

MARAWOOD CONFERENCE CONSTITUTION

Revised 2/25/26

Article I - Marawood Conference Name

The name of this conference shall be the "Marawood Conference".

Article II - Philosophy

- Section A To promote, organize, develop, direct, and control co-curricular activities of the member schools.
- Section B To develop policies that foster good sportsmanship and will insure positive educational values of all programs.
- Section C To provide a channel for discussion and solution of common educational problems.

Article III - Membership

Section A	<u>Conference Members</u>	<u>School Colors</u>	<u>Nickname</u>	<u>Division</u>
	1. Abbotsford	Red, Black, White	Falcons	North
	2. Assumption-WI Rapids	Royal Blue, White	Royals	South
	3. Athens	Royal Blue, White	Fighting Bluejays	North
	4. Auburndale	Royal Blue, White	Apaches	South
	5. Chequamegon	Green, Vegas Gold	Screaming Eagles	North
	6. Edgar	Green, Gold, White	Wildcats	South
	7. Marathon	Red, White	Red Raiders	South
	8. Newman-Wausau	Columbia Blue, Scarlet	Fighting Cardinals	South
	9. Phillips	Black, Orange	Loggers	North
	10. Prentice	Red, White	Buccaneers	North
	11. Rib Lake	Maroon, Gold, White	Redmen	North
	12. Stratford	Orange, Black	Tigers	South
	<u>Football Only</u>			
	Rosholt	Black, Gold	Hornets	(beginning 2023)
	Iola-Scandinavia	Black & Orange	Thunderbirds	(beginning 2023)
	St. Point Pacelli	Red, White, Navy	Cardinals	(beginning 2023)
	Pittsville	Purple, Gold	Panthers	(beginning 2023)

NOTE: There may be additional schools outside the Marawood Conference who join for Marawood Music events; currently, Spencer and Columbus. Application and approval for non-conference schools to participate in Marawood Conference music events is authorized at the "Principals" level.

- Section B **Membership (all references to WIAA pertain to athletics only)**
1. School districts shall be members in good standing with the Wisconsin Interscholastic Athletic Association and Wisconsin School Music Association.
 2. Upon application, a school may be admitted to this conference on a 2/3 vote of the member schools and providing it meets with the approval of the Wisconsin Interscholastic Athletic Association.
 3. Application for admission must be a written request to the conference secretary prior to November first of any given year and must be authorized by school board resolution in accordance with WIAA guidelines or mandate.
 4. Admission of new members to participate in conference activities will take place the following year.

Section C

Withdrawals

1. A member school may withdraw from the conference by giving a 12-month written notice, authorized by School Board resolution, approved by the Marawood Conference chief administrators, and approved by the Wisconsin Interscholastic Athletic Association.
2. Individual schools will notify member schools as soon as possible whenever they are unable to field a varsity team thus necessitating a withdrawal from the schedule.
3. After a school withdraws its varsity program from a given sport, re-entry may occur as soon as all member schools can schedule them. Maximum waiting time for re-entry will be limited to two years from the time of official request.

Section D

Cooperative Teams

1. Member schools wishing to have a cooperative team with another school must follow the procedures, rules, and timelines of the Wisconsin Interscholastic Athletic Association.
2. Principals will evaluate co-op programs and report to the chief administrators on the progress of programs no later than one month before co-op is to be considered by conference.

Article IV - Administration of Conference
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Section A

The policy making body of the Marawood Conference is the chief administrators of the member schools.

Section B

The operational administration of the conference will be delegated to the principals who will be responsible for the administration of the conference in accordance with this constitution and the operational guidelines set forth.

Section C

When the chief administrators (policy making group) feel that conference programs are being conducted in a manner inconsistent with intent of the philosophy and purposes of this constitution, they shall direct the principals to make the necessary adjustments so the intent of the conference philosophy is fulfilled.

When one or more of the policy making group feels that the intent of the conference philosophy is not being fulfilled, the matter should be brought to the attention of the chief administrators at a regularly constituted conference meeting. If the majority are in agreement, the principals shall be directed through an official spokesperson to take corrective action.

Section D

The chief administrators of member schools shall meet at least six times per year to discuss matters of mutual concern. Special meetings of the policy making group (chief administrators) may be called by the president. The business meetings in August, December, and June will consider monetary issues.

Section E

The first meeting of the chief administrators and principals shall take place before the first football game. The purposes of the fall meeting shall be to complete the election of officers (if there is a vacancy), review policies, finalize operational schedules, and conduct other routine business.

Section F

Upon recommendation of the principals, the chief administrators shall issue an annual contract to the conference commissioner.

Article V - Conference Officers (Chief Administrators)

Section A

Officers shall be elected each spring at the first conference meeting from the chief administrators of the member schools.

Section B

The officers shall be the president, vice president, secretary, and treasurer. The president shall not succeed himself/herself in office. The secretary and treasurer may be one person.

1. The president shall preside, and the vice president shall preside in his/her absence. The vice president shall be the president-elect for the following year.
2. The secretary shall be elected annually, keep minutes of all meetings, and within five days send copies to the administrator and principal of memberschools.
3. The treasurer shall be elected annually, have his/her signature on the bank account, receive and keep records of all receipts, approve expenditures, keep appropriate records, and provide a written report of finances of all regular conference meetings.

Article VI - Amendments to Policies

Section A This constitution (pages 1-10) may be amended by the chief administrators, the policy making group, with two-thirds vote of all member schools at a regular or special meeting of the conference providing that each proposal to alter or amend the constitution or any clause thereof shall be submitted in writing to all member schools at least one month prior to the meeting in which it is to be considered.

Section B Bylaws of the constitution (page 11+) may be adopted or changed by the school principals by a majority vote of all member schools at a regular or special meeting of the conference.

Section C Quorum and Voting

Topic	Participants	Quorum	Passage (of those present)
Constitution and Membership	Administrators or district rep	8 member schools	7 schools
Requests for principal to study	Administrators	7 schools	Majority
Bylaws	Principals or school rep	7 schools	Majority
Non-constitutional	Any group	7 schools	Majority
Athletic recommendations	Coaches or ADs	Majority of schools involved in that sport	Majority

Article VII - Policy Making (Chief Administrators)

Section A The determination of conference dues shall be a responsibility of the policy making group. Dues for member schools shall be set each spring and payment to the treasurer (chief administrators) on or before September 15. Special assessments may be levied when necessary to meet expenses. Each participating school will be assessed for the purpose of reimbursing the host school for the conference track and cross country meets. Dues will also include meal expenses for all regularly scheduled meetings as approved by the chief administrators group. Schools participating in one activity only will be charged \$200 per activity.

Section B Admission prices for activities shall be determined by the chief administrators.

Section C The treasurer shall provide complimentary tickets to member schools in time for the first fall conference activity (25 complimentary tickets per school). Tickets will be distributed at the discretion of the chief administrator at each school. (Each ticket will admit two people).

Article VIII - Operational Administration of Conference

Section A The principals shall administer the conference in accordance with this constitution and shall elect officers from their group to fulfill this task.

Section B Principals will hold such meetings as necessary and organize in such a way to insure quality programs to which the conference philosophy is dedicated.

- Section C Principals are responsible for keeping the chief administrators advised and informed of conference operations and program administration.
- Section D Principals shall develop and administer regulations and the bylaws necessary for the orderly operation of the activities of the conference provided for in this constitution.
- Section E Principals shall meet at the same place that chief administrators meet. The annual fall meeting will be held before the first football game.

Article IX - Principal's Operational Guidelines

- Section A Establish operational procedures under the constitution.
- Section B Recommend commissioner to recruit and assign officials for conference football, basketball, wrestling, volleyball, baseball, and softball.
- Section C Assume responsibilities for scheduling all conference activities.
- Section D Each host school is to have medical service on call for every athletic event. Use of these services and any expenses incurred shall be borne by the injured party.
- Section E **Officers**
 1. The officers of the operational administration of the conference shall be elected from the principals.
 2. The officers shall be the president, vice president, and secretary. The president and vice president will serve a one-year term. The president will not succeed himself/herself. The vice president shall succeed the president. The secretary may be elected for additional service at the discretion of the principals group. Officers shall take office at the beginning of the fall meeting. Any vacancy is to be filled at the earliest conference meeting.
- Section F **Duties of Officers**
 1. President shall preside at all conference principal meetings.
 2. Vice president shall act in absence of the president.
 3. Secretary shall keep minutes of all meetings and shall send two copies, one for the principal and one for the chief administrator, to member schools within one week after the meeting. The secretary shall also submit invoices for conference bills to the treasurer of the chief administrators for payment. The secretary is responsible for the coordination of all conference sponsored non-athletic activities.
- Section G Regulations and bylaws to be followed in all conference sponsored activities are published in a special section of this constitution.
- Section H Principal's meetings shall be held monthly (July excepted). Meetings will be at 12:45 pm whenever meetings consist of principals and administrators only. The meetings in August, November, and April will consider monetary issues with recommendations forwarded to administrators. Special meetings may be called if the need arises.

Article X – Conference-Sponsored Sports

- Section A For new sports to be sponsored by the Conference, a majority vote of all member schools is needed.
- Section B For a sport to be dropped from the list of sponsored sports, a majority vote of member schools is needed.

Article XI - Team Trophy Awards

- Section A Team trophies will be awarded to the conference champion(s) in all Marawood Conference sponsored sports:
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|------------------------------|----------------------|
| Basketball (boys & girls) | Track (boys & girls) |
| Baseball | Volleyball |
| Cross Country (boys & girls) | Softball |
| Football | Golf (Boys) |
| Wrestling | |
- Section B One trophy awarded to each of the cross country and conference wrestling tournament champions on the basis of winning the Marawood Conference meet. The wrestling trophy is awarded only if the team is different than the dual-meet trophy winner. If a co-op team wins the conference title, only one trophy will be awarded to the lead school but the partner school(s) may purchase extra trophies.
- Section C One trophy awarded in wrestling on the basis of the win-loss record in conference dual meet competition.
- Section D The team trophy is a custom trophy for the Marawood Conference with a custom medallion representing our conference, and provisions for a team picture. The medallion is designed and will include space for individual school identification.
- Section E One conference champion will be determined by overall record in the sports of football, wrestling, golf, [track](#), and cross country. In boys/girls basketball, volleyball, baseball, and softball the total conference record will determine two divisional champions (north and south).
- Section F **Individual Medal Awards**
 In order to be nominated for an All-Conference honor (1st Team or 2nd Team, Honorable or Special Mention) to be voted on by coaches, athletes must satisfy their school's eligibility requirements concerning grades and code of conduct for all games, conference and non-conference, for the entire season involved. Nominees need not play, but must be eligible to play in each game. Excused absences do not disqualify athletes from nomination. Athletes involved in an ineligibility period which overlaps two seasons may be considered for nomination in the second season.

	<u>All-Conference</u>	<u>Honorable Mention</u>
Baseball	<u>For North & South Divisions:</u> 1st-10 players (gold) 2nd-10 players (silver)	Two per school
Softball	<u>For North & South Divisions:</u> 1st-10 players (gold) 2nd-10 players (silver)	Two per school
Basketball	<u>For North & South Divisions:</u> 1st-5 players (gold) 2nd-5 players (silver)	Two per school
Cross Country	<u>At the conference meet:</u> 8 gold, 8 silver	17-24 places

Football	<u>Gold & Silver medals</u> 13-offense unit 12-defensive unit 1-kicker 1-punter	Four per school
Track	<u>At the conference meet:</u> 1st Place (gold) 2nd Place (silver) 3rd Place (bronze)	4-6 places
Volleyball	<u>For North & South Divisions:</u> 1st-6 players (gold) Plus Libero 2nd-6 players (silver) Plus Libero	Two per school
Wrestling	14 gold (champions) 14 silver (runners-up) 14 bronze (third place)	4th place
Golf	5 Gold 5 Silver	

Certificates will be awarded to All-Conference 1st Team, 2nd Team, Honorable Mention recipients plus B/G Basketball All-Defense Team (1 per school). (6/20) Additional medals will be provided for ties.

Conference Championship individual medals for all team sports are available upon request through the commissioner with the cost billed directly to the championship school.

Section G The Coach of the Year Award is available for all sports to be voted on by respective coaches. Suggested guidelines may include: Improvement in Team, Position in Conference, Sportsmanship, Dedication, Spirit, and Cooperation.

Section H Scholar/Athlete Award. Scholar/Athlete certificate may be awarded to any athlete with a 3rd, 5th, 7th semester cumulative GPA of 3.5 and a varsity letter earned during the past three sports seasons.

Section I MVP Award. Coaches of each sport will be allowed to choose one Marawood Conference MVP (Player of the Year, Runner of the Year, etc.) by criteria predetermined by the coaches. Coaches may select one MVP/Player of the Year per division. If there is a written tied vote, no more than two players may share the award. If an MVP is to be selected, the voting must be done at the fall/winter/spring coaches meetings.

Article XII - General Regulations

Section A In case of tie for Conference Championship in a sponsored sport, each team will be declared a co-champion and will receive a conference trophy.

Section B Results of conference sponsored co-curricular activities shall be reported to the news media by home coaches: The conference has developed a media list that schools should use to report results.

Section C

Admission Prices

1. Student ticket price is \$2.00. The host school shall be reimbursed for tickets sold by the visiting school on the event night. Adult ticket price is \$3.00. Tickets for the Marawood Crossover Challenge will be \$4.00 for adults and \$3.00 for students.
2. Squad members certified for the activity by coaches and cheerleaders in uniform will be admitted without a pass upon identification.
3. Admission shall be charged for the following conference activities:
 - a. Football
 - b. Basketball (boys and girls)
 - c. Volleyball
 - d. Wrestling
 - e. Track Conference Championship Meet (optional)
4. Conference dues will include expenses for the schools hosting cross country (\$40) and track (\$60) championships.

Section D

Scheduling of Conference Sports

1. Football, basketball, wrestling, volleyball, softball, and baseball schedules will be provided for member schools at least 18 months in advance (current year plus ½ year following). Track and cross country will be scheduled at least one year in advance. Pairings will be rotated forward with the first set of games becoming the last, every two years.
2. A stipend will be paid the secretary of the principal's group for his assigned responsibilities which include coordination of all conference sponsored non-athletic activities and other specified duties. The amount of the stipend will be determined by the chief administrators.

Section E

Conference Commissioner

1. Responsibilities include:
 - a. Hiring officials by December 1 (fall sports); April 1 (winter sports); and June 1 (spring sports) for the season after next.
 - b. Attending AD meetings as needed and whenever asked.
 - c. Attending principals' meetings as needed and whenever asked.
 - d. Attending the chief administrators' meetings as needed and whenever asked.
 - e. Attending coach's meetings (three seasons).
 - f. Hiring of baseball and softball officials for conference games only for initial dates only.
 - g. Recruiting officials.
 - h. Work with the officials' associations in hosting training sites for the improvement of officials and to encourage officials to attend these training sessions.
 - i. Hold officials accountable for contract commitments as to date, arrival time, and court time.
 - j. Contract officials for non-conference games, when requested by the previous April 15, for fall and winter sports seasons only.
 - k. Upgrade officiating with visibility by visiting conference sites periodically
2. The commissioner will be decided annually and given a contract. A stipend for assuming the assigned responsibilities will be paid.
3. Prior to each season the commissioner will electronically post (e.g. rSchool) for ADs a list of officials and expenses to be paid by each of the respective schools.
4. The commissioner will be recommended to the policy making group (chief administrators) after the spring meeting by the principals.
5. Track and cross country starters are the responsibility of the host school.
6. All schedule changes involving the hiring of conference officials must be made by April 15 for the following year.
7. Additional duties will include all athletic ordering/ &/or purchases formerly made by the principal's secretary.

Section F

Officials' Pay Schedule

1. Officials per game rate for football, volleyball, basketball, wrestling, baseball, and softball shall be reviewed annually during the commissioner' report in December and/or May.
2. Officials' pay will be \$120/official for football, basketball, and baseball. Softball umpires receive \$110. Volleyball and wrestling officials will be paid \$170 each when the varsity and JV (a few exhibition matches) are both included. (4/25)
3. Officials rate of tournament pay for:
 - a. Cross country and track shall be equal to the WIAA Regional pay amount.
 - b. Wrestling shall be-\$270 for 2025+(4/25)
 - c. Any volleyball crews that work two varsity matches in the crossover will receive \$230 in 2024+ (4/24)

Section G

Conference Statistics

1. Immediately after each contest of the season for basketball, football, baseball, softball, wrestling, and volleyball, statistics shall be reported to the newspaper media and WisSports.net (volleyball uses MaxPreps). Scores should be called in, emailed, or faxed to radio & TV media.
2. In agreement with head coaches, statistics shall be consistent for each school and appropriately for each sport.

Section H

Coach's Meetings and Athletic Director's Meetings

1. Attendance
 - a. Fall sports. The football coaches meeting will be the Wednesday following the last regular season game. Cross-country coaches meet at the Marawood tournament. Volleyball coaches will meet the night before the Crossover competition.
 - b. Winter sports. The winter coaches meeting (boys and girls basketball) will be on the Wednesday prior to the first boys/girls basketball crossover. The wrestling coaches meet at the Marawood tournament.
 - c. Spring sports. Baseball and Softball coaches will meet the Sunday following the final regularly scheduled conference game (if this meeting falls over the Memorial Day holiday, the meeting will be scheduled on Monday evening at North and South sites connected over a distance learning network to serve as one meeting). Track coaches will meet on the first Wednesday of April.
2. Purposes
 - a. The purposes of the coach's meetings will be to identify concerns, make recommendations to the principals, and to fill non-varsity schedules.
 - b. Only formal motions, with a tally vote, will be acted on by the principals.
 - c. Coaches for each sport may select one "MVP"/"Player of the Year". In sports where there are two divisions, coaches may select one MVP/Player of the Year per division. Ties between two athletes must be supported by a written vote.
3. Sites
 - a. The usual host site for all coach's meetings except cross country and wrestling will be at Abbotsford High School. The meetings will start at 7:30 pm; except softball & baseball at 6:30 pm. The commissioner will send out a reminder notice of the time, date, and place of the meeting.
 - b. The commissioner or designee is responsible for recording the minutes and sending them immediately to the Marawood Conference Principal's Secretary and ADs.

4. Athletic Directors
 - a. Meetings will be held in conjunction with the August, November, and April regularly scheduled principals' meeting for the purpose of reviewing coach's recommendations.
 - b. Athletic directors will meet on the first Wednesday of October, January, and April for the purpose of developing junior high, freshmen, "C" team, and JV schedules. The normal meeting time is 10:00 am.
5. School Counselors meet at principals' meetings as needed.

Section I

All-Conference Publicity

1. There will be no other all-conference team. Selection, based on each sport bylaws, will be released to the news media of the area by the secretary of the principal's group.
2. The Marawood All-Conference teams will be posted on the conference website (www.marawoodconference.org) and released to the media two days after the selection is completed.

Section J

Lifetime Pass Criteria

1. Recipients must be coaches, administrators, or athletic support staff who have retired from their profession, whether in education or not, as of May 2002. Administrators may bring other nominees for approval at their April meeting.(6/20)
2. Recipients should also be retired from athletic responsibilities (i.e. coaching).
3. Ten (10) years of experience working with high schools is recommended.
4. Nominating schools will present the Lifetime Pass locally at an appropriate spring school event.
5. A list of recipients must be given to the Marawood principal's secretary by the nominating school at least by April 1 of each year with discussion and final approval taking place at the chief administrators April meeting.
6. The Lifetime Pass will be a credit card sized, metal award. The cost associated with this program will be included in the conference dues.

CROSS COUNTRY BYLAWS

1. W.I.A.A. rules shall be followed.
2. Each school shall set up its own schedule. The schedule should be set up so a minimum of school time is lost.
3. The conference meet will be held on the second Thursday prior to the WIAA Sectional meet. The hosting rotation is Stratford (2033), RL/Prentice (2024), Chequamegon (2025), Edgar (2026), Auburndale (2027), Marathon (2028), Phillips (2029) , Assumption (2030), Abbotsford (2031) and Athens (2032).
 - a. Start times - 4:00pm for 1st varsity race; 4:35 for 2nd varsity race; 5:10 for combined JV races. (10/23)
 - b. If there are unusual circumstances (i.e. construction or renovation, etc.) from preventing the host school from conducting the meet they may use the option to switch years with the next school in the rotation.
 - c. Each team is allowed to enter a maximum of eight runners in each race at the conference meet.
 - d. The order of events and which gender will run first will be the same as the present year WIAA State tournament.
 - e. Electronic scoring on the conference meet is required.
 - f. The course shall be available 1.5 hours before the conference meet.
4. The annual coaches meeting will be held directly after the final race of the conference meet.

FOOTBALL BYLAWS- These bylaws can be found in a separate section on the Marawood website

VOLLEYBALL BYLAWS

1. Schedule a single round-robin within two 6-team North/South divisions with an end-of-season crossover (10/22). Each school needs to provide a scorer and an adult line judge for the crossover competition. **If a school does not provide personnel, the assistant coach will be used to fill the spot. (10/24).** Details include:
 - The end-of-season crossover will pair each division's #1s, #2s ... #6s at Marathon High school. It will be held on the Tuesday before regionals at 4:00 & 6:00 pm. Note: The Tuesday was chosen to prevent a conflict with the Marawood cross-country meet traditionally held on Thursday.
 - Teams placing 2nd-6th in their division play at 4:00 pm; division champions at 6:00 pm. All-conference awards to follow the finals.
 - Marathon High School will host on five courts.
 - Matches will be 3 of 5.
 - Divisional tie-breaker (revert to #1 if team is eliminated by #2): 1) Head to head; 2) of games lost between the teams involved in the tie; 3) Coin flip or card draw by commissioner.
2. For dual matches, varsity games will start no sooner than 7:00 pm. Immediately after the JV match, officials should meet with captains/coaches of the varsity teams for the coin flip. The clock for the warm up will begin at 6:35 pm promptly or as soon as the net is set up. When possible, non-varsity games will be played on two courts starting at 5:30 pm. If the frosh and JV cannot play simultaneously, the frosh game will begin at 4:30 pm. Host schools should contact the visiting coach or AD at least one week prior to a planned Parent' Night or Senior Night.
3. Two officials shall work the junior varsity and varsity matches. These officials are to be contracted by the conference commissioner.
4. Line Judges. The host school will provide adult line judges for varsity competition. K-12 students may NOT be used for varsity line judges.
5. The home school is responsible for calling in the results of contests. MaxPreps should be used for conference stats; not WisSports.net.
6. All conference games shall be played with a conference approved ball which is the ball used by the WIAA for playoff and state tournament games. The host schools shall provide all balls for warm up.
7. Varsity will use rally scoring and play best 3 of 5 to 25 (no cap). 5th game to 15 points (no cap). All rally scoring. Teams will switch courts after each game (10/23)
8. JV and Frosh will play 3 games. Rally scoring will be used to 25 points (no cap). The third game will be to 25 with a cap of 25 if the game starts before 6:15 pm. If the third game starts after 6:15 PM, play will be to 15 with a cap of 17.
9. Conference schools will institute a 4" inseam minimum on future uniform purchases.
10. Girl's Volleyball All-Conference Procedure
 - A. Nominations (see pages 6-7 for eligibility)
 - i. Each volleyball coach will nominate the player(s) that he/she feels deserve nomination.
 - ii. A player need not play all games to be eligible.

- B. All-Conference selection procedure:
Volleyball coaches will select within their division the North and South All-Conference first and second teams at the fall coaches meeting. Coaches will use the steps #1-5, speaking only about players on their team, and voting by secret ballot at the meeting. All schools should send a representative to the Fall coaches meeting to be held on the Wednesday before WIAA Regionals.
- i. Send nominated players (name and grade only) to conference commissioner at least one week before the fall coaches meeting. Libero/Defensive Specialist should be a separate nominee. A composite list will be sent to coaches.
 - ii. **Coaches are limited to 1 minute per nominee when speaking about their athletes. (10/24)**
 - iii. At the meeting select the top six vote-getters for each division and ranking them (rankings will be used to break ties only).
 - iv. The Libero/Defensive Specialist will be a separate position voted on for all-conference honors. This will be the seventh player on the all-conference teams.
 - v. At the all-conference selection the voting is to be completed in a verbal format, through roll call by the conference commissioner or his/her designee.
 - vi. After the top six and libero are selected, all remaining players will be voted on and ranked again, and the next six vote-getters and libero for each division would be the second team all-conference.
 - vii. If a tie still exists both players would be placed. If there is a tie for First Team, the number of players selected for Second Team will be reduced accordingly. (i.e. 7-1st team, only 5-2nd team).
 - viii. At the fall coaches meeting, Honorable Mention will be awarded to two players per school selected by their respective coach.
- C. Only players who are nominated by their coaches are to be considered in the balloting.
- D. Coaches may not vote for their own players.
- E. VB coaches will be allowed to select a Player of the Year and Coach of the Year. Voting will be done at the fall coaches meeting. One MVP/Player of the year may be selected per division. No ties will be allowed.

BASKETBALL BYLAWS

1. The playing rules of the WIAA will be followed.
2. Two registered officials shall be employed for all varsity games and all junior varsity games.
3. Scheduling— a double round-robin within the N/S divisions **plus** play a single round-robin against all 6 teams in the opposite division. Total 16 conference games. Details include:
 - Ideally, cross division games will be scheduled for Friday nights. These games will be scheduled for both genders/same night/opposite sites, but may be altered into B/G double-headers by the involved ADs if there is mutual agreement.
 - All 16 games count as conference games.
 - For Boys basketball only, conference games will not be scheduled for the Mon/Tuesday after Thanksgiving(3/22)
 - For Girls basketball the first MC game will be the Tuesday of Thanksgiving week. (2/23)
4. Junior Varsity basketball games shall begin at 5:45 pm, all varsity games no sooner than 7:15 pm. If a school does not have a JV team, the varsity game may start no earlier than 6:30 pm if mutually agreed upon by both schools.
5. Sub-varsity games shall have two 16 minute halves; 15-minute warm-up and ten-minute halftime; overtime two minutes.
6. The 15-minute varsity warm up shall be run off the official scoreboard (WIAA 2016).
7. Host schools must make locker rooms cleared and available for visiting teams by 5:15 pm.
8. The home team shall wear light uniforms; the visiting team shall wear dark uniforms.
9. All conference games shall be played with a conference approved basketball (Boys and Girls-Spalding TF 1000).
10. If requested by the first Monday of the season, any school participating in the WIAA football playoffs may have up to ten (10) weekdays between the last played football game and the first basketball game.
11. No senior shall be allowed to participate in a junior varsity contest unless prior approval has been secured from the opponent.
12. Basketball cheerleaders shall not interfere with warm ups of the visiting team.
13. The host school will provide six balls for warm ups to the visiting team.
14. Common roster items including player number, name, position, height and year are to be exchanged between schools.
15. Whenever possible boys and girls shall play three games every two weeks. The schedule shall be constructed with the format of a Thursday game one week being followed by Tuesday/Friday on the next week. Cross division games wherever possible will be played on Fridays.
16. Each team will submit their own stats following the game. Stats are due each Monday for the games played the previous week. (6/20)
17. All-Conference selection procedure (see pages 6-7 for eligibility):

Basketball coaches will select within their division an All-Conference team at the winter coaches meeting held on the Wednesday of the Girls Basketball Regional week. (6/20) Meeting will be at 7:00pm (3/25) Coaches will use the steps #1-7, speaking only about players on their team, and voting at the meeting. All schools should send a representative to the winter coaches meeting.

- a. Send nominated players (name and grade only) to conference commissioner at least one week before the winter coaches meeting. A composite list will be sent to coaches.
 - b. After discussing their nominees, coaches would vote for the top 10 athletes, ranking them 10 (best) through 1.
 - c. At the all-conference selection, the voting is to be completed in a verbal format, through roll call by the conference commissioner or his/her designee.
 - d. The top 5 point getters comprising the 1st team, the next 5 will be 2nd team.
 - e. Ties on the 1st team will reduce the number of 2nd team selections accordingly; ties on the 2nd team will not be broken.
 - f. Unanimous 1st team selections will consist of those receiving at least 6 points from all coaches.
 - g. At the winter coaches meeting, each coach may select two honorable mention athletes.
18. Basketball coaches will be allowed to select a Player of the Year and Coach of the Year. Voting will be done at the winter coaches meeting. One MVP/Player of the year may be selected per division. No ties will be allowed.
19. Each coach may choose one All-Defensive Team player. This player receives a certificate to be labeled i.e. "Marawood North All Defense Team". (6/20)

WRESTLING BYLAWS- Updated (3/23)

1. Rules of the WIAA will be followed.
2. The varsity squad wrestling matches starting time is at 7:00 pm; using a 7:30 pm start only when a significant number of sub-varsity bouts are scheduled. Weigh-ins will be at 6:00 pm regardless of a 7:00 or 7:30 varsity start time. Triangulars and Quads will begin at 6:00 pm; 5:00 weigh-in. (6/20)
3. If requested by the first Monday of the season, any school participating in the WIAA football playoffs may have up to ten (10) weekdays between the last played football game and the first wrestling match.
4. No conference meets be scheduled during the week after Thanksgiving. When possible, Tri/Quads should be scheduled on 2 dates in December and 1 in early January. (3/22)
5. All schools participating in wrestling will host the Marawood Conference Wrestling Tournament in alphabetical order.
6. Trophies and awards will be made in accordance with the Bylaws relating to awards. However, if the same school wins both the dual meet trophy and the conference meet trophy, only one trophy will be presented. The engraving could then express the fact that the winner is both the Marawood Dual Meet and Tournament Champion.
7. The home coach should call on the day prior to the match to determine a tentative line-up for the match and what JV's are to wrestle. In order to facilitate this, all schools are required to send a roster (9-12) the week of the match. This is to include name, weight, and grade.
8. Conference Tournament
 - A. Conference Champions will be determined through competition at the Conference Meet.
 - B. The default format for each weight class will be an 8-person bracket going out to 5th place. At a virtual (or in-person) meeting two weeks before the meet, coaches may vote to use optional formats for weight classes with insufficient numbers. (3/23)
 - C. Conference tournament timetable: weigh-ins at 9:00 am; coach's meeting at 9:30 am; wrestling begins at 10:30 am. The host school will determine the number of mats to be used. (3/23)
 - D. WIAA scoring will be used. (3/23)
 - E. The host school for the Marawood Conference Wrestling meet will purchase and provide the awards for the meet Most Valuable Wrestler and Jerry Hahn Memorial Award.
 - F. The host school of the Conference meet should take a photograph of the conference tournament champions.
 - G. The end of the season coaches meeting will be held at the conference meet just prior to the finals.
9. The *Jerry Hahn Memorial Award* will be purchased by the conference tournament host school and presented just prior to the finals at the tournament based on the following criteria: unique individual, outstanding character, pride, and determination. Nominations will be accepted until the conference tournament.

BASEBALL & SOFTBALL BYLAWS

1. The playing rules of the WIAA will be followed.
2. Scheduling. A double round-robin within the N/S divisions **plus** play a single round-robin against all 6 teams in the opposite division. A total 16 games against Marawood schools will be scheduled (15 in Softball). Details and procedures include:
 - Cross division games will be scheduled for Friday nights.
 - For a divisional opponent, one team will host on Tuesday with the opponent hosting on Thursday of the same week. (Note: when music events are held on Thursday, a Monday/Tuesday combination is used instead). If Tuesday is rained out, Thursday's contest will become a double-header at the scheduled host. If Thursday is rained out, the game(s) will be held on Friday; if a cross-division game is scheduled for this Friday then it will have to be re-scheduled. Double-headers will begin no earlier than 4:00. If a double-header is rescheduled, then the first team alphabetical will host on even years and the second on odd years.
 - General
 - 1) 16 Marawood (MC) games are scheduled.
 - 2) 10 Divisional games count for standings.
 - 3) 6 Cross-division games are Non-Conference (not in standings).
 - 4) Next Open date means NO school event planned (Saturdays can be used if agreeable).
 - When inclement weather hits, use this progression:
 - 1) If a Monday/Tuesday game, play a double-header on Tuesday/Thursday.
 - a. Facility permitting.
 - b. Double-header start time should be mutually agreed upon (10/22)
 - 2) Reschedule on next open date.
 - 3) Respect loyalty to MC schools over non-MC opponents when a game needs to be dropped. If no open dates exist for a MC cross-division game, then the next non-Marawood game should be dropped.
 - 4) In May, divisional games become top priority.
 - The host school pays the umpires regardless of original schedule or single/double header.
3. The starting time for varsity games shall be 4:45 pm unless changed by mutual consent; avoiding loss of school time is a priority.
4. The home team will relinquish the field 20 minutes before game time. The visiting team will have the field from 20 minutes before game time until game time unless mutually agreed upon.
5. Two registered umpires are to be hired by the conference commissioner.
6. Baseball: at least three new D1 Diamond baseballs must be furnished by the home team. Softball: at least two new approved softballs must be furnished by the home team.
7. Trophies and awards will be made in accordance with the bylaws relating to awards with separate trophies and medals for the two divisions.
8. Every effort will be made to make up postponed games. All games affecting the conference championship must be played. The rescheduling process must follow this priority:
 - A. Play on the first open date of both teams exclusive of Wednesdays or weekends, unless mutually agreed upon.
 - B. Conference softball games during double-headers should be 7-innings each (unless 10 run rule is applied).
9. Schedule changes are subject to mutual agreement of the schools involved.

10. WisSports.net is the host for conference statistics.
11. All-Conference selection procedure: (see pages 6-7 for eligibility)
Coaches will select the All-Conference team at the Spring coaches meeting. Coaches will use the steps #1-6, speaking only about players on their team, and voting by open ballot at the meeting. All schools should send a representative to the Spring coaches meeting.
 - a. Send nominated players (name and grade only) to conference commissioner at least one week before the spring coaches meeting. A composite list will be sent to coaches.
 - b. At the meeting select the top ten vote getters (voting and ranking players – rankings will only be used to break ties). If the number of teams is less than 5 in a division, the all-conference team will be reduced to 8 first team, 8 second team and no honorable mention athletes (9/25)
 - c. At the all-conference selection coaches meeting for every sport, the voting is to be completed in a verbal format, through roll call by the conference commissioner or his/her designee.
 - d. After top ten are selected, all remaining players will be voted on and ranked again, and the next ten vote getters would be the second team all-conference.
 - e. If a tie still exists both players would be placed. If there is a tie for First Team, the number of players selected for Second Team will be reduced accordingly. (Baseball - i.e. 15-First Team, only 13-Second Team.)
 - f. At the Spring coaches meeting, Honorable Mention will be awarded to two athletes per school selected by their respective coach (Exception see #11b above).
12. There will be 10 players selected to the All-Conference first team and 10 selected to the second team.
13. Baseball and Softball coaches will be allowed to select a Player of the Year and Coach of the Year. Voting will be done at the spring coaches meeting. No ties will be allowed.

TRACK BYLAWS

1. The rules of the W.I.A.A. and the Regional format will be followed. (Edited 1/24)
2. Conference tournaments
 - a. All teams will compete in one conference meet beginning in 2020. The host of the conference meet will rotate between centrally located schools with 8-lane facilities. (Abbotsford-2024; Marathon-2022; Stratford-2023; repeat thereafter.)
 - b. Conference track meet will be held on the Monday prior to the WIAA Regional meet. Start time for the meets will be 4:00 pm coaches meeting; 4:30 pm field events; 5:30 pm running events. Rain date will be the Tuesday prior to the WIAA Regional meet.
 - a. Utilize the total 28 entry format at the conference meet rather than two entries per event.
 - b. The host of the conference meet will hire a fully automated timing system to time and score the conference meet.
 - c. The host school hires the officials.
 - d. Each school shall provide a tournament worker if requested to do so by the host.
3. Awards:
 - a. The Conference Championships will be determined by the Conference Meets.
 - b. One trophy will be given to the boy's champion and one to the girl's champion at each Divisional meet.
 - c. Conference Champions will be determined through competition at the conference meets. Medals will be awarded to the top three places and certificates 1st through 6th. Each qualifying athlete receives only one certificate regardless of how often they place in the top 6.
 - d. Awards for the boys and girls conference MVPs and coaches of the year may be purchased by the coaches themselves. Coaches may select up to 2 per gender MVPs of the Year. (2/24) No ties allowed.
4. The track coaches meeting will be held on the second Wednesday of November (10/22)

Conference Track Host School Guidelines & Checklist

3-4 Weeks Before Meet

- Confirm refs
- Confirm Timing Systems
- Adult Workers for all field events
 - 2 Shot put - 1 marker 1 recorder
 - 3 Discus - 2 markers 1 recorder
 - 1 HJ - need 2 other people to place bar back on
 - 4 per pit of LJ or TJ you are running - 2 rakers, 1 marker, 1 recorder
 - 1 PV - need 2 other people to place bar back on
- Purchase MVP Awards for BOTH a boys and a girls MVP
- Purchase Coach of the Year awards for BOTH a boys and girls coach of the year.
- Get conference awards (medals, certificates, trophies) from commissioner.
- Have a digital scale for weighing shot and discs.
- Have marking paint to label shots and discs
- Obtain a hurdle crew - 8-10 Jr high kids

Week of conference

- Meet programs should include all records
- Meet programs printed
- Program should have schedule - 4:00 coaches meeting, 4:30 Field Events, 5:30 running
- If no prelims in any of the 100H/110H will need a built in five-minute break
- Locate and mark coach's boxes/bullpen area
- What areas will be restricted for athletes/fans
- Have a plan for athletes/coaches/fans for inclement weather
- Plan how your award ceremony will run after meet

Day of Conference – Pre-Meeting

- Relay exchange judges
- Jumpers should all receive a number to place on chest.

Day of Conference - During Meet

- Person in charge of restricted area.
- Post results in a visible location and announce results.

Day of Conference - After Meet

- Voting for MVP - End of girls 4x4 meet by press box
 - Host school should have a printout of points for each athlete and know if any conference records were broken.
- Coach of Year to winning schools for both boys and girls.
- Award All-Conference Certificates to schools. One per athlete who is 4th or higher.

GOLF BYLAWS- Updated 6/5/23 by M.Lacke

1. WIAA rules and regulations will govern competition.
2. The conference golf team and Individual champion will be determined by two 18-hole matches.
 - a. The participating schools will be Prentice, Assumption, Marathon, and Newman. Each school will host one 18-hole match per conference season. Matches will rotate on a yearly basis in alphabetical order.
 - b. Conference meets will start at a time designated by the course.
 - c. Cost for each conference meet will be \$125 payable to the host school district. If the golf course charges more, then the host school will make up the difference.
 - d. In the case of inclement weather, the host coach along with the club's pro can stop play. Resuming play requires club pro and majority of the conference coaches. If weather cancels a meet, the meet will be rescheduled.
 - i. If a meet is unplayable, then an alternative school may host if their home course is available for play (based on next school using alphabetical order).
 - ii. If no courses are available, then another school could host (based on next school using alphabetical order).
 - iii. Host schools that lose a conference meet due to inclement weather will be the host school for the following year's conference meet.
 - e. Individual scoring – Conference individual champions will be determined by total score of the four 18-hole conference matches.
 - i. All conference – top 4 overall (based on lowest strokes).
 - ii. 2nd team all-conference – places 5-8 (based on lowest strokes).
 - iii. Tie breakers for places 1-8 will be broken on the golf course.
 - f. Team points – based on teams overall strokes; taking the four lowest scores per team for the four 18-hole matches. Lowest scoring team will be awarded conference trophy.
 - i. Tiebreaker – all 5 players for each team will break tie on course. Best four scores for each team will be used.
 - g. Pairings for the four 18-hole matches – host school for the first match will determine pairings. Pairing should be a combination of teams. Host school for the second match will determine pairings (must be different from first match). Pairings will be foursomes – based on a four team conference.
 - h. The home/host school should make sure that results of the conference matches are sent to the appropriate media.
 - i. The host school/course will determine which tees will be played.
 - j. Coaches meeting will be held one-half hour before competition begins at each of the four 18-hole matches. A short meeting after the second match should be held to discuss any issues.
3. Marawood Conference Golf Dress Code: all players will follow the dress code.
 - i. Golf slacks, tailored shorts, and jeans (no rips, tears, etc.) only. Belts are required.
 - ii. Collared shirts are required. All shirts must be tucked in all the way around the waist. Garments worn under windshirts, sweatshirts, rain suits, etc., must include collared shirts.
 - iii. Hats must be worn with bill forward. Appropriate logos only.
 - iv. No metal spikes.
 - v. No chains permitted.
 - vi. The Marawood Dress Code is in effect from the time of the team meeting until ALL the final results are recorded.
4. Host schools need to notify other conference schools of the course to be played prior to start of golf season. List of host schools and dates should be given to the conference commissioner for posting on the Marawood website.
5. The golf coaches will meet annually at the final conference meet.

MUSIC BYLAWS

1. The Marawood Conference Music Educators (MCME) shall consist of all instrumental, vocal and general music teachers employed by the Marawood Conference schools.
 - A. For music festivals, the conference shall be split into four groups:
 - i. North Division – Chequamegon, Phillips, Prentice
 - ii. East Division – Assumption, Auburndale, Columbus, Edgar, Newman
 - iii. Central Division – Athens, Marathon, Rib Lake
 - iv. South Division – Abbotsford, Spencer, Stratford
 - B. The MCME shall meet on designated dates for the purpose of planning activities, setting dates and identifying areas of concern.
2. Officers
 - A. The MCME shall have a president and a secretary for the group. The secretary shall be the president's counterpart within the same school whenever possible.
 - B. Duties of the Officers
 - i. The president shall preside at all meetings. In additions, the president will select a central location to hold the meetings.
 - ii. The secretary shall take minutes of the meetings and forward, within a week, a summary of the minutes to the Conference Chief Administrators, Principals, and all MCME members.
 - C. Membership in the Ad Hoc committee will include three principals and three music educators. Members representing the MCME shall be Past President, President and President-Elect.
3. Meetings
 - A. The MCME shall meet on the third Wednesday of September, the third Wednesday of January (if necessary) and the third Wednesday in May.
 - B. The Ad Hoc committee will hold their meeting on the fourth Wednesday of September. Members of this group are designated in Section 2C.
 - C. The Agenda shall include the recommendation of festival dates for the following years.
 - i. It is imperative to maintain past practice of scheduling for all Marawood Conference Music Events.
 - ii. Any conflicts arising due to Holidays, Spring Break or unusual circumstance which dictates the necessity for a change are to be resolved through further discussion and agreement by the Ad Hoc committee. Said agreed upon dates will then be presented by one of the principals of the Ad Hoc committee at the next monthly Marawood Conference Principal's meeting.
4. Festivals
 - A. All district Solo and Ensemble and Concert Festival sites will be rotated according to a predetermined rotation schedule.
 - B. The rotations are established by the Music Educators at their fall &/or spring meetings based on the groups listed in #1A for solo-ensemble and concert (band/choir) festivals.
 - C. When rotations have completed, the schedule will rotate back to the first school.
 - D. Solo and Ensemble shall be on the third Friday in February each year for East Division MCME schools.
 - E. Solo and Ensemble shall be on the fourth Friday in March each year for North Division, Central Division and South Division MCME schools.
 - i. If this date falls on Good Friday, the Monday prior to Good Friday shall be used.
 - F. Large Group Festivals will be held on the second and third Thursdays in April each year.
 - i. If Easter is the Sunday following either of these Thursdays, the first Thursday of April will be used.
 - ii. Choir and band shall alternate going first within each MCME division.
 - G. All Marawood Conference Music Festivals shall follow the Wisconsin School Music Association guidelines.

- H. Festival Expenses:
 - i. Expenses over and above the amount which has been subsidized by the Wisconsin School Music Association (WSMA) shall be kept by the host school.
 - ii. Expense accounting shall follow the WSMA guidelines, except where the MCME has outlined and agreed upon alternatives.
 - a. It is expected that the host school will pay for normal expenses incurred (i.e. workers, paper, poster board, office supplies, phone calls, postage and other such expenses) with the understanding that each school has this responsibility within the festival rotation schedule.
 - b. All schools shall be responsible for their own transportation expenses.
 - c. The host school will incur costs for workers at the music festival. MCME recommends the use of volunteers whenever possible.
- I. No athletic events involving Marawood Conference schools will be scheduled on Large Group Festival dates.
- J. All-Conference Band and Choir Festival
 - i. MCME All-Conference Band and Choir Festival will be held annually on the first Tuesday in November.
 - ii. The site for the All Conference Music Festival shall be chosen by the MCME and suggested to the Marawood Principals at least one year in advance of the festival.
 - iii. Host facilities for the All-Conference Band and Choir Festival shall accommodate seating for a large crowd, facing in the same direction and shall provide ample rehearsal space.
 - a. The size of the ensembles shall be determined by the space available to the host school.
 - iv. Membership in the MCME All-Conference Band and Choir shall be determined by the MCME members at the fall meeting.
 - a. Applications for membership are to be completed before the fall meeting of the MCME.
 - b. Membership in the MCME All-Conference Band and Choir shall be based upon the submitted application forms.
 - c. Each school is to have equitable representation in the MCME All-Conference ensembles. A committee shall be formed at the fall meeting and will be responsible for chair placement and music distribution.
 - v. The music for the MCME All-Conference Band and Choir shall be selected by the guest directors based upon suggestions by MCME membership based upon past practice and current instrumentation.
 - a. The music for the MCME All-Conference ensembles shall be distributed well in advance of the event.

CONFERENCE LEADERSHIP WORKSHOP BYLAWS

1. Each school may send four students.
2. The event will be during a school day or part of a school day.
3. The cost of the workshop, including meals, will be paid by the conference.

ART SHOW BYLAWS

Revised 10/14/19

1. The Marawood Conference Art Educators (hereafter MCAE) shall consist of all High School teachers employed by the Marawood Conference schools.

A. The MCAE shall meet on designated dates for the purpose of planning activities, setting dates and identifying areas of concern.

2. Officers

A. The MCAE shall have a President and a Secretary for the group based upon the Hosting School Schedule. The President will be the current year's Host and the Secretary will be the following year's. The secretary shall be the President's counterpart.

B. Duties of the Officers

i. The President shall preside at all meetings. In additions, the President will select a central location to hold the meetings and organize the In-Service and Fine Arts Day.

ii. The Secretary shall take minutes of the meetings and forward, within a week, a summary of the minutes to the Conference Administrators, Principals and all MCAE members.

3. Meetings

A. The MCAE shall meet at a central location (ex. VFW Hall in Medford) on an agreed upon date during summer break.

i. The Agenda shall include the recommendation of In-Service and All-Conference Fine Arts Day dates for the following 3 years: March 11-April 29, 2020; March 10-April 28, 2021; March 9-April 27, 2022.

a. Any conflicts of previous chosen dates arising due to School Breaks or unusual circumstance which dictates the necessity for a change are to be resolved through further discussion and agreement.

ii. Recommendation of student workshops and Artists in Residency's.

iii. Confirm Officers for the following year.

4. In-Service and Fine Arts Day

A. All In-Service and All-Conference Fine Arts Day will be held at the Center of Visual Arts (hereafter CVA) in Wausau, reserved in advance to be held in March. If no reservation is available, the site will be rotated according to a predetermined Host Rotation Schedule.

i. The site for the All Conference In-Service and Fine Arts Day shall be chosen by the MCAE and suggested to the Marawood Principals at least one year in advance of the event.

a. Hosting MCAE will offer several Spring dates to choose from if CVA is unavailable.

b. Any changes to the rotation due to short-term disability or emergency leaves must be submitted to the Marawood Principals by February for approval.

c. President may choose to host a Virtual Exhibit and provide links to each MCAE to have on the school's website, Facebook and other media sources, as well as to the Marawood Conference for placement on their website, only if the CVA is unavailable, host unable to make date, and must have consensus of the MCAE.

- ii. Each school may send up to 4 students to participate in the Fine Arts Day.
 - a. The size of the groups and number of students allowed shall be determined by the space available to the CVA or the host school.
- iii. Each school is to have equitable representation in the MCAE All-Conference In-Service and Fine Arts Day
 - a. A conference district may send their work with another district for the event if the MCAE member is unable to attend.
- iv. This day is for Teacher In-Service, Student Workshops, Art Show and Awards Presentation.

B. The Student Workshops for the MCAE All-Conference Fine Arts Day shall be selected based upon suggestions by MCAE and the CVA but the President determines In-Service agenda, Student Workshops and Artists in Residency.

C. In-Service and Fine Arts Day Expenses

- i. The cost of the student workshops will be paid for by the conference, with invoice and appropriate receipts, of approximately \$35.00 per student; cost of up to \$200 for 4 students to attend the provided workshops.
 - a. The supply list for the MCAE All-Conference Fine Arts Day workshops, if needed, shall be distributed well in advance of the event so the Art Instructor may collect supplies if able to help diminish costs.
- ii. Hosting school will pay for Art Show H'ordurves and expenses incurred (i.e. workers, paper, poster board, office supplies, phone calls, postage and other such expenses) as well as In-Service meals (when hosted at school) with the understanding that each school has this responsibility within the event rotation schedule; approximately \$200.
- iii. All districts shall be responsible for their own expenses.
 - a. Transportation expenses; districts may share buses and busing expenses.
 - b. District students responsible for their lunches.

D. In-Service and Fine Arts Day Hosting School Responsibilities

- i. When event is held at school, that school is responsible for providing up to 15 black cloth tablecloths and tables for In-Service, Judging of Artwork and Art Show Display by each MCAE member's district.
- ii. When event is held at school, that school is responsible for picking up/dropping off of Art Show Easels from Marathon school where they are stored.
- iii. President is responsible for ordering 12 Marawood All-Conference Awards for Awards Presentation, these are ordered from the Marawood Conference Director.
- iv. President is responsible for making poster/announcement to distribute to each Conference Administrators, Principals and all MCAE members.
 - a. President is responsible for press releases in the conferences local newspapers, Area Chamber of Commerce's calendars, Tourism calendars, etc.; results will be distributed and announced in the same fashion.
 - b. All MCAE members must submit information for press releases in local calendar's/events listing, School Social Media Sites, etc.; results will be distributed and announced in the same fashion.
- v. When event is held at the CVA, the Secretary is responsible for reserving gallery for the following year's In-Service and Fine Arts Day.

E. In-Service and Fine Arts Day MCAE Member Responsibilities

i. Guidelines

- a. At CVA- Each MCAE member may enter up to 5 artworks that display the best efforts of their student body for that academic year. These artworks may be 2-dimensional or 3-dimensional. There is no size restriction to the artworks. A student may have more than one artwork entered into the show from their district.
- b. At Hosting School- Each MCAE member may enter up to 12 artworks that display the best efforts of their student body for that academic year. These artworks may be 2-dimensional or 3-dimensional. There is no size restriction to the artworks. A student may have more than one artwork entered into the show from their district.
- c. To ensure that there is a standard format to the artwork labels, the President will send via email/google a form for each Member to enter the student name/ grade, title, material(s) used, description of the creation process and district name. Each member will bring their own labels.
- d. Each MCAE member is responsible for transporting their artworks to the host site to ensure that the artworks arrive without damage.

ii. Formatting Artwork

- a. Each 2-dimensional artwork must be framed and have hanging wire for display at the CVA. Plexiglas is preferred, but if framed by student, glass is allowed with the understanding that damage is not the responsibility of the school's or conference. Three dimensional work does not need format or platform, unless the student provides.

iii. Judging Artwork

- a. At the site, a room will be set aside to organize the artworks for judging by the MCAE members.
- b. There should not be any identifying marks on the artworks prior to judging.
- c. Arrangement of the artworks will also be at random to ensure that the MCAE don't know which school each piece is from.
- d. MCAE will vote for 12 of the best artworks that they deem to be the strongest, most creative, innovative, and well-executed.

iv. Art Show, Awards Presentation and Marawood Conference Art Exhibit

- a. For the show, MCAE members will organize the artworks by school district, making sure to use their artwork labels.
- b. The host will then allot time from approximately 2:30-5:30pm for students, parents, and conference community members to view the show, with refreshments served in the style of a gallery exhibit.
- c. The Awards Ceremony takes place to announce and honor the 12 All-Conference Award winners.
- d. Depending on the preference of the President, the art may stay on exhibit for the week. When the event is held at the CVA gallery, the art will stay on exhibit for up to 6 weeks as reserved. MCAE members may take their student's artwork following Awards or they will make arrangements for pick-up of works at conclusion of the Marawood Conference Art Exhibit.
- e. Award and Participation Certificates will be the responsibility of each MCAE member to print and distribute when they get back to their school.

v. Free of Liability

- a. Neither the host school, the CVA, nor Marawood Conference, is responsible for

any damage to the artwork(s) during transportation to, from, or during the Art Show.

- F. The event will take place during a school day and conclude at the end of the Awards Presentation
 - i. Typical start times for the In-Service and Fine Arts Day will be around 9 a.m. to allow teachers and their students to travel from their home district to the event site.

5. Hosting Schedule

Year Host School District

2019 Abbotsford

2020 Phillips

2021 Prentice

2022 Newman Catholic

2023 Rib Lake

2024 Assumption

2025 Auburndale

2026 Edgar

2027 Chequamegon

2028 Athens

2029 Marathon

2030 Stratford