

University Athletic Association

Policies for the Conduct of Athletic Competition

2011-12

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University Athletic Association

Statement on the Role of Athletic Competition Within the Association

Members of the University Athletic Association seek to provide a high-quality intercollegiate athletic experience to their student-athletes. Toward that end, their athletic programs are extracurricular activities conducted primarily for students. These programs are conducted in a manner integral to the institution and complement the academic experience. They are expected to be consistent with the quality of the academic environment within which they exist.

Members of the Association seek to provide a consistent and challenging level of athletic competition that promotes the achievement of excellence among all participants. Inherent in that notion of excellence is the caliber of the total athletic experience and its proper relation to the academic environment within which these programs are grounded.

Competition within the University Athletic Association is conducted within the framework of the following guiding principles.

- Competition within the Association should be given the highest priority by member institutions and should provide the greatest benefit to the greatest number of student-athletes on the greatest number of teams.
- As a means toward that end, competition within the Association should provide teams and student-athletes with the opportunity to achieve the highest level of performance possible and priority should be given to means that promote these ends.
- There will exist an inherent tension between these two principles. Member institutions should seek to achieve an appropriate balance between them and whenever possible avoid accomplishing one at the expense of the other.
- Competition within the Association should provide student-athletes a substantial regular-season competitive experience and/or a season-ending competitive opportunity of high quality, comparable to the caliber of experience generally suggested by national championship standards.
- Competition within the Association should be conducted under a format that provides the fairest and most comprehensive means of determining an Association champion.

University Athletic Association

Statement on Sportsmanship

It is the responsibility of each University Athletic Association member institution to ensure that:

- The conduct before, during, and after competition of all those representing the 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.

This Statement on Sportsmanship shall be included in the Code of Conduct of each Association sport.

University Athletic Association

Policies Regarding Sportsmanship

and

Event Management

The members of the University Athletic Association affirm their collective and individual commitments to the principles of good sportsmanship. Such principles are contained in the UAA Statement on Sportsmanship. In an effort to emphasize these principles and promote individual responsibility for their implementation among administrators, coaches, student-athletes, and those others involved in the conduct of athletic competition, the members of the University Athletic Association have adopted the following policies:

1. It shall be the responsibility of the Primary Athletic Administrator to review the UAA Statement on Sportsmanship with student-athletes, coaches, and game personnel prior to the start of each season in each sport.
2. Primary athletic administrators, athletic directors, and head coaches shall set and maintain a high level of expectation among staff members and student-athletes regarding standards of conduct and good sportsmanship. Further, they shall by their own actions set an example for the implementation of such standards.
3. A statement on sportsmanship and fan behavior shall be posted at competition sites, included in all printed game programs, and read over the public address system prior to each contest.
4. The host institution shall provide and identify an administrator or game management supervisor at all home contests who shall be responsible for security of the field and bench areas, and who shall be able to summon assistance if necessary. This individual shall be made known to the appropriate members of the visiting team travel party.
5. It shall be the responsibility of such an administrator or supervisor to take action to maintain an atmosphere conducive to good sportsmanship.
6. The head coach shall be responsible for the conduct of all bench personnel. The Primary Athletic Administrator or a designated representative, other than the coach, shall be responsible for the conduct of other sideline or courtside personnel.
7. It shall be the responsibility of the Primary Athletic Administrator to meet personally with any player, coach, or other game personnel ejected from an athletic competition to discuss the incident and any appropriate response.

Any player, coach, or other game personnel ejected from an athletic competition shall be escorted from the site of competition to a secure area. It is suggested that a staff member from one of the competing institutions remain with the individual until the individual rejoins the team at the end of the contest.

8. It shall be the responsibility of coaches to ensure that no one leaves the bench area to become a secondary participant in any altercation or other incident.

Public Address Statement on Sportsmanship and Fan Behavior

Per the University Athletic Association Policies on Sportsmanship and Game Management the following statement shall be read over the public address system prior to all UAA contests and championships.

The statement shall also be posted at the playing site and published in game programs if such are provided. It is suggested that the statement be posted at the entrance(s) to the competition site and at the ticket window(s) if admission is charged.

The statement may be adapted to circumstances specific to the host institution, however the spirit and intent of the statement should be retained. Optional paragraphs pertaining to intimidating actions, and possession or consumption of alcohol and use of artificial noise makers are provided for use as deemed appropriate by the host institution.

Game Statement Text

“Ladies and Gentlemen:

[School Name] _____ and the members of the University Athletic Association are committed to principles of good sportsmanship. We believe that all student-athletes, coaches, and spectators should strive to represent the very best spirit and tradition of intercollegiate athletics. We request your cooperation by supporting the participants and officials in a positive manner.

[Optional] Profanity; sexist, ethnic, or 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.

[Optional] Also, consumption or possession of alcoholic beverages and the use of artificial noisemakers is prohibited.

Thank you.”

University Athletic Association

Committee Procedures Regarding

Site Policies & Procedures and Codes of Conduct

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.

Authority to Recommend and Approve Changes

The UAA Bylaws provide that the Sport Committees shall update a handbook for the conduct sports in which the UAA sponsors competition. These handbooks are the *Site Policies & Procedures* and *Codes of Conduct* of the UAA. They govern all aspects of UAA competition.

Proposals to modify these documents may be initiated by the respective Sport Committees or by the Athletic Administrators Committee. Modifications to the documents initiated by the Sport Committees are forwarded to the Athletic Administrators Committee for review. The Athletic Administrators Committee is empowered to approve most recommendations. Recommendations concerning significant policy, student-athlete welfare, or financial issues must be forwarded to the Executive Committee for review and final approval by the Delegates Committee. Only those proposals recommended for approval by the Athletic Administrators Committee are forwarded to the Executive Committee for review by the Delegates Committee.

Based on the provisions of UAA Bylaw III-2-b:

- 1) The Athletic Administrators Committee shall provide for the final disposition of proposed changes to the Site Policies and Procedures and the Codes of Conduct as they relate to the general conduct, rules, and management of athletic competition.

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- 2) The Delegates Committee shall provide for the final disposition of proposed changes to the Site Policies and Procedures and the Codes of Conduct when a proposed change raises a significant issue regarding the stated policy or philosophy of the Association, may have a significant impact on student-athletes, or may result in significant expense to the Association or to individual institutions.
 - 3) The chair of the Athletic Administrators Committee shall consult with the chair of the Executive Committee to determine whether specific changes to the Site Policies and Procedures or Codes of Conduct require review by the Executive Committee or Delegates Committee per Bylaw III-2-b. If either chair determines such a review is necessary, the proposed change shall be reviewed by the Delegates Committee, or Executive Committee acting for the Delegates Committee, as appropriate.
 - 4) Any proposed change shall also be reviewed by the Delegates Committee, or the Executive Committee acting for the Delegates Committee, upon request of three members of the Delegates Committee from different institutions or three members of the Athletic Administrators Committee from different institutions. Such request shall be made in writing to the chair of the Executive Committee.

University Athletic Association

SITE POLICIES AND PROCEDURES

SECTION 1. Scheduling of Contests, Postponements, Delays, and Rescheduling

1.1 Decision on Travel — Dangerous Travel Conditions

In the event of dangerous travel conditions, the decision on game postponement shall be made by the primary athletic administrator or other appropriate athletic administrator of the visiting institution at the time of travel. The only consideration given in such a situation shall be the safety of the members of the travel party.

1.2 Completion or Rescheduling of Suspended or Postponed Contests

In the event a game is postponed or suspended, every effort shall be made to reschedule or complete the contest at an appropriate time.

If both teams are at the designated site of competition every effort shall be made for both teams to remain at the site of competition and play the contest to completion later that day or the following day as necessary.

If either team is not at the site of competition or cannot remain on site, an alternate date shall be selected by mutual consent of the primary athletic administrators of the competing institutions. In the event the rescheduling may involve substantial expenditures beyond budget, a decision on rescheduling may be delayed until an appropriate point in the season. Due consideration shall be given to the effect of not rescheduling on the potential selection of either team or any other Association teams to post-season play whether through automatic qualification or at-large selection.

1.3 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 1.4 Policy on Scheduling of UAA Events— Student Availability

Athletic scheduling shall be done in a manner that seeks to maximize the overall competitive experience for the greatest number of student-athletes across the greatest number of member institutions.

Scheduling of athletic competition shall be done in a manner that seeks to minimize conflicts with the academic responsibilities of student-athletes. That is it should seek to minimize conflicts for the greatest number of student-athletes across the greatest number of member institutions while taking in account the need to provide a reasonable schedule of competition.

Whenever possible, reasonable consideration shall be given to the needs and constraints of member institutions and possible conflicting events on their respective campuses or metropolitan areas.

As a body comprising non-sectarian institutions, the University Athletic Association does not schedule athletic competition with regard to religious holy days. The Association recognizes that from time to time student-athletes may need to make choices regarding their participation in specific athletic events based upon personal religious beliefs and practices. The Association strongly encourages all member institutions to ensure that student-athletes are not unduly disadvantaged by making such personal choices.

Although the Association does not schedule athletic competition with regard to religious holy days, it may take into account the availability of significant numbers of student-athletes to compete on specific dates. When it becomes apparent that a significant number of student-athletes may, for personal reasons, not be available to compete such that the fairness or quality of competition or the overall athletic experience of the competition may be adversely affected, consideration may be given to adjusting the scheduling of athletic competition accordingly. In giving such consideration, due care shall be taken that the accommodation of some student-athletes does not simply displace a conflict to other student-athletes.

This policy recognizes that there will inevitably be circumstances in which student-athletes will need to make choices on whether to compete based on personal circumstances.

SECTION 2. Forfeit & Game Delay Policies

Because of the substantial travel expenses of visiting teams and the uncertainty of travel delays, it shall be the policy of the UAA that no contest shall be declared forfeit or cancelled except by the mutual consent of the primary athletic administrators of the competing institutions. Game officials are to be instructed that there shall be no limit on the grace period extended to a visiting team delayed by travel nor shall there be a limit on the time given to the host institution to repair unacceptable field conditions caused by inclement weather or other circumstances. If required by the policy of the local officiating bureau, officials shall be compensated for excessive delays. The Executive Secretary shall inform regional officiating bureaus of this policy prior to the start of each season.

Section 3. Game Protests

No game protests shall be allowed. Game protests are distinguished from protests in individual sports (i.e., cross country, swimming and diving, track and field, etc.) regarding qualification or disqualification of specific participants or performances. They are also to be distinguished from protest procedures in team sports that are explicitly provided for in the rules of the respective sport (e.g., volleyball) and which can be immediately adjudicated by a Rules Interpretation Committee at the site of competition.

SECTION 4. Medical Support Services To Be Provided

4.1 Amenities

The host training facility shall provide the following amenities: water jugs, cups, and towels on the bench prior to the start of pre-game warm-ups and in the locker rooms when requested, to include ice and cups in sufficient numbers to accommodate the visitors. In addition, a taping table shall be provided on the sidelines for all football and soccer contests.

4.2 Treatment

The visiting team shall contact the host trainer prior to arrival to notify the host if a trainer will NOT accompany the team and to discuss any special needs that can be identified at that time. If a visiting student-athlete requires treatment beyond what would be considered normal for the situation, e.g. modalities, muscle contraction, etc., and if the visiting trainer is not traveling with the team, then the visiting trainer MUST send a written description of the treatment to be applied. A host trainer will not be allowed to administer any treatment of this nature except in an emergency situation.

4.3 UAA Championships and Round-Robin Contests

A Certified Athletic Trainer shall be available plus additional training staff as judged necessary by the host institution's Certified Athletic Trainer.

Training rooms shall be open and available to participants for an appropriate length of time prior to the start of competition at all championship events, as determined by the host institution's Certified Athletic Trainer in consultation with the championship director.

4.4 Emergency Equipment

The host training facility shall make available emergency medical equipment as required by the visitors. This will eliminate the need to travel with such equipment, e.g., stretchers, crutches, immobilizers, etc. All equipment that is borrowed must be returned at the earliest convenience upon returning home from the trip.

4.5 Emergency Assistance

The host training facility shall provide the visitors with a list of emergency phone numbers. These numbers should be those that the home team would use in a similar situation.

4.6 Team Physician

The host institution shall make available their team physician and/or associates as required by the visitors. The team physician or his/her designate shall be on site for all football games.

4.7 Facilities

The host will provide training and treatment facilities whenever and wherever possible upon request.

4.8 Supplies

All teams shall travel with an appropriately stocked first aid kit. The kit shall be checked prior to traveling.

4.9 Emergency Transportation

The host shall provide for emergency medical transportation. An ambulance shall be on site for all football contests.

Section 4.10 Return to Play Decisions

When a team is traveling without its own Certified Athletic Trainer or with only a student assistant trained in first aid, that team's coach and/or student assistant shall consult with the host institution's Certified Athletic Trainer regarding all return to play decisions for student-athletes injured during Association competition.

It is the policy of the member institutions of the University Athletic Association that once a visiting-team student-athlete has entered the care of the athletic training staff or medical staff of the host institution, all decisions regarding continued participation by that student-athlete in further athletic competition shall be at the sole discretion of the host institution athletic training or medical staff. It is expected that coaches and all other athletic staff will cooperate fully in the enforcement of this policy.

SECTION 5. Sports Information Services – Minimum Standards

5.1 Football

The SID or his/her representative must be available in the press box to provide the following:

- Services
 - a) Working space arrangements for visiting SID as well as his/her staff and media members.
 - b) Admissions to stadium for visiting working staff and media.
 - c) Availability of sideline passes or permission procedures.
 - d) Access to telephone after game, preferably in press box.
 - e) Programs (for coaches and players) and stats for visiting coaches before and after game.
- Numerical roster
 - a) Updated and available prior to game and includes all players dressed for that particular game.
 - b) Augmented with pronunciation guide or orally presented to public address announcer, radio broadcaster, etc.
 - c) Augmented with position, height, weight, class, and hometown, all of which could be supplied on an additional alphabetical roster.
- Prompt and accurate statistics
 - a) Final team and individual statistics.
 - b) Brief halftime statistics.
 - c) Scoring summary.
 - d) Updated cumulative season statistics available prior to game.
- Play-by-play provided in either typed or legible hand written form.

5.2 Basketball

The SID or his/her representative shall be available prior to game and provide the following:

- Services
 - a) Working space arrangements for visiting SID/statistician.
 - b) Access to telephone after game.
- Numerical roster
 - a) Updated and available prior to game and includes all players dressed for that game.
 - b) Augmented with pronunciation guide or orally presented to public address announcer, radio broadcaster, etc.
 - c) Augmented with position, height, weight, class, and hometown, all of which could be supplied on an additional alphabetical roster.
- Prompt and accurate statistics
 - a) Complete NCAA Quickie Half-time stats delivered on the floor or to the locker room as soon as possible.
 - b) Complete NCAA box summary.
 - c) Updated cumulative season statistics available prior to game.

- Play by play provided in either typed or legible hand written form

5.3 Soccer, Baseball, and Volleyball

The SID or his/her representative shall be available prior to game and provide the following:

- Services
 - a) Working space arrangements for visiting SID/statistician.
 - b) Access to telephone after game.
- Numerical roster
 - a) Updated and available prior to game and includes all players dressed for that game.
 - b) Augmented with pronunciation guide or orally presented to public address announcer, radio broadcaster, etc.
 - c) Augmented with position, height, weight, class, and hometown, all of which could be supplied on an additional alphabetical roster.
- Prompt and accurate statistics
 - a) Complete NCAA box summary for soccer and baseball
 - b) Updated cumulative season statistics available prior to game.

5.4 University Athletic Association Championships

The SID or his/her representative available prior to tournament to provide the following:

- Services
 - a) Working space for visiting SID/statistician/scorekeeper as well as his working staff and media members.
 - b) Access to telephones during the championship.
 - c) Program available to all working staff and UAA participants.
- Numerical roster (when applicable)
 - a) Updated and available prior to game and includes all players dressed for that event.
 - b) Augmented with pronunciation guide or orally presented to public address announcer, radio broadcaster, etc.
 - c) Augmented with position, height, weight, class, and hometown all of which should be supplied on an additional alphabetical roster.
- Prompt and accurate statistics
 - d) When applicable, NCAA box form, or traditional result sheet
 - e) Updated cumulative season statistics or results available prior to tournament.

5.5 Miscellaneous Standards and Services

Results called to area Associated Press bureaus and *USA Today* in football, men's and women's basketball, men's and women's soccer, baseball, and volleyball.

All statistics and results shall be forwarded to the Association office by computer immediately following the contest or tournament. The Association office will then update the computer files for access by the other SID's in the Association.

Include all UAA SID's on regular distribution lists for sports information:

Provide UAA SID's rosters, preseason and final season information whenever possible.

Respond to requests of UAA SID's in a timely fashion.

Provide prompt game/match/meet results of all UAA events not mentioned above to all UAA members via the computer network as soon as possible after the completion of an event.

Adhere to the Sports Information Director Code of Ethics and all general principles of the College Sports Information Directors of America. CoSIDA membership is strongly encouraged.

SECTION 6. Travel Support

To assist visiting teams in making travel arrangements, it is recommended that each institution make available on its athletic department web site information related to lodging, dining, ground transportation, parking, and other appropriate travel logistics per the following.

6.1 Lodging

The host institution shall assist all UAA member institutions by providing a listing of hotel accommodations in the area. It is recommended that one specific hotel be identified as a "UAA" hotel and that a special rate be established for all UAA members. This rate should be good across the board, i.e., the rate that applies for football should also apply to golf. It is recommended that the name and number of a specific contact be given to all UAA members. In addition, the hotel that is identified should be given the names and numbers of all the UAA Athletic Directors and/or travel coordinators.

6.2 Dining

Each member institution should send out a listing, including phone numbers, of all restaurants that are close to both the campus and/or the UAA hotel. In addition, the host school shall provide information on the possibilities for on-campus food service.

6.3 Ground Transportation

Each member should send out a listing of local transportation companies that can assist visitors with both bus and van rentals. As with the hotel, it is recommended that the host try to establish a "UAA Rate" for all member institutions. Again, an exchange of names and numbers is important.

6.4 Parking

The host institution should provide visiting teams with directions for parking vans and buses. This information should be made available prior to arrival and should include parking passes if needed.

SECTION 7. Towels and Lockers

7.1 Towels

The host institutions will provide towels for both the bench areas and for the players following both practices and games. Soap will also be included for the showers. Team managers for the visiting teams will be responsible for picking up and returning all towels.

7.2 Locks

Visiting teams will provide their own locks for lockers.

7.3 Locker Rooms

The host institutions will provide a locker room that can be locked wherever possible. In the event that a locker room cannot be locked, the host institution will provide a locker room proctor to monitor the area as required for both practices and games. In the event that the locker room cannot be locked, the host shall make arrangements so that it will remain private (used only by the visiting team and not shared with recreational users, etc.).

7.4 Miscellaneous

The host shall provide a dry erase board, marker, and eraser in the visiting team locker room.

SECTION 8. Laundry Service

In the event that a visiting team is staying overnight or for an extended period of time, the host institutions will provide laundry service for practice and game uniforms only. Arrangements for laundry service should be made well in advance to allow time to arrange for staff schedules as required. Visiting team managers will deliver and pick up laundry at the time designated by the host equipment manager.

SECTION 9. Ticket Policy

Member institutions may charge admission at UAA championships and round-robin events (e.g. football, soccer, and basketball games).

A liberal ticket policy consistent with NCAA regulations (i.e. limit of four tickets per player) shall be in effect for all UAA games, matches, and tournaments. The host institution shall accommodate all reasonable requests for passes made by a visiting institution. All requests should be made at least 48 hours in advance of the scheduled contest. A list will be left at the ticket window. All requests shall be forwarded to the Director of Athletics of the home institution for administration.

Valid *Student Identification Cards* of UAA member institutions shall be honored for admission to all athletic contests hosted by UAA member institutions. One admission shall be provided per valid I.D. NCAA championship events shall be excluded, however, per policy of the NCAA.

SECTION 10. Practice Time and Facilities

Championship facilities and practice time should be available and ready for visiting teams the day and/or evening prior to all championships. Time of practice must be requested by the visiting team per the direction of the host institution as noted in the pre-meet information distributed to all coaches.

Visiting teams shall be given the opportunity to practice on the game surface the day before and the day of a scheduled contest. Time of practice must be requested by the visiting team at least one week in advance. In the event that the facility is not available, an alternate site should be secured by the host institution. Every effort must be made to accommodate these requests.

Where feasible host institutions should accommodate requests for meeting rooms and audiovisual equipment to view game DVD's at no cost to the visiting team. Such requests must be made at least one week in advance.

SECTION 11. Miscellaneous Amenities

11.1 Student-Athlete Social Gatherings

It is highly recommended that the host institution provide an opportunity for a modest social gathering for the students, coaches, and administrators following all UAA contests and championships. The time of this event should be announced well in advance so that all teams can plan ahead and make the appropriate arrangements. At Association championships, the host institution may pass on all or a portion of the cost of such gatherings to all participating institutions up to a limit of \$14.00 per person. This limit shall be reviewed, and adjusted as necessary, on a regular basis by the Athletic Administrators Committee.

11.2 Alumni Functions

Host institutions shall make every effort to accommodate requests for space for alumni functions. Requests for space should be made as far as possible in advance to assure the best possible location and service.

11.3 Phone Lines for Student Radio Broadcasts

Host institutions shall make available to student radio stations of visiting UAA institutions a courtesy phone line for use in the production of their broadcasts of UAA football and basketball games. Each UAA institution shall arrange and absorb the cost of the installation prior to the start of each season. A phone line shall be made available in the institution's basketball facility and football stadium, as applicable. It is the responsibility of visiting radio stations to provide the sports information office of the host institution notification of their intent to broadcast sufficiently in advance of the contest.