid and CPR skills
- 2) interact with team physicians, family physicians, parent(s) and athletic trainers following injury to an athlete
- 3) ensure athlete is cleared by M.D. in order to return to practice
develop and implement a site-specific emergency response plan

Guidelines for the Players:

1. Be respectful to opponents and officials.
2. Shake hands with opponents with sincerity and friendliness.
3. Be in control of their temper and language at all times, both on and off the playing field and/or court.
4. Take victory or defeat in a calm and gracious manner. Maintain your composure in victory or defeat.
5. Commend the victors on their success.
6. Use their influence to:
 - a. Discourage unsportsmanlike demonstrations toward opponents or officials by spectators or their teammates.
 - b. Inform students that good crowd behavior makes it easier for players on the field or court.
 - c. Educate their parents and friends on the rules and strategies of the game so they can better understand why certain decisions are made.
7. Accept and abide by the decisions of the officials.
8. Any player put out of a game by an official will be placed on probation.
9. Players should avoid "show-boating", unsportsmanlike gestures or harassing an opponent. When seated on the bench, players should refrain from heckling opponents or officials.

Guidelines for Quality Sportsmanship:

The player's conduct can influence the actions of the spectators in the stands; therefore, it places a serious responsibility on the high school athlete. The player who concentrates on the game and takes little notice of the audience is more likely to behave properly on the court or playing field and is less likely to arouse the spectators.

Spectators should conduct themselves with good sportsmanship. When spectators see a player on the team of an intense rival helping an injured opponent or congratulating a team for its performance, they quickly get the idea that good spectator conduct is the only acceptable conduct during a contest.

Guidelines for the Cheerleaders:

1. Cheerleaders' functions are to make a positive contribution to good spectator reaction at an athletic contest and to create better relations between opposing supporters.
2. Cheers should be positive, not aimed at antagonizing an opponent. Care should be taken in making certain that words used in a cheer are not suggestive and do not have a connotation which would inflame the audience.
3. Cheerleaders should be alert to potentially disruptive crowd influences and take immediate steps to promote positive cheering from the crowd.
4. Cheerleaders are expected to lead the group in a round of applause for an injured player leaving the game.

5. When booing occurs, the cheerleaders should attempt to stop it. It is important that any booing is waved off immediately. If the booing becomes louder, the cheerleaders should help to divert the crowd's attention by starting a popular yell routine. Immediate action is the key to control booing.
6. Cheerleaders who display negative conduct and attitudes should be suspended or removed from the squad.
7. Cheerleaders should promote a spirit of friendliness between schools.
8. Cheerleaders should be ever conscious that they are official student representatives of their school and so conduct themselves to bring credit to it.

Guidelines for the MIAA Boosters:

1. To be present at all athletic events in which represented schools are participating.
2. To be available to the athletic director or his representative to assist in crowd control procedures.
3. To report any possible disturbance to the responsible security personnel.
4. To aid in post game activities such as gate and parking lot surveillance.

Guidelines for Officials:

1. In any organized type of athletic contest, it is the certified official who controls the conduct of the game and to a great degree the mood of the crowd. The majority of athletic contests are successful in direct proportion to the caliber of officiating. Poor officiating relates directly to spectator dissatisfaction.
2. In addition to enforcing the rules of the contest, the official is charged with the responsibility of guaranteeing the health and safety of the individual participant. He/she has to know and be sympathetic to the objectives of high school athletics.
3. It is incumbent upon the officiating boards to have all their officials not just certified, but qualified and competent to handle adequately any contest to which they are assigned. To do less is a travesty upon the sport and a grave disservice to the school, the player and the spectators.
4. If any thrown object hits the floor during a basketball game, the official immediately stops the game and goes to the host coach and asks, "Will I continue the game?" The host school is responsible for correcting the situation.
5. The official will notify the Athletic Office of all technical fouls assessed. Game officials will file a rating sheet with the Athletic Office.

Crowd Control Regulations:

1. The MIAA Director in consultation with the principals of the schools involved has the authority to change the site of games that could become volatile in nature.
2. School athletic directors assign the school patrons who wear official school colors and act as ushers to help control the crowd. These individuals report any incident they can't handle to the security personnel on duty.
3. Public address announcements at games must stress sportsmanship.
4. Schools should advise spectators of recommended parking areas.

5. Spectators should be encouraged not to loiter around the facility.

Police and Security Duties Stadium Crowd Control

1. The number of security officers is determined by the School Security Office in consultation with the Athletic Office and school Principals.
2. Booster Club members or faculty members, when properly identified, will supplement the uniformed security officers in crowd control. These individuals act as an auxiliary group to report incidents to the closest uniformed police officer in their area if they cannot handle the incident themselves.
 - a. Assists in ensuring spectators remained seated throughout duration of the game.
 - b. Report consumption of alcoholic beverages or the use of illegal drugs immediately to the police.
3. Duties:
 - a. Pre-Game:
 - 1) Meet with the athletic director or his/her designated representative to review security plans, procedures, duties and responsibilities so all participants are aware of them in case of emergencies.
 - 2) Police are to report for duty at least one hour before game time.
 - 3) Designated meeting places should be specified for each stadium.
 - b. Games:
 - 1) The basic stations are specified for each stadium.
 - 2) Officers should be at their basic station at the start of the game for safety measures.
 - 3) Athletic Directors and Officers in charge should take special care to ensure that assigned duties are carried out by all personnel.
 - 4) Special attention should be focused on concession and restroom areas.
 - 5) A closed room should be provided where police may talk to people involved in difficulty so that police will not get involved in a shouting contest with troublemakers in front of a crowd.
 - 6) Police should remove troublemakers from premises.
 - 7) Police should remove spectator groups around the outside of stadiums and gyms.
 - c. Post-Game Duties:
 - 1) Auxiliary ushers should walk out with the crowd.
 - 2) Have all exits open. Separate exits for each student body should be provided whenever possible.
 - 3) Two officers clear out site.
 - 4) A portion of the police detail should be assigned to move with the crowd to the parking areas.
 - 5) If things are tense, have the home fans remain in the stands until the visitors have had an opportunity to

vacate the area.

- 6) Have squad cars with a radio at the front gate and cruising around the area. (This service must be requested).

Police and Security Duties Gymnasium Crowd Control

1. The number of security officers will be determined by the School Security Office in consultation with the Athletic Office and the principal of the host school.
2. Auxiliary booster club or faculty members, properly identified, may supplement uniformed security officers. These individuals report incidents to the closest uniform police officer if additional assistance is needed in their area.
3. Duties:
 - a. Pre-Game:
 - 1) Meeting should be held with the athletic director or his/her designated representative to go over security plans, procedures, duties and responsibilities so that all participants are sufficiently informed about emergency procedures.
 - 2) Security officers are to report at least 30 minutes before game start time.
 - b. During the Game:
 - 1) The basic stations for security officers are the four corners of the gym.
 - 2) Auxiliary personnel should be strategically assigned to monitor stands, halls, concessions and restroom areas, with special attention given to concession and restroom areas.
 - 3) Officers and auxiliary personnel share in the responsibility to keep the crowd in the stands and seated.
 - 4) Do not permit milling along side of court, under baskets and exits at any time, but must give special attention to keeping crowd from these areas in final minutes of game.
 - 5) A closed-room should be provided where police may talk to people involved in difficulty so that officers will not get involved in a shouting contest with trouble makers in front of the crowd.
 - 6) Troublemakers should be removed from the premises by police.
 - c. Post-Game Duties:
 - 1) Auxiliary ushers should walk out with the crowd.
 - 2) Two officers clear out site.
 - 3) Officers should be visible in parking areas before the end of the game.
 - 4) The remainder of the police detail should be assigned to move with the crowd to the parking areas.
 - 5) Have squad cars with a radio at the front gate and cruising around the area. (This service must be requested from Memphis City Schools Security Office).
4. Visiting School:

- a. Visiting teams and students will be accompanied by the principal, team coach or his/her designee. Member schools are responsible for the conduct of their own fans and students at every contest, regardless of where it may be held.

5. Additional Police:

It is up to the home administrator in charge of the game to call the police department for additional police protection.

6. Site Change:

If the game is considered too dangerous to stage, the MIAA Director is to be contacted and the game may be moved to an alternate site.

A Code of Sportsmanship

“Sportsmanship is that quality of honor that desires to be courteous, fair and respectful, and is interpreted in the conduct of players, spectators, coaches, and school authorities.”

Fielding H. Yost

For Players:

1. Recognize that you represent your school and that any reflection on your conduct is a reflection on your school.
2. Keep faith with your coach, your comrades and yourself.
3. Observe the rules, train faithfully, and follow your coach’s instructions.
4. Be respectful to officials; accept adverse decisions. Try that much harder.

For Students:

1. Remember that you represent your school the same as the athlete.
2. Encourage good sportsmanship, courteous treatment of visitors and absolute fairness under all conditions.
3. Impress upon persons attending games their responsibility for the maintenance of the proper standards of sportsmanship.
4. Become familiar with the rules and support your team, especially when losing; that is when they need you most. Don’t be a “fair weather” sportsperson.

APPENDIXES

A. Athletic Director Job Description

The basic role of the athletic director is to provide leadership to the overall athletic program, as well as to manage the details necessary for successful day-to-day operation. The numerous activities, such as: scheduling, procuring and expending funds, contest management, supervising, and evaluating personnel, facility management, conflict management, etc. An effective athletic director will relieve the principal from some of the responsibilities in this area.

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3. Follow the MCS, MIAA, TSSAA rules and regulations, contact the district's Director of Athletics or Coordinator for clarification when in doubt.
4. Assist the Principal with recruiting and hiring of needed coaches.
5. Join appropriate professional organizations and attend related conferences and meetings.
6. Attend any and all meetings involving the school in the area of athletics.
7. Enforce the district, athletic department, and school code of conducts.
8. Emphasize and encourage good sportsmanship by players, coaches, and spectators.
9. Prepare and assist the Principal with the athletic budget.
10. Direct and manage gate receipts for all athletic contests.
11. Initiate and coordinate approved fund-raising activities and structure these activities for financial accountability.
12. Organize the development of an athletic boosters' club; attend and serve as school liaison at boosters' club meetings.
13. Promote and enhance good public relations with community and school groups.
14. Review and verify officials' assignments.
15. Ensure that there is appropriate faculty supervision at all athletic contests.

16. Supervise the inspection of athletic facilities and report unsafe conditions to the appropriate school administrator.
17. Assist the principal with maintaining a file of permission slips, medical evaluation forms, and accident report forms.
18. Provide all requested information on standard forms to the MIAA office in a timely manner.
19. Develop a method for collection of score report forms and officials' vouchers from coaching staff.
20. Initiate procedures for supervision and use of the locker rooms and team rooms.
21. Serve as the main contact person for the MIAA academics and supporting the Guidance counselors.
22. Plan, prepare, and/or supervise for each athletic team:
 - j. Seasonal schedules in conjunction with MCS, MIAA, and TSSAA calendars.
 - k. Practice areas
 - l. Policy governing the arrival and departure of visiting teams and officials, including availability of dressing facilities for each.
 - m. Bus transportation and dismissal times.
 - n. Facility maintenance.
 - o. Visitation of athletic trainers.
 - p. Performance and evaluation of coaches.
 - q. Team uniform cleaning, repairing, and storage.
 - r. Equipment inventory, ordering, repair and storage.
23. Perform any other duties deemed necessary by the Principal.

B. Athletic Director Evaluation

Memphis City Schools							
_____ High/Middle School							
Athletic Director's Evaluation							
_____ Name of Athletic Director							
Rating Scale:		NA Not applicable	1 Definite Weakness	2 Improvement Needed	3 Satisfactory	4 Good	5 Excellent
I	PROFESSIONAL AND PERSONAL RELATIONSHIP				(Circle Rating)		
1.	Understands and follows rules and regulations set forth by MCS, MIAA and TSSAA	NA	1	2	3	4	5
2.	Keeps the principal informed of any or all problems before, during, or after all sporting events.	NA	1	2	3	4	5
3.	Respects and supports all coaches and athletics.	NA	1	2	3	4	5
4.	Public Relations-works and cooperate with the media, etc.	NA	1	2	3	4	5
5.	Implements athletic department policies and procedures.	NA	1	2	3	4	5
6.	Assists principal in supervision of coaches and others involved in school athletic programs.	NA	1	2	3	4	5
7.	Interprets board policy to coaches.	NA	1	2	3	4	5
8.	Communicates and develops rapport with teachers, coaches, administrators, and parents.	NA	1	2	3	4	5
9.	Works with coaches and the principal to develop the annual athletic budget.	NA	1	2	3	4	5
II	SUPERVISION AND COORDINATION						
1.	Acts as a mediator to resolve conflicts within the ranks of the athletic program.	NA	1	2	3	4	5
2.	Seeks ways to support and finance the athletic program.	NA	1	2	3	4	5
3.	Makes arrangements for all interscholastic transportation, lodging and meals, as required.	NA	1	2	3	4	5
4.	Is well-versed and knowledgeable in matters pertaining to sports.	NA	1	2	3	4	5
5.	Receives and evaluates equipment requests from authorized coaches. Approves appropriate requests.	NA	1	2	3	4	5
6.	Attends all home athletic contests and/or arranges for proper supervision.	NA	1	2	3	4	5
7.	Sends reminders of upcoming events to schools and officials.	NA	1	2	3	4	5
8.	Cancels or postpones contracted contests, officials, and transportation due to inclement weather or other hazardous conditions.	NA	1	2	3	4	5
9.	Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, code of conduct forms (student-parent and coaches), for each participating athlete.	NA	1	2	3	4	5
10	Maintains a file of all athletic suspensions and expulsions from teams.	NA	1	2	3	4	5
11	Determines initial scholastic eligibility of all student athletes, certifies their eligibility on the proper forms.	NA	1	2	3	4	5

III	RELATED COACHING AND PROGRAM RESPONSIBILITIES						
1.	Is concerned about care of equipment, including issue, collection, cleaning, inventory, and storage.	NA	1	2	3	4	5
2.	Works with and shows interest in middle school feeder program.	NA	1	2	3	4	5
3.	Follows proper procedure for purchase of equipment.	NA	1	2	3	4	5
4.	Has team fund raisers to supplement Athletic Booster Clubs and school funds allotted for team needs.	NA	1	2	3	4	5
5.	Is cooperative and supportive in scheduling non-league games and scrimmages.	NA	1	2	3	4	5
6.	Plans, organizes, and supervises all athletic awards programs with the approval of the Principal	NA	1	2	3	4	5
7.	Serves as liaison between the coaches and the athletic booster club.	NA	1	2	3	4	5
8.	Evaluates and seeks ways of improving the interscholastic athletic program	NA	1	2	3	4	5
9.	Works with the principal, cheerleading advisor and coaches to schedule athletic assemblies and pep rallies.	NA	1	2	3	4	5
10	Monitors all issues related to Title IX.	NA	1	2	3	4	5
11	Performs other duties as the principal may direct	NA	1	2	3	4	5
COMMENTS							
PERFORMANCE IN THIS ASSIGNMENT – (indicate by circling)							
<u>Satisfactory</u> Recommended for continued assignment		<u>Probationary</u> Recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested			<u>Unsatisfactory</u> Not recommended for reassignment		
Athletic Director's Signature: _____						Date _____	
Principal's Signature: _____						Date _____	
Other Evaluator's Signature: _____						Date _____	
Signature of Athletic Director is only to show that the Athletic Director has reviewed the evaluation but does not necessarily agree with the statements.							

C. Athletic Coach Job Description

QUALIFICATIONS: a) Valid Tennessee teacher certification
b) Employment as a teacher in Memphis City Schools
c) Has the ability to organize and supervise a total sports program
d) Previous successful coaching experience preferred

REPORTS TO: The athletic director, who provides overall objectives and final evaluation in conjunction with the principal.

JOB GOAL: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

DUTIES AND RESPONSIBILITIES:

Organizational and Communication

- 7) send information/correspondence to players/parents
- 8) conduct orientation programs for parents, athletes and coaches
- 9) assume responsibility for schedule development or schedule validation
- 10) develop procedures for open communication with parents and athletes
- 11) establish dialogue with parents and players to address issues or concerns
- 12) address the media in a positive manner

Administrative

- 13) equipment inventory/ordering/management
- 14) repair and cleaning
- 15) implement school athletic code
- 16) ensure completion of health exam by athletes
- 17) ensure existence of medical insurance for athletes
- 18) check for residence ineligibility and living arrangements that do not involve custodial parents
- 19) distribute team rosters, contest schedules and descriptions of contest locations to all players and parents
- 20) monitor athlete attendance/behavior/academic status
- 21) check grades at six-weeks/semester
- 22) determine and procure team awards
- 23) administer season-ending program evaluation by athletes and parents
- 24) complete required administrative reports by designated date(s)

Training and Preparation

- 7) appropriate development of positive sportsmanship
- 8) sequential conditioning
- 9) appropriate skill training
- 10) appropriate tactical training
- 11) appropriate positive motivation

12) appropriate attention to maturity, readiness and pairing of athletes

Sports Medicine

- 4) ability to use approved first-aid and CPR skills
- 5) interact with team physicians, family physicians, parent(s) and athletic trainers following injury to an athlete
- 6) ensure athlete is cleared by M.D. in order to return to practice
- 7) develop and implement a site-specific emergency response plan

D. Cheer Coach Job Description

TITLE: Cheerleading coach (sponsor-advisor)

QUALIFICATIONS; Previous experience preferred

REPORTS: Athletic Administrator

JOB GOAL: To advise and lead the cheerleaders so that they function as effectively as possible to instill school spirit at athletic events.

DUTIES AND RESPONSIBILITIES:

- a) Responsible for the directing, supervising and sequential training of the cheerleaders.
- b) Responsible for the conduct of the cheerleaders practice sessions and at all contests.
- c) Leads and directs the cheerleaders in such a way as to encourage good sportsmanship by example and leadership.
- d) Conducts themselves before the students and the community so as to instill respect and good sportsmanship.
- e) Assumes responsibility for an energetic public relations program for the cheerleaders and their activities.
- f) Responsible for uniforms and supplies.
- g) Sees that the cheerleaders carry out all the duties set forth in their constitution.
- h) Responsible for ordering and issuing awards to deserving cheerleaders.
- i) Read, understand, and comply with the current National Federation Spirit Rulebook and the MIAA rules, regulations, policies, and procedures manual.
- j) Attends all sponsored coaches' meetings.
- k) Arrange for transportation of the cheerleading team in accordance with the transportation policy.
- l) Coordinate approved fundraising activities with the Athletic Director and structure these activities for financial accountability.
- m) Keep an athletic emergency information card for each cheerleader readily accessible at all practices and events.
- n) Keep a properly equipped first aid kit accessible at all practices and events.
- o) Supervise carefully the teaching and spotting of stunting, and eliminate stunts requiring skills beyond the ability of the team members.
- p) Responsible for any other duties relating to cheerleaders as may be directed by the Athletic

Administrator and /or principal.

E. Non-Faculty Coach Job Description

TITLE Non-faculty (walk on/volunteer) coach

QUALIFICATIONS: a) College degree is desired
b) Has reputable background in working with youth
c) Has previous coaching or playing experience in the assigned position.
d) Completion of the ASEP Coaches Education Course in a TSSAA-approved course within two years of his/her employment and must attend the TSSAA Coaches Training session within the first year of his/her employment.
e) Must submit to a background check, conducted by MCS

REPORTS: Head Coach

SUPERVISES: Athletes and teams assigned to him. Assumes supervisory control over other athletes in program when needed.

JOB GOAL: To carry out the aims and objectives of the assigned team as outlined by the athletic department and Board of Education policy. To instruct athletes in individual and team fundamentals, strategy and physical training.

DUTIES AND RESPONSIBILITIES:

- a) Attends all meetings and meets all criteria pertaining to athletics that is required of a certified faculty coach.
- b) Makes contact with the athletic office (school and MIAA).
- c) Follows all criteria as outlined in the job descriptions for head coach or assistant coach as determined by assignment.

F. Coach Job Evaluation

Memphis City Schools							
High/Middle School							
Coaches Evaluation							
Name of Athletic Director							
Rating Scale:		NA Not applicable	1 Definite Weakness	2 Improvement Needed	3 Satisfactory	4 Good	5 Excellent
I	PROFESSIONAL AND PERSONAL RELATIONSHIP				(Circle Rating)		
1.	Understands and follows rules and regulations set forth by MCS, MIAA and TSSAA	NA	1	2	3	4	5
2.	Keeps the athletic director informed of any or all problems before, during, or after all sporting events.	NA	1	2	3	4	5
3.	Develops rapport with other teachers, coaches and administrators and parents.	NA	1	2	3	4	5
4.	Public Relations-works and cooperate with the media, etc.	NA	1	2	3	4	5
5.	Follows policy in the athletic handbook and meets all criteria as outlined in job description.	NA	1	2	3	4	5
6.	Assists principal and athletic director involved in school athletic programs.	NA	1	2	3	4	5
7.	Read and familiarizes the interscholastic athletics board policy #4.301.	NA	1	2	3	4	5
8.	Works cooperatively with the feeder schools developing a coordinated program.	NA	1	2	3	4	5
9.	Have current knowledge of NCAA recruiting policies, regulations, and admission requirements.	NA	1	2	3	4	5
II	SUPERVISION AND COORDINATION						
1.	Present at each practice session and at all contest of the sports coached. This includes supervision at all times, until the area is secured before and after practices and contests.	NA	1	2	3	4	5
2.	Develops a well organized practice schedule which utilizes his/her staff and team to its maximum potential.	NA	1	2	3	4	5
3.	Assist student-athletes in securing financial aid or college scholarships based on athletic ability.	NA	1	2	3	4	5
4.	Is well-versed and knowledgeable in matters pertaining to sports.	NA	1	2	3	4	5
5.	Establishes the fundamental philosophy, skills and techniques to be taught by the staff.	NA	1	2	3	4	5
6.	Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.	NA	1	2	3	4	5
7.	Uses all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making and lasting values to each individual.	NA	1	2	3	4	5
8.	Develops respect by example in appearance, manners, behavior, language and conduct during a contest.	NA	1	2	3	4	5
9.	Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, code of conduct forms (student-parent and coaches), for	NA	1	2	3	4	5

	each participating athlete.						
10	Shows an interest in athletes in off-season activities and classroom efforts.	NA	1	2	3	4	5
11	Assist in determining initial scholastic eligibility of all student athletes, certifies their eligibility on the proper forms.	NA	1	2	3	4	5
III RELATED COACHING AND PROGRAM RESPONSIBILITIES							
1.	Is concerned about care of equipment, including issue, collection, cleaning, inventory, and storage.	NA	1	2	3	4	5
2.	Shows self-control and poise in areas related to coaching responsibilities.	NA	1	2	3	4	5
3.	Follows proper procedure for purchase of equipment.	NA	1	2	3	4	5
4.	Has team fund raisers to supplement Athletic Booster Clubs and school funds allotted for team needs.	NA	1	2	3	4	5
5.	Is cooperative and supportive in scheduling non-league games and scrimmages.	NA	1	2	3	4	5
6.	Keeps athletic administrator informed about unusual events.	NA	1	2	3	4	5
7.	Encourages all potential athletes to participate in sport programs.	NA	1	2	3	4	5
8.	Evaluates and seeks ways of improving the interscholastic athletic program.	NA	1	2	3	4	5
9.	Works with the principal, cheerleading advisor and coaches to schedule athletic assemblies and pep rallies.	NA	1	2	3	4	5
10	Displays enthusiasm and exhibits interest in coaching.	NA	1	2	3	4	5
11	Performs other duties as the principal may direct.	NA	1	2	3	4	5
COMMENTS							

PERFORMANCE IN THIS ASSIGNMENT – (indicate by circling)							
<u>Satisfactory</u> Recommended for continued assignment		<u>Probationary</u> Recommended for reassignment, provided an understanding can be reached in areas where improvement is suggested			<u>Unsatisfactory</u> Not recommended for reassignment		
Coaches Signature: _____				Date _____			
Principal's Signature: _____				Date _____			
Other Evaluator's Signature: _____				Date _____			
Signature of Coach is only to show that the Coach has reviewed the evaluation but does not necessarily agree with the statements.							

G. News Conference Preparation

Because of the intense interest Americans have for sports information, it is important to enhance all opportunities for excellence coverage and accurate reporting for interviews and other media exposures. The coach or athletic administrator, and/or student athletes are frequently sought for electronic or newspaper press conferences, interviews and press releases. Here are a few suggested techniques to assist the athletic administrator in his/her preparation for this interaction.

A. Controlling Anxiety

- 1) **Remember that tension also stimulates the release of adrenaline.**
Don't fear an interview- get up for it just like a ball game.
- 2) **Take a deep breath**, hold for 3-5 seconds, and let it out slowly.
- 3) **Stand in a relaxed, natural manner** a balanced stance, arms at the side.
Shake the arms vigorously, allowing the vibration to be transmitted into the body.
- 4) **Know your subject** and have a list of key points memorized.
Confidence is enhanced and anxiety reduced by knowing that you have greater subject expertise than your interviewer(s).

B. News Conference Strategies

- 1) **Stay with the facts.** Don't speculate unless you have enough evidence to do so in an informed manner.
- 2) **Use simple, tangible references;** avoid abstractions and jargon.
- 3) **Maintain eye contact** when responding to media agents.
- 4) **Listen carefully** to all questions-pause and think before responding.
- 5) **Control your rate of response** and vocal inflections.
- 6) **Ask for clarification of reporter questions**, especially if predicted on false assumptions or partial truths.
- 7) **Turn negative questions into positive responses, i.e.,** "Yes, we fumbled too much, but fumbles are a matter of concentration, and we will attempt to solve the problem."
- 8) **Thank members of the media at the conclusion** of the session, no matter how difficult the questioning has been.

C. News Conference Problem Areas

Certain communication techniques or styles have potential to project an image of insecurity, incompetence or defensiveness during news conferences. In this regard, administrators are **cautioned against:**

- 1) Use of **slang** and **profanity**.
- 2) Repeating negative **reporter questions** and criticisms- they elicit others.
- 3) **Criticizing media representatives** – they are not your personal agents.
- 4) **Using "you know"** as a bridge between thoughts or "okay" as a means of asking whether reporters understood your point of view.
- 5) **Speaking when emotional.** Discipline yourself not to be driven by anger, frustration, or embarrassment.
- 6) **Intricate responses** when can get you sidetracked or which project the appearance of stalling or using "smoke screen tactics."
- 7) **Excuses or criticisms of** officials.
- 8) **Emotional statements** about opponents. *Please keep it positive!*

D. Interview techniques

- 1) **Be direct**, forthright, and truthful.
- 2) **Admit mistakes** and focus on corrective plans.
- 3) **Avoid "no comment" response.**
- 4) **Emphasize growth.**
- 5) **Use vocal inflection to emphasize** a point during a radio interview. Use gestures and facial expression during TV interviews. Maintain visual contact with the active camera during a TV interview.