

2011-2012 Women's Basketball Operating Code

1. ORGANIZATION STRUCTURE

1.1 CONFERENCE STRUCTURE

1.1.2 The Conference consists of an Eastern Division and a Western Division

1.1.2.1 EAST: Bloomsburg, Cheyney, East Stroudsburg, Kutztown, Mansfield, Millersville, Shippensburg, and West Chester

1.1.2.2 WEST: California, Clarion, Edinboro, Gannon, IUP, Lock Haven, Mercyhurst, and Slippery Rock.

1.2 CONFERENCE COMMITTEES

1.2.1 Sports Chairperson: The Sport Chairperson is the liaison between the Athletics Administrators and the Women's Basketball Coaches.

1.3 MEETINGS: The Basketball Committee shall conduct an annual meeting; open to all conference basketball coaches at a time designated by the Conference office.

1.3.1 Meetings will be held in conjunction with the men's basketball coaches.

1.4. PERSONNEL

1.4.1 Staff Limitations

a. 1 head coach

b. 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer

c. 1 paid part-time assistant (half time or less) or graduate assistant or volunteer

d. 1 volunteer

e. 4 TOTAL COACHES

1.4.2 Additional Staffing Notes: In addition to the above limitations, an institution is permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties. In addition to the above limitations, an institution is permitted to utilize a maximum of four (4) social equity positions with a maximum of one (1) per sport. These positions shall be determined by the President and reported to the Commissioner.

1.5 NATIONAL LETTER OF INTENT: Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

2. REGULAR SEASON PROCEDURES

2.1 GAME DAY PROCEDURES

2.1.1 Uniforms: Home team will wear white jerseys; the visiting team will wear dark jerseys. **Cross-overs:** During the second day of cross-overs, the home team will wear dark jerseys and the visiting will wear white jerseys.

2.1.1.1 Game uniforms must have visible numbers (e.g. numbers that are wholly of a color that contrast with the color of the jersey) on the body of the uniform.

2.1.2 Complimentary Passes: Each visiting conference school is allocated thirty (30) complimentary tickets. Complimentary admission must be administered according to NCAA Policies, and the PSAC complimentary ticket form must be used.

2.1.3 Game Balls: The official game ball must be Wilson (B0701). It is recommended that the host furnish for the visiting team, six warm-up basketballs that are the same brand and type as the official game ball.

2.1.4 PSAC doubleheader games shall not begin before 5:30 p.m., but may not start any later than 6 p.m. Saturday PSAC divisional doubleheader game times may not begin before 1 p.m. or later than 6 p.m. However, Saturday/Sunday cross-over doubleheaders (outside of division) will begin at 1 p.m. unless mutually agreed upon by both institutions.

Note: For the December 9th and 10th crossovers in 2011, the Friday doubleheader will start at 5:30 p.m. and the Saturday doubleheader will start at 2 p.m.

2.1.5 In the event of a transportation delay, tip-off will be rescheduled for 45 minutes after the visiting team first enters the gymnasium building.

2.1.6 The schedule must conform to the NCAA regulations for the number of Division II games necessary to be eligible for the PSAC Championship.

2.1.7 Media timeouts will be conducted during the regular season according to the NCAA model. Four media timeouts per half will be conducted at the first dead ball after the game clock has reached the sixteen (16), twelve (12), eight (8) and four (4) minute marks.

2.1.8 Each member institution must reserve two rows of seating behind the visiting team's bench for visiting spectators.

2.1.9 The home institution is responsible for furnishing a chalk or white board and stats at half time and after the game for the visiting team.

2.2 REGULAR SEASON GAME OFFICIALS

2.2.1 Officials Fees

2.2.1.1. 2011-2012: \$205.00

Two-Man crews are not permissible

Scrimmage Fee: \$30.00/official

Exhibition Fee: one-half regular game fee

2.2.2 Three officials will be used in all PSAC contests.

2.2.3 The assigning of officials will be coordinated by the Assignor and Commissioner.

2.2.4 Coaches will provide input on the pool of officials for the championship and the next season, using an evaluation instrument provided by the Commissioner.

2.2.5 If for any reason officials fail to appear at a scheduled contest, it shall be the responsibility of the host athletics administrator or his/her designee to determine whether qualified officials can be found and whether the game can be played.

2.2.6 Only non-student adults may be used to operate game and shot clocks.

2.3. GAME ENVIRONMENT

2.3.1 Sportsmanship: The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

2.3.2 Crowd Control Statement: Each member institution is expected to have the following announcement read prior to each contest (at a minimum). Institutions are encouraged to develop a format in which participating student-athletes or other enrolled student-athletes recite this (or a similar statement) prior to competition. "The PSAC and (host institution) promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be

tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your support of the PSAC and (host institution).”

2.3.2.1 The director of athletics or the designated representative is responsible for removing artificial noisemakers from the competition area.

2.3.3 Game Environment, The PSAC and Division II: Institutions have a unique opportunity to establish the link between the educational purpose of Division II athletics and the competition environment at Division II events. Game Environment goes beyond the behavior of players and coaches to include all that surrounds the event, including game administration, fans and student supporters. Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

2.4. MEDIA SHARING

2.4.1 Film Policies

2.4.1.1 All played contests (conference and non-conference) will be uploaded to Game Tape Exchange.

2.4.1.2 The home team will be required to upload games following each conference game.

2.4.1.3 If a non-conference game is played on the road, the PSAC team **MUST** upload the game. If you are playing against an opponent whose league also uses GTX, make contact with that institution as they will be permitted to upload the game for you and have it located in both league libraries. GTX needs to be aware of this arrangement, and in fact has encouraged it.

2.4.1.4 The home team must upload the game by noon the day following the played contest. This means the contest must be available and completely uploaded by noon.

2.4.1.5 For an away non-conference game, the upload must be completed and available by noon 2 days following the played contest. An institution may upload (and is encouraged to do so) game earlier than required.

2.4.1.6 An institution will not be permitted to download any contests until they have uploaded all games played to date.

2.4.1.7 There will be full access to all contests played in the exchange. Each institution will be able to download all other institutions' games regardless of home/away, conference/non-conference.

2.4.1.8 In addition to timely uploading, the games must be in the required format outlined by Game Tape Exchange.

2.4.1.9 Access to game tapes is restricted. The usernames and password should be treated as sensitive and not be shared with anyone.

2.4.1.10 The PSAC tournament host institution will be responsible for taping and uploading tournament game. The semi-final and final host will be responsible for filming all 3 games.

2.4.1.11 Filming Specifications:

a. NEW digital tapes must be used for EACH game during the original recording.

b. The wide sideline shot should show all players involved in the action.

c. A video shot of the scoreboard showing the time and score must occur during timeouts and at the end of each half.

d. Each head coach is encouraged to invest time to train camera personnel prior to the beginning of the season.

2.4.1.12 The conference office will investigate any violation of the above rules. The conference office shall fine an institution \$100 per violation, as deemed appropriate.

2.4.1.13 In the event of a catastrophic circumstance in which equipment is damaged or completely unable to be used, the institution must provide, in writing, a description of the

problem and solution for immediate resolution. This document must be signed and submitted (emailed if possible) by the athletic director to the conference commissioner.

2.4.1.14 If a problem occurs, the first contact should be Game Tape Exchange, then the conference office, then the institution that is expecting your game.

2.4.1.15 Only major issues are acceptable as excuses. Not knowing how to capture or upload, not having enough time, incompatible computer, internet speed (slowness) are not acceptable excuses.

2.4.1.16 No film exchange will be granted to a school outside our conference in order to scout another member institution.

2.4.2 There will be no filming of conference basketball teams while scouting.

3. CHAMPIONSHIP PROCEDURES

3.1 TOURNAMENT FORMAT: The top four (4) teams from each division at the end of the regular season shall make the championship tournament and shall be held the week (Tuesday, Friday and Saturday) prior to the NCAA Regional Qualifying Round.

3.1.1 Seeding: Team records and the following criteria will determine seeding of the first four teams in each division.

a. Head to head competition within mandated schedule.

b. Record with teams above tied teams, starting with highest team, etc. and proceeding in descending order until the tie is broken. If tie is for first place, start with next team below and go in descending order until the tie is broken. If there are ties for more than one place, the highest seeds must be determined first and then work in descending order. This is within Division.

c. Number of wins against NCAA Division II opponents at or over .500.

d. Winning percentage against NCAA Division II opponents under .500.

e. Coin toss.

3.1.2 Date/Time: Refer to Appendix B

3.1.3 Site: Refer to Appendix B

3.1.4 The following criteria will apply in the event that a conference women's basketball championship cannot be completed and a champion determined:

a. Highest remaining seed in championship

b. If they are equal (both #1's win, etc.) highest regionally ranked team

c. Krause Kount within the PSAC (Appendix A)

d. Head to head competition

e. Record vs. common opponents

3.2 TOURNAMENT PROCEDURES

3.2.1 Tournament Director: An Athletic Administrator at the host institution shall serve as the Tournament Director. The Tournament Director shall:

a. Organize and administer the championship tournament,

b. Provide information concerning tickets, housing, dining facilities, and directions to host school and other services available, and

c. Prepare a complete financial report of the tournament to be submitted to the Commissioner.

3.2.2 Championship Expenses (FINAL FOUR)

3.2.2.1 Host institutions are permitted to charge expenses as outlined in the PSAC Basketball Reimbursement Guidelines (Appendix C).

3.2.3 Championship Practice Times

3.2.3.1 Each semi-final team will be provided one hour of practice time on the night before semi-finals on the main floor of the championship site. Choice of practice time will be based on distance traveled; the team traveling the furthest will choose first.

3.2.3.2 On the day of semi-finals, one hour of practice time will be provided for each team on the main floor at the championship site. Teams playing the first game will receive early practice times and teams playing the second game late practice times. Divisional champions have top priority.

3.2.4 Conduct of the Championship (Refer to Appendix B): Current NCAA Basketball Rules will be used.

3.2.5 Media Timeouts: Media timeouts during the PSAC playoffs will follow the NCAA model. Media timeouts will be conducted at the first dead ball after the game clock has reached the sixteen (16), twelve (12), eight (8) and four (4) minute marks, each half.

3.2.6 Bench Personnel: Refer to Appendix B.

3.2.7 Officials: Refer to Appendix B. Tournament officials will be selected by a vote of the coaches from a pool of officials provided by the supervisor of officials.

3.2.8 Awards

3.2.8.1 Provided by the conference office. PSAC Champion Trophy, PSAC Runner-up Trophy, 20 Individual Awards to the Championship Team and an MVP Plaque.

3.2.8.2 The Most Valuable Player of the Tournament will be selected by a committee established by the PSAC Media Relations Director.

Awards Ceremony Protocol: The second place team is required to remain present at the site of competition until they are presented with their runner-up trophy.

4. ALL-CONFERENCE AWARD PROCEDURE

4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS

4.1.1 A first and second team of six (6) players each shall be selected in each division.

4.1.2 Players shall be selected regardless of position.

4.1.3 Athlete of the Year, Defensive Player of the Year, Freshman of the Year and Coach of the Year will be selected by a vote of head coaches indicating a first and second choice for each award. To be eligible for the Freshman of the Year award, a student-athlete should be listed by the institution as a freshman or red-shirt freshman and must be competing in their initial year of eligibility for that sport.

4.1.4 First and second team Eastern and Western All-Conference players will receive a certificate. Individual award winners will receive a plaque.

4.2 NOMINATION PROCEDURES

4.2.1 Coaches may nominate only players from his/her team.

4.2.2 In order to be nominated, a player must have participated in at least 66% of her team's contests.

4.2.3 Each coach may nominate as many players as there are first team positions available.

4.3 VOTING PROCEDURE

4.3.1 A coach may **not** vote for him/herself or own players.

4.3.2 Coaches must cast votes equal to the number of first and second team players selected (12).

4.3.3 Ballots will be structured to require rank ordering by coaches in their voting.

4.3.4 In order to be counted, a ballot must be completed in full.

4.3.5 Ties shall be broken by a revote of uninvolved coaches.

4.4 MISCELLANEOUS

4.4.1 The all-conference team shall be released during the week following the conference championship.

4.4.2 The selection process will be conducted by the Conference Media Relations Director in accordance with the PSAC policy.

APPENDIX A
NATIONAL TEAM RATING PROPOSAL - NCAA DIVISION II
JERRY KRAUSE, EASTERN WASHINGTON UNIVERSITY

RANKINGS

- I. The weighted point system is designed to be an objective measure of a team's achievement that takes into account the most important factors in college basketball; game outcome (W-L), game location (home or away), strength of opponent, and level of competition.

- II. Team rankings will be determined by averaging the points accumulated according to the weighted point system; i.e., by dividing the total points by the number of counting games.

- III. The basic weighted point system commonly called the "Krause Kount": is as follows:
 - A win against a winning opponent away = 5 points
 - A win against a losing opponent away = 4 points
 - A win against a winning opponent at home = 4 points
 - A win against a losing opponent at home = 3 points
 - A loss against a winning opponent away = 2 points
 - A loss against a winning opponent at home = 1 point
 - A loss against a losing opponent away = 1 point
 - A loss against a losing opponent at home = 0 points

- IV. **Special point value adjustments**
 - A. Level of Competition
 1. Games with NCAA Division I opponents - two bonus points will be given for all wins.
 2. Games with NAIA and NCAA Division II opponents - basic point system is applied.
 3. Games with NCAA Division III opponents - one penalty point will be assessed for all games.
 4. Games with opponents who are not NCAA or NAIA - one penalty point will be assessed for all games.
 - B. Neutral court games - these games are classified as home games.
 - C. Forfeits are counted as wins.

- V. **General principles**
 - A. A "winning team" is classified as such when its season record prior to a game is .500 or above.
 - B. The point system is applied to all games defined as legal games by NCAA rules.

PROCEDURES

- I. The point system will be applied beginning with the first game of the season and for each game thereafter until a ranking is determined.

- II. Each NCAA Division II school is responsible for reporting all counting game results (opponent's record, scores, and game point value) to the NCAA national office as part of their regular weekly statistic report. To be considered for a regional tournament play-off a school must have reported complete results for all counting games played during a season.

APPENDIX B

PSAC BASKETBALL CHAMPIONSHIP FORMAT

CHAMPIONSHIPS (Semifinals/Finals)

Site: Highest remaining seed - Eastern Division champion in odd numbered years and Western Division in even numbered years determined by date of championship.

QUARTERFINALS

1. The top four teams in each division, based on the entire mandated schedule, will qualify for the play-offs.
2. First round games will be contests with the #4 team in each division playing at the #1 team in the same division and the #3 team in each division playing at the #2 team in the same division.

NOTE: These games will be played at 7:00 p.m. If a doubleheader exists, game times will be 5:30 p.m. and 7:30 p.m.

3. No reimbursements will be granted to visiting teams for quarterfinal games.
4. The PSAC will reimburse home teams for officials in quarterfinal games.
5. Admission: Quarterfinal: Adults - \$7, Students - \$2, Free admission for students from member institutions with valid I.D.

SEMI-FINALS

Date: Friday prior to NCAA Regionals.

Pairings: Host team plays second game.

Times: 5:30 p.m. and 7:30 p.m.

Site Availability: Floor must be available to teams playing first game no later than one hour before the tip-off.

Practice Times: A 60 minute practice session will be scheduled by the host team for each participating team the day prior to the women's basketball tournament.

On the day of the semi-final games, ONE hour of shooting practice must be provided for each team on the main floor at the championship site. Teams playing the first game will receive early practice times and teams playing the second game late practice times. Divisional champions have top priority.

FINALS

Date: Saturday prior to NCAA Regionals.

Pairings: Semi-final winners with no consolation game.

Times: 7:00 p.m.

Site Availability: Floor must be available to teams no later than 6:00 p.m.

Practice Times: One hour of shooting practice must be provided for each team ending no later than 4:00 pm.

SEMI-FINALS and FINALS

Number of Players: No more than 20 personnel are permitted in the bench area, not to exceed 6 non-uniformed personnel. Medical personnel are **excluded** from the bench personnel limit, i.e. ATC, student-trainers, physicians.

Officials: Three officials, plus an alternate official on site will be coordinated by the conference office.

Tickets: Complimentary - None

Adult--\$14 Championship Weekend, Students--\$5, Free admission for students from member institutions with valid I.D. (second day--only if available) Adults--\$8, Students--\$3

Host Expenses: As per PSAC Basketball Hosting Guidelines.

HOSTING GUIDELINES:

If the Eastern/Western Division champion (Eastern in odd number years, Western in even numbered years) is unable to host the championship due to failure to meet hosting criteria as contained herein, the championship will be awarded to the second-seeded school in the respective division. If this school is unable to host, it will be awarded to the champion in the opposite division. If this school is unable to host, it will be awarded to the second-seeded school in this division. If none of the four schools are able to host, the championship will be awarded to a neutral school as recommended by the respective basketball committee to the respective program executive committee.

In order to qualify as host for a PSAC Basketball Championship, a school must be able to adhere to all guidelines as listed heretofore.

The enclosed format is applicable to a separate championship for men and women. Should a combined championship ever be necessary, the commissioner shall be authorized to make the adjustments necessary to operate an efficient and effective combined championship.

APPENDIX C - PSAC BASKETBALL REIMBURSEMENT GUIDELINES

- I. Teams qualify in accordance with respective operating code.
- II. Sites selected in accordance with respective operating code.
- III. **Quarterfinal Guidelines**
 - A. **Conference Expenses**
 1. Officials: Hired by conference office at prevailing rates and in accordance with respective operating codes.
 - B. **Host Expenses**
 1. Table Officials
 2. Program
 3. Ticket Sellers and Takers
 4. Security
 5. Site preparation and clean-up
 6. Ticket printing
 7. Medical/Training Expenses
 - a. Visiting Expense
 1. All expenses associated with travel, lodging and per diem
- IV. **Championship Guidelines**
 - A. **Conference Expenses (Final Four Only)**
 1. Officials: Hired by conference office at prevailing rates and in accordance with respective operating codes.
 2. Table Officials: Scoreboard, clock, announcer.
 3. Awards: Ordered by the conference office.
 4. Program: Actual cost of printing up to \$400 (must include program income as receipts).
 5. Ticket Sellers and Takers: Only from time doors open for actual contest.
 6. Sport Chairperson: Mileage (at PSAC mileage rate); meals (not to exceed daily state rate); lodging (receipt required).
 - B. **Host Institution**
 1. Must pay the following expenses:
 - a. Security
 - b. Workers for site preparation and clean-up
 - c. Secretarial services
 - d. Ticket printing
 - e. Medical/training services
 2. Floor officials and table officials should be paid by the host institution. The conference office will reimburse the institution.
 3. May operate concession stands, parking, and sell souvenirs with profits remaining with university.
 - C. **Ticket Information**
 1. No complimentary tickets.
 2. Conference pass accepted.
 3. Ticket prices for First Round games:
\$7 Adults, \$2 Students, Free admission for students from member institutions with valid I.D.
 4. Ticket prices (3 game package) for Final Four games:
\$14 Adults (\$8 Saturday only), \$5 Students (\$3 Saturday only), Free admission to students from member institutions with valid I.D.
 - D. **Financial Report**
 1. Host institution is responsible for completing report within 30 days of the championship.
 2. Report must include any violation(s) of the sport's operating code by a member institution.
 3. Report is sent to conference office.
 - E. **Miscellaneous**
 1. Exceptions to any of the above policies and procedures must be requested by the respective athletics administrator (host or visitor) to the Commissioner within 24 hours of initial team qualification.
 2. Assessment is \$100 plus costs for any "new" radio station desiring to broadcast a PSAC championship. Student and "regular" local stations are exempt.
 3. When advertising is sold for a PSAC championship program, an institution's summer camp is considered like any other vendor (pay the same advertising rates); in addition, all schools must be given the opportunity to purchase an ad.

PSAC BASKETBALL CHAMPIONSHIP BRACKET

