

University Athletic Association

FOOTBALL 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 Football 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

The Association champion shall be determined by a single round-robin. The champion(s) shall be the team(s) compiling the highest point total, awarding 2 points for each win and 1 point for each tie in Association play. In the event of a tie, co-champions shall be declared.

SECTION 3. Game Management

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

Lightning and Health & Safety Emergency Policy – In conducting Association competition, the game management staff and game officials shall follow the NCAA Guideline on Lightning Safety as published in the NCAA Sports Medicine Handbook. All coaches, participants, and officials shall cooperate fully in this regard. Protocols and emergency plans shall be discussed with the coaches during the pre-competition meetings or conference calls as appropriate.

Game management staff and the head competition official shall monitor local weather conditions to the best of their ability. In the event of lightning, once a flash-to-bang count of 30 seconds (equivalent to six miles) is observed play shall be suspended and all personnel shall be directed to leave the field of play and take shelter in a safe structure. Play shall remain suspended until at least 30 minutes after the last flash of lightning or sound of thunder unless the head competition official can reasonably determine the threat of lightning has passed.

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 lightning or other health and safety emergencies, 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

Single round-robin competition among UAA members.

4.3 Squad Size

Competitive travel squads are limited to a maximum of 55 players in uniform.

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.

There will be a minimum of seven (7) officials on the field plus one competent person in charge of the operation of the game clock.

The Executive Secretary shall contact all officiating bureaus contracted by UAA members and arrange appropriate means for coaches from visiting teams to evaluate the performance of officials. The host institution shall provide head coaches with forms for evaluating officials prior to the start of each contest. It shall be the responsibility of the respective coaches to complete and return their evaluations to the respective officiating bureaus.

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 football competition will be governed by NCAA rules. In case of inclement weather or travel delay, the university officials of the competing schools will decide jointly as to when the game will be played, preferably the same day or the following day.

In the event a tied game cannot be played to completion under NCAA tie-breaking procedures because of darkness, travel constraints, or other circumstance, the contest shall stand as a tie.

No game protests shall be allowed.

Ejection for Fighting — In the event a player or other individual is ejected from the contest for fighting, that individual's institution shall notify the Executive Secretary of the ejection on the Monday following the contest. The Executive Secretary shall, in turn, notify those UAA institutions whose contests with that institution are scheduled during the individual's resulting period of suspension.

Sideline Tarps — If a protective tarp is used to cover the sideline bench area, it shall be placed no closer to the sideline than the players box, and NCAA rules regarding the marking of the coaches line shall be followed.

4.6 Rules Interpretation Committee

Not applicable.

4.7 Equipment

Each team shall be responsible for providing its own game communication equipment and backup if any. If there is a breakdown of equipment the unaffected team may continue to use its equipment.

The official ball for Association contests shall be designated by the Sport Committee. (The Wilson 1001, Wilson 1005, and Wilson GST 1003 are currently designated the official ball for UAA play.) The host institution shall have available four (4) game balls for the contest. In the event of bad weather, the host institution shall make six (6) game balls available for the contest.

The host institution shall provide a kicking net for use by the visiting team. The net shall be a two-tiered net that enables use for both placekicking and punting. The net provided to visiting teams shall be of at least equal quality to that provided for the home team.

The host institution shall provide a 25-second clock on the field of play.

4.8 Seeding

Does not apply.

4.9 Facilities

The host institution shall provide facilities in the press box or spotting area for the visiting team coaching staff comparable to those provided to the home team.

4.10 Miscellaneous Administration

Eligibility will be determined by NCAA rules.

SECTION 5. General Guidelines

5.1 Uniforms

As per NCAA regulations.

5.2 Scheduling

To be determined by the Athletic Administrators Committee.

The “named” games (Chicago-Washington Founders Cup Game and Carnegie Mellon-Case Academic Bowl) shall be scheduled on the last weekend of the regular season.

The standard starting time for all contests shall be 12:00 noon local time. This time may be adjusted by mutual consent of the competing teams to any time that is mutually agreeable. If the competing teams cannot agree upon an adjusted time, the standard starting time of 12:00 noon shall be used. **Exception:** In the event a host institution will use the same natural grass field for

both Association football and soccer contests on the same day, the host institution shall have the prerogative of adjusting the starting time at its discretion.

The host institution shall provide the visiting team with a written protocol for pre-game and halftime activities by the Wednesday immediately preceding their respective contest.

5.3 Scouting

The following policies shall also apply to games played in the combined UAA-NCAC schedule. For purposes of game video exchanges, the schedules of UAA and NCAC games shall be treated as one conference with open access to all games.

There shall be no on-site scouting of any kind by members of the UAA.

Information on opponents, including films and oral and written reports, shall only be exchanged directly between opponents prior to their meeting.

Members of the UAA shall **not** seek information, including films and oral and written reports, on other UAA teams from third parties nor shall they provide such information on other UAA teams to third parties regardless of whether those parties are members of the UAA.

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.

Teams shall exchange films shot from both sideline and end zone angles. The standard exchange (uploading) format for all games shall be a single-file, full-game intercut of wide-angle/endzone-angle for each play in game sequence.

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.

Game video files shall be uploaded to the service provider in acceptable format, as specified by the exchange service, on Saturday evening. In the event a team is playing a non-NCAC/UAA team on the road and cannot get the game uploaded Saturday evening, it is their responsibility to notify the other coaches what time to expect that the game will be uploaded. 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 the game file upload as soon as possible. Other coaches shall also be notified of any resulting delays as soon as possible.

UAA and NCAC teams shall have access to all games on each team's schedule via internet exchange. In the event that 3 games have not been played prior to two teams playing each other, scrimmage films shall be included in the exchange. All exchanges shall be made on the basis of comparable format, e.g. game film for game film, scripted scrimmage film for scripted scrimmage film, intrasquad scrimmage film for intrasquad scrimmage film. Every attempt should be made to exchange three films of comparable format or, in turn, two films or one film as appropriate.

In the event of unforeseen circumstances that prevent posting a game film to the internet exchange service, exchanges shall be completed using Federal Express Standard or Priority

Services or equivalent direct-delivery services. Films of the two least recent contests prior to the meeting shall be delivered no later than Wednesday of the week prior to the scheduled contest. The film of the game played the weekend immediately prior to the scheduled contest shall be sent by bus, air freight, or express courier service and delivered no later than 12:00 midnight on Sunday of the week of the contest.

Game films shot from the sideline perspective shall be recorded using digital-format equipment according to the following protocol:

- 1) Games will be taped in sequence; i.e., play-by-play rather than splitting offensive and defensive plays.
- 2) The chains will be shot prior to every play.
- 3) Begin shooting the play as the offensive team breaks the huddle or aligns on the ball (no huddle offense) such that all shifts in formation and preliminary motions are included with each play. It is important to begin filming early on each play. Pan to include all 22 players in their initial alignments.
- 4) Prior to the snap, crop to include all offensive backs through the first line of defensive backs (approximately 10 yards on each side of the ball).
- 5) On the snap pan to best shot possible as play develops.
- 6) Game films shall be exchanged via the designated internet exchange service. This includes footage shot from the end zone angle.

At the conclusion of each contest between UAA opponents, the home team shall furnish the visiting team a copy of the game film shot from the end zone angle.

5.4 Statistics

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

5.5 Organizational Meetings

The sport committee shall meet annually in November on the second Sunday or Monday immediately following the conclusion of regular season play. The meeting site shall rotate alphabetically among the members of the committee.

In the event one or more member institutions are selected to compete in the NCAA Division III championships, appropriate consideration shall be given to changing the meeting day and location to accommodate the competing team(s).

SECTION 6. Awards

6.1 Team Champion

The Association champion is determined by a single round-robin.

Team trophy and individual certificates will be awarded to the champion.

6.2 All-Association Team

The All-Association Team shall be selected by ballot of the head coaches and consist of a first and second team on offense, defense, and special teams. The offensive team may include 13 position players, and the defensive teams may include 12 position players. The special teams players shall be a placekicker, punter, a punt return specialist, and a kickoff return specialist. The allocation of positions within the offensive and defensive teams shall be determined by the Sport Committee.

During the second-to-last week of the season Coaches may nominate up to eleven (11) position players on both offense and defense and four special team players from their own teams for consideration. A composite ballot shall be compiled and distributed by the Executive Secretary for a straw vote of the head coaches at the beginning of the last week of the regular season. In the straw vote, coaches shall rank order all players within each position grouping, including their own players.

The straw vote shall be compiled by the Executive Secretary for use by the sport committee in determining the final selections at the meeting of the sport committee. Coaches may withdraw nominees at the sport committee meeting. Voting for the first teams shall be conducted by position, followed by a separate round of voting for the second teams. Coaches shall not vote for their own players. Players receiving the most votes at each position shall be selected. All ties shall be resolved at the discretion of the sport committee. Players receiving votes but not selected to the first or second teams shall receive honorable mention.

As determined by the Sport Committee, the allocation of positions on each team shall be as follows:

<u>Offense</u>	<u>Defense</u>	<u>Special Teams</u>
1 center	4 linemen	1 place kicker
2 guards	2 inside linebackers	1 punter
2 tackles	2 outside linebackers	1 kickoff returner
1 tight end	2 cornerbacks	1 punt returner
2 receivers	2 safeties	1 undesignated
1 quarterback		(e.g., long snap, kick cover, ...)
1 fullback		
2 running backs		
1 unallocated position *		

* The unallocated 13th offensive position may be assigned to the tight end, receiver, fullback, or running back positions at the discretion of the Sport Committee.

At the conclusion of the voting for all teams, each head coach shall have the opportunity to designate up to two individuals from his team to be included in the listing of those players receiving honorable mention.

6.3 Players of the Year

One offensive, one defensive, and one special teams Player of the Year shall be selected by ballot of the head coaches from among the members of the All-Association First Team. Each

coach may nominate one offensive, one defensive, and one special teams player at the meeting of the sport committee. After discussion of the nominees, each coach shall vote by listing in rank order three offensive, three defensive, and three special teams players. The respective Players of the Year shall be the individuals receiving the highest point totals in the rank order balloting. Coaches may vote for members of their own teams.

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. Each coach shall submit the names of 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.

7.2 Practice on the Game Surface

The host institution shall make every attempt to accommodate requests by the visiting team for a block of practice time, of up to one and one-half hour, on the game surface the day prior to the contest. Requests for practice time shall be made at the earliest possible opportunity and, at a minimum, one month prior to the contest.

7.3 Procedures in the Event of a Forfeit by Prior Arrangement

In the event circumstances require a team to forfeit a contest by prior arrangement, the following procedures shall apply:

- 1) For purposes of won-loss standings within the Association, the team to which the game is forfeited shall be credited with a win (2 points in the standings), and the team forfeiting the contest shall be credited with a loss (0 points in the standings).
- 2) Game films to be exchanged with the next opponent of the forfeiting team shall not be exchanged prior to the Saturday on which the forfeited contest was scheduled to be played.

- 3) The forfeiting team shall not practice, review game films, or conduct meetings with players in preparation for their next opponent until the Sunday following the date of the forfeited contest. Team and individual conditioning workouts and rehabilitative workouts may be scheduled during this period.

The principles upon which these procedures are based are to not penalize the team to which the contest is being forfeited, and to not allow the forfeiting team to gain an unfair advantage over its next opponent by beginning preparation earlier than it would have normally begun. At the same time, conditioning and rehabilitation activities are permitted to continue while limitations on teams are in force in order not to unnecessarily disadvantage individual student-athletes.