

APPENDIX P

RECOMMENDATIONS FOR THE MINNESOTA COLLEGE ATHLETIC CONFERENCE (CONCERNING CONFERENCE MEETINGS)

1. Any item must be on the agenda to be considered at a meeting.
2. Any proposal that will entail financial outlay must have an estimate of the outlay attached to the proposals. Justification for the proposal must also be presented.
3. From the conference point of view colleges are encouraged to send coaches to annual coaches meetings.
4. A time limit should be determined and assigned for discussion of items on the agenda.
5. College Representatives should be encouraged to participate in discussion of agenda items at conference meetings.
6. Any item, in order to be included on the conference agenda, must be submitted on the official Conference form by the prescribed deadline date. (Refer to next page)
7. All agenda items for the conference meeting must be submitted through a standing committee in order to be approved for inclusion on the agenda.
8. All standing committee chairpersons must be Athletic Directors.
9. A representative for the coaches group for each sport will serve as a member of the standing committee for the sport. Such a representative will not be the chair of the standing committee.
10. The operating code for each sport should delineate staffing needed for tournaments in the sport and the recommended pay scale for each staffing position be indicated in the appendix.
11. Conference meeting schedule
The two day meeting schedule is outlined below:
Monday, March 23, 2009 - Region 13 & MCAC Meetings
Tuesday, March 24, 2009 - MCAC Meetings
Hosted by Dakota County Technical College, Rosemount, MN

APPENDIX P

MINNESOTA COLLEGE ATHLETIC CONFERENCE
AGENDA/FUNDING REQUEST
2009 SPRING MEETING

SUBMITTED BY:

Name or, Standing Committee	Institution,	Sport,	Date
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BRIEF DESCRIPTION OF REQUEST: _____

JUSTIFICATION OF REQUEST (NEED): _____

ATTACH HANDBOOK PAGE WITH RECOMMENDED REVISIONS

INDICATE LENGTH OF DISCUSSION (MAY BE REVISED BY OUR OFFICE): _____

FINANCIAL IMPACT:

1) TOTAL REQUEST COST (ON ANNUAL BASIS): _____

2) ESTIMATED TOTAL ANNUAL EXPENDITURE:

PER INSTITUTION: _____, MCAC IF APPLICABLE: _____

PROPOSED DATE REQUEST IS TO TAKE EFFECT: _____

* SIGNATURE OF APPLICANT: _____

Agenda items may be submitted only by the following:

- Conference Representative
- Athletic Director
- President of various coaches groups (in their sport only)

Agenda items due to the MCAC Office by Monday, March 2, 2009.

ACTION: _____ DATE: _____