



COACHES CHECKLIST

Dates to Remember 2008-09

- A. **October 28, 2008** – Last day to update Team Application on MCLA web site (www.mcla.us). Includes contact info, media info, rules acknowledgement, etc.
- B. **November 1, 2008** - Last day to submit team schedule to the SLC Secretary using approved electronic format. After this date the team will be assessed a monetary penalty determined by the Conference.
- C. **November 14, 2008** – MCLA membership dues (\$1,300) & SLC membership dues due to SLC Treasurer. **Penalty of \$100/each dues** if unpaid by November 24, 2008. Online team applications must be updated on MCLA website.
- D. **November 20, 2008** – By this date all teams should have checked their schedule on the MCLA website and sent any revisions or corrections to the SLC Treasurer.
- E. **November 25, 2008** – Last day to make changes to team schedule without penalty. After this date time and other minor changes carry a **penalty of \$40.00** each and additions/deletions or major changes to games carry a **penalty of \$100.00 each**.
- F. **15 January 2009** – Beginning of Regular Season
- G. **January 30, 2009** – SLC Official's Fees for ALL members due. Failure to do so will result in immediate cancellation and/or forfeiture of scheduled games.
- H. **April 17, 2009** – Post-season eligibility forms faxed and original mailed to SLC Secretary. Team keeps copy.
- I. **April 19, 2009** – End of Regular Season
- J. **April 24-26, 2009** – SLC Conference Playoffs and Championship: University of San Diego, San Diego, CA
- K. **May 3, 2009** – National Championship Tournament bids released.
- L. **May 12, 2009** – National Championship Eligibility Forms and transcripts due to MCLA and SLC Secretary.
- M. **May 12-16, 2009** – MCLA National Championship Tournament: Dicks Sporting Goods Park, Denver CO.

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Eligibility Certification and Filing

- A. **7 days before first scheduled game:**
 - (1) Team rosters are due to the www.mcla.us website
 - (2) MCLA Certified team/player eligibility & compliance forms (www.mcla.us) faxed to MCLA Eligibility Chair (Doug Carl at 707-238-1480). Team keeps copy on file.
 - (3) Copy of eligibility materials and transcripts mailed to SLC Secretary for archiving
- B. **After final add/drop date for each institution** - (or beginning of Spring term): 2nd eligibility check or certification sent to SLC Secretary for archiving. Team keeps copy.
- C. **April 17, 2009** – Post-season eligibility forms faxed and original mailed to SLC Secretary. Team keeps copy.
- D. **May 12, 2009** – National Championship Eligibility Forms and transcripts due to MCLA and SLC Secretary.

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General Responsibilities

- A. Abide by the SLC Bylaws, Team Responsibilities and other rules and regulations promulgated at the Annual Meeting and by the Board of Directors during the year.
- B. Abide by all MCLA Rules and Regulations.
- C. Check postings on the MCLA & SLC web pages at least once per week.
- D. As necessary, obtain the team's login name and password for the SLC web page and the team's PIN for the statistic's page from the SLC Secretary.

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Game Day Responsibilities

I. Before a Game

- A. At least 48 before the game make contact with the head official for your game and the coach of the opposing team to ensure they are aware of the location and time of game (jersey color).
- B. Failure to notify the opposing team and the officials of a possible cancellation of a game at least 48 hours prior to the start of the game may result in requirement to pay all the official's fees for both teams for that game and reimburse the traveling team for their travel expenses. Exceptions to cancellation notification policy for weather will be considered by Board of Directors.
- B. For inclement weather on game day, contact the officials and the coach of the opposing team to discuss how to handle the possible problems with the game.
- C. Adequate medical Athletic Trainer, security, and separate ice and water are required by the home team. Other appropriate personnel recommended as needed.
- D. At scoring table, a scorekeeper, at least two clocks and a horn are required to be provided by home team.
- E. A legal sized and properly lined field is required by the home team.
- F. An adult coach in attendance on the side lines is required by both teams for each game. Rostered players are ineligible to serve as attending coach.
- G. A meeting location for officials should be provided if possible.

II. During a Game

- A. Ice and water provided to home and visiting teams.
- B. Control team and assist the officials in controlling the spectators.
- C. Maintain scorer's table with adequate personnel and equipment.
- D. Insure that no alcoholic beverages are allowed at the game site.

III. After a Game

- A. Supply opponents with a copy of the official score sheet immediately after the game.
- B. Submit team statistics on MCLA web page no later than 72 hours after each game. Failure to do so will subject the team to a \$50.00 fine to the MCLA for each time team statistics are not reported on time and any team that has four late reports will forfeit eligibility for the National Championships.
- C. Provide showers and locker rooms, if possible, for the opposing team.