

MARIN MIDDLE SCHOOL ATHLETIC LEAGUE

Athletic Director Resources

Table of Contents

Welcome.....	2
Mission of the MMAL.....	2
League Governance.....	3
MMAL Commissioner.....	3
Athletic Directors.....	3
League Meetings.....	3
Voting and Decision-Making.....	4
Rule Changes and Policy Updates.....	4
Communication Expectations.....	5
Role of the Athletic Director.....	5
Athletic Director Responsibilities.....	5
Sportsmanship & Professional Expectations.....	6
Building Character Through Athletics.....	6
Expectations for Coaches & Athletic Directors.....	6
Respect for Officials & Opponents.....	6
Positive Spectator Behavior.....	6
Conflict Resolution.....	7
Educational Athletics First.....	7
Annual Calendar & Seasonal Responsibilities.....	7
Scheduling Procedures.....	7
AD Responsibilities By Season.....	8
Participation Surveys.....	8
Rosters & Eligibility.....	8
Parent Partnership.....	9
Communication Protocol.....	9
Facility Responsibilities.....	9
Championship Responsibilities.....	10
Weather & Game Cancellations.....	10
Incident Reports & Ejections.....	10
End of Season Responsibilities.....	11
Appendices.....	11

Welcome

Thank you for investing your leadership, time, knowledge, and energy into creating meaningful athletic opportunities for our student-athletes. As an Athletic Director, you play an essential role in supporting students, coaches, officials, families, and schools while helping ensure that athletics remain a positive, safe, and educational experience for all participants.

Your leadership helps establish the foundation for successful athletic programs by promoting effective communication, maintaining student eligibility standards, coordinating schedules, supporting coaches, ensuring compliance with league policies, and fostering a culture of sportsmanship, respect, and teamwork.

The role of an Athletic Director extends beyond managing schedules and logistics. You are a key partner in developing programs that reflect the mission and values of the Marin Middle School Athletic League. Through collaboration with fellow Athletic Directors, the MMAL Commissioner, coaches, and school communities, we can provide equitable and rewarding opportunities for every student-athlete.

This handbook is designed to establish consistent expectations, procedures, and resources for every MMAL Athletic Director while promoting a positive, organized, and educational athletic experience throughout the school year.

Thank you for your partnership and commitment to the success of the Marin Middle School Athletic League. We look forward to working together to support our student-athletes and build a strong foundation for middle school athletics.

Mission of the MMAL

The Marin Middle School Athletic League (MMAL) promotes educationally based interscholastic athletics by providing safe, equitable, inclusive and developmentally appropriate opportunities for students to compete, learn, and grow. Through athletics, MMAL fosters sportsmanship, integrity, teamwork, leadership, and respect while creating a positive environment where all student-athletes can succeed both on and off the field.

League Governance

The Marin Middle School Athletic League (MMAL) operates through a collaborative partnership between member schools, Athletic Directors, school administrators, coaches, and the MMAL Commissioner. The success of the league depends on clear communication, shared responsibility, and a commitment to providing positive, educational athletic opportunities for all student-athletes.

MMAL Commissioner

The MMAL Commissioner is responsible for overseeing the daily operations of the league and supporting member schools in implementing league policies and procedures. Responsibilities include:

- Coordinating league schedules, standings, and championships.
- Communicating league policies, deadlines, and important information.
- Supporting Athletic Directors with questions, concerns, and problem-solving.
- Ensuring consistent application of league rules and procedures.
- Facilitating collaboration among member schools.
- Promoting sportsmanship, equity, and positive athletic experiences.

Athletic Directors

Athletic Directors serve as the primary representatives of their schools and are essential partners in the operation of the MMAL. Each Athletic Director is responsible for:

- Representing their school at league meetings and discussions.
- Communicating league information with school administrators, coaches, student-athletes, and families.
- Ensuring their athletic programs follow MMAL policies and procedures.
- Providing accurate information and completing required league responsibilities by established deadlines.
- Collaborating with other Athletic Directors to support the success of the league.

League Meetings

Regular Athletic Director meetings provide an opportunity for member schools to:

- Share updates, concerns, and best practices.
- Review schedules, policies, and upcoming events.
- Discuss opportunities to improve the student-athlete experience.
- Address league-wide challenges collaboratively.
- Provide input on future initiatives.

Attendance and active participation in league meetings are essential to maintaining a strong and unified league.

Voting and Decision-Making

The MMAL values collaboration and seeks input from member schools when making decisions that impact league operations.

As stated in the MMAL Constitution-Article VII

- The government of the MMAL shall be vested in the Board of Managers, consisting of one designated representative from each Local Educational Agency (LEA)
- It is the responsibility of each member of the Board of Managers to communicate league issues to relevant constituencies including district leadership, school administration, families, coaches, and student athletes, as appropriate.
- Each member school is entitled to one vote on all questions before the Board of Managers. The Commissioner will not have a general vote. In the event of a tie, the Commissioner will be the tie-breaking vote.
- Regular meetings shall be scheduled throughout the school year. The Committee Chair and/or the Commissioner may call for special meetings or cancel meetings when necessary.
- A quorum to conduct business is a majority of member schools. Business may be conducted by majority vote of those present once quorum is met. A quorum will constitute half of all member schools, plus one.
- The Commissioner is the chief administrative officer of the Marin Middle School Athletic League (MMAL), responsible for overseeing league operations, enforcing bylaws, and coordinating communication among member schools and the Board of Managers. All items listed in the bylaws, fiscal updates, and conduct-related issues will require a vote and/or discussion. Other items stipulated in the essential duties and responsibilities will be at the discretion of the Commissioner.

The MMAL Commissioner will communicate final decisions and implementation timelines.

Rule Changes and Policy Updates

The MMAL regularly reviews policies, procedures, and sport-specific rules to ensure they continue to support student-athletes and member schools.

- Amendments to the Constitution or Bylaws require a two-third vote of all member schools.
- Recommendations for change may come from the Commissioner, committees, or members of the Board of Managers.
- Sport-specific rule changes should be proposed through the coaches and athletic director's feedback process as established by the league (typically end-of-season

review). Approval of these rules will be at the discretion of the Commissioner and Athletic Directors as they do not amend the constitution or bylaws..

- Approved updates will be communicated to Athletic Directors before implementation.
- Athletic Directors are responsible for sharing updated information with coaches and school communities.

Communication Expectations

Strong communication is essential to the success of the MMAL. Athletic Directors are expected to:

- Respond to league communications in a timely manner.
 - Share important information with appropriate school personnel.
 - Communicate concerns professionally and directly.
 - Work collaboratively to resolve issues.
 - Maintain a positive and solution-focused approach when representing their school.
-

Role of the Athletic Director

The Athletic Director serves as the leader of the school's athletic program and is responsible for ensuring that all MMAL policies, procedures, and expectations are followed. The Athletic Director works collaboratively with school administration, coaches, student-athletes, families, officials, opposing schools, and the MMAL Commissioner to create a safe, educational, and positive athletic experience.

Athletic Director Responsibilities

- Attend MMAL meetings.
- Communicate league information effectively with student athletes, parents, and administrators
- Follow MMAL rules, policies, and guidelines
- Submit all required forms by established deadlines.
- Hire and supervise qualified coaches.
- Evaluate Coach performance
- Verify academic eligibility and medical clearance.
- Promote sportsmanship and positive citizenship.
- Address concerns appropriately
- Work with your coaches to make sure all scores are reported to MMAL site within 24 hours of contest completion

Sportsmanship & Professional Expectations

Building Character Through Athletics

The Marin Middle School Athletic League believes athletics are an extension of the classroom. While competition is an important part of the experience, the primary goal of MMAL athletics is to develop student-athletes who demonstrate respect, responsibility, teamwork, and integrity.

All participants in MMAL athletics—student-athletes, coaches, administrators, families, and spectators—share the responsibility of creating a positive and educational athletic environment.

Expectations for Coaches & Athletic Directors

Coaches and Athletic Directors serve as role models and leaders within their schools and communities. They are expected to:

- Model professionalism, integrity, and respect at all times.
- Demonstrate appropriate behavior before, during, and after contests.
- Communicate respectfully with student-athletes, families, opponents, and officials.
- Promote a positive team culture focused on growth and learning.
- Address concerns calmly and follow appropriate communication channels.

Respect for Officials & Opponents

Officials and opposing teams are essential partners in providing meaningful athletic experiences for students.

MMAL expects all participants to:

- Treat officials with respect before, during, and after contests.
- Accept officials' decisions without inappropriate confrontation.
- Avoid negative comments toward opponents, coaches, or game personnel.
- Recognize and appreciate the effort of all teams and officials.

Positive Spectator Behavior

Families and spectators play an important role in supporting student-athletes. Spectators are expected to:

- Encourage and support all student-athletes.
- Cheer positively without criticizing players, coaches, or officials.
- Allow coaches and officials to perform their roles without interference.
- Represent their school and community with pride and respect.

- Schools are encouraged to communicate spectator expectations prior to each season and address inappropriate behavior promptly.

Conflict Resolution

Concerns should be addressed through respectful and appropriate communication. The MMAL encourages the following process:

- Student-athletes and families should first communicate with the appropriate coach.
- If additional support is needed, concerns may be brought to the Athletic Director.
- League-related issues should be referred to the MMAL Commissioner
- All conversations should focus on solutions, student well-being, and maintaining positive relationships.

Educational Athletics First

MMAL athletics exist to support the overall development of students. Winning is valued, but it does not outweigh the importance of:

- Character development
- Sportsmanship
- Academic responsibility
- Teamwork
- Respect and accountability

The true measure of success is not only what students accomplish in competition, but who they become through the experience.

Annual Calendar & Seasonal Responsibilities

Scheduling Procedures

Athletic Directors are responsible for providing accurate and timely information to support league scheduling. This includes:

- Completing participation surveys by established deadlines.
- Confirming facility availability and reporting blackout dates.
- Identifying transportation limitations that may impact scheduling.
- Reviewing schedules promptly upon release.
- Reporting conflicts or needed corrections immediately.
- Minimizing schedule changes once contests are published.

Once schedules are published, changes should be minimized whenever possible.

AD Responsibilities By Season

Prior to Each Season

- ☐ Complete participation survey by deadline.
- ☐ Confirm facility availability.
- ☐ Submit team entries and coach information.
- ☐ Report blackout dates or scheduling limitations.

Before First Contest

- ☐ Submit official team rosters.
- ☐ Verify student-athlete eligibility and required paperwork.
- ☐ Confirm facilities, equipment, and game-day readiness.

Throughout the Season

- ☐ Report schedule changes or cancellations promptly.
- ☐ Submit game scores within 24 hours of contest completion.
- ☐ Monitor student-athlete eligibility.
- ☐ Communicate important information with coaches, families, and opponents.

End of Season

- ☐ Confirm playoff/championship participation.
- ☐ Submit championship information as required.
- ☐ Complete end-of-season reports and surveys.
- ☐ Provide feedback for future league improvements.

Participation Surveys

Complete all participation surveys by the published deadlines. Accurate and timely submissions allow the MMAL Commissioner to create schedules efficiently. Notify the Commissioner immediately of any changes after submission.

Rosters & Eligibility

Official team rosters must be submitted to the MMAL Commissioner before the first contest of each season.

Each student athlete must:

- Meet academic eligibility requirements.
- Meet district participation requirements.
- Have completed required medical paperwork.
- Have parent/guardian permission on file.

Athletic Directors should monitor eligibility throughout the season and promptly report roster changes.

Parent Partnership

The MMAL values a positive partnership between schools, coaches, families, and student-athletes. Athletic Directors play an important role in fostering respectful communication and supporting a positive athletic experience.

Athletic Directors should:

- Support clear and timely coach-parent communication.
 - Address concerns professionally and follow appropriate communication pathways.
 - Encourage the 24-hour guideline following contests before addressing concerns.
 - Promote respectful spectator behavior and sportsmanship.
 - Refer league-wide questions or concerns to the Commissioner.
-

Communication Protocol

Strong communication builds successful programs.

Communicate promptly with:

Contact	Topics
Commissioner	Schedules, Incidents, Eligibility, Rules, Scores, Playoffs
Coaches	League updates, schedules, eligibility, expectations
Families	Schedules, transportation, cancellations, program communication
Opposing Schools	Contest logistics, weather, facility changes
Officials	Contest logistics, site information, weather updates

Facility Responsibilities

[Hosting Game Checklist](#)

Host schools shall:

- Prepare the competition area.
 - Provide required equipment and game balls.
 - Ensure the scoreboard is operational.
 - Provide team benches, spectator seating, restroom access, first aid supplies, and AED access.
 - Display sportsmanship signage.
-

Championship Responsibilities

Host schools shall:

- Coordinate with the MMAL Commissioner.
 - Prepare the facility.
 - Arrange scorekeeper, timer, and officials.
 - Prepare awards area.
 - Report final scores immediately following the contest.
-

Weather & Game Cancellations

Notify the opposing school, assigned officials, and the MMAL Commissioner as soon as possible. League contests should not be rescheduled without approval from the Commissioner.

Incident Reports & Ejections

All incidents involving ejections or serious misconduct must be reported to the MMAL Commissioner and should be submitted within 24 hours whenever possible. Student-athletes, coaches, or spectators must satisfy all league requirements before returning.

Following an ejection:

- Leave the contest immediately.
- Do not communicate further with game officials.
- Complete the MMAL Incident/Ejection Report.
- Submit all required documentation to the Commissioner.
- Serve any suspension required by league rules before returning to participation.

Any student-athlete, spectator, and/or coach ejected from a contest shall follow MMAL ejection procedures.

End of Season Responsibilities

[AD Season Checklist](#)

- ☐ Confirm final rosters and participation records
 - ☐ Verify playoff/championship eligibility when applicable
 - ☐ Support championship event preparation and responsibilities
 - ☐ Assist with awards and athlete recognition
 - ☐ Inventory equipment and address facility needs
 - ☐ Collect feedback from coaches and stakeholders
 - ☐ Complete required season-end reports and surveys
 - ☐ Identify improvements for future seasons
-

Appendices

- Annual MMAL Calendar
- Athletic Director Checklist
- Coach Checklist
- Hosting Game Checklist & Supervision Requirements
- General Rules of Sport
- Ejection/Incident Form
- Parent Involvement Guide
- Spectator Code of Conduct
- Contact Directory
- Scoresheets