

University Athletic Association

BASKETBALL CODE OF CONDUCT

Statement on Sportsmanship

Each University Athletic Association member institution shall ensure that:

- **The conduct before, during, and after competition of all those representing participating institutions exemplifies the highest traditions of intercollegiate athletics.**
- **Competition is conducted in a non-discriminatory manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among spectators and participants in support of their teams.**
- **Coaches and student-athletes are encouraged to abide by the letter and spirit of the playing rules and to be gracious in both victory and defeat.**

SECTION 1. Administrative Authority

Administrative authority shall be the Basketball Sport Committee chaired by a primary athletic administrator rotating in alphabetical order by institution. In the event the primary athletic administrator is unable to serve as chair of the committee, one of the other UAA Delegates from the host institution shall serve as chair.

Appointment of Representatives The primary athletic administrator of each institution shall appoint individuals as appropriate to represent the interests of that institution at meetings of the sport committee. In the case of men's and women's sport committees that meet jointly, an institution may choose to appoint one individual to represent the interests of both its men's and women's programs. If an institution sends a single representative to a joint sport committee meeting, it shall be assumed that the individual representing the institution is authorized to cast votes on behalf of both the institution's men's and women's programs.

Replacement of Committee Chair In the event the institution designated to chair a sport committee chooses to designate its primary athletic administrator as its representative to that sport committee, another representative from that institution, who must be a member of the Delegates Committee, shall chair the sport committee in place of the primary athletic administrator.

Voting Lines The disposition of all issues considered jointly by sport committees meeting together shall be by joint vote of the committees. Results of all joint votes shall be reported by

listing the voting tallies of the respective men's and women's committees as well as the voting tally of the joint committee.

Proxy Voting There shall be no proxy voting. In the event a representative from an institution leaves a meeting of the sport committee prior to its conclusion, the vote of that individual shall not be transferred to another individual from that institution nor to any individual from another institution.

SECTION 2. Determination of Association Champion

To be eligible for the championship, an institution must complete a full schedule of games against UAA members. A full schedule of games includes a double round-robin against all member institutions competing in basketball.

The UAA champion will be determined by the best won-loss percentage of all games played against UAA members competing in a full schedule of games against UAA members as listed in the official UAA schedule published by the Association Office. Meetings between members outside the official schedule shall not be counted in the standings or statistics.

Standings shall list all UAA member institutions by won-loss percentage against UAA opponents. Institutions not eligible for the championship shall be denoted as such.

If a champion cannot be determined by won-loss percentage, co-champions shall be declared and the representative to NCAA post-season competition determined by the following criteria, applied to regularly-scheduled Association games:

- 1) Best record in head-to-head UAA competition between the co-champions;
- 2) Best record in head-to-head UAA competition between the co-champions and the subsequent finishers until a representative is determined;
- 3) Best record in UAA road games;
- 4) If this process fails to determine a representative, the representative to NCAA post-season competition shall be determined by a coin flip administered by the Executive Secretary.

If a UAA game is cancelled due to weather or some other unavoidable circumstance, every effort should be made to make up the contest. Such games must be rescheduled to maintain automatic qualification of the UAA for the NCAA playoffs.

SECTION 3. Game Management

Refer to Site Policies and Procedures and applicable sections of Policies Regarding Sportsmanship and Event Management.

Health and Safety Emergencies – Each institution shall clearly designate the person or persons who shall have the ultimate authority and responsibility to stop or resume play in the event of any health and safety emergency, and shall communicate this information to the competition officials and coaches prior to the contest. The game management responsibilities of the designated individual or individuals should be such that they are able to monitor such circumstances without distraction.

SECTION 4. Conduct of Sport

4.1 Site

Does not apply.

4.2 Format

Refer to Section 2.

4.3 Squad Size

Competitive travel squads shall be limited to 14 players in uniform when traveling by air and 15 players in uniform when traveling by bus.

The size and composition of a member institution's travel party shall be determined by that respective institution.

There shall be no limit on competitive squad size for the host institution.

4.4 Officials

The host institution shall arrange for the assignment of officials through an established officiating bureau. The host institution shall seek out the highest quality officials available. They should be paid at a rate comparable to that paid by other Division III schools in the same geographic area. An institution may, at its own discretion, obtain Division I or II officials and compensate them according to the scale for such officials in their area.

Each host institution shall arrange through its official assignor for the rotation of game officials such that the same officials are not assigned to games with the same visiting team two years in succession.

Three-person officiating crews shall be used for all Association contests.

When three officials are assigned to a game and only one reports to officiate, the start of the game shall be delayed a maximum of thirty (30) minutes. If a delay of start is not possible due to team travel arrangements, the game shall begin with one official at the originally scheduled time. As soon as a second official reports or is secured, the game shall begin. If two of the three officials assigned to a game report, the game shall start at its scheduled time. Every effort shall be made by the host institution to secure three officials to work every contest. If necessary, officials assigned to work the preceding or succeeding game shall be used as substitutes. If an official assigned to work a game reports or if a substitute is secured after the contest has begun, the assigned official or substitute shall enter the contest or replace the substitute official at the first opportunity.

The Executive Secretary shall contact all officiating bureaus contracted by UAA members and arrange for the use of a standard reporting form to evaluate the performance of officials. The form shall be available online and shall be formatted for electronic submission. It shall be the responsibility of the respective coaches to complete and return their evaluations to the UAA

Office. The UAA Office will compile the forms and forward the results to the respective assignors and primary athletic administrators. If a coach gives an official the lowest possible overall rating, that coach shall forward a game DVD from that contest to the UAA Office for forwarding to the respective officiating assignor. The form shall also include an opportunity to report any fan behavior or game management issues of concern.

All technical fouls and game ejections shall be reported to the UAA Office within two working days of the completion of the contest. A report shall be filed by the game official assessing the penalty, and both coaches shall provide their observations and comments on all such incidents via completion and submission of the officials game evaluation form.

In the event an institution develops a serious problem with a particular official working its games, that institution's primary athletic administrator shall contact the primary athletic administrator of the host institution to discuss the situation. If necessary, the primary athletic administrator of the host institution shall then work with the local officiating bureau or assignor to resolve the problem.

4.5 Rules

All basketball contests shall be conducted according to the current NCAA playing rules.

No game protests shall be allowed.

Ejection for Fighting — Notification Process In the event a player is ejected from a contest for fighting, all pertinent NCAA rules and sanctions shall apply, and the following notification protocol shall be used.

- 1) The ejection shall immediately be noted in the official scorebook as per NCAA rules.
- 2) The official scorer shall inform the host athletic director or his/her designee if not available on site.
- 3) The ejection shall be noted on all box scores before they are distributed.
- 4) The host athletic director, or his/her designee if not available on site, shall speak to the ejected player's coach at the conclusion of the game to confirm notification of the ejection for fighting.
- 5) The host athletic director, or his/her designee if not available, shall forward notification of the ejection for fighting to the UAA Office, and if the ejection occurs during the first game of a two-game weekend to the athletic director of the next host institution.

4.6 Rules Interpretation Committee

Does not apply.

4.7 Equipment

The official ball for UAA competition shall be the ball designated as the official NCAA championship ball. The host team shall provide game balls and six official balls for each team for pre-game practice. The host team shall also provide six of the official balls for other visiting team practices.

4.8 Seeding

Does not apply.

4.9 Facilities

Does not apply.

4.10 Miscellaneous Administration

Practice times for visiting teams on the home game court on Saturdays shall be available no later than 3:00 p.m. and 4:30 p.m. unless those times conflict with another varsity competition.

Alumni games and other non-varsity activities shall be scheduled so as not to conflict with these times. The standard practice length for visiting teams will be 90 minutes each for the men's and women's teams.

The host institution shall provide the visiting team with a written pre-game protocol upon the visiting team's arrival at the site of competition.

The NCAA championship pre-game protocol shall be used to introduce players and coaches prior to the start of all UAA games, alternating introductions of players with players shaking hands with each other at mid-court and coaches shaking hands at the conclusion of the introductions. The national anthem shall be played prior to both games of a doubleheader. The host institution's alma mater or other school song may be played as part of the pre-game ceremony.

It is expected that all players and coaches shall shake hands with opposing players and coaches at the conclusion of every UAA contest.

The host institution shall host a post-game social gathering for both teams following the first game of a doubleheader. The focus of the social event shall be the players and coaches of the competing teams. Admission of other individuals shall be at the discretion of the host institution. On single-game weekends, it shall be the prerogative of the host institution whether to host events after both games.

At the conclusion of the season, the Executive Secretary shall distribute a facility and services feedback survey to all head coaches. The survey shall be distributed in conjunction with the All-Association ballot. It shall provide an opportunity for feedback on facilities and services provided by host institutions as well as game management and fan behavior. Results shall be compiled by the Executive Secretary and shared with all head coaches and athletic administrators.

SECTION 5. General Guidelines

5.1 Uniforms

By mutual consent, teams may choose to reverse light and dark jerseys because of travel constraints.

5.2 Scheduling

Men's and women's teams should travel together whenever possible.

The Executive Secretary shall develop a multi-year schedule of regular-season play for consideration by the Athletic Administrators Committee. The Athletic Administrators Committee shall review, modify as necessary, and adopt such a multi-year schedule. Once a schedule has been adopted, all changes to the schedule must be approved by a unanimous vote of the Primary Athletic Administrators of all participating members. All requests for schedule changes must be initiated by Athletic Administrators and shall be coordinated through the Executive Secretary.

Starting Times — Standard starting times for evening contests shall be 6:00 p.m. and 8:00 p.m. Standard starting times for Saturday afternoon contests shall be 1:00 p.m. and 3:00 p.m. Standard starting times for Sunday afternoon contests shall be 12:00 p.m. and 2:00 p.m. Institutions may negotiate adjustments to these times to accommodate travel constraints, difficulties with media coverage, and similar factors. Such requests shall be initiated through the institutions' Athletic Administrators. If the requested changes are not mutually agreeable, the standard times shall be used.

Order of Contests — On weekends when either competing institution plays two UAA contests (e.g., Friday–Sunday or Thursday–Saturday) the women's teams shall play the first contest on Friday (Thursday) and the men's teams shall play the first contest on Sunday (Saturday). Institutions may change the order of contests for appropriate reasons if such a change is mutually agreeable to both institutions. Changes shall be coordinated by the respective Athletic Administrators through the Executive Secretary.

Host Institution Prerogatives — On weekends or mid-week dates where both institutions play a single UAA contest, the home team shall determine the order of contests and starting times, giving due consideration to the travel constraints of the visiting team.

5.3 Scouting

On site scouting of any kind will not be permitted except where teams are playing in a tournament at the same site or at multiple sites in the same metropolitan area.

On Site Exchange of Statistics and Play-by-Plays On doubleheader weekends, it shall be the responsibility of the host institution head coach from each "Friday" game or that coach's designee to provide a copy of the game stats and a play-by-play from that game with the practice balls for the visiting team scheduled for the subsequent "Sunday" game. Copies of the box scores of all "Friday" games shall also be faxed to the next travel partner site for that weekend.

Exchange of Game Videos and Scouting Information Within the UAA Member institutions may obtain informal oral reports on other UAA teams from each other.

Internet File Exchange — All games shall be recorded using digital video technology. It shall be the responsibility of each head coach or that coach's designee to scan every game file prior to its exchange to ensure that the entire game has been reproduced in good quality and with a full sound track.

Game video files shall be exchanged using an established internet file exchange service using file and compression formats as designated by that service provider. The service provider shall be recommended by the Sport Committee and approved by the Athletic Administrators Committee.

All UAA games and home non-UAA games shall be made available via the exchange service. Non-UAA road games may be made available via the exchange service, but at a minimum shall be available via DVD exchange upon request. Game video files shall be uploaded to the service provider in acceptable format, as specified by the exchange service, no later than 48 hours after the completion of games played Monday through Thursday, and no later than Monday at 3:00 p.m. Eastern time for games played Friday through Sunday. Any formatting or technical problems with game files identified by the service provider during or subsequent to uploading shall be corrected by the coaching staff responsible for its posting within these time frames.

Game files from weekend UAA games shall not be downloaded prior to the following Monday.

All game files posted on the exchange service site shall be available to all UAA coaches. There shall be no limit on the number of game files that may be downloaded. Access to the exchange service site shall be restricted to members of UAA coaching staffs, the UAA Office, and other individuals who may be approved by the Executive Secretary. Student-athletes shall not be given access to the site. Game files of UAA opponents shall not be made available to institutions outside the UAA, except as required by NCAA post-season film exchange protocols. Exceptions to these provisions shall be approved in advance by the Executive Secretary in consultation with the Basketball Sport Committee chair.

It shall be the responsibility of each head coach to notify the UAA Office of any problems with video quality or the timely posting of game files. The head coach and athletic director of the institution responsible for posting the game file shall also be notified. The UAA Office shall produce a summary report of all such incidents for distribution to all head coaches and athletic directors at the conclusion of the season.

In the event a particular game video cannot be made available for open exchange, the Executive Secretary in consultation with the Sport Committee Chair shall determine how the situation shall be handled, including the embargoing of other game videos as they may deem appropriate.

Protocol for Filming Basketball Games — The following procedures shall be used as a procedural guide in filming all UAA contests:

- 1) All filming shall be done using a digital format camera.
- 2) The camera shall be set on a tripod so it can pan the entire court as well as zoom in on both ends of the court. The camera shall be attended throughout the game. The sound shall be turned on, however, the operator shall refrain from making comments which may be picked up by the recorder.
- 3) At the start of each half, after each basket, and when the ball is put in play after a dead ball situation, pan the entire court. As play proceeds to one end of the court, zoom to that end of the court **keeping all ten players within the field of view.**
- 4) Shoot all foul shots in their entirety.

- 5) On inbound plays where the camera has been stopped, begin shooting as the official calls the teams to initiate play.
- 6) Shoot the scoreboard or announce the time and score at the start of each period, at each time out, and at each extended dead ball situation. During time outs, keep the camera running long enough to identify the situation as a time out.
- 7) DVD Copies of Game Films — all fixed media copies of game films shall be made on Digital Video Disc (DVD) using industry standard DVD-R format and shall include the audio track as well as video.

Copy of Game DVD for Visiting Team — The host institution shall make provisions for dual recording of the contest and shall provide the recording equipment, cables, camera, and DVD's required for this purpose. At the conclusion of the game, one DVD of the game shall be given to the head coach of the visiting team.

Visiting teams may request that the host institution record the contest simultaneously on media provided by the visiting team (e.g., laptop, portable hard drive). The host institution, at its discretion, shall honor such requests if its recording system and equipment can accommodate the additional media without compromising the quality or production of the primary recording.

Exchange of Scouting Information Outside the UAA Member institutions may obtain informal oral reports on other UAA teams from institutions outside the UAA. Video reproductions (films, tapes, discs, or electronic files) of games played by UAA teams may not be obtained nor exchanged.

Member institutions may not provide information of any kind on UAA teams to institutions outside the UAA. A member institution may exchange video reproductions of its own contests with an outside institution only if the contest does not involve another UAA institution. This provision shall apply regardless of whether the outside institution competes against other UAA teams.

5.4 Statistics

Refer to Site Policies and Procedures.

5.5 Organizational Meetings

Each year the head basketball coaches should meet to discuss scheduling and other UAA organizational matters pertaining to the basketball competition. This meeting shall be held during the first two weeks in May on a day to be determined by the Executive Secretary in consultation with the Sport Committee Chair and taking into account all scheduled end of year UAA-campus, student-athlete recognition events. Sport Committee members shall be informed of the selected date prior to the end of the regular season schedule of games.

SECTION 6. Awards

6.1 Team Champion

Team trophy to be awarded to champion or co-champions.

Individual certificates to be awarded to the members of the championship team.

6.2 All-Association Team

At the conclusion of the regular season, each head coach shall vote for fourteen (14) players from other UAA institutions listing them in rank order for selection to the All-Association Team. The seven players receiving the highest total points from the rank order ballots shall comprise the All-Association First Team, and the next seven players receiving the highest total points shall comprise the Second Team. Players receiving votes but not selected shall receive honorable mention recognition. Any ties for the seventh position on either team shall be resolved by counting the number of ballots on which the players appear, with the player(s) appearing on the most ballots being selected.

In the event the distribution of votes results in an incomplete second team, the Executive Secretary shall consult with the Sport Committee chair to determine whether a supplemental ballot shall be distributed to facilitate selection of a full complement of players to the second team. A mechanism appropriate to the situation and consistent with established selection procedures shall be determined by the Executive Secretary in consultation with the Sport Committee chair.

6.3 Player of the Year

The Player of the Year shall be selected by ballot of the coaches. At the conclusion of the regular season, each head coach may nominate one of their own players for consideration as Player of the Year. Coaches may not nominate players from other teams. A ballot will be compiled and distributed by the UAA Office. Each head coach shall vote for three players listed in rank order. Coaches may vote for members of their own teams in the balloting for the Player of the Year. The player with the highest total points from the rank order ballots shall be declared the Player of the Year.

6.4 Rookie of the Year

The Rookie of the Year shall be selected by ballot of the coaches. Only traditional, first-year student-athletes shall be eligible. At the conclusion of the regular season, each head coach may nominate one of their own players for consideration as Rookie of the Year. Coaches may not nominate players from other teams. A ballot will be compiled and distributed by the UAA Office. Each head coach shall vote for three players listed in rank order. Coaches may vote for members of their own teams in the balloting for the Rookie of the Year. The player with the highest total points from the rank order ballots shall be declared the Rookie of the Year and shall receive a certificate in recognition of selection.

6.5 Coaching Staff of the Year

The Coaching Staff of the Year shall be determined by ballot of the head coaches. Awards shall be made to all members of the selected coaching staff.

SECTION 7. Miscellaneous**7.1 Compliance with Deadlines**

Coaches and other responsible individuals shall comply with all deadlines for the exchange or submission of materials and information as specified in the Code of Conduct. In the event of a missed deadline, the designated recipient shall notify the Association Office immediately. The Executive Secretary shall then notify the primary athletic administrator of the institutions involved, and that primary athletic administrator shall take action to ensure compliance with the specifications of the deadline.