

# 2011-2012 Football Operating Code

## 1. ORGANIZATION STRUCTURE

### 1.1 CONFERENCE STRUCTURE

**1.1.1** The Conference consists of an Eastern Division and a Western Division

**1.1.1.1 East:** Bloomsburg, Cheyney, East Stroudsburg, Kutztown, LIU – C.W. Post, Millersville, Shippensburg, West Chester

**1.1.1.2 West:** California, Clarion, Edinboro, Gannon, IUP, Lock Haven, Mercyhurst, and Slippery Rock.

**1.1.2 Scheduling:** The PSAC will utilize a 10-game schedule with 7 divisional games and 3 cross-overs. The crossovers will be based on a rotational basis.

**1.1.3 GIA Limitations:** A member institution will be limited to 36 grant-in-aid equivalencies as defined by the NCAA.

### 1.2 CONFERENCE COMMITTEES

**1.2.1 Sports Chairperson:** An athletic administrator shall be selected by the Chair of the Athletic Administrators as the chairperson to the football coaches.

**1.2.2 Duties of the Sports Chairperson:** The chairperson shall serve as the liaison between the football coaches and the Conference.

**1.3 MEETINGS:** Meetings will be held once per year at the discretion of the conference office.

### 1.4 PERSONNEL

#### 1.4.1 Staff Limitations

a. 1 head coach

b. 4 full-time assistant coaches (coaching contract with benefits)

c. 5 paid part-time coaches or graduate assistants or volunteers

d. **10 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.

**1.4.3** 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.

**1.6 SQUAD SIZE:** The maximum squad size limit shall be ninety (90). This number of student-athletes will take effect no later than forty-eight (48) hours prior to the first scheduled contest.

#### 1.6.1 Approved Interpretation: **90-Man Football Roster Limitation**

**1.6.1.1 Institutions must count any player eligible to practice (which would not include those students that are non-qualifiers).**

**1.6.1.2 A player that is injured and will be out for the remainder of the season can be replaced on the roster. (An injured player expected to return may not be replaced).**

**1.6.1.3 If a player quits the team, he can be replaced.**

## 2. REGULAR SEASON PROCEDURES

### 2.1 GAME DAY PROCEDURES

- 2.1.1 Uniforms:** The home team will wear a dark or colored jersey and the visiting team will wear a white jersey.
- 2.1.2 Complimentary Passes:** Visiting teams will be allotted 125 complimentary admissions.
- 2.1.2.1** Visitors will deliver a complimentary pass list two (2) hours prior to game time to the host institution's "will call" window.
- 2.1.3 Game Balls:** Three balls must be presented to the officials by the host team prior to the game.
- 2.1.3.1** In accordance with NCAA rules, there should be no markings on balls.
- 2.1.4** The host institution will provide the following for the visiting team:
- 2.1.4.1** Adequate dressing and shower facilities.
- 2.1.4.2** The host institution shall provide each team with a minimum of three telephones with separate communication lines to the press box: one offense, one defense and one two-way. However, each team may use as many of their own phone lines as they wish (enhancements to provided systems may only be wireless). Should the number of working telephones for either team fall below three during the conduct of the game; the other team will be required to use the same number of telephones until service can be restored.
- 2.1.4.3** It is highly recommended that each host institution provide three cases of acceptable beverage at half-time.
- 2.1.5** Half-time shall be twenty (20) minutes in accordance with NCAA regulations.
- 2.1.6** In the event of a transportation delay, the visiting team will be provided 90 minutes of preparation time before the start of competition upon their arrival at the competition site.
- 2.1.7** Adequate medical supervision will be provided by the host institution and should include a minimum of medical doctor and ambulance. A certified athletic trainer must travel with their respective football team to all away contests.
- 2.1.8** The certified athletic trainer of the host institution will have the unchallengeable authority to postpone or suspend competition in the event of lightning during PSAC regular season or championship play. The certified athletic trainer and game official/game administrator must consult and agree as to when play is to be resumed.
- 2.1.9** After each football game with a conference opponent, a maximum of five (5) statistical packets are to be provided to the visiting SID following distribution to the media.

### 2.2 GAME OFFICIALS

- 2.2.1 Officials Fees**
- 2.2.1.1** 2011: \$180/official
- 2.2.1.2** 2012: \$190/official
- 2.2.2** Member institutions must obtain officials from the Eastern Collegiate Football Officials Association
- 2.2.2.1** Seven-Man crews provided by ECFOA
- 2.2.3** It is recommended that the official's organization assign an official timekeeper as part of the regular assigned crew.
- 2.2.4** It is recommended that the official's organization assign a twenty-five (25) second clock operator as part of the regular assigned crew.
- 2.2.5** Only non-student adults may operate the timing devices.

### 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 developed 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** Artificial noisemakers are permitted at outdoor athletic events except those devices (i.e. whistles, air horns) that would interfere with the conduct of the contest or those already prohibited by NCAA regular season playing rules.

**2.3.2.2** The director of athletics or the designated representative is responsible for removing such instruments and tapes from the competition area.

**2.3.3.3** Bands or any component thereof are not allowed to play while the competition is in progress.

**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.

**2.4.1.4** The home team must upload the game by midnight on Saturday following the game each week. This means the contest must be available and completely uploaded by midnight.

**2.4.1.5** For an away non-conference game, the upload must be completed and available by noon on Sunday.

**2.4.1.6** Teams playing on Thursday or Friday must upload no later than the midnight deadline on Saturday. These teams may upload earlier if so desired.

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

**2.4.1.8** 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.

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

**2.4.1.10 Filming Specifications:** A sideline wide angle AND an end zone tight angle must be made available to opponents.

- a. New digital tapes must be used for each game during the original recording.
- b. The wide sideline shot must show all 22 players before each play.
- c. The end zone tight must show tight linemen (T to T, T to TE, TE to TE) and remain tight.
- d. A video shot of the down and distance markers must be shown before each play.
- e. A video shot of the scoreboard showing time and score must occur before each series, after each score and at the end of each quarter (including the end of the game).
- f. Uploads of the sideline and end zone video must be loaded separately. Each institution will be responsible for intercutting its own video.

**2.4.1.11** 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** It is recommended that the host institution provide equal facilities for the video operators.

**2.4.1.17** It is recommended that the host institution provide proper facilities for scouts of next week's opponent. Scouts shall be limited to two per institution and should be placed in the press box. In cases where space is not available, a covered area should be provided when possible.

**2.4.1.18** Contact: Dwayne Richard - Game Tape Exchange

**2.5 PROTESTS and FORFEITS:** In accordance with policies and procedures of the Conference.

### **3. CHAMPIONSHIP PROCEDURES**

#### **3.1 TOURNAMENT FORMAT**

**3.1.1 Date:** The Eastern and Western Division champions will compete during week 11, alternating sites between divisions (west in even years and east in odd years) to determine the PSAC champion.

**3.1.2** Champion in each division will be determined by won-loss record within the division.

**3.1.3** In the event of a multiple tie among the division leaders, the following procedure will be followed. If in the process of breaking the tie among multiple teams, if one team is eliminated from the tie, then the tiebreaking process will restart from the first step.

- a. Head-to-Head Results among tied teams.
- b. Record against teams in the division not involved in the tie starting at the first team in the standings not involved in the tie.
- c. Overall record in the mandated conference games (divisional & cross-overs included).
- d. Coin toss.

## **3.2 TOURNAMENT PROCEDURES**

**3.2.1 Awards:** Provided by the conference office. The Championship team receives a trophy and seventy (70) individual awards. The Runner-up also receives a trophy.

## **4. ALL-CONFERENCE AWARD PROCEDURE**

### **4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS**

**4.1.1** Each division shall select an All-Conference team consisting of first and second teams with twenty-nine (29) players on each.

**4.1.2** Positions selected shall be: Offense - 3 wide receivers, a tight-end, 2 tackles, 2 guards, a center, a quarterback, 3 running backs, a place-kicker, and a return specialist. Defense - 5 down linemen, 4 linebackers (including defensive ends), 4 defensive backs and a punter.

**4.1.3** Each Division shall select an Offensive & Defensive Player, Coach, and Freshman of the Year. 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 receive a certificate. Individual award winners will receive a plaque.

### **4.2 NOMINATION PROCEDURES**

**4.2.1** A coach may nominate no more than 29 players from his team only.

**4.2.2** A player must have played in at least 66% of his team's games in order to be nominated.

**4.2.3** A player must have played at least 50% of his total games played at a particular position in order to be nominated for that position.

**4.2.4** A coach shall rank his players from 1 through 11 on the nomination form.

**4.2.5** A coach may nominate an Athlete or Freshman of the Year from his team only.

### **4.3. VOTING PROCEDURES**

**4.3.1** A coach may not vote for his own players or himself.

**4.3.2** A coach must cast votes equal to the total number of players selected on the first and second teams (29).

**4.3.3** A coach must rank his votes at each position selected.

**4.3.4** A ballot must be completely fully in order to be counted.

**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 final Conference game.

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