



Athletic Director Manual

Table of Contents

Constitution	2
By-Laws	9
Awards	11
General Information	16



KLAA Constitution

Preamble

The member schools of the Kensington Lakes Activities Association support the educational philosophy of providing equitable co-curricular, extracurricular and interscholastic competition experiences for our students. Member schools commit to meeting the needs of all our students and our communities by promoting the following:

- Comprehensive interscholastic athletic programs.
- Student involvement in clubs and activities.
- Positive interaction of member school students.
- Development of high standards of ethics, conduct, leadership and sportsmanship.

Article I - Name and Purpose

Section A – Name

The name of this interscholastic association shall be Kensington Lakes Activities Association (KLAA).

Article II - Membership

Section A – Original Charter Membership.

This association was formed in 2007 through the merger of the Kensington Valley Conference, Western Lakes Activities Association and the Waterford School District. The members of this conference are the following high schools: Brighton, Canton, Hartland, Howell, Lakeland, Livonia Churchill, Livonia Franklin, Livonia Stevenson, Milford, Northville, Novi, Parker, Pinckney, Plymouth, Salem, South Lyon, South Lyon East, Waterford Mott, Waterford Kettering, Walled Lake Central, Walled Lake Northern, Walled Lake Western, Westland John Glenn, and Wayne Memorial.

Section B - Current Membership

This association currently consists of the high schools from the following school districts: Brighton Area Schools, Dearborn Public Schools (Dearborn HS, Fordson HS) Hartland Consolidated Schools, Howell Public Schools, Livonia Public Schools (Churchill HS, Franklin HS, Stevenson HS), Northville Public Schools, Novi Community Schools, Plymouth-Canton Community Schools (Canton, Plymouth & Salem) , Van Buren Public Schools (Belleville HS) and Wayne-Westland Community Schools (Wayne HS, John Glenn HS).

Good standing: "Good standing" is defined by current member schools excluding any schools that have not paid dues or have not submitted letters of withdrawal from the Association.

Section C - Organization

This association shall be divided into one conference and two divisions as approved by the Board of Directors.

The association shall be organized according to (in no particular order) geography, enrollment, and strength of program(s).

An alignment committee shall be assembled to periodically examine the issue of alignment and will meet when needed to discuss alignment within the association.

New alignment proposals will require a two thirds vote by the Board of Directors whose schools are in good standing.

Sport by sport schedule formats will be written into Association Bylaws, and amendments will require a two thirds vote by Athletic Directors whose schools are in good standing.

Section D – New Members

1. Interest in membership in this association shall be made in writing to the Association President.

2. New applicant schools will be evaluated and ranked according to the following criteria: Enrollment, geography (from league center), number of athletic offerings, quality of athletic programs, and quality and quantity of facilities. It is preferred that schools considered for admission have an enrollment of at least 1,200 students, are no farther than 20 miles from league center, offer 80% of MHSAA sports (excluding 8 player football), and have varsity, JV, and freshmen levels in as many sports as possible, and have facilities relatively equal to or better than most current KLAA schools.

3. A two-thirds approval by the Board of Directors of schools in good standings is needed for admission into the league or a merger with another league.

Section E – Withdrawal

Intent of withdrawal must be submitted to the President in writing by the second Monday of March in the calendar year prior to the intended termination date.

Section F – Removal

A school may be removed from the Association by a two-thirds approval of the Board of Directors of schools in good standing.

Section G – Membership Voting

After notification of withdrawal has been accepted, a school has no vote on future membership.

Article III - Governance

Section A – Control of Affairs

Control of the affairs of this association shall be vested in the Board of Directors.

Section B – Officers The officers of the association shall include a president, vice-president, secretary and treasurer.

The Board of Directors shall elect the Board Officers at the last regular meeting of the school year for the coming school year.

Section C – Term of Office The length of term for each office shall be two years. Elections for President and Secretary shall alternate every other year, with the elections for Vice President and Treasurer. Vacancies are to be filled by temporary appointments made by the Board.

Section D – Items of Business Items of business shall be considered and voted upon at general meetings open to principals, athletic directors, student activities directors, and such other school representatives as any member of the Board of Directors may invite.

Article IV - Duties of the Board Officers

Section A – President The president shall prepare the agenda and shall preside at all meetings. The agenda shall include items submitted by the president and others as requested by any Board member. The president will likewise appoint all committees.

Section B – Vice President The vice-president shall, in the absence of the president, fulfill the duties of the president.

Section C – Secretary The secretary shall keep records and minutes of the meetings and shall distribute a sufficient number of copies to each member of the Board.

Section D – Treasurer The treasurer shall handle all funds and pay bills. The treasurer shall prepare and present a financial report to the Board of Directors at each regular scheduled meeting.

Article V - Duties of the Board of Directors

Section A – The Board of Directors composed of principals from member schools shall establish the structure and organization of Athletics and Student Activities.

Section B – The Board of Directors shall have the power to:

1. Prepare and adopt budgets.
2. Levy and collect dues.
3. Designate a depository of conference funds.
4. Approve payment of bills.
5. Approve schedules of all conference activities one year in advance when possible.
6. Approve a system of scoring for the determination of conference final standings, awards and trophies.
7. Designate interscholastic championships.
8. Secure and present awards.
9. Designate authority to the Kensington Lakes Activities Association and other activity and athletic boards approved by the Board of Directors.
10. Require the presence of a quorum before any meeting be declared official. A quorum shall be defined as a simple majority.
11. Establish general rules and regulations for the conduct of and at conference events.
12. Adopt, modify, or appeal any bylaws, subject only to the restrictions of this Constitution and Michigan Law
13. Approve new conference members as outlined in constitution
14. Introduce new conference sports and activities.

Article VI - Duties of the Executive Committee

The Executive Committee will consist of the President, Vice President, Treasurer, Secretary, Commissioner, Athletic Director President, Activities Coordinator President.

The Executive Committee will act on behalf of the Board of Directors in an urgent circumstance or to facilitate decision making when an item needs further review.

Article VII - Duties of Athletic Directors and Activities Directors

Section A - Duties

Athletic and Activities Directors will be responsible for establishing by-laws and procedures subject to approval by the Board of Directors. These by-laws and procedures should always reflect the priorities of the Kensington Lakes Activities Association. For Athletics they are the concept of division and conference play, and practicality of scheduling. For Activities they are the promotion of leadership and diversity and the exchange of ideas.

Section B - Athletic Directors

Athletic Directors will meet on a monthly basis.

Section C - Activities Directors

Student Activities Directors will meet as needed with conference and or association members.

Article VIII - Meetings

Section A – A joint meeting of principals, athletic directors and activities directors shall be held three times a year with the specific dates established at the May meeting. Additional meetings may be called by the board president or at the request of at least three members of the Board of Directors.

Article IX- Funds

Section A – Dues. Each member school shall pay to the treasure of the association an annual fee before November 1st. The Board of Directors will determine the annual fee.

Section B – Special Assessments The Board of Directors may levy special assessments when deemed necessary.

Section C – Financial Statement An annual financial statement and a proposed budget for the ensuing year shall be mailed by the treasurer to reach each member school at least one week before the spring meeting of the association.

Section D - Any changes in dues, referee fees, or other annual/seasonal dues must be voted upon by March 1.

Section E - Should the association dissolve, the fund balance shall be divided equally among remaining members in good standing.

Article X - Amendments

Section A – Voting

The constitution of the association or its bylaws may be amended by a two-thirds vote of all members of the Board of Directors. Any proposed amendments must be submitted to the secretary not less than one month before a scheduled meeting. Each member shall receive any proposed amendments at least two weeks before the meeting in which it is to be voted on.

Article XI - Contest

Section A –

The association shall hold such activities and under such rules and regulations as provided for in the bylaws.

Section B –

Such activities and contests shall be consistent with the regulations and policies of recognized national and state associations.

Article XII - Adoption of the Constitution and Bylaws

Section A – Inaugural Vote

The constitution shall be adopted by a unanimous vote of the Board of Directors and will become effective beginning with the 2008-2009 school year.

Section B – New Bylaws

By-Laws shall be adopted by a two-thirds vote of the Board of Directors at any regular meeting.

Established: September 24, 2007

Amended: June 8, 2009

Amended: November, 2020

Clink link below to view the KLAA Sport By-Laws

<https://klaasports.org/wp-content/uploads/sites/11/2022/02/KLAA-By-Laws-MASTER-2021-2022.pdf>



KLAA SPORTS COMMISSIONERS

BASEBALL/SOFTBALL	Don Watchowski/Novi
BASKETBALL	Brian Samulski/Northville
BOWLING	Jason Malloy/John Glenn
COMP. CHEER	J D Wheeler/Hartland
CROSS COUNTRY	Tim Baechler/Salem
FOOTBALL	Jeff Delgiudice/Fordson
GOLF	Dusty Hall/Franklin
GYMNASTICS	Vernon Crump/Canton
HOCKEY	John Thompson/Brighton
LACROSSE	Chaka Johnson/Plymouth
SOCCER	Casey Conway/Churchill
SWIM & DIVE	Joe Brodie/Belleville
TENNIS	Scott Kazmierski/Stevenson
VOLLEYBALL	John Young/Howell
SKIING	Don Watchowski/Novi
TRACK & FIELD	Jeff Conway/Dearborn
WRESTLING	Arnie Muscat/Stevenson



KLAA AWARDS

KLAA Trophy and Medal Count

Fall Sports

1. Football-2 Division, 1 Conference Trophies. 86 total medals
2. Boys Cross Country-2 Division, 1 Conference Trophies. 28 total medals
3. Girls Cross Country-2 Division, 1 Conference Trophies. 28 total medals
4. Boys Tennis-2 Division, 1 Conference, Trophies. 42 total medals.
5. Boys Soccer-2 Division, 1 Conference Trophies. 72 total medals.
6. Girls Swimming-2 Division, 1 Conference Trophies. 105 total medals.
7. Girls Golf-2 Division, 1 Conference Trophies. 18 total medals.
8. Volleyball-2 Division, 1 Conference Tourney Trophies. 36 total medals.
9. Unified Soccer - 1 Conference Trophy

Winter Sports

1. Girls Basketball-2 Division, 1 Conference Trophies. 32 total medals.
2. Boys Basketball-2 Division, 1 Conference Trophies. 32 total medals.
3. Girls Bowling-2 Division, 1 Conference Trophies. 16 total medals.
4. Boys Bowling-2 Division, 1 Conference Trophies. 16 total medals.
5. Competitive Cheer-2 Division, 1 Conference Trophies. 58 total medals.
6. Gymnastics-2 Division, 1 Conference Trophies. 30 total medals.
7. Hockey-2 Division, 1 Conference Trophies. 24 total medals.
8. Girls Skiing-1 Division, 1 Conference Trophies. 20 total medals.
9. Boys Skiing-1 Division, 1 Conference Trophies. 20 total medals.
10. Wrestling- 2 Division, 1 Conference Trophies. 25 Girls + 70 Boys = 95 total medals.
11. Boys Swimming-2 Division, 1 Conference Trophies. 105 total medals.
12. Unified Basketball – 1 Conference Trophy.

Spring Sports

1. Baseball-2 Division, 1 Conference Trophies. 58 total medals.
2. Softball-2 Division, 1 Conference Trophies. 58 total medals.
3. Girls Track-2 Division, 1 Conference Trophies. 145 total medals.
4. Boys Track-2 Division, 1 Conference Trophies. 145 total medals.
5. Boys Lacrosse-2 Division, 1 Conference Trophies. 30 total medals.
6. Girls Lacrosse-2 Division, 1 Conference Trophies. 22 total medals
7. Girls Soccer-2 Division, 1 Conference Trophies. 72 total medals.
8. Girls Tennis-2 Division, 1 Conference Trophies. 42 total medals.
9. Boys Golf-2 Division, 1 Conference Trophies. 18 total medals.



KLAA 3-Sport Athlete Award

The KLAA is pleased to recognize student-athletes that compete in three sports during one academic school year.

To be recognized, the student athlete will need to meet the following standards:

- 1. Student-athletes must participate in at least three school-sponsored sports in one academic school year.**
- 2. Must earn a varsity letter in at least one of those sports.**
- 3. Must finish the sports in good-standing and must be academically eligible for the entire sports season.**

Award: Recipient will receive a KLAA 3-Sport Athlete patch at the end of the school year.



KLAA Scholar-Athlete Award

The KLAA is pleased to recognize scholar athletes after each season..

To be recognized, the student athlete will need to meet the following standards:

- 1. Must be a 10-12 grade member of a varsity team, and earn a letter in that sport.**
- 2. Have a cumulative grade point average of at least a 3.25.**

Award: Recipient will receive a KLAA Scholar-Athlete patch for the first time only. After the first time, an athlete may receive an additional award determined by the individual school.



KLAA Award PA Announcement

Ladies and Gentlemen, before the presentation of the KLAA Championship trophy, let us acknowledge these two fine teams for their achievements this year as well as their play today...

At this time we direct your attention to (Location) _____

Where _____ Athletic Director, _____ will present the KLAA Division and Conference trophies.

Congratulations to this year's KLAA East Division Champions

The _____

Congratulation to this year's KLAA West Division Champions

The _____

The _____ KLAA Kensington Lakes Conference Champions are the
(Year)

Again, congratulations to all involved in this outstanding contest. Good luck to both teams in your post KLAA quest.

KLAA Website - See the KLAA website for important information regarding the KLAA. Click the *AD Corner* for specific information for KLAA Athletic Directors.

KLAA Website = <https://klaasports.org/>

KLAA AD Directory =

<https://docs.google.com/spreadsheets/d/1xqZqAPue2XN1DC h6zcgXndRqV20xDmOAkkKxdUzy2FA/edit#gid=1711371840>

Officials Rates =

https://klaasports.org/wp-content/uploads/sites/11/2020/09/ACFrOgASd6fjLjufKoQy8q23C5Cr3Eyocwo-r5kDieB9Fel9Hpr7hVvZs4e8Y-jgk2Jd2rJ7yXMn8T7hBpbJtV_Y_-Os7gYqyZWSo6ziLi55gFfPyiJS67y_qQrKJ_o.pdf

Meeting Schedule & Minutes =

<https://klaasports.org/meeting-schedules-and-minutes/>

Sports Commissioner Job Description/Responsibilities

Scheduling:

- Create a league schedule for all varsity and sub-varsity KLAA contests that is in concert with the association scheduling philosophy. (Excel format preferred. List visitor team on left, home team on right).

Pre-Post Season Meetings:

- Host sport specific coaches meetings during the pre and post season (when applicable). At the very least pre and post communication should be taking place. Include all KLAA AD's on communication to coaches.
- Encourage coaches to discuss sport specific issues via their Athletic Director.

By-Law/Rule Changes:

- Bring any by-laws request/changes to the KLAA AD's for discussion and vote.
- Keep sport specific by-laws up to date. Provide final copy to the KLAA Commissioner.
- Represent the KLAA at MHSAA sport specific meetings when possible.
- Work with KLAA association approved official's assignors when necessary.
- Take the lead role in the support and enhancement of the KLAA sportsmanship initiative for the specific sport.

KLAA Division/Conference Championships:

- Review results and rankings prior to Divisional/Conference Championship when applicable.
- Facilitate KLAA pairings for cross-over match ups.
- Report KLAA All-Division, All-Conference and Championships to Coaches, AD's and media sources.

KLAA Website:

- Provide final schedule to KLAA webmaster (Brian Samulski)
- Provide final by-law changes to KLAA Commissioner (Bryan Masi)
- Instruct coaches to email/report scores to webmaster (Brian Samulski)