

Southern Maryland Athletic Conference Constitution



Updated Fall 2021

**POLICY STATEMENT OF THE SOUTHERN MARYLAND
TRI-COUNTY SUPERINTENDENTS ON THE ADMINISTRATION AND CONDUCT OF
INTERSCHOLASTIC ATHLETICS AMONG SECONDARY SCHOOLS OF CALVERT,
CHARLES, AND ST. MARY'S COUNTIES**

In recognition that the interscholastic athletic program is an integral and important part of its extracurricular portion of the total educational program, it shall be the responsibility of the Tri-County Superintendents to establish rules and regulations governing athletic programs for boys and girls in the secondary schools of Calvert, Charles, and St. Mary's counties of Maryland. Such programs shall be approved and administered by the Superintendents or their designees with an organization known as the Southern Maryland Athletic Conference (SMAC) serving them in an advisory capacity.

The Tri-County Superintendents and/or their designated representatives shall meet from time to time to consider and approve additions, deletions, or changes in the rules and regulations of the SMAC and it shall be the responsibility of the Tri-County Superintendents and/or their designated representatives to see that such rules and regulations are put into force in their respective counties. Suggestions regarding all rules and regulations developed by the Southern Maryland Athletic Conference shall be brought to the attention of the Tri-County Superintendents through their designees.

It is the desire of the Tri-County Superintendents that the coaches, athletic directors, principals, and school representatives of the member schools in the SMAC continue to meet periodically to consider and make recommendations to the Tri-County Superintendents with regard to changes in the operating rules and regulations of the conference and for other matters of professional growth and interest. Such recommendations for changes in rules and regulations shall be channeled through the designated representatives of the Tri-County Superintendents as the needs of the Conference dictate.

The rules and regulations adopted by the Tri-County Superintendents shall be binding on all participating schools and shall be in conformity with MPSSAA rules and regulations. It does not limit any of the three counties from imposing rules and regulations more stringent than those adopted by the Tri-County Superintendents.

ADOPTED BY: Calvert County Board of Education - 1/9/75 - Administration 1330
 Charles County Board of Education - 1/14/75
 St. Mary's County Board of Education - 1/7/75

Procedures for Implementation of Southern Maryland Interscholastic Athletics

The Tri-County Superintendents shall approve and administer the interscholastic athletics programs in Southern Maryland through an organization known as the Southern Maryland Athletic Conference (SMAC). The Superintendents shall designate three staff members (one from each county) to administer the Southern Maryland Athletic Conference and implement its policies and procedures.

The designees shall:

1. Advise the three Superintendents on procedures, policies, and recommendations.
2. Advise the Superintendents on any concerns that need to be brought to their attention.
3. Facilitate the scheduling of all athletic events involving SMAC participants.
4. Administer policies and regulations as set forth by the Tri-County Superintendents and MPSSAA.

SOUTHERN MARYLAND ATHLETIC CONFERENCE

CONSTITUTION

Preamble: In the belief that the public schools of Calvert, Charles and St. Mary's counties can better promote the healthful living, character building, and good citizenship of their boys and girls through united and cooperative effort, there is established as the medium of effective action an athletic Conference of Calvert, Charles, and St. Mary's counties public secondary schools.

Article I **Name**

This organization shall be known as the Southern Maryland Athletic Conference (SMAC).

Article II **Purposes**

- Sec. 1 A purpose of this Conference is to promote, regulate, and administer interscholastic athletic competition among participating schools in the three counties.
- Sec. 2 A purpose of this Conference is to develop interscholastic athletic competition in keeping with accepted practices.

Article III **Membership**

- Sec. 1 All public secondary schools in Calvert, Charles, and St. Mary's counties having a student enrollment in grades 9-12 and/or 11, and/or 12, who qualify under Rules and Regulations of the Maryland Public Secondary Schools Athletic Association shall be members. Ninth grade students shall be eligible for participation in senior high school interscholastic athletics when that grade is a part of a member school.

Article IV **Organization**

- Sec. 1 Member schools will abide by the rules and regulations of this Conference and those of the MPSSAA.
- Sec. 2 The legislative powers of the Southern Maryland Athletic Conference shall be the responsibility of the Superintendents' designees. The Southern

Maryland Athletic Conference Board of Control shall serve in an advisory capacity to the Superintendents' designees.

- Sec. 2
- a. The membership of the Southern Maryland Athletic Conference Board of Control shall be composed of one administrator and one athletic director from each member school. The Superintendents' designees shall serve on this board in an ex-officio capacity. Board of Control members may designate their voting privileges to an alternate. The alternate for the administrator must be another administrator. The alternate who is representing the athletic director can be a representative from the coaching staff. The principal shall designate all alternates.
 - b. The Board of Control members shall be selected before the first regular scheduled Board of Control meeting of the current school year. The principal shall notify the Superintendents' designees, and the President of the SMAC in writing, of the names of those selected.
 - c. Only Board of Control or alternate members present may vote on the business of the Board of Control. Each member or alternate shall be entitled to only one vote.

Article V **Officers of the Southern Maryland Athletic Conference Board of Control**

- Sec. 1 The officers of the Board of Control shall be a President, Vice President, and Secretary. These three officers shall be appointed by the Board of Control members.
- Sec. 2 The President, the Vice President, and the Secretary will be approved at the last regular meeting of the Southern Maryland Athletic Conference Board of Control to serve a term of two (2) years or until a successor is appointed. These officers are to be appointed on a rotating basis.
- Sec. 3 A parliamentarian shall be appointed by the President at the first regular Board of Control meeting.
- Sec. 4 Whenever a vacancy occurs among the appointed officers of the Board of Control. Advancement of the county officers' rotation will occur and a new secretary appointed.
- Sec. 5 The President shall vote only in the case of a tie. The school from which the President comes is entitled to two (2) regular voting members in addition to the President.

Article VI **Finances**

- Sec. 1 The Treasurer of the Southern Maryland Athletic Conference shall be one of the Superintendents' designees, and shall operate on a rotating basis.
- a. The Treasurer shall be authorized to receive and deposit funds, make payments, and sign checks for the Conference. A check shall require the signatures of both the Treasurer and a second of the Superintendents' designees.
 - b. Each member school shall be assessed a designated amount of money toward the maintenance of this organization annually, as recommended by a majority affirmative vote at the regular November meeting for the following fiscal year. Each county Board of Education shall contribute an amount equal to that assessed each school subject to local county budget conditions.
 - c. An annual budget must be developed. Any assessment must be recommended by the Superintendents' designees.
 - d. The Treasurer shall render financial reports to the Board of Control and Superintendents.
 - e. The Treasurer shall track and report receipts and expenditures for SMAC Championship events.
- Sec. 2 Disbursements of funds may be approved for expenses incurred in Southern Maryland Athletic Conference sponsored activities.
- Sec. 3 The fiscal year of the Conference shall be from July 1 through June 30.
- Sec. 4 There shall be an annual examination of the financial records of the Southern Maryland Athletic Conference. Copies of this financial report shall be submitted to the Superintendents of Calvert, Charles, and St. Mary's counties and to the Board of Control by the second meeting of the Board of Control each year.

Article VII **Revision of Constitution**

The Constitution may be revised only by the Tri-County Superintendents. Any proposal for change or revision of the Constitution shall be submitted, in writing, at least sixty (60) days prior to consideration.

BYLAWS

Article I **Officers of the Board of Control**

- Sec. 1 The President shall preside over the meetings of the Board of Control. The President shall vote only in the case of a tie. The President shall appoint such committees as are designated in the Constitution. The President shall appoint a parliamentarian. The President shall submit to the Superintendents' designees, at the conclusion of each school year, a list of recommendations for improving the conference.
- Sec. 2 The Vice-President shall preside in the absence of the President. The Vice-President shall update the Bulletins at the Board of Control Meetings and send All-Conference teams to the media.
- Sec. 3 The Secretary shall keep a journal of the proceedings of meetings, conduct all necessary correspondence, and keep official records of all interscholastic contests engaged in by schools in the Conference. The minutes of each meeting shall include a list of the voting delegates or alternates present. The journal shall be turned over to the incoming secretary at the last regularly scheduled meeting of the year.
- Sec. 4 The Parliamentarian shall use Robert's Rules of Order Revised as a guide in conducting Board of Control meetings.
- Sec. 5 Starting in August of 2001, officers shall be appointed as follows on a rotational basis:
- a. President: St. Mary's County 2017-2019
 Charles County 2019-2021
 Calvert County 2021-2023
 - b. Vice-President: Charles County 2017-2019
 Calvert County 2019-2021
 St. Mary's County 2021-2023
 - c. Secretary: Calvert County 2017-2019
 St. Mary's County 2019-2021
 Charles County 2021-2023

Article II **Committees of the Board of Control**

- Sec. 1 The Nominating Committee shall present a slate of officers to the Board of Control at the last regularly scheduled meeting of the Board of Control in

accordance with the Constitution.

Sec. 2 The Bylaw Committee shall recommend revisions to the Bylaws as deemed necessary and appropriate.

Sec. 3 a. There shall exist a standing sports committee for each of the varsity sports recognized by SMAC.

b. The members of these various committees shall be the head coaches of the various varsity sports. The chairperson shall be appointed by the SMAC President.

c. These committees shall meet immediately before and immediately after the appropriate sports season to consider and make recommendations to the Board of Control as to the awards to be presented to schools, coaches, and/or participants, and any other matters pertaining to the various sports during their respective season. Official records for each sport (individual and team) should be updated at the post season meeting and included in the post season meeting report.

d. These committees shall be responsible to the Board of Control and the Board of Control must pass on any reports or recommendations before they are presented to the designees for consideration.

e. A quorum for conducting business in any sports committee shall be 2/3 of that committee's members.

Sec. 4 The President of the Board of Control shall appoint other committees as operations require.

Article III **Resolving of Problems**

Sec. 1 The resolving of problems not covered by MPSSAA shall be handled through and by the Superintendents' designees. Their decisions on these matters shall be final and binding. (Protests shall be the responsibility of the arbitration committee.)

Sec. 2 Protest growing out of interscholastic competitions in which there are alleged violations of SMAC rules and regulations shall be filed with the SMAC President and their respective designees for adjudication by the arbitration committee.

a. The process shall be started by a written letter and protest fee (\$25.00) from the appellant school principal to the designees and the SMAC President requesting an arbitration committee hearing.

- b. The arbitration committee will then be contacted by the SMAC President.
- c. No protest shall be heard or acted upon unless the appellant school files within three school days of a protest or upon receipt of the information on which the incident is based.
- d. The SMAC President shall schedule a meeting of the arbitration committee at which time the parties involved in the dispute are allowed to present their side of the problem.
- e. The arbitration committee will be comprised of one administrator and one coach from each county.
- f. The committee will be chaired by the SMAC Vice President unless the school of the Vice President is involved in the dispute. The SMAC President will appoint an ad hoc chairperson for that particular dispute. In the event of a tie vote, the chairperson shall cast the deciding vote.
- g. The committee will then make a decision relative to the position of the entire dispute and also recommend discipline if warranted. These will be forwarded in writing to the SMAC President and Superintendents' designees for final action.

Article IV **Eligibility**

- Sec. 1 All member schools must conform to the guidelines as established by the MPSSAA rules, regulations, and procedures with the following additional stipulations.

Each member school's eligibility lists must be sent to each local Superintendents' designees by the following dates:

September 15	Fall Sports
December 15	Winter Sports
April 15	Spring Sports

- Sec. 2 Minimum Student Eligibility Requirements for Tri-County Interscholastic Athletics

Any pupil who is legally enrolled in any secondary school shall be eligible to represent that school in all interscholastic athletics.

A pupil shall become ineligible for the following reasons:

a. Absence from school

Local county policy, rules, and regulations will apply.

b. Suspension from school

Any pupil suspended from school for any reason shall not be eligible to participate in any interscholastic athletic activity until he/she has been reinstated by the principal of that school. This includes attendance at activities.

c. Academic eligibility

Academic eligibility policies will be determined by each individual county.

d. Interpretation

Ineligibility to participate in interscholastic athletic activities means that any pupil so defined shall not be permitted to represent the school in any interscholastic athletic activity. This includes practicing and traveling with any team or organization except as defined herein.

Article V **Southern Maryland Athletic Conference Rules and Regulations**

Sec. 1 It will be illegal to schedule a practice, scrimmage, or game on any legal school holiday and/or Sundays.

Interpretation: Thanksgiving Day, December 24 and 25, Good Friday, Memorial Day

Schools involved in a state tournament may request permission to practice on an “illegal date” from the Superintendent’s designee.

In addition, each county may prohibit practice on other days to comply with county athletic policies, rules, and regulations. Also, the conference will not schedule games on Jewish/religious holidays (i.e., Rosh Hashanah, Yom Kippur). Coaches must take Jewish/religious holidays into consideration when planning practices.

Sec. 2 When a school must postpone a game, the game should be moved to the following day, if possible. If this is not possible, the game should be moved to the earliest possible playing date. All games should be made up in the chronological order of postponement if possible.

Sec. 3 When a game is suspended and the official rule book or MPSSAA guidelines calls for play to be resumed at the point from which it was suspended, the game will resume at the original site unless the athletic directors of both schools agree to a different site.

Sec. 4 Postponement or Cancellation of Athletic Contests

All SMAC scheduled contests are to be played at the time and on the date of the approved schedules set by the respective public schools. No change in these scheduled contests will be permitted unless the following exists:

- a. The school principal experiencing the condition, which might warrant rescheduling, shall contact the supervisor of athletics in his/her system and describe the emergency.
- b. The supervisor of athletics shall investigate the emergency and shall make a tentative judgment about the condition.
- c. The supervisor of athletics in the county wishing to reschedule a contest shall contact the supervisor from the other county school system involved and describe the problem. The supervisor from the other county school involved must recommend a solution for rescheduling which then must immediately either be approved or rejected by the originating supervisor. If rejected, the contest will be played as scheduled.

Note: Injury to a team member will not be classified as an emergency.

- d. The Southern Maryland Athletic Conference will use the following as its policy regarding "Thunder and Lightning" and the playing of athletic events:

The three counties (Calvert, Charles and St. Mary's) that make up the Southern Maryland Athletic Conference are equipped with Lightning Detection Software in the form of digital notification. Lightning Detection hardware in the form of an alert siren and strobe light are deployed in two of the three counties as well.

When lightning is detected within 10 miles of the host school, designated personnel will be alerted via text message and email. This will also deploy the alert siren and strobe light at facilities with these capabilities in place. At this time, the athletic fields should be cleared as well as the stands and surrounding areas. Contests must be stopped

and protective shelter sought immediately. In the event that this situation should occur, 30 minutes will be allowed to pass before resuming play. The 30 minute countdown clock will reset each time lightning is detected within a 10 mile radius of the host school. Countdown clocks are provided and available on the school's website and are able to be downloaded to a mobile device.

The athletic director, game manager, and/or administrator/designee will alert the appropriate official or referee of the need to stop play. The notification of the need to stop play will also be communicated by the alert siren and strobe light.

In cases where weather causes playing fields or playing surfaces to be unusable, the athletic director at the school scheduled for this action shall determine whether the activity will take place. (Appeal procedure for this event will be through the visiting school's supervisor of athletics to the home school's supervisor of athletics.)

Any change in a scheduled contest not following these guidelines will result in forfeiture by the school violating the above guidelines.

- Sec. 5 When an admission fee is charged, admission to regular season SMAC sporting events shall be \$5.00 for Varsity, Junior Varsity and Freshman games including all double/triple headers. Admission fees for Championship events will be determined by the championship committee. MPSSAA passes only are accepted for the championship events.

Tri-County Board of Education employees (with appropriate identification), and one guest shall be admitted free. Senior Citizen passes will be honored only in the county of origin. Holders of MPSSAA Coaches passes shall be admitted free.

- Sec. 6 Disciplinary Action Against Coaches and Players for Unsportsmanlike Conduct

- a. Any coach removed from a game by the game officials must leave the game site immediately and will be suspended for the next game played. Coaches suspended for a game are not allowed at the game site on the day or night of the succeeding contest.

Note: The coach must inform the athletic director of his/her ejection along with the circumstances leading to it. The athletic director is responsible for informing the supervisor of athletics.

- b. Any player or players removed from a contest by game officials due to a flagrant foul/unsportsmanlike conduct infraction will be suspended for the next game played. Players suspended for a game are allowed to participate in practice sessions but will not be allowed to accompany the team to the game site or represent the team on the sideline or bench areas.

Note: The coach must inform the athletic director of his/her player's ejection along with the circumstances leading to it. The athletic director is responsible for informing the supervisor of athletics.

- c. Coaches should continue to be aware of the influence they have on their players and realize that players' behavior is often an extension and result of the behavior of the coaches with whom they have been associated. Good sportsmanship by players and coaches must be promoted at all times.

Sec. 7 Students may not participate in a regular season game without having completed seven (7) practice days in current season.

Article VI Awards and Recognition

Sec. 1 The conference must conform to the guidelines established by the Rules and Regulations Governing Interscholastic Athletics of the handbook of the MPSSAA with the following additional stipulations:

- a. The conference will purchase a plaque for the season champion in each sport. In case of a tie, each school will receive a plaque of equal value and size.
- b. A majority of the conference schools must participate in a sport in order to determine a conference championship.

Sec. 2 Academic All-Conference Team

- a. Rationale: This program is designed to recognize varsity athletes who have achieved a grade point average of 3.0 or higher. All varsity athletes who have received a GPA of 3.0 or higher would be named to the team and receive a certificate stating such.
- b. Criteria: A student must have lettered in a varsity sport and earned a grade point average of 3.0 or better (based on the cumulative GPA of the four [4] marking periods). If the student is a full-time student, a minimum of three (3) credits must be in the core curriculum (English, Mathematics, Science, Social Studies). If the student is a part-time

student (college waiver, work waiver, C.V.E.), a minimum of two (2) credits must be in the core curriculum.

- c. Awards: A student/athlete who has a GPA of 3.5 or better will be named to the First Team. A student/athlete with a GPA of 3.0 to 3.49 will be named to the Second Team. Actual GPA will be used and there will be no rounding off.
- d. Management: The SMAC Secretary will oversee the Academic All-Conference Selection Committee. The committee will oversee the design and purchase of certificates. It will also be responsible for the announcement of the Academic All-Conference Team and oversee the distribution of certificates. The committee will establish a date by which all qualified names must be submitted by each school in the conference.
- e. Responsibility: It will be the responsibility of the athletic director of each school to submit the names of the qualified students from his/her school by the proper date to the Academic All-Conference Selection Committee.

Article VII Championships

- Sec. 1 Methods of determining championships in all sports shall be recommended by the Board of Control to Superintendents' designees for final approval. The champion(s) must be approved by the Board of Control
- Sec. 2 A conference championship in cross-country, golf, tennis, track and field (indoors/outdoors), swimming, and wrestling is determined in each sport by a single, end of season championship event. In the event of a tie, co-champions will be declared.
- Sec. 3 A conference championship in baseball, basketball, field hockey, lacrosse, soccer, softball and volleyball is determined by a Championship game between the two (2) teams with the best record in conference games. In football there will be divisional champions only.
- Sec. 4 The best record* will be based on scheduled conference games only. Soccer, Field Hockey, and Lacrosse utilize these ten (10) games. Basketball, Baseball, Softball, and Volleyball utilize these thirteen (13) games. *Best Record is defined as: the winning percentage of conference games with .5 given for a tie and 1.0 for a win. The points will then be divided by your total scheduled conference games played. A minimum of 75% of the conference games should be completed before consideration is given as having the best record. Every attempt should be made to make

up games. **In case of a tie for the best record, ties will be broken using the criteria in Sec. 5 below.

- Sec. 5 **Tie Breaking Procedures:
1. Head to Head
 2. Best won-lost-tied percentage in common scheduled conference games.
 3. Strength of schedule – Number of wins of defeated scheduled conference opponents.
 4. Coin Toss

Article VIII Regular Meetings of the Board of Control

- Sec. 1 There will be four (4) regular meetings and one (1) scheduling meeting. Regular meetings will be held in August, November, March and May. A scheduling meeting will be held in December. Meeting dates will be adopted and approved by the Board of Control.
- Sec. 2—Special meetings may be called by the president as deemed necessary. A written notice shall be sent to all members of the Board of Control and the designees at least ten (10) days in advance of any such meeting.

Article IX Coaches' Code of Ethics

- Sec. 1 Objectives: To promote high standards among the coaches and to work toward the improvement of conditions in athletics.
- Sec. 2 Coaches' Responsibilities
- a. Coaches should support the administration in all policies, rules, and regulations. Where there are differences, they should be handled through the proper channels as provided within this organization.
 - b. All head coaches must attend the sports committee meeting in his/her sport at the beginning and at the end of appropriate sport's season. If the head coach cannot attend, he/she is responsible for sending an alternate to represent him/her at his/her meeting.
 - c. When entering the coaching profession, a person accepts certain obligations and responsibilities to the players, fellow coaches, and to the games they direct. If we are to keep the coaching profession on a high level, we must all assume these responsibilities in such a way that we will give our profession honor and dignity.
 - d. The coach in contact with players should, by principle and example, set

a pattern of behavior for the students, as each influences those under their control more than any other person.

- e. The coach should always maintain control on the sidelines and show friendliness toward the opponent players and officials.
- f. The coach should see that every injured person is given immediate medical attention.
- g. Each coach should remember that their first function is to educate students through participation in athletics.
- h. Coaches should be sure that every participant fulfills all rules and regulations for eligibility. Any coach who attempts to circumvent eligibility rules and to use ineligible players shall be guilty of unethical conduct.
- i. Coaches should inspire every student to achieve the highest academic success possible.
- j. Coaches should have a good knowledge of all rules of the game of which they are in charge. They should never attempt to disregard any rule to their advantage.
- k. Coaches should stress good sportsmanship and if they defend the use of unsportsmanlike tactics, they should be considered guilty of a breach of ethics.
- l. Coaches should advise their players as to the proper conduct in meetings with the press, radio, and how to conduct themselves in player interviews.

Sec. 3 Athletic Directors' Responsibilities

All athletic directors must attend a preseason meeting to verify sport schedules and complete other necessary duties and responsibilities prior to the upcoming seasons. If the athletic director cannot attend, he/she is responsible for sending an alternate to represent him/her in this meeting.

Article X Bylaws

- Sec. 1 Proposed Bylaws must be written. They may be submitted by a Board of Control member to the secretary of the Board of Control at least thirty (30) days before a regular meeting.

- Sec. 2 Proposed Bylaws shall be referred to the Bylaws Committee for study prior to a recommendation to the Board of Control.
- Sec. 3 Bylaws recommended for approval by the Bylaws Committee shall be presented to the Board of Control. A copy of the proposed Bylaws shall be sent to each member of the Board of Control and the designees at least fifteen (15) days before a regular meeting.
- Sec. 4 To recommend Bylaws changes, a 2/3 affirmative vote of the voting delegates present at a regular meeting at which a quorum is present is required. Board of Control approved Bylaws shall be submitted to the superintendents' designees for study prior to a recommendation to the superintendents. The Bylaws shall be in effect upon approval by the superintendent of Calvert, Charles, and St. Mary's counties. Any proposed Bylaw not recommended for approval by the Bylaws Committee, the designees, or the superintendents shall not be presented again until at least two (2) regular meetings have passed.

Article XI **Scheduled Time of Athletic Events**

- Sec. 1 No athletic events are to be scheduled earlier than 4:00 p.m. on days when school is in session.

Exception: Beginning the third week in October, games may be scheduled at 3:30 p.m. because of limited daylight hours.